

Approver Managing substitution rules

Transaction Code: NA.

### Purpose

Use this procedure to Forward a workflow item, Add an Ad-Hoc Approver/Reviewer and Maintain substitution for workflow items.

#### Trigger

Perform this procedure when required to maintain substitution.

#### Prerequisites

• User name

#### Menu Path

Use the following menu path(s) to begin this transaction:

Universal Worklist

#### **Transaction Code**

NA.

#### **Helpful Hints**

- xxxx within a document represents a variable which may consist of a name, number, etc.
- In the field description tables, **R** indicates the action is required, **O** indicates the action is optional, and **C** indicates the action is conditional.
- The following notes maybe used throughout this work instruction:



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Note Type	Description	
General	<b>f</b>	Offers additional information such as policy.
Cautionary		Indicates that an action MUST BE completed.
Critical	$\sim$	Indicates that an action MUST NOT BE completed.
Shortcut	4	Indicates a shortcut to a process.



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### Procedure

**1.** Start the transaction using the menu path or transaction code.

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2. Click the Universal Worklist tab to access all procurement documents that require approval.



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#### 3.

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To forward a task or an workflow item, right-click on the link



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4. And then click Forward



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5. Click the Select... button to search for desired user name.



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6. As required, complete/review the following fields:

Field	R/O/C	Description
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		Example:



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7. Then click the Search button.



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### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

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8. Click the Apply button to accept the selected user.



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9. Click the **Submit** button to forward the selected workflow item.



### Approver Managing substitution rules

Transaction Code: NA.

#### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

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### 10.



The forwarded work-flow item disappears from the list.



### Approver Managing substitution rules

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#### 11.

Complete Shopping Cart 1000006934 with Value 36,270.00 USD

For adding an Ad-Hoc Approver, click the link of desired document Value 36,270.00 USD



Approver Managing substitution rules

Transaction Code: NA.



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12. Then click the Display / Edit Agents link to add an additional Approver or Reviewer.



Approver Managing substitution rules

Transaction Code: NA.

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		Reviewer(s) for b	ne Document					0		ncy
		Add Reviewer	Remove Reviewer					Settings		
_		Reviewer Level	Reviewer Type	Processor	Recei	ved On Proc	cessed On For	warded By		
_		The table do	es not contain any data							
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)	avascrip	period(o),								

13. Click Add Approver. button to select an user and...



Approver Managing substitution rules

Transaction Code: NA.

### Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox

۷					Shopping Cart - S	AP NetWeav	er Portal - Mozill	a Firefox				- 6 ×
Shop	tps: pin	://bts-qa1.lausd.net/irj ng Cart	/portal?Navigati	onTarget=(	OBN%3A%2F%2FBOTec	hnicalName%3	Dsc%2FOperation%3	Ddetailprof%	2FBOSystemAlias%3D	SAP_SRM&Dy	istory	BackForward
4	Aµ	<b>Oprove Sho</b> j Approval Process Ove	pping Ca	art:10	00006934							<b>.</b>
		Current Status: Current Process Step: Currently Processed By: Approval Process Data: Follow Ure:	Active SRM Shopping ( Gerald Kobata Download as XM	Cart Complet	ion		Header App	roval Note			.::	
B N A B D	Ne He De	Header Approval S Add Approver a Add Approver Ab Add Approver Bell	m Status Remove Approver ove Selected Line ow Selected Line	npletion	Status Open (No Decision Made)	Processor Gerald Kobata	Received On 06/03/2013 14:41:39	Processed	Settings On Forwarded By			bes , ru mei t bic
										1		to t igin erst info
		Reviewer(s) for th	emove Reviewer						Settings			005
		Reviewer Level	Review es not contain any	wer Type data	Processor	Rece	ived On Pro	cessed On F	Forwarded By	}		
K											0	K /

14. The click Add Approver Below Selected Line line.



Approver Managing substitution rules

Transaction Code: NA.

### Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox

	Shopping Cart - SAF Netweaver Fortai - Mozilia Filelox		
ss://bts-qa1.lausd.net/irj	$portal?NavigationTarget = OBN\%3A\%2F\%2FBOTechnicalName\%3Dsc\%2FOperation\%3Ddetailprof\%2FBOSystemAlias\%3DSAP\_SRM8argetargetargetargetargetargetargetarget$	DynamicP	arameter=C 7
ang Cart		Pristory 4	BackForward
pprove Sho	oping Cart:1000006934		î
Approval Process Ove	view		
Current Status: Current Process Step: Currently Processed By: Approval Process Data: Follow Up: Header Re Header Approval S Add Approver a Sequence Proc • 001 SRM	Active Header Approval Note SRM Shopping Cart Completion Gerald Kobata Download as XML Work item to Requester at Process End Add Approver D: Add Approver D: Approver D: Department: Building: Telephone Number: E-Mail Address:		bes i, ru mer bic t of to t igin erst info
Reviewer(s) for th Add Reviewer R Reviewer Level	OK       Cancel         c Document	٥	K No
	s://bts-qa1.lausd.net/irj/ ing Cart <b>pprove Shop</b> Approval Process Over Current Status: Current Process Btp: Currenty Processed By: Approval Process Data: Follow Up: Header Approval St Add Approver _ Re Sequence Proce • 001 SRM Add Reviewer Re Reviewer(s) for the Add Reviewer Level The table does	rs//bts-qa1 lauxd.net/in/portal?NavigationTarget=OBN%3A%2F%2FROTechnicalName%3Dsc%2FOperation%3Ddetailprof%2FROSystemAlias%3DSAP_SRM8 ing Cart  prove Shopping Cart:1000006934  Aproval Process Overview  Current Status: Curr	sc//bts-ga1 lausd.net/inj/portal/NavigationTarget=08N%3A%2F%2FB0TechnicalName%3Dts/%2FD0peration%3Ddetalprof%2FB0SystemAlias%3DSAP_SRM8DynamicP Imatory pprove Shopping Cart: 1000006934 Approvel Process Overview Current Process Deter: Deprint Completion Current Process Date: Deprint December 2000 (SrM3 Shopping Cart Completion Current Process Date: Deprint December 2000 (SrM3 Shopping Cart Completion Current Process Date: Deprint December 2000 (SrM3 Shopping Cart Completion Current Process Date: Deprint December 2000 (SrM3 Shopping Cart Completion Current Process Date: Deprint December 2000 (SrM3 Shopping Cart Completion Current Process Date: Deprint December 2000 (SrM3 Shopping Cart Completion Current Process Date: Deprint December 2000 (SrM3 Approver December 2000 (SrM3 Approver Deprint Depri

**15.** As required, complete/review the following fields:

Field	R/O/C	Description
	R	
		Example:
		Manager11



Approver Managing substitution rules

Transaction Code: NA.

### Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox

۷			Shopping Cart - S	AP NetWeaver Porta	I - Mozilla Firefox		-	. 🗗 🗙
🔒 htt	tps://bts-qa1. <b>lausd.net</b> /irj/	portal?NavigationTarget	=OBN%3A%2F%2FBOTec	hnicalName%3Dsc%2FOp	peration%3Ddetailprof%2FBOS	ystemAlias%3DSAP_SRM	1&DynamicPa	irameter=C 🖞
Shop	ping Cart						History	BackForward
1	Annrove Sho	ning Cartel	000006034					^
_	approve Shop	oping care.1	00000934					_
	Approval Process Ove	rview						e R
	Current Status:	Active			Header Approval Note			
	Current Process Step:	SRM Shopping Cart Comp	letion					
	Currently Processed By:	Gerald Kobata					.:	
	Approval Process Data:	Download as XML						
в	Follow Up:	Work Item to Requeste	r at Process End					
N	Header ter	n						
н	14	Add Approver						
A	Header Approval S	ta Approver D: M	ANAGER11					
В	Add Approver a	le						bes
D	Sequence Proc	es Name: D	orene Rubin					, ru mei
	• 001 SRM	S Department:						t bic
		Building:						tof
		Telephone Number:						igin
		E-Mail Address: D	ORENE.RUBIN@LAUSD.NET					erst
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javascrij	pt:void(0);							

**16.** Click the OK button to accept the selected user.



Approver Managing substitution rules

Transaction Code: NA.

2					Shopping Cart - S	AP NetWeav	er Portal - Mozilla	a Firefox			- 8 ×
A htt	ps://l	bts-qa1.lausd.n	et/irj/portal?N	lavigationTarge	t=OBN%3A%2F%2FBOTec	hnicalName%3	Dsc%2FOperation%30	detailprof%2FB	OSystemAlias%3DSAP_S	RM&DynamicF	Parameter=C 🏠
Shop	ping	Cart								History	BackForward
			honnin	a Cartel	000000000						^
-	AP J	prove S	noppin	g Cart:1	000006934						
	Ap	proval Proces:	s Overview								E R
_	Cur	rent Status:	Active				Header Appr	oval Note			. –
2	Cur	rent Process St	ep: SRM Sh	opping Cart Comp	pletion						
	Currently Processed By: Gerald Kobata								.:		
•	Ap	proval Process D	Data: Downlos	d as XML							
В	Fol	ow Up:	Worl	tem to Requeste	er at Process End						-
N	4	Header	tem								
н											
A		Header Appro	oval Status								
В	84	Add Approve	A Remove A	pprover					Settings		bes L ru
D	4	Sequence	Process Step		Status	Processor	Received On	Processed On	Forwarded By		mei
		- 001	SRM Shoppin	g Cart Completion	Open (No Decision Made)	Gerald Kobata	06/03/2013 14:41:39				t bic
		· 002	SRM Shoppin	g Cart Completion	Open (No Decision Made)	Dorene Rubin					to t
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		Reviewer(s)	for the Docum	ent							
_		Add Reviewe	Remove Re	viewer					Settings		ncy
		Reviewer L	evel	Reviewer Type	Processor	Rece	ived On Proc	essed On For	warded By		
		i The tab	le does not con	tain any data							
						_					OK //
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ascrip	ptivoi	d(0);									

17. Click Add Reviewer button to select an reviewer.



Approver Managing substitution rules

Transaction Code: NA.

### Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox

۷			St	opping Cart - SAP Ne	tWeaver Portal	- Mozilla Firefox		-	- 8 ×
	http	ss://bts-qa1.lausd.net/irj	portal?NavigationTarget=OBN	%3A%2F%2FBOTechnicalN	ame%3Dsc%2FOp	eration%3Ddetailprof9	%2FBOSystemAlias%3DSAP_S	RM&DynamicPa	arameter=C 😭
s	hopp	ing Cart						History	BackForward
	A	pprove Sho	oping Cart:1000	006934					î
		Approval Process Ove	rview						
		Current Status: Current Process Step: Currently Processed By: Approval Process Data: Follow Up:	Active SRM Shopping Cart Completion Gerald Kobata Download as XML Work item to Requester at Pro	cess End	н	eader Approval Note		.::	
18 —	Ni Hi Al	Header te Header Approval 3 Add Approver 4	Add Reviewer	a					bes
	De	Sequence         Pro-           •         001         SRM           •         002         SRM	es Name: Department: SI Building: Telephone Number: E-Mail Address: SI State S						mei i bic t of to t igin erst info
		Reviewer(s) for th	e Document				OK Cancel		
		Add Reviewer R	move Reviewer				Settings		
		Reviewer Level	Reviewer Type s not contain any data	Processor	Received On	Processed On	Forwarded By		
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**18.** As required, complete/review the following fields:

Field	R/O/C	Description
	R	
		Example: Manager12



Approver Managing substitution rules

Transaction Code: NA.

### Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox

)			Shopping Cart - S	AP NetWeaver Portal	- Mozilla Firefox		-	- 8 ×
htt	tps://bts-qa1. <b>lausd.net</b> /irj	/portal?NavigationTarg	et=OBN%3A%2F%2FBOTecl	hnicalName%3Dsc%2FOp	eration%3Ddetailprof%2FBOS	iystemAlias%3DSAP_SRM	A&DynamicPa	arameter=C 🖞
Shop	ping Cart						History	BackForward
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_	approve Sho	pping care.						
N	Approval Process Ove	TYNEW						e R
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Ľ	Current Process Step:	ep: SRM Shopping Cart Completion						
	Currently Processed By:	Gerald Kobata					.:	
	Approval Process Data:	Download as XML					111	
в	Follow Up:	Work Item to Request	ter at Process End					E
N	Header te	m						
н								
A	Header Approval S	Add Reviewer						
в		Reviewer ID:	MANAGER12					bes
D	Add Approver a	Ret						k, ru
	Sequence Proc	Name:	Dimone Watson					mei
	• 001 SRM	S Department:						tof
	• 002 SRM	S Building:						to t
		Telephone Number:						igin
		E-Mail Address:	DAW2423@LAUSD.NET					erst
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	Reviewer(s) for th	e Document						
ł	Add Reviewer R	emove Reviewer				Settings		nc)
ł	Reviewer Level	Reviewer Typ	e Processor	Received On	Processed On Forwar	ded By		
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**19.** Click the OK button to accept the selected user.



