

# SCMA - Create a Tasklist

## 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", Transaction code "xxxx"
- SAP Report => "sap\_report"
- SAP Message => "sap\_msg"

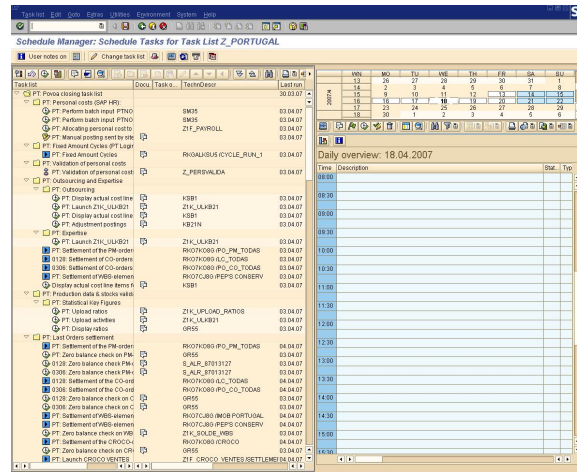
3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)

### STEP 1

Use transaction code:

 SCMA - Create a Tasklist: Initial Screen

Launch the Transaction **SCMA**:



### STEP 2

Create a tasklist


To create a tasklist, it is possible to do it in two different ways:

- 1) In the tool bar click on "tasklist" and after on create. A new screen will be launched in order to define the new Tasklist name. Provide the new Tasklist name and click "Ok".
- 2) A new tasklist can be created with reference of an existing one by going to the tool bar, clicking on "tasklist", choosing a tasklist with a similar structure to the one foreseen to be created. After click on "save as". A new screen will be launched in order to define the new Tasklist name. Provide the new Tasklist name and click "Ok".

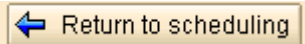
#### Note

- The second option is less time consuming, although the adjustment to the new structure shall be made and check/simulation must be done afterwards
- Each tasklist must start with "Z\_" + country name codification

### STEP 3

After inserting all the tasks (described on the following point), save the tasklist by clicking on 

## Save a tasklist

In order to exit the change mode, please select the following icon 



### Note

In order not to lose any information while creating a new tasklist, the best practice is to save the changes from time to time.

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STEP 4

## Change a taslist

In order to access the change mode of SAP Schedule Manager, please click on the following icon



Change task list