

SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

# End User Guide

## Manage Emissions Data using SAP Build Process Automation

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## Overview

This document provides information about the user interface of Manage Emissions Data. Reviewers and approvers are the target users of the user interfaces explained in this document.

- It provides information about the UI for Review and Approval of collected data at different stages – Plant Environmental Manager – Company Environmental Manager – Regional Sustainability Lead.
- The objective is to have an approval process in place for the collected data so that these can be tracked and monitored as per the Compliance Requirement or Process Enhancement.
- Deadline monitoring is also taken into consideration in this process where due dates would be fixed for data submission / review & approval at each level.

## User Interface

### My Inbox

- Once data is submitted by the Environmental Technician, the emission data validation & approval workflow will begin.
- A mail notification along with work item will be sent to Plant Environmental Manager to validate & submit data entered by Environmental Technician.

“My Inbox” application enables line of business users to claim and complete their task. Please go through [SAP My Inbox](#) documentation for more details.

### Approval Task UI

The Approver can make one of the following decisions:

1. Approve - Click **Approve** to post data to system or move to next level of approval depending on the workflow process.
2. Reject - Click **Reject** to send the request back to the requestor for correction in data and to notify the requestor for the rejection reasons.

#### First level of approval

Plant Environmental Manager approves or rejects the work item. Once approved it will move to second level of approval. If rejected, then it will go back to requestor for rework.

**My Inbox**

All Tasks (11)

Search

Reserved by You

Approval for Daily Carbon dioxide, ppm / ID: 25 Emission Report for...  
sb-clone-99d39f11-... Medium  
Due on Dec 29, 202... Within a Week

Reserved by You

Approval for Emission Report in your role as Plant Environmental...  
sb-clone-99d39f11-... Medium  
Due on Dec 23, 2021 Overdue

Reserved by You

Approval for Emission Report in your role as Plant Environmental...  
sb-clone-99d39f11-... Medium  
Due on Dec 23, 2021 Overdue

**Emission Report Approval**

Approval for Daily Carbon dioxide, ppm / ID: 25 Emission Report for Plant 4101 in your role as Plant Environmental Manager

Created By: [Redacted]  
Created On: 2021/12/28 14:15:09

Status: Reserved  
Priority: Medium

Data collection details | History Details | Comment

Data Collection ID: 25  
Compliance Scenario: BTP Emission Scenario  
Location: Plant 4101  
Data Frequency: Daily  
Current Period: 2021/12/16  
Subject Name: Daily Carbon dioxide, ppm / ID: 25  
Status: Exceedance  
Previous Period Value: 350.0 ppm  
Current Period Value: 500.0 ppm  
Value change: 42.86 %  
Limit: CO2 (value <= 360 ppm)  
Insight: 140 ppm (38.89 % above Upper Limit)

Approve | Reject | Show Log | Release

## Second level of approval

Company Environmental Manager approves or rejects the work item. Once approved it will move to third level of approval. If rejected, then it will go back to requestor for rework.

Note: If the % increase in the collected data is more than 10, then comments will be mandatory for company environment manager before approving.

**My Inbox**

All Tasks (11)

Search

Approval for Daily Carbon dioxide, ppm / ID: 25 Emission Report for...  
sb-clone-99d39f11-... Medium  
Due on Jan 4, 2022... Within a Week

Reserved by You

Approval for Emission Report in your role as Plant Environmental...  
sb-clone-99d39f11-... Medium  
Due on Dec 23, 2021 Overdue

Reserved by You

Approval for Emission Report in your role as Plant Environmental...  
sb-clone-99d39f11-... Medium  
Due on Dec 23, 2021 Overdue

**Emission Report Approval**

Approval for Daily Carbon dioxide, ppm / ID: 25 Emission Report for Plant 4101 in your role as Company Environmental Manager

Created By: [Redacted]  
Created On: 2021/12/28 14:19:41

Status: Ready  
Priority: Medium

Data collection details | History Details | Comment

Data Collection ID: 25  
Compliance Scenario: BTP Emission Scenario  
Location: Plant 4101  
Data Frequency: Daily  
Current Period: 2021/12/16  
Subject Name: Daily Carbon dioxide, ppm / ID: 25  
Status: Exceedance  
Previous Period Value: 350.0 ppm  
Current Period Value: 500.0 ppm  
Value change: 42.86 %  
Limit: CO2 (value <= 360 ppm)  
Insight: 140 ppm (38.89 % above Upper Limit)

Approve | Reject | Show Log | Claim

### Third level of approval

Regional Sustainability Lead approves or rejects the work item. Once approved it will be posted in system. If rejected, then it will go back to requestor for rework.