Approver Managing substitution rules

Transaction Code: NA.

### Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox

2					Shopping Cart - S	AP NetWeav	er Portal - Mozill	a Firefox			- 8 ×
🔒 ht	tps://	bts-qa1.lausd.n	net/irj/porta	I?NavigationTarget	=OBN%3A%2F%2FBOTec	hnicalName%3	Dsc%2FOperation%38	Odetailprof%2F8	OSystemAlias%3DS	AP_SRM&Dynamic	:Parameter=C 🏠
Shop	pping	Cart								History	BackForward
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-		nove s	поррг	ng carti i	000000554						
	N AI	proval Proces	s Overview	/							e R
	Cu	rrent Status:	Activ	/e			Header Appr	oval Note			- T
1	4 cu	rrent Process St	ep: SRM	Shopping Cart Comp	letion						
	Cu	rrently Processe	d By: Gera	id Kobata						:	
	<ul> <li>Ap</li> </ul>	proval Process (	Data: Down	load as XML							
E	Bi Fo	low Up:		ork item to Requeste	r at Process End						
,	Ne	Header	tem							_	
ł	He										
1	A	Header Appr	oval Status								
		Add Approve	r a Remov	e Approver					Settings		k, ru
	٦.	Sequence	Process St	tep	Status	Processor	Received On	Processed On	Forwarded By		mei
		• 001	SRM Shop	ping Cart Completion	Open (No Decision Made)	Gerald Kobata	06/03/2013 14:41:39				tof
		· 002	SRM Shop	ping Cart Completion	Open (No Decision Made)	Dorene Rubin					to t
											erst
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1											
		Reviewer(s)	for the Doc	ument							
		Add Reviewe	Remove	Reviewer					Settings		ncy
		Reviewer L	evel	Reviewer Type	Processor	R	eceived On Pr	ocessed On Fo	orwarded By		
	- 1			Ad hoc reviewer	Dimone Watson						
	- 1										
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1											>
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**20.** Click the OK button to accept the selected Approver and Reviewer.



Approver Managing substitution rules

Transaction Code: NA.



	9				Shopping (	Cart - SAP	NetWeaver Po	rtal - Mozilla Fir	efox			-	- 0	×
		https://bts-qa1.laus	d.net/irj/po	ortal?Naviga	tionTarget=OBN%3A%2F%	2FBOTechni	calName%3Dsc%2	FOperation%3Ddeta	iilprof%2FBOSystem	Alias%3D	SAP_S	RM&DynamicPa	aramete	r=C 🏹
	Sh	opping Cart										History	BackFo	rward
		Approve	Shop	ping C	art:10000069	34								^
	l	Number 1000008	934 D	ocument Na	ame Professional Services 00	6/03/2013 14:	31 Status Av	vaiting Approval	Created On 06/03/	2013 14:31	1:25	Created By	Candyo	e R
21 -		Approve Reject	Edit	Pr	nt Preview Save Che	ck Inquire								
		🕶 General Data												
		Buy on Behalf of: Name of shopping of Header Data: Approval Process: Budget: Document Changes	Candy cart: Profet Values Display Display	yce Robersor ssional Servi / Edit Agent 2 2	n	Deliver Prefer Compe PO Eve	y Priority: 01 red Vendor: 100000 titlive: No ent Type: Other	0784				Approval Note I certify that any applicat contracting/ impartial cor violated any documents, included wit upon requer above, I must	, to the b ble laws procure mpetitive conflict related t h the ori st. I unde st seek i	bes , ru mei bic of to t trigin erst nfo
		tem Overview	m / Copy	Paste D	uplicate Delete   Process	Al tems								
		Line Number	item Type	Product ID	Description		Product Category	Product Category D	escription	Quantity	Unit	Net Price / Limit	Curre	ncy
		• 1	Service		Teachers Motivating & Engag	ing Students	96102	ADMINISTRATIVE S	ERVICES, ALL KINDS	130	EA	279.00	USD	
														>
	javas	cript:void(0);												

**21.** Click the Approve button to approve the document with an Ad-Hoc Approver and Reviewer.



Approver Managing substitution rules

Transaction Code: NA.



	9				Shopping Car	t - SAP	NetWeaver Po	rtal - Mozilla F	irefox			-	- 🗗 🗙
		https://bts-qa1.laus	d.net/irj/p	ortal?Naviga	itionTarget=OBN%3A%2F%2FB	OTechni	calName%3Dsc%2	FOperation%3Dde	tailprof%2FBOSystem	Alias%3D	SAP_S	RM&DynamicPa	arameter=C 🏹
	Sh	opping Cart										History	BackForward
		Display D	ocun	nent:::	1000006934								^
	l	Number 1000008	1934 D	ocument Na	ame Professional Services 06/03	/2013 14:	31 Status Av	waiting Approval	Created On 06/03/	2013 14:31	:25	Created By	Candyce R
22 -		Close Print P	review	Show my	Tasks Refresh								
		🐨 General Data											
		Buy on Behalf of: Name of shopping of Header Data:	Cand art: Profe Values	yce Robersor ssional Servi	n [] ces 06/03/2013 14:31	Deliver Preferr Compe	y Priority: 01 red Vendor: 100000 titive: No	0784		_		Approval Note	
		Approval Process: Budget: Document Changes	<u>Displa</u> <u>Displa</u>	<u>v / Edit Agent</u> Y Y	3	PO Eve	nt Type: Other					I certify that any applical contracting/ impartial cor violated any documents, included wit upon request above, I mut	to the bes ble laws, ru procuremen mpetitive bic related to t th the origin st. I underst st seek info
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		Line Number	Rem Type	Product ID	Description	tenia 2	Product Category	Product Category	Description	Quantity	Unit	Net Price / Limit	Currency
		• 1	Service		Teachers Motivating & Engaging	Students	96102	ADMINISTRATIVE	SERVICES, ALL KINDS	130	EA	279.00	USD
													~
	javas	cript:void(0);											,

22. Click the Close button to exit out of the document.



### Approver Managing substitution rules

Transaction Code: NA.

#### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

	9	Universal Worklist - SAP	P NetWeaver Portal - M	ozilla Firefox		- 8 ×
	<u>File Edit View History Bookmarks</u>	Tools Help				
- 1	Universal Worklist - SAP NetWeaver Po	ortal +				
	🗲 🔒 https://bts-qa1.lausd.net/irj/po	rtal		<b>☆</b> ⊽ C'	🔀 🕶 Google	P 🖡 🕯
	🙆 Most Visited 😻 Getting Started 🗍 V	Web Slice Gallery 逼 cricket 둴 Movies 🎦 🎚	🌛 office 📙 University Grad	duate Sc 📙 Torren	ts site 🗍 Unido 🜌 Sba	- SAP NetWeaver
	Welcome Test MANAGER09					Help I Log off
- i	Home					
	Home Universal Worklist					
- 1	Universal Worklist					History BackForward
- 1	Detailed Navigation	Tasks (15 / 15) Alerts Notifica	ations SAPoffice Mails			
23 -	Universal Worklist	Show: New and in Progress Tasks (15 / 15)	) V Select a Subview	. • [AI	-	¢ 7 40
	Portal Favorites	Tasks				
		Subject	! From	Sent Date Prior	nity 🔻 🕴 Due Date	Status
		Complete Shopping Cart 1000007002 with Value 6.098.50 USD	REQUESTOR11, Test	Jun 4, 2013 Med	lum	New
		Complete Shopping Cart 1000006972 with Value 5.500.00 USD	REQUESTOR11, Test	Jun 3, 2013 Med	ium	New
		Complete Shopping Cart 1000006942 with Value 5.834.00 USD	REQUESTOR11, Test	Jun 3, 2013 Med	ium	New
		Complete Shopping Cart 1000006941 with Value 698.00 USD	REQUESTOR11, Test	Jun 3, 2013 Med	ium	New
		Complete Shopping Cart 1000006934 with Value 36,270.00 USD	REQUESTOR11, Test	Jun 3, 2013 Med	lum	New
		Complete Shopping Cart 1000006912 with Value 499.00 USD	REQUESTOR11, Test	Jun 3, 2013 Med	ium	New
		Complete Shopping Cart 1000006906 with Value 67.78 USD	REQUESTOR11, Test	Jun 3, 2013 Med	ium	New
		Complete Shopping Cart 1000006620 with Value 36,270.00 USD	REQUESTOR11, Test	May 31, 2013 Med	ium	New
		Complete Shopping Cart 1000006357 with Value 499.00 USD	REQUESTOR11, Test	May 31, 2013 Med	ium	New
		<				>

**23.** For maintaining substitution, Click the button  $\mathbf{\Xi}$ .



### Approver Managing substitution rules

Transaction Code: NA.

#### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

	2	Universal Worklist - SAF	P Net	Weaver Portal - M	ozilla Firefox		- 6 🌅	×
	<u>File Edit View History Bookmarks</u>	Tools Help						
	27 Universal Worklist - SAP NetWeaver Po	ortal +						
	+ https://bts-qa1.lausd.net/irj/po	ortal			📩 🤹	Cl 🚷 = Google	ب ال	fi
	Most Visited 🔮 Getting Started [] \]	Web Slice Gallery 🔒 cricket 逼 Movies M [	offi	ce 🔒 University Grad	luate Sc 🔒 T	orrents site 🗍 Unio	io 💇 Sbx - SAP NetWeaver	
	Welcome Test MANAGER09						Help   Log off SA	9
	Home							
	Home   Universal Worklist							
	Universal Worklist						History BackForwar	d
	Detailed Navigation	Tasks (15 / 15) Alerts Notifica	tions	SAPoffice Mails				Ŋ
	Universal Worklist							
- 1	Portal Favorites	Show: New and In Progress Tasks (15 / 15	)	<ul> <li>Select a Subview</li> </ul>	. ▼] [All	-	Refresh	
24 -		Tasks					Personalize View	
-		Subject	1	From	Sent Date	Priority v 🕘	Manage Substitution Rules	
		Complete Shopping Cart 1000007002 with Value 6.098.50 USD		REQUESTOR11, Test	Jun 4, 2013	Medium	New	
		Complete Shopping Cart 1000006972 with Value 5.500.00 USD		REQUESTOR11, Test	Jun 3, 2013	Medium	New	
		Complete Shopping Cart 1000006942 with Value 5,834.00 USD		REQUESTOR11, Test	Jun 3, 2013	Medium	New	
		Complete Shopping Cart 1000006941 with Value 698.00 USD		REQUESTOR11, Test	Jun 3, 2013	Medium	New	
		Complete Shopping Cart 1000006934 with Value 36.270.00 USD		REQUESTOR11, Test	Jun 3, 2013	Medium	New	ł
		Complete Shopping Cart 1000006912 with Value 499.00 USD		REQUESTOR11, Test	Jun 3, 2013	Medium	New	
		Complete Shopping Cart 1000006906 with Value 67.78 USD		REQUESTOR11, Test	Jun 3, 2013	Medium	New	
		Complete Shopping Cart 1000006620 with Value 36,270.00 USD		REQUESTOR11, Test	May 31, 2013	Medium	New	
		Complete Shopping Cart 1000006357 with Value 499.00 USD		REQUESTOR11, Test	May 31, 2013	Medium	New	,
		<					3	>

# 24. And then click Manage Substitution Rules line to continue.



Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

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	6	htt	:ps://bts-qa1. <b>lau</b>	<b>isd.net</b> /irj/servlet,	/prt/portal/prtevent	tname/Na	vigate/prtroo	t/pcd!3apo	ortal_content!2fe	very_user!2fgeneral!2fde	efaultDesktoj 🏠
		M You exa invo	anage Subs can view and ma mple, in case you olving you, and yo	stitution Rul anage your task su are unexpectedly u can take over an	es ubstitution rules. You o absent). You can cre nother user's tasks (if	can make a eate severa this user h	n assignee red I substitution n as allowed yo	ceive your t ules to cove u to 'fill in').	asks, or you can : er all cases. You o	set an assignee to fill in fo can also see other users's	r you (for substitution rules
25 -			My Substitution	Rules Delete Refresh	1						
			Tasks	Nominee	What To Do		Status	Rule	Activation	Turn On/Off	
											-
		C	Other Users' Sul	bstitution Rules							
		Ta	ask Owner		Tasks	What To	Do		Status	Take Over	<u> </u>
		_									
		_									
											V
	in	accri	ntwoid(0):								
	Jav	vascri	pt.void(0);								

