

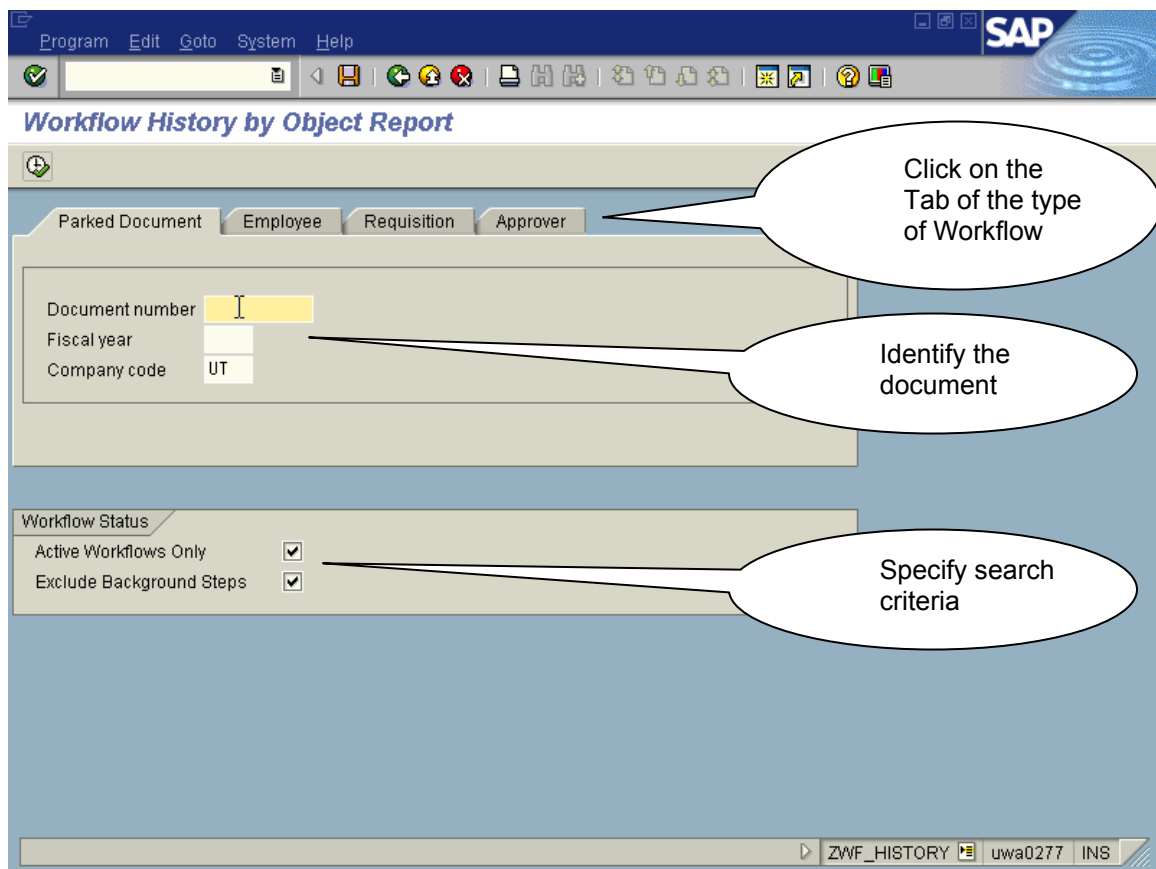
Workflow History by Object Report

ZWF_HISTORY – Workflow History by Object Report

To determine where in the Workflow path a given document currently resides, use the Workflow History by Object Report. It can be accessed by transaction ID ZWF_HISTORY or via menu path: IRIS Reporting→Workflow→ZWF_HISTORY. The parameter entry screen is divided into tabs for identifying the type of document in which you are interested.

Parked Document Workflows

If you are interested in the Workflow status of a Parked Document, use the *Parked Document Tab* to specify the document number, fiscal year, and company code. Press **F8** or click on  to Execute the report.



