

Z_SCMO_TASKLIST - Schedule Manager

Tasks to be completed when documenting an SAP Transaction, Report or Message code.

1. Title of the page = SAP Transaction code, SAP Report or SAP Message


2. Add the following Labels, respectively:


- SAP Transaction => "sap_transaction"
- SAP Report => "sap_report"
- SAP Message => "sap_msg"

3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)

STEP 1

Use transaction code:

 Z_SCMO_TASKLIST - Schedule Manager: Initial Screen

 With this transaction, the user can monitor according with the following parameters:

- **Tasklist** (in principle, we will work at the country level, each country will have its one);
- **Task owner:** defined owner of the task;
- **Level of the execution of the task:** company, site or country (it is possible to combine all on the same selection). As for other situations, you are able to create your own variant;
- **Task title,** since the description of the tasks will obey to a fixed codification;
- **Range of time.**

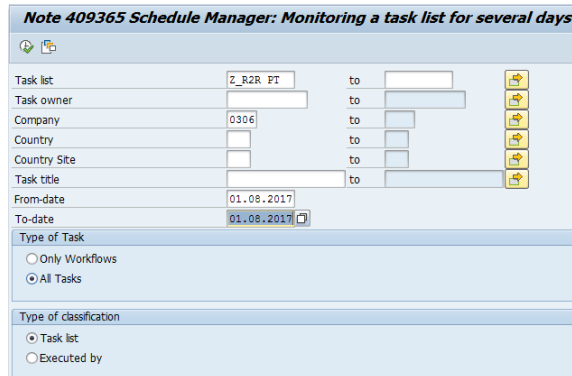
Launch the transaction Z_SCMO_TASKLIST and select the tasklist of your country (only mandatory field).







Then, you are able to choose the parameters you want to monitor.

In the example below, we are choosing to monitor the transactions performed and still to be performed, at a certain range of dates, at company level (0306) (combined with the ones at the site level if applicable).

To check tasks performed you must select the Type of Task: "All Tasks".

Note 409365 Schedule Manager: Monitoring a task list for several days



Task list	Z_R2R PT	to		
Task owner		to		
Company	0306	to		
Country		to		
Country Site		to		
Task title		to		
From-date	01.08.2017			
To-date	01.08.2017			

Type of Task

Only Workflows

All Tasks

Type of classification

Task list

Executed by

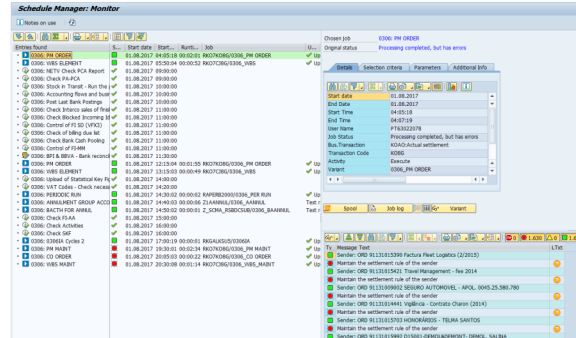
! To be able to monitor properly, it is crucial to have a suitable codification of the sites and countries (e.g PO for Póvoa and PT for Portugal).

STEP 2

Create own variant

As for the other SAP transactions or reports, we recommend each user to create his own variant in order to better monitor.

Then, you will obtain the screen on the next page:

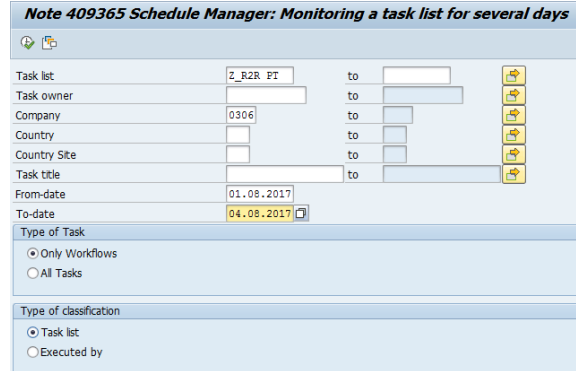


STEP 3

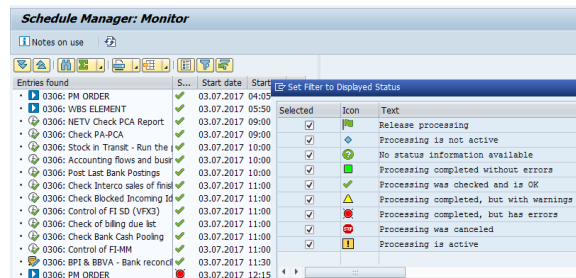
Monitor workflows, if necessary

! It is recommendable to compare the status of the notes and workflows with the transaction SCMA, since sometimes the Z_SCMO_TASKLIST doesn't update it automatically. Finance Operations or Service Units' users will have to update it manually, accordingly.

In order to control the Workflows Validation done by the Finance Locals, we have also the possibility in Z_SCMO_Tasklist to choose "Only Workflows" in Type of Task.



Press on the button filter you will be able to select the status you want to monitor.



STEP 4

Export the view to excel

You are also able to export this view to excel.



Press the button "print view" and choose the option: "Print preview of view".

Then, save it to Excel on the usual way: System / List / Save / Local file.

STEP 5

Check other schedule manager transactions

Other schedule manager transactions:

- [SCMA - Schedule](#)
- [SCMO - Schedule Manager Monitor](#)