**25.** Click the Create Rule ... button to create a new rule for substitution.



Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

	۷	SAP NetWeaver Portal - Mozilla Firefox – 🗖 🗙
	https://bts-qa1.lausd	l.net/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcdl3aportal_contentl2fevery_userl2fgenerall2fdefaultDesktoj 🏠
	Create a Subst You can define which the example, when you go unexpectedly absent).	titution Rule asks you want to assign to a assignee. You can either make the assignee receive your tasks (for on vacation), or you can allow the assignee to fill in for you (for example, in case you are 2 Set Rule Activation
26 -	Nominee:	Select
	Assign These Tasks:	
	I Want the Nominee to:	The nominee is the substitute for all tasks  • Receive My Tasks You hand over tasks to the assignee for the duration of your planned absence; in the next step you can set a start date for this rule Fill In For Me If you are unexpectedly absent, the assignee can take over your tasks completely.
	Next  Cancel	

**26.** Click the <u>Select...</u> button to search for desired user name.



Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

		SAP NetWeaver Portal - Mozilla Firefox – 🗖 🗙
	Attps://bts-qa1.lausd.net/irj/servlet/prt/pd	ntal/prteventname/Navigate/prtroot/pcdl3aportal_contentl2fevery_userl2fgenerall2fdefaultDesktor
	Create a Substitution Rule	Find People
27 -	You can define which tasks you want to assig example, when you go on vacation), or you ca unexpectedly absent).	Search For Names Search ur tasks (for are
	Define Rule Set Rule Activation Nominee: Assign These Tasks: All The nominee is the s tasks	
	I Want the Nominee to: <ul> <li>Receive My Tasks</li> <li>You hand over tasks t</li> <li>you can set a start da</li> <li>Fill In For Me</li> <li>If you are unexpected</li> </ul>	e next step
	Next 🖌 Cancel	

**27.** As required, complete/review the following fields:

Field	R/O/C	Description
	R	
		Example:
		Manager22



Approver Managing substitution rules

Transaction Code: NA.

#### SAP NetWeaver Portal - Mozilla Firefox

https://bts-qa1.lausd.net/irj/servlet/prt/port	al/prteventname/Navigate/prtroot/pcd!3aportal_content!2fevery_	user!2fgeneral!2fdefaultDesk
Create a Substitution Rule	Find People	
You can define which tasks you want to assig	Search For Names: Manager22 Search ur tasks (for	
unexpectedly absent).	User	
Define Rule Set Rule Activation		
Nominee:		
Assign These Tasks: All		
The nominee is the s tasks		
I Want the Nominee to: <ul> <li>Receive My Tasks</li> </ul>		
You hand over tasks t you can set a start da	e next step	
O Fill In For Me		
If you are unexpected	Apply Cancel	
Next 🕨 Cancel		
javascript:void(0);		

**28.** Then click the **Search** button.



Approver Managing substitution rules

Transaction Code: NA.

### **SAP NetWeaver Portal - Mozilla Firefox**

2		SAP NetWeaver Portal - Mozilla Firefox -	• ×
https://bts-qa1.lausd.	<b>net</b> /irj/servlet/prt/po	portal/prteventname/Navigate/prtroot/pcdl3aportal_contentl2fevery_userl2fgenerall2fdefau	ltDesktoj 🏠
Create a Subst You can define which ta example, when you go o unexpectedly absent). I Define Rule Nominee: Assign These Tasks: I Want the Nominee to: Next I Cancel	itution Rule sks you want to assig n vacation), or you ca 2 Set Rule Activation All The nominee is the s tasks O Receive My Tasks You hand over tasks t you can set a start da Fill In For Me If you are unexpected	Find People	
javascript:void(0);			
	https://bts-qa1.lausd. Create a Substitution You can define which ta example, when you go of unexpectedly absent). Image: Assign These Tasks: I Want the Nominee to: I Want the Nominee to: Next I Cancel Next I Cancel	https://bts-qal.lausd.net/irj/servlet/prt/          Create a Substitution Rule         You can define which tasks you want to ass example, when you go on vacation), or you of unexpectedly absent).         Image: Ima	SAP NetWeaver Portal - Mozilla Firefox Intersection Create a Substitution Rule You can define which tasks you want to assign wample, when you go on vacation), or you can unexpectedly absent). If the Rule Set Rule Activation Nominee: Assign These Tasks: Ast The nominee is the sizes You hand over tasks to you can unexpected If an for Me If you are unexpected If an low over tasks to you can unexpected Next IF Cancel Interest and the size of th

Click the **Apply** button to accept the selected user.

All Time Approvers will automatically receive the Shopping Cart Approval role.



Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

)	SAP NetWeaver Portal - Mozilla Firefox – 🗖 🗙
https://bts-qa1.lausd.	net/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcd!3aportal_content!2fevery_userl2fgeneral!2fdefaultDesktoj 🏠
Create a Subst You can define which ta example, when you go o unexpectedly absent).	itution Rule sks you want to assign to a assignee. You can either make the assignee receive your tasks (for on vacation), or you can allow the assignee to fill in for you (for example, in case you are 2 Set Rule Activation
Nominee:	MANAGER22, Test Select
Assign These Tasks:	
I Want the Nominee to:	The nominee is the substitute for all tasks
Next 🕨 Cancel	
vascript:void(0);	
	https://bts-qa1.lausd.          Create a Subst         You can define which ta         example, when you go of         unexpectedly absent).         Image: Construction         Assign These Tasks:         I Want the Nominee to:         Next         Cancel         Assign These Tasks:

**30.** Click the drop down button I to select the type of procurement document (for which this rule will be applicable).



Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

	۷	SAP NetWeaver Portal - Mozilla Firefox – 🗖	×
	https://bts-qa1.lausd.	net/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcdl3aportal_content!2fevery_user!2fgeneral!2fdefaultDesktoj	습
	Create a Substi You can define which tas example, when you go o unexpectedly absent).	itution Rule sks you want to assign to a assignee. You can either make the assignee receive your tasks (for in vacation), or you can allow the assignee to fill in for you (for example, in case you are Set Rule Activation	
	Nominee:	MANAGER22, Test Select	
24	Assign These Tasks:		
31 -	I Want the Nominee to: Next 🕨 Cancel	AP Workflow AR Workflow Contract Workflow GL Workflow Not classified AP(PCard) Workflow PO Workflow RFx Workflow Shopping Cart Workflow	

**31.** Select the desired document type from the list. For example, click All to apply this rule to all types of documents.



Approver Managing substitution rules

Transaction Code: NA.