Click on the Tab of the type of Workflow

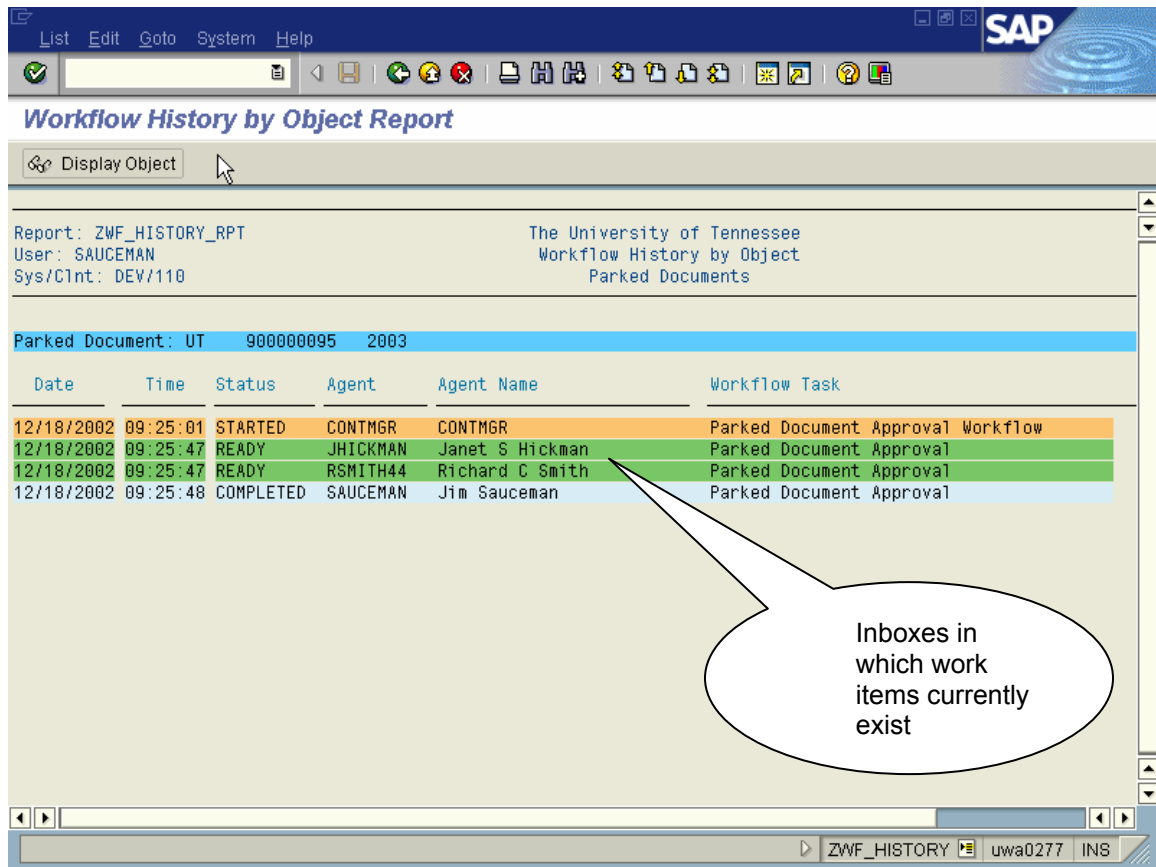
Identify the document

Specify search criteria

The Workflow Status block at the bottom of the screen allows you to search for *Active Workflows Only* (checked by default) or all Workflow History for a document. In addition, the default is to *Exclude Background Steps* (i.e. those executed by the IRIS System and not a person) or not. If you exclude background steps, it helps you to focus on the most important steps which are done by other IRIS Users (e.g. Approval, etc.).

Workflow History by Object Report


Below is the report output for a **Parked Document** Workflow History. Note the different colors used for the various work item statuses. Look for *Green* lines to determine where work items related to the document currently reside.



The screenshot displays the SAP interface for the 'Workflow History by Object Report'. The report title is 'Workflow History by Object Report' and it shows details for a 'Parked Document' with ID 'UT 900000095' from the year '2003'. The report is generated by user 'SAUCEMAN' on system 'DEV/110'. The table below lists the workflow tasks:


Date	Time	Status	Agent	Agent Name	Workflow Task
12/18/2002	09:25:01	STARTED	CONTMGR	CONTMGR	Parked Document Approval Workflow
12/18/2002	09:25:47	READY	JHICKMAN	Janet S Hickman	Parked Document Approval
12/18/2002	09:25:47	READY	RSMITH44	Richard C Smith	Parked Document Approval
12/18/2002	09:25:48	COMPLETED	SAUCEMAN	Jim Sauceman	Parked Document Approval

