

WF-10 OM Workflow Monitoring Report

Purpose

The purpose of this job aid is to explain the OM Workflow Monitoring Report and what information it provides.

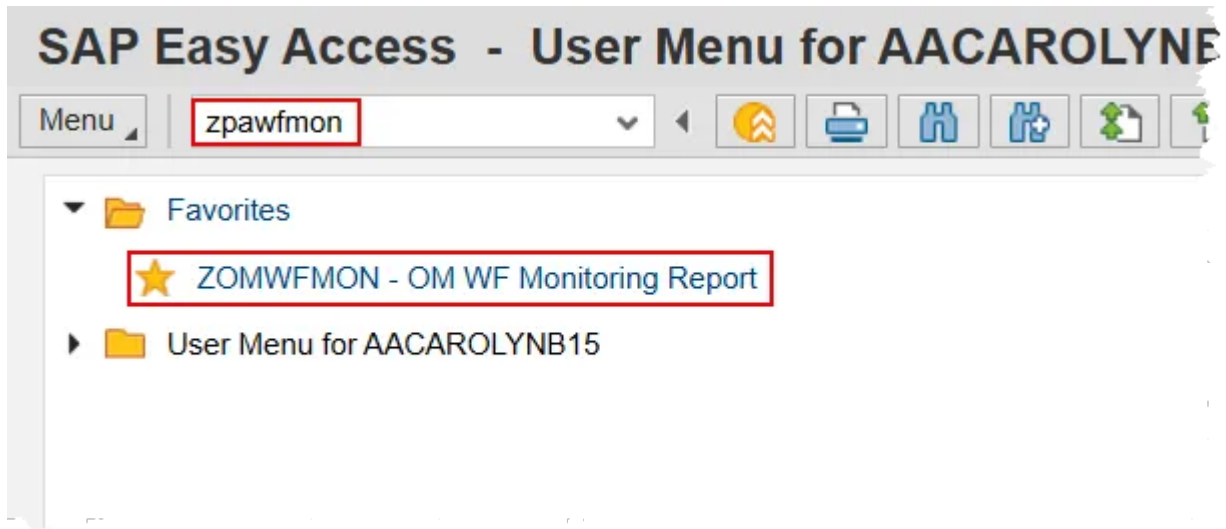
The OM Workflow Process Monitoring Report provides a quick glance at who initiated a PCR and its status. It also shows the approval track of the PCR. Information can be pulled by using the PCR number or the user/date range.

The transaction code for this report is **ZOMWFMON**.

There are 6 steps to complete this process.

Step 1. Type **ZOMWFMON** in the Command field on the SAP Easy Access screen or double click it from your [favorites folder](#) if you've previously saved the transaction there.

Image



Step 2. Enter a **PCR ID** number in the PCR ID field. This document will use a PCR that was processed in a training environment.

Image

OM WF Process Monitoring

Menu ▾

◀

Select

PCR ID

5000002081

Or

WF Processors

Action

to

Date Range

to

Step 3. You can review more than one work item at a time by clicking the **Multiple selection** button. When the pop-up appears, input the PCR numbers you wish to review in the **Single Value** cells. When they are all entered, click the **Copy** button on the bottom of the pop-up.

When the pop-up closes, you can see that multiple selections have been made by observing that the box in the multiple selection button has turned green (not pictured).

Image

OM WF Process Monitoring

Menu      

Select

PCR ID  

Multiple selection

Multiple Selection for PCR ID ×

Select Single Values (1) | Select Ranges | Exclude Single Values | Exclude Ranges

S...	Single Value
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Copy (F8)        

Step 4. Alternatively, you can search by **WF processor(s)**. If you choose to use this field, you must also include a **Date Range**. You can pre-filter the results by one or more **Action(s)** you wish to find. Running the report by using a combination of these fields will return details for items submitted by the personnel number(s) within the

selected date range.

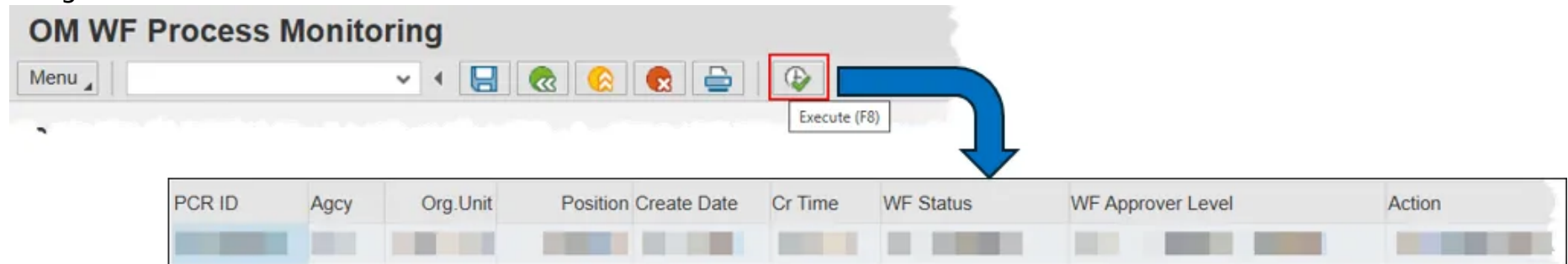
Image

The screenshot displays the 'OM WF Process Monitoring' application window. At the top, there is a title bar and a toolbar with icons for menu, save, undo, redo, delete, print, and refresh. Below the toolbar, the 'Select' section contains a 'PCR ID' input field with a search icon. The 'Or' section provides alternative search criteria: 'WF Processors' (highlighted with a red box), 'Personnel #' (with a search icon), 'Action' (with a search icon), and 'Date Range' (highlighted with a red box). The 'Date Range' section includes two date input fields with the placeholder 'mm/dd/yyyy' and 'to' labels, each accompanied by a search icon.

Step 5. Once you've entered the search parameters, click the **Execute** button to view the details for the work items(s). The report will return the details of PCRs' progression through the various levels of approval.

The fields presented will include, but are not limited to, the **PCR ID#**, **Create Date**, **WF status** and details about each approval level (date in, date out and number of days spent at that level).

Image



Step 6. You can save the input data as a **Variant**, and you can change the **Layout** of the report. Review the [GN-03](#) and the [GN-01](#) help documents for more information on these processes.

Notes:

- The WR Processor field is the user's Personnel ID. All eight digits must be entered including the leading zeros.
- The approver level will be blank if it is not applicable.

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