#### SAP NetWeaver Portal - Mozilla Firefox

	۲		SAP NetWeaver Portal - Mozilla Firefox -		×
		https://bts-qa1.lausd.	net/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcd!3aportal_content!2fevery_user!2fgeneral!2fdefat	ultDeskto	ग 😭
		Create a Substi You can define which ta example, when you go o unexpectedly absent).	itution Rule sks you want to assign to a assignee. You can either make the assignee receive your tasks (for n vacation), or you can allow the assignee to fill in for you (for example, in case you are Set Rule Activation		
		Nominee: Assign These Tasks:	All		
32 -		I Want the Nominee to: Next 🕨 Cancel	The nominee is the substitute for all tasks  Receive My Tasks You hand over tasks to the assignee for the duration of your planned absence; in the next step you can set a start date for this rule Fill In For Me If you are unexpectedly absent, the assignee can take over your tasks completely.		

**32.** Click the radio button • to select Receive My Task.

- Receive My Tasks: The Nominee will receive all the tasks.
- Fill in For Me: The Nominee will have the ability to take over the task and/or end the take over of tasks anytime during the active period of the rule.



Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

	0	SAP NetWeaver Portal - Mozilla Firefox – 🗖 🗙
	https://bts-	-qa1.lausd.net/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcd!3aportal_content!2fevery_user!2fgeneral!2fdefaultDesktop 🏠
	Create a You can defin example, wh unexpectedly	a Substitution Rule ne which tasks you want to assign to a assignee. You can either make the assignee receive your tasks (for en you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are y absent). 1 2 1 2 1 Set Rule Activation
	Nominee: Assign Thes	MANAGER22, Test Select All The nominee is the substitute for all tasks
	I Want the N	ominee to: <ul> <li>Receive My Tasks</li> <li>You hand over tasks to the assignee for the duration of your planned absence; in the next step you can set a start date for this rule</li> <li>Fill In For Me</li> <li>If you are unexpectedly absent, the assignee can take over your tasks completely.</li> </ul>
33 —	Next 🕨	Cancel
	javascript:void(0	

**33.** Click the Next **b** button to proceed.



Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

	3	SAP NetWeaver Portal - Mozilla Firefox – 🗖 🗙
		https://bts-qa1.lausd.net/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcd!3aportal_content!2fevery_user!2fgeneral!2fdefaultDesktor
34		https://bts-qa1.lausd.net/irij/servlet/prt/portal/prteventname/Navigate/prtroot/pcdl3aportal_content/2fevery_userl2fgeneral/2fdefaultDesktor         Create a Substitution Rule         You can define which tasks you want to assigne to a assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent).         Image: Content of the second of t
	jav	ascript:void(0);

**34.** For example, click radio button O to select "On".

- At Once: Selecting this option will activate the substitution rule right away.
- On: Selecting this option will activate the substitution rule on a particular date.



Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

	۲	SAP NetWeaver Portal - Mozilla Firefox – 🗖 🗙
		https://bts-qa1.lausd.net/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcd!3aportal_content!2fevery_userl2fgeneral!2fdefaultDesktoj 🏠
35 -		https://bts-qa1.lausd.net/irij/servlet/prt/portal/prteventname/Navigate/prtroot/pcdl3aportal_contentl2fevery_userl2fgenerall2fdefaultDesktor
	java	ascript:void(0);

**35.** Click the box to add a "On" date for the rule.



Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

	۲	SAP NetWe	ave	r Po	ortal	- M	lozil	la F	Fire	fox – 🗆	×
	6	https://bts-qa1.lausd.net/irj/servlet/prt/portal/prteventname	e/Na	viga	te/pr	troo	t/pcd	l!3ap	porta	al_content!2fevery_user!2fgeneral!2fdefaultDeskto	ı ☆
		Create a Substitution Rule You can define which tasks you want to assign to a assignee. You vacation), or you can allow the assignee to fill in for you (for exam the set Rule Activation On saving turn on the following rule:: (a) On - The rule will be en	u can ple, i	eithe n cas	er ma se yo	ke th u are	e ass unex	igne	te re	ceive your tasks (for example, when you go on / absent).	
		At Once									
		• On				6					
		Off - The rule will not	4 4		June	201:	3	•	*		
		You can turn the rule on or off at any time on the Substitution Ru $_{\rm 2}$	2 20	3 27	7 28	29	30	31	1		
36 -	-	2	3 2	3	4	5	ę	7	8		
		Previous Save Cancel 2	4 9	10	0 11	12	13	14	15		
		2	6 23	3 24	4 25	26	20	21	22		
		2	7 30	1	2	3	4	5	6		
		_									
	jav	vascript:void(0);									

**36.** Select the desired date the rule will start. For example, click 13 13 to select.



Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

	۷	SAP NetWeaver Portal - Mozilla Firefox – 🗖 🗙
		https://bts-qa1.lausd.net/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcdl3aportal_content!2fevery_userl2fgeneral!2fdefaultDesktoj 🏠
		Create a Substitution Rule You can define which tasks you want to assign to a assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent). Define Rule Set Rule Activation
		On saving, turn on the following rule:: <ul> <li>On - The rule will be enabled</li> </ul>
		O At Once
		⊙ On 6/13/2013 🛐
		Off - The rule will not be enabled You can turn the rule on or off at any time on the Substitution Rules Management screen.
37 -		Previous Save Cancel
	java	script:void(0);

**37.** Click the save button **Save** to save all the information.



Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

۷		SAP Ne	etWeaver Portal - I	Mozilla Fire	fox			×
	https://bts-qa1.lausd.net/irj/servl	et/prt/portal/prteven	tname/Navigate/prtro	ot/pcd!3aporta	al_content!2fevery_	user!2fger	neral!2fdefaultDe	sktoj 🏠
	Manage Substitution Re You can view and manage your task example, in case you are unexpected involving you, and you can take over	ules substitution rules. You ly absent). You can cre another user's tasks (if	can make an assignee re eate several substitution f this user has allowed y	cceive your task rules to cover a ou to 'fill in').	s, or you can set an Il cases. You can al	assignee t so see othe	to fill in for you (fo er users' substituti	r on rules
	My Substitution Rules							
	Create Rule Delete Refrest	What T	ĩo Do	Status	Rule Activation		Turn On/Off	
	All MANAGER22, Tes	t Receive	es my tasks	Ongoing	Successful		Turn Off	
								-
	Other Users' Substitution Pule	•						
	Task Owner	Tasks	What To Do	5	Status	Take Ove	er	-
								-
_								
java	ascript:void(0);							

38.



Use the "Turn Off" button to turn off the rule anytime during the active period of the rule.



Approver Managing substitution rules

Transaction Code: NA.