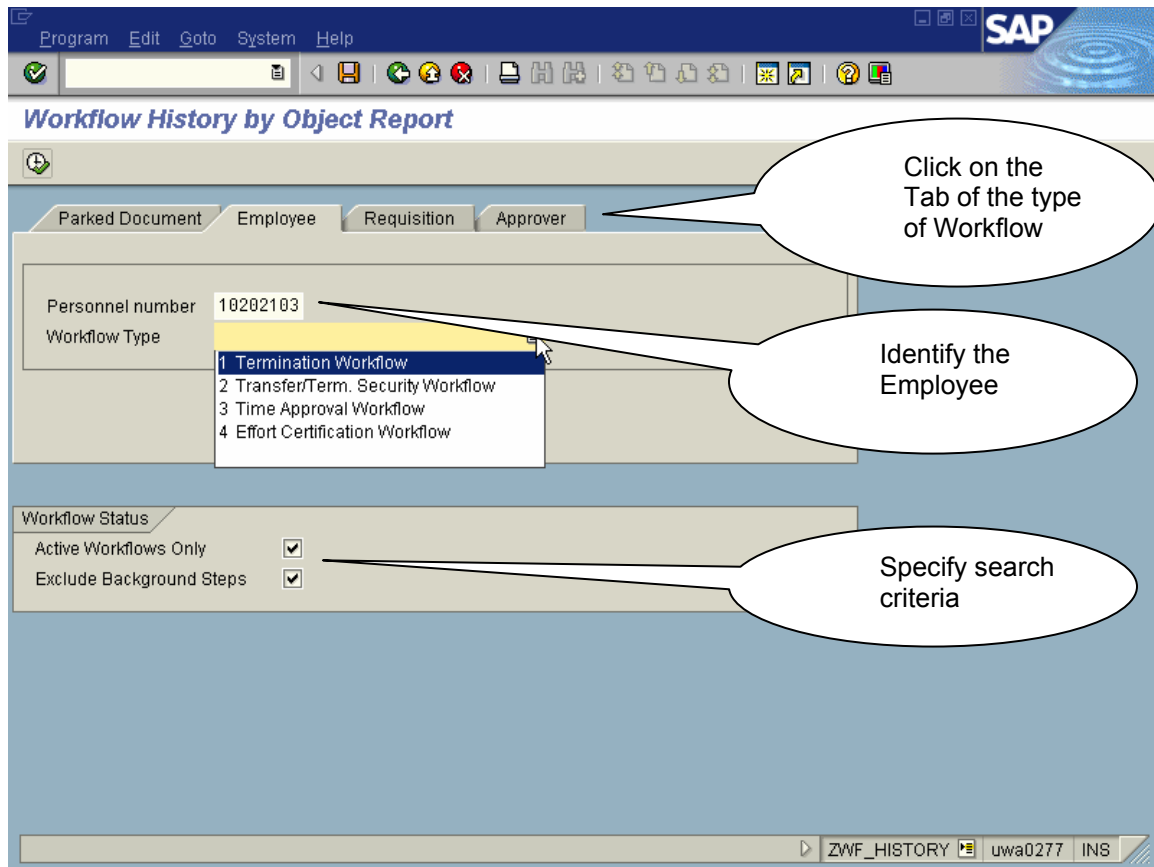
A callout bubble points to the 'READY' status rows, containing the text: 'Inboxes in which work items currently exist'.

To display the Parked Document, press the  icon and you will be transferred to a transaction that provides more information about the document.

Workflow History by Object Report

Employee Workflows

If you are interested in the status of Workflows related to Employees, use the *Employee Tab* to specify the personnel number and Workflow type. Notice that there are four different types of Employee Workflows from which to choose. Press **F8** or click on  to Execute the report.



The Workflow Status block at the bottom of the screen allows you to search for *Active Workflows Only* (checked by default) or all Workflow History for a document. In addition, the default is to *Exclude Background Steps* (i.e. those executed by the IRIS System and not a person) or not. If you exclude background steps, it helps you to focus on the most important steps which are done by other IRIS Users (e.g. Approval, etc.).

