



iProPSM: Enable Ad-hoc Substitutions in SAP®-Workflows



Ensure that unexpected employee absences never again stop your approval processes or compromise system security



User of iProPSM:

SAP clients using SAP Workflows for approval processes, e.g. approval of absence requests, travel expenses, purchase requisitions etc.

Solutions for Ad-hoc Substitutions:

Managers who are part of approval processes receive workitems in their workplace / UWL. For planned absences they may create substitution rules. If the manager is absent unexpectedly and has not specified a substitute by a rule, or the substitute is absent, somebody else has to forward the workitems in the manager's workplace. This is a permanent change as it also affects all future workitems. There is no solution in standard SAP for this case. To avoid the security concerns associated with giving user authentication to other employees, we have developed this Add-On for managing ad-hoc substitutions.

Content of Solutions:

After starting the service the administrator selects the employee who needs a substitute. The administrator will get a list of all workitems which are in the workplace / UWL of the selected employee. He now can

- ▶ create new substitution rules (tab Personal substitution rules)
- ▶ display other users' substitution rules (tab Other users' substitution rules)
- ▶ forward single or multiple workitems (tab Workitems)
- ▶ find users to forward workitems to through the built-in search help

The Add-On utilizes all SAP standard authorization checks, so the administrator only has access to authorized employees. The Add-On therefore supports central as well as decentralised scenarios.

Services:

- ▶ The Add-On is delivered via transport requests. One of our consultants will activate the service on your test or development system.
- ▶ You will receive an introduction into the tool and receive user documentation.

Terms and Conditions:

Only releases from ERP 6.0 on are supported. The Add-On can be used as follows:

- ▶ in the portal (integration of an iView)
- ▶ via URL
- ▶ via transaction within SAP GUI

On the day of implementation the client has to provide a test area with appropriate test cases.



Examples for iProPSM

The employee Anja Mueller has been selected. The first tab shows her substitution rules – Mr. Ballack receives all of her workitems:

Manage substitution rules

The tab 'Personal substitution rules' displays the substitutes of the selected employee. You can create and delete rules.
 The tab 'Other users' substitution rules' displays rules where the selected employee acts as the substitute herself/himself.
 The tab 'Workitems' incorporates and displays all active workitems of the selected employee. You can forward these workitems to other employees.

Maintain substitutions for: 00001000 Anja Mueller

Substitute				
<input type="button" value="Create rule..."/> <input type="button" value="Delete"/> <input type="button" value="Refresh"/>				
Assignments	Recipient	What to do	From	To
All	Michael Ballack	administrate assignments	08.09.2009	31.12.9999

Mr. Ballacks view: On the tab Other users' substitution rules the administrator can see that Mrs. Mueller has assigned Mr. Ballack for substitution:

Manage substitution rules

The tab 'Personal substitution rules' displays the substitutes of the selected employee. You can create and delete rules.
 The tab 'Other users' substitution rules' displays rules where the selected employee acts as the substitute herself/himself.
 The tab 'Workitems' incorporates and displays all active workitems of the selected employee. You can forward these workitems to other employees.

Maintain substitutions for: 00090011 Michael Ballack

Substitutions					
Assignment owner	Assignments	What to do	In use	Adopted	
Anja Mueller	All	administrate assignments	X		



Examples (continuation)

You can select a single or multiple workitems and forward them:

Manage substitution rules

The tab 'Personal substitution rules' displays the substitutes of the selected employee. You can create and delete rules.
 The tab 'Other users' substitution rules' displays rules where the selected employee acts as the substitute herself/himself.
 The tab 'Workitems' incorporates and displays all active workitems of the selected employee. You can forward these workitems to other employees.

Maintain substitutions for: **Christian Krüger**

Personal substitution rules | Other users' substitution rules | **Workitems**

UWL items

Subject	Status	Priority	Sent
Michael Ballack's Leave Request	NEW	NORMAL	02.09.2008 10:25:04,6900000
Process quality notification 200000694 / F2	NEW	VERYHIGH	11.09.2008 13:39:49,2780000
Michael Ballack's Leave Request	NEW	NORMAL	03.12.2008 14:25:40,0510000

Forward entries

Select recipient
 Recipient of entries:

Selected workitems:

Priority	Subject	Status	Priority
	Michael Ballack's Leave Request	NEW	NOR
	Michael Ballack's Leave Request	NEW	NOR

Row 1 of 2

Restrictions

Personal Value List | General Value List

Hide Filter Criteria

User:

Last name:

First name:

Department:

Building code:

Room Number:

Extension:

Cost center:

Fixed price offer

We offer this Add-On on a fixed price basis. The fixed price includes the implementation and the lump sum maintenance for the first year. Detailed conditions are specified in our license agreement „Software-Lizenz- und Wartungsbedingungen“, available upon request.