### **SAP NetWeaver Portal - Mozilla Firefox**

39 -	۷			SA	P Net	tWeaver Portal - N	Mozilla Fir	refox			×
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	M You exa inve	anage Su can view and mple, in case y olving you, and	bstitution Ru manage your task s you are unexpectedly you can take over a	les ubstitution rules. v absent). You ci nother user's tas	. You ci an crea sks (if t	an make an assignee re ate several substitution this user has allowed y	ceive your ta rules to cove ou to 'fill in').	asks, or you can set a r all cases. You can a	n assignee Iso see oti	e to fill in for you (fo her users' substitut	or ion rules
		My Substituti	on Rules	_							
		Create Rule	Delete Refresh	]			01-1-2	Distant and a		7	
		All	MANAGER22, Test	R	eceives	s my tasks	Ongoing	Successful		Turn Off	
											_
											-
		Other Users'	Substitution Rules								
	Т	ask Owner		Tasks		What To Do		Status	Take O	ver	
											_
											<b>V</b>
	javascri	ipt:void(0);									
			_								

39.

Click Close button to exit out of the Mange substitution rules window.



Approver Managing substitution rules

Transaction Code: NA.

### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

0		Universal Wo	orklist - SAP N	etWeaver Po	ortal - Mo	ozilla Firefox	(			- 1	5 ×
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Universal Worklist - SAP NetWeaver Por	tal +										
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🙆 Most Visited 🔮 Getting Started 🗌 W	eb Slice Ga	illery 📙 cricket 블	Movies M 🔒	office 🔒 Univ	ersity Grad	uate Sc 🔒	Torrents site	e 🗍 Uni	do 🖅 Sbx -	SAP NetWeave	er
Welcome Test MANAGER09									2	ielo   Log off	SAP
Home											
Home Universal Worklist											
Universal Worklist										History _ Bac	Forward
Detailed Navigation	/ Substit	tution is currently turned	d on. You can turn	off substitution u	nder Manag	e Substitution R	ules				
Universal Worklist	Tasks	(15 / 15) Alerts	Notification	s SAPoffi	ce Mails						_
Portal Favorites	Show:	New and In Progress	Tasks (15/15)	▼ Select a	Subview		•			\$ 8 <b>(</b> )	
				,(							
	Tasks	et		I From		Cast Data	Dringhy	- 8	Due Date	Status	
	Comp	lete Shopping Cart 1000	0007002 with	REQUEST	OR11, Test	Jun 4, 2013	Medium	v 0	Due Date	New	- T
	Value	6.098.50 USD									
	Comp Value	lete Shopping Cart 1000 5.500.00 USD	0006972 with	REQUEST	OR11, Test	Jun 3, 2013	Medium			New	
	Comp Value	lete Shopping Cart 1000 5.834.00 USD	0006942 with	REQUEST	OR11, Test	Jun 3, 2013	Medium			New	
	Comp Value	lete Shopping Cart 1000 698.00 USD	0006941 with	REQUEST	OR11, Test	Jun 3, 2013	Medium			New	
	Comp Value	lete Shopping Cart 1000 36.270.00 USD	0006934 with	REQUEST	OR11, Test	Jun 3, 2013	Medium			New	
	Comp Value	lete Shopping Cart 1000 499.00 USD	0006912 with	REQUEST	OR11, Test	Jun 3, 2013	Medium			New	
	Comp Value	lete Shopping Cart 1000 67.78 USD	0006906 with	REQUEST	OR11, Test	Jun 3, 2013	Medium			New	
	Comp Value	lete Shopping Cart 1000 36.270.00 USD	0006620 with	REQUEST	OR11, Test	May 31, 2013	Medium			New	
	Comp	lete Shopping Cart 1000	0006357 with	REQUEST	OR11, Test	May 31, 2013	Medium			New	
	(										,

#### 40.



Message will be displayed, if the substitution rule is currently active.



Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

0	SAP NetWeaver Portal - Mozilla Firefox -		×
A https://bts-qa1.lau	isd.net/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcd!3aportal_content!2fevery_userl2fgeneral!2fdefau	ltDeskt	이 ☆
Create a Sub You can define whice example, when you unexpectedly absent 1 Define Rule	estitution Rule h tasks you want to assign to a assignee. You can either make the assignee receive your tasks (for go on vacation), or you can allow the assignee to fill in for you (for example, in case you are ). Set Rule Activation		
Nominee:	MANAGER22, Test Select		
Assign These Tasks	The nominee is the substitute for all tasks		
I Want the Nominee	to: O Receive My Tasks		
	You hand over tasks to the assignee for the duration of your planned absence; in the next step you can set a start date for this rule.		
	<ul> <li>O Fill In For Me</li> </ul>		
	If you are unexpectedly absent, the assignee can take over your tasks completely.		
Next 🕨 Cance			
javascript:void(0);			
41.			



If the user selects "Fill in For Me" radio button  $\bigcirc$ , then the Nominee (In this case-Manager22) should perform an extra step to take over the tasks.



### Approver Managing substitution rules

Transaction Code: NA.

#### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

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Universal Worklist - SAP NetWeaver Po	rtal +			
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Most Visited i Getting Started W	Veb Slice Gallery 📙 cricket 블 Movies	M 블 office 블 University Gra	iduate Sc 🥃 Torrents site 🔅	Unido 🏧 Sbx - SAP NetWeaver
Welcome Test MANAGER22				Help   Log off
Home				
Home Universal Worklist				
Universal Worklist				History BackForv
Detailed Navigation	Work On:      My Items      tems on Beha	If Of USER PRIVATE DATASOURCE	un:MANAGEF - All tems	
Universal Worklist	Testa (2.2.4) Alexan Net	6		
	lasks (1/1)   Alens   Noo	ications   SAPortice Mais		
Portal Favorites	Show: New and In Progress Tasks (1	/ 1)  v Select a Subview	▼ AI ▼	4 😨 🤻 🖄
	Subject	I From	Sent Date Priority v	8 Due Date Status
	Complete Shopping Cart 1000007043	with REQUESTOR11, Test	t Jun 4, 2013 Medium	New
	Value 897.00 USD			
	Complete Shopping Cart 10000	07043 with Value 897.00 USI	D	
	Sent Date: Jun 4, 2013 By REQUES	TOR11, Test	Status: New	
	Priority: Medium			

42. Click the 🖻 box to access "Manage Substitution Rules".



Logged in as Nominee (Manager22) to perform the extra step of taking over tasks.