Workflow History by Object Report

Below is the report output for an **Employee Time Approval** Workflow History. Note the different colors used for the various work item statuses. Look for *Green* lines to determine where work items related to the Workflow currently reside.

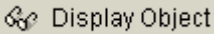
Report: ZWF_HISTORY_RPT
User: SAUCEMAN
Sys/CInt: QAS/200

The University of Tennessee
Workflow History by Object
Employee

Personnel number: 00105722 Active Workflows Only


Date	Time	Status	Workflow Task
01/10/2003	06:08:37	STARTED	KNDMGR10 ECR Test User - KN Dept MgrUT Time Approval
01/10/2003	06:08:48	READY	KNDMGR10 ECR Test User - KN Dept MgrUT Time Approval
01/10/2003	06:08:29	STARTED	KNDMGR09 ECR Test User - KN Dept MgrUT Time Approval
01/10/2003	06:08:44	READY	KNDMGR09 ECR Test User - KN Dept MgrUT Time Approval
01/10/2003	06:08:12	STARTED	KNDMGR08 ECR Test User - KN Dept MgrUT Time Approval
01/10/2003	06:08:34	READY	KNDMGR08 ECR Test User - KN Dept MgrUT Time Approval
01/10/2003	06:08:08	STARTED	KNDMGR07 ECR Test User - KN Dept MgrUT Time Approval
01/10/2003	06:08:35	READY	KNDMGR07 ECR Test User - KN Dept MgrUT Time Approval
01/10/2003	06:07:49	STARTED	KNDMGR06 ECR Test User - KN Dept MgrUT Time Approval
01/10/2003	06:08:05	READY	KNDMGR06 ECR Test User - KN Dept MgrUT Time Approval
01/10/2003	06:07:40	STARTED	KNDMGR05 ECR Test User - KN Dept MgrUT Time Approval
01/10/2003	06:07:50	READY	KNDMGR05 ECR Test User - KN Dept MgrUT Time Approval

