

# SCMA - Update the Status

## 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 - Update the Status: Initial Screen

**STEP 2**

Update the status

 **Program Status**

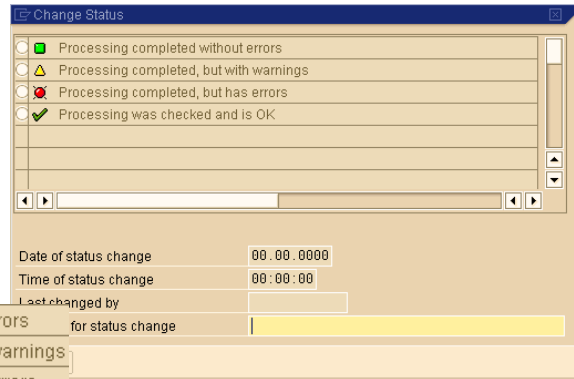
Since the programs run autonomously, the status is automatically updated and can be displayed as following:

- Processing completed without errors
- Processing completed, but with warnings
- Processing completed, but has errors

After correcting or validating the warning and error messages, the status can be updated manually as for the transactions.



In the daily overview, click on the icon , accessing the next screen:



Choose one of the four types of status. The Reason for status change field can be used in order to provide additional information for monitoring purposes. Finally click "ok".

Type of Status	Description
<input checked="" type="checkbox"/> Processing completed without errors	Always that you input something in the system (e.g. Upload of Statistical Key Figures).
<input type="checkbox"/> Processing completed, but with warnings	Input, check or job which should be done a further analysis or a follow up later on.
<input type="checkbox"/> Processing completed, but has errors	Input, check or job which was retrieved errors during the process.




Processing was checked and is OK

Normally a check that was successfully done (e.g. Check output Reports).



**Remark**

The field related with the “reason for the status change” might be a value added information, however, it is only visible by entering in the Status Change box .