

How to request FF ID to modify a process chain

We are going to align all the process chains among WBP, WBQ and WBD. In order to do that we need to improve the process to control the change of the process chains.

Only in an emergency case on WBP, we can request FF ID to modify a process chain directly on WBP by following the instructions below.

1. Log details of change to [the summary file](#) with the detail and reason why you need to modify directly on WBP and also **your plan date to transport to WBP** in order to align process chain
2. Go to [the link](#) to request FF ID. Please follow [instructions here](#) .

Note: the important points (point number is based on last edit on 12 Apr 2019 by Riccardo Oneda)

- a. At point 1.2.3 (Screen logon), if you don't see the screen on the document, please press F5 to refresh screen until you see the logon page same as document
 - b. At point 3.1.3 (Select FF ID), it must be **FF_BWPCC1_T2**
 - c. At point 3.1.6 (Review the request), please make sure that you request to access only 1 - 2 days. If you request more than that, please specific reasons (eg. project xxx) otherwise, your request may be rejected
3. There are 3 people (Francesco, Guillaum and Anon) who can approve the request.
 4. After the request is approved, you can access FF ID via tcode **/GRCP1/GRIA_EAM** . Detail [how to use this tcode is here](#) . Please make sure that you change the PC only identify on the log only. We will use the summary log file (google sheet) as the main file in order to easier to trace and public to everyone in case you may need to modify the same PC to avoid conflict and follow up the PC alignment.



The sub process chain should be planned to transport to WBP in order to align it within 1 month.

For the main chain like RSP_DAILY, it is still OK to modify directly to WBP with FF ID because it impacts a lot of process chains. However, we still need to log the changes. We will try to align the main PC once most sub process chains are already aligned.