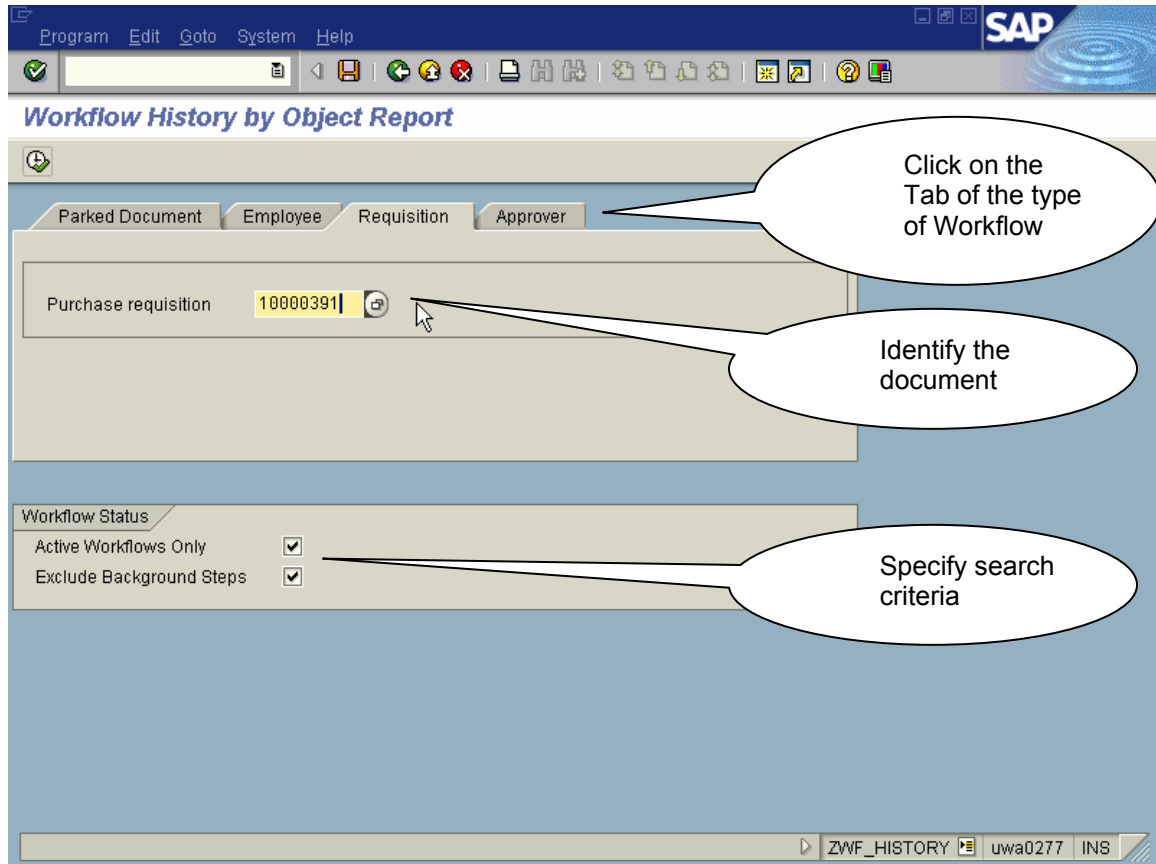
QAS (2) (200) sapqa INS

To display Employee data, press the  icon and you will be transferred to a transaction that provides more information about them.

Workflow History by Object Report

Requisition Workflows

If you are interested in the Workflow status of a Requisition, use the *Requisition Tab* to specify the document number. Press **F8** or click on  to Execute the report.



The Workflow Status block at the bottom of the screen allows you to search for *Active Workflows Only* (checked by default) or all Workflow History for a document. In addition, the default is to *Exclude Background Steps* (i.e. those executed by the IRIS System and not a person) or not. If you exclude background steps, it helps you to focus on the most important steps which are done by other IRIS Users (e.g. Approval, etc.).

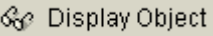
Workflow History by Object Report

Below is the report output for a **Requisition** Workflow History. Note the different colors used for the various work item statuses. Look for *Green* lines to determine where work items related to the document currently reside.

The screenshot shows the SAP interface for the 'Workflow History by Object Report'. The report title is 'Requisition' and the requisition number is 10000391. The report displays a table with the following data:


Date	Time	Status	Agent	Agent Name	Workflow Task
11/20/2002	14:07:14	STARTED	SAUCEMAN	Jim Sauceman	Requisition Approval Workflow
11/20/2002	14:07:18	READY	SAUCEMAN	Jim Sauceman	Requisition Approval
11/20/2002	14:07:18	READY	USERWF	USERWF	Requisition Approval

A callout bubble points to the two 'READY' rows with the text: 'Inboxes in which work items currently exist'.

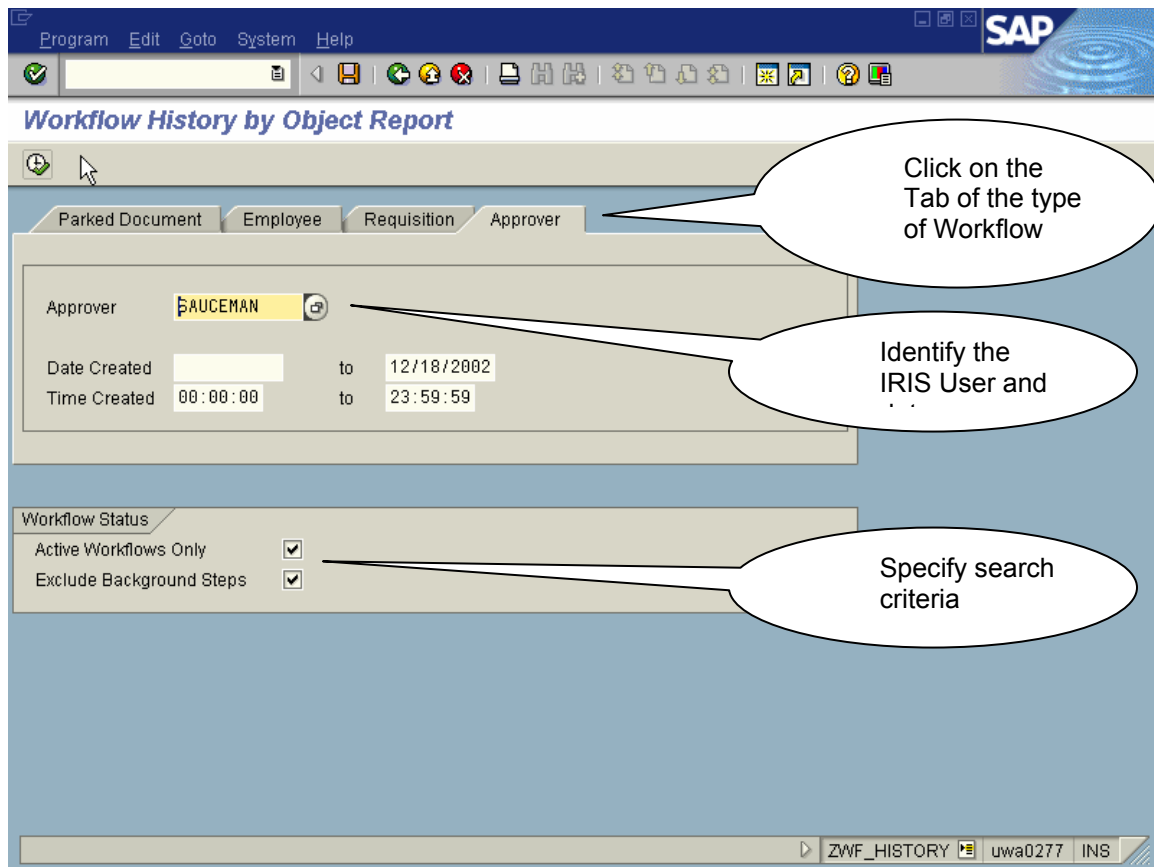
To display the Requisition, press the  icon and you will be transferred to a transaction that provides more information about the document.