Approver Managing substitution rules

Transaction Code: NA.

### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

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	Welcome Test MANAGER22	He	
	Home		
	Home   Universal Worklist		
	Universal Worklist	,	History BackForward
	Detailed Navigation	Work On:      My items      Tems on Behalf Of USER PRIVATE_DATASOURCE un MANAGEF      All items	
	Universal Worklist	Tasks (1 / 1) Alerts Notifications SAPoffice Mails	
1	Portal Favorites	Shawi (Income dia Researce Textor (1.1.1) and Related a Relations and (1.1.1)	A. 37 (Mar)
		Select a Subview  (All Refresh	1 1 1 CAL
		Subject ! From Sent Date Priority v 🕴 Personalize	View
		Complete Shopping Cart 1000007043 with REQUESTOR11, Test Jun 4, 2013 Medium Manage Sub Value 897.00 USD	stitution Rules
43 -			
		Complete Chapping Cost 1000007042 with Value 207.00 USD	w
		Sent Date: Jun 4. 2013 By REQUESTOR11. Test Status: New	
		Priority: Medium	
		Description: You are responsible for the approval of shopping cart "	
		<	>

43. Then click Manage Substitution Rules



### Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

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	Manage Sul You can view and example, in case y involving you, and	bstitution Rul manage your task su ou are unexpectedly you can take over an	es ibstitution rules. You can absent). You can create iother user's tasks (if thi	make an assignee rec several substitution ri s user has allowed yo	ceive your tasks, or you can set ules to cover all cases. You car u to 'fill in').	t an assignee to fill in for you n also see other users' subst	(for itution ruk
	My Substitutio	on Rules					
	Create Rule	Delete Refresh					
Tasks Nominee		What To Do	Status	Rule Activation	Turn On/Off	[	
l '							
	Other lie arel	Substitution Dulas					
	Task Owner	substitution Rules	Tasks	What To Do	Status	Take Over	
	MANAGER09, Tes	st	All	Fill In	Ongoing	Take over	
	REQUESTOR22, T	Test	All	Receive	Ongoing		

### **44.** Click the Take over button to take over tasks from "Manager09"



Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

45 -	<b>ම</b>		SAP Ne	tWeaver	Portal - N	1ozilla	Firefox		-		
	https://bts-qa1.lau	usd.net/irj/servlet/	/prt/portal/prtevent	/portal/prteventname/Navigate/prtroot/pcd!3aportal_content!2fevery_user!2fgeneral!2fdefaultDesktoj 🏠							
	Manage Subs You can view and me example, in case you involving you, and yo	stitution Rul anage your task su are unexpectedly bu can take over an	<b>es</b> bstitution rules. You c absent). You can crea other user's tasks (if f	an make ar ate several this user ha	assignee red substitution n as allowed yo	ceive yo ules to o u to 'fill i	our tasks, or you c cover all cases. Yo in').	an set an as ou can also :	ssignee to fill in for you see other users' substi	(for tution rules	
	My Substitution Rules										
	Create Rule	Delete Refresh									
	Tasks	Nominee	What To Do		Status	R	ule Activation		Turn On/Off	<b>A</b>	
						_					
										-	
	Other Users' Su	bstitution Rules									
	Task Owner		Tasks	What	To Do		Status	Take	Over		
	MANAGER09, Test		All	Fill In			Ongoing	End	take-over		
	REQUESTOR22, Tes	st	All	Receiv	/e		Ongoing	_			
				_						_	
				_				_			
45.	Click the Cloce b	x	to ovit								

A

If desired, end the take over by clicking the "End take-over" button.



### Approver Managing substitution rules

Transaction Code: NA.

#### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

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	<u>File Edit View History Bookmarks</u>	Tools Help			
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	Welcome Test MANAGER22				Help   Log off SAP
1	Home				
	Home   Universal Worklist				
	Universal Worklist				History BackForward
	Detailed Navigation	Work On:      My Items      Items on Be	half Of REQUESTOR22, Test 👻 🔿	All items	
46 -	Universal Worklist	Tasks (1 / 1) Alerts N	otifications SAPoffice Mails		
1	Portal Favorites	Show: New and In Progress Tasks	(1 / 1)   Select a Subview	× IA v	s 7 C 🛛
		Subject	! From	Sent Date Priority v 8	Due Date Status
		Complete Shopping Cart 100000704	3 with REQUESTOR11, Tes	t Jun 4, 2013 Medium	New
		Value 897.00 USD			
		Complete Shopping Cart 1000	0007043 with Value 897.00 USI	D	
		Sent Date: Jun 4, 2013 By REQUE	STOR11, Test	Status: New	
		Priority: Medium			
		Description: You are responsible for	the approval of shopping cart "		
					,

**46.** Click to select the radio button  $\Box$  "items on Behalf of".



### Approver Managing substitution rules

Transaction Code: NA.

#### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

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	<u>File Edit View History Bookmarks</u>	<u>Iools</u> Help	
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	🙆 Most Visited 😻 Getting Started 🗍	Web Slice Gallery 🥃 cricket 📙 Movies M 🤚 office 🔒 University Graduate Sc Ы Torrents site 🗍 Unido 🜌 🛛	Sbx - SAP NetWeaver
	Welcome Test MANAGER22		Help   Log off
	Home		
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		Accept Decision / Adjust Shopping Cart REQUESTOR22, Test Jun 11, 2013 Medium Number 1000006643	New
		Revise Shopping Cart 1000007281 with REQUESTOR22, Test Jun 10, 2013 Medium Value 1.000.00 USD	New
		Revise Shopping Cart 1000003461 with REQUESTOR22, Test Apr 29, 2013 Medium Value 760.60 USD	New
		Accept Decision / Adjust Shopping Cart REQUESTOR22, Test Apr 24, 2013 Medium Number 1000003171	New
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		Accept Decision / Adjust Shopping Cart Number 1000007355	
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**47.** Click the drop down button **I** to select the task owner.



Approver Managing substitution rules

Transaction Code: NA.

#### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

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		Revise Shopping Cart 1000003 Value 760.60 USD	461 with	REQUESTOR22, Test	Apr 29, 2013	Medium		New	
		Accept Decision / Adjust Shops Number 1000003171	ping Cart	REQUESTOR22, Test	Apr 24, 2013	Medium		New	
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**48.** Select the desired task owner from the list or click the radio button  $\Box$  to view All items.



Approver Managing substitution rules

Transaction Code: NA.

Result

You have successfully forwarded an workflow item, added Ad-Hoc approver/reviewer and maintained substitution.