Note: Comments are mandatory at all approval levels before rejecting the work item.

**SAP My Inbox**

All Tasks (11)

Search

Approval for Daily Carbon dioxide, ppm / ID: 25 Emission Report for...  
sb-clone-99d39f11-... Medium  
Due on Dec 29, 202... Within a Week

Reserved by You

Approval for Emission Report in your role as Plant Environmental...  
sb-clone-99d39f11-... Medium  
Due on Dec 23, 2021 Overdue

Reserved by You

Approval for Emission Report in your role as Plant Environmental...  
sb-clone-99d39f11-... Medium  
Due on Dec 23, 2021 Overdue

**Emission Report Approval**

Approval for Daily Carbon dioxide, ppm / ID: 25 Emission Report for Plant 4101 in your role as Regional Sustainability Lead

Created By: [REDACTED]  
Created On: 2021/12/28 14:22:14

Status: Ready  
Priority: Medium

Data collection details | History Details | Comment

Data Collection ID: 25  
Compliance Scenario: BTP Emission Scenario  
Location: Plant 4101  
Data Frequency: Daily  
Current Period: 2021/12/16  
Subject Name: Daily Carbon dioxide, ppm / ID: 25  
Status: Exceedance  
Previous Period Value: 350.0 ppm  
Current Period Value: 500.0 ppm  
Value change: 42.86 %  
Limit: CO2 (value <= 360 ppm)  
Insight: 140 ppm (38.89 % above Upper Limit)

Approve Reject Show Log Claim

### **Rework Task UI**

In the 'My Inbox' of environmental technician (who is the requestor), he changes the value of the item rejected by any of the approvers.

The persona can make one of the following decisions:

1. **Submit** - Click the button to submit the task back to the first level of approval, after making the relevant changes. In the screen, the field 'Value' is enabled for editing. Once submitted, a new workflow is triggered with the updated value.
2. **Invalidate** - User can click on Invalidate button to terminate the workflow if the data period for which data is uploaded is not valid and is not to be considered for Emissions related calculations. Comment is mandatory before invalidating.

**SAP My Inbox**

All Tasks (11)

Search

Reserved by You

Rework for Daily Carbon dioxide, ppm / ID: 25 Emission Report for...  
sb-clone-99d39f11-... Medium  
Due on Dec 29, 202... **Within a Week**

Reserved by You

Approval for Emission Report in your role as Plant Environmental...  
sb-clone-99d39f11-... Medium  
Due on Dec 23, 2021 **Overdue**

Reserved by You

Approval for Emission Report in your role as Plant Environmental...  
sb-clone-99d39f11-... Medium  
Due on Dec 23, 2021 **Overdue**

**Emission Report Environmental Technician Rework**

**Rework for Daily Carbon dioxide, ppm / ID: 25 Emission Report for Plant 4101 in your role as Environmental Technician**

Created By: [Redacted]  
Created On: 2021/12/28 14:25:00

Status: Reserved  
Priority: Medium

Data collection details | History Details | Comment

Data Collection ID: 25  
Compliance Scenario: BTP Emission Scenario  
Location: Plant 4101  
Data Frequency: Daily  
Current Period: 2021/12/16  
Subject Name: Daily Carbon dioxide, ppm / ID: 25  
Status: Exceedance  
Previous Period Value: 350.0 ppm  
Current Period Value:   
Value change: 42.86 %  
Limit: CO2 (value <= 360 ppm)  
Insight: 140 ppm (38.89 %) above Upper Limit

Submit Invaliddte Show Log Release

## Admin Task UI

If the workflow does not have an approver for a task, the task reaches to administrator's Inbox from where he can assign the approvers directly from Admin Task UI.

**SAP My Inbox**

All Tasks (11)

Search

Reserved by You

Task Owner not defined for approval of Daily Carbon dioxide, ppm / ID: 25 Emission Report for Plant 4101 in role Company Environmental Manager  
sb-clone-99d39f11-... Medium

Reserved by You

Approval for Emission Report in your role as Plant Environmental...  
sb-clone-99d39f11-... Medium  
Due on Dec 23, 2021 **Overdue**

Reserved by You

Approval for Emission Report in your role as Plant Environmental...  
sb-clone-99d39f11-... Medium  
Due on Dec 23, 2021 **Overdue**

**Admin Task**

**Task Owner not defined for approval of Daily Carbon dioxide, ppm / ID: 25 Emission Report for Plant 4101 in role Company Environmental Manager**

Created On: Dec 28, 2021  
Created By: sb-clone-99d39f11-6054-496b-bdb1-b39c97fa4b38!b96446j\workflow\b10150

Priority: Medium

Error Description | Emission Report Details | Task Owner Assignment

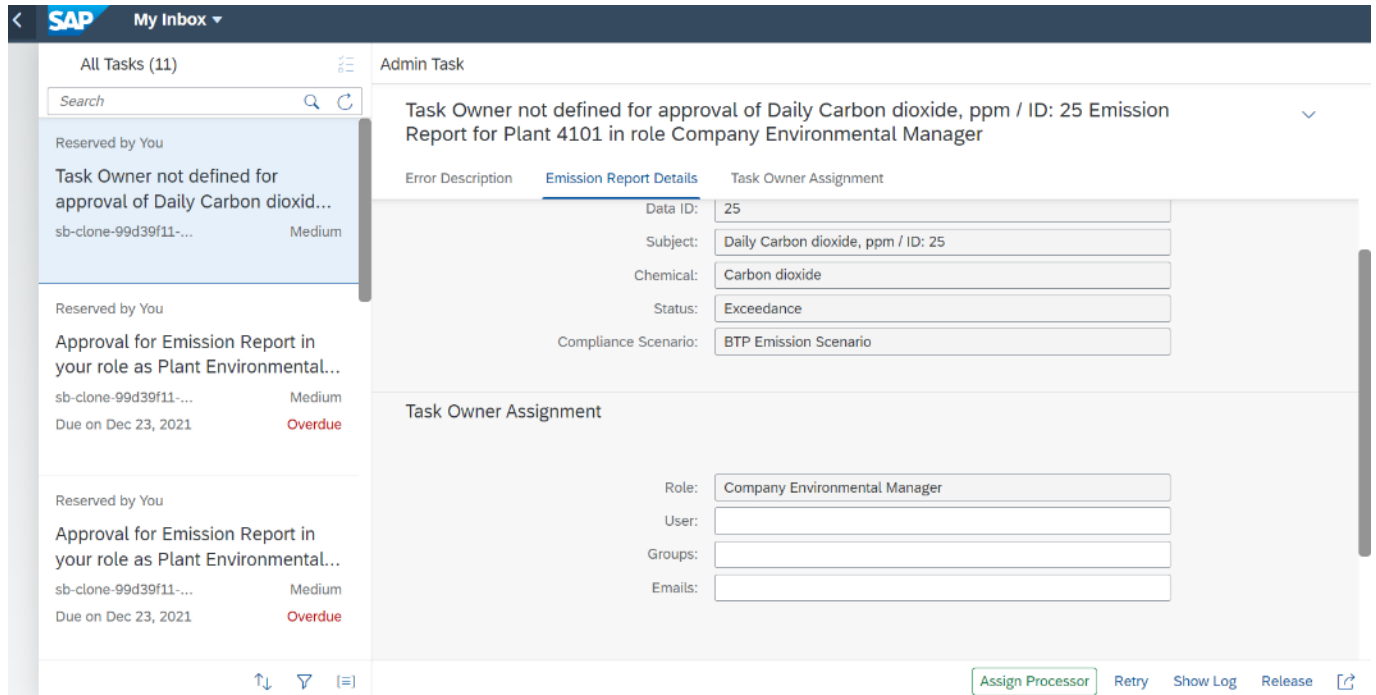
Error Description: Approver Details not maintained for Approval of Emission Report i...

**Emission Report Details**

Data ID:   
Subject:   
Chemical:   
Status:   
Compliance Scenario:

Assign Processor Retry Show Log Release

Using the following screen “Task Owner Assignment”, the administrator can assign the approver.



## Process Visibility Workspace

Process Visibility capability in SAP Build Process Automation enables process owners and process operators to gain real time visibility on processes and key process performance indicators. It also enables customers gain out of the box process visibility into their deployed processes. Please refer [help documentation](#) for more details.

**Emission Tracking and Monitoring Approval** process content package provide out of the box visibility on all the process variants. Line of business expert will be able to enhance the visibility scenario to their requirements.

## Access Process Workspace with SAP Build Process Automation

1. The administrator would have added a tile in SAP Workzone site that corresponds to the scenario “Manage Emissions Data”. For more information on how to add process visibility scenario-specific tiles, refer to the [