Workflow History by Object Report

Approver's Inbox

If you need to display the contents of a User's Inbox, use the *Approver Tab* to specify the User ID. Press **F8** or click on  to Execute the report.

NOTE: This tab and its associated report are only visible and available to certain groups of users based on their Security Authorization. If the tab does not appear on your selection screen, you do not have this feature.



The Workflow Status block at the bottom of the screen allows you to search for *Active Workflows Only* (checked by default) or all Workflow History for a document. In addition, the default is to *Exclude Background Steps* (i.e. those executed by the IRIS System and not a person) or not. If you exclude background steps, it helps you to focus on the most important steps which are done by other IRIS Users (e.g. Approval, etc.).

Workflow History by Object Report

Below is the report output for a **Approver's Inbox**. Note the different colors used for the various work item statuses. Look for *Green* lines to determine where work items related to the document currently reside.

The screenshot shows the SAP interface for the 'Workflow History by Object Report'. The report is for Approver SAUCEMAN (Jim Sauceman). The work items are listed in descending order of creation date. The most recent item is highlighted in green, indicating it is the current status of the document.

Date	Time	Status	Work Item
12/18/2002	09:37:53	READY	Terminate Sauceman Jr, Jim
12/02/2002	10:01:56	STARTED	Inter dept transfers 0900000022 TEST
12/02/2002	10:01:30	READY	Net vendors 2400000002 TESTING
12/02/2002	10:01:29	READY	Net vendors 2400000008 Alabama Construction REFERENCE #
11/22/2002	08:30:25	READY	Net vendors 2400000447 TEST
11/22/2002	08:03:35	READY	Requisition 0010000580 for \$150.00
11/20/2002	14:07:18	READY	Requisition 0010000391 for \$107.00
11/07/2002	09:35:53	READY	Inter dept transfers 0900000085 x X
11/07/2002	09:24:45	READY	Inter dept transfers 0900000086 xx 900000085
10/23/2002	09:46:19	READY	Net vendors 2400000005 TEST
10/16/2002	09:17:57	READY	Requisition 0010000551 for \$1,966.00
09/16/2002	15:01:44	READY	Requisition 0010000544 for \$7.00
09/12/2002	14:15:15	READY	Requisition 0010000542 for \$100.00
09/12/2002	10:18:27	READY	Requisition 0010000491 for \$50.00
09/12/2002	10:18:26	READY	Requisition 0010000346 for \$33.00
09/12/2002	10:18:21	READY	Requisition 0010000320 for \$100.00
09/12/2002	10:18:19	READY	Requisition 0010000224 for \$9,999.00

Most recently created work items listed first

To display User Information, press the  icon and you will be transferred to a transaction that provides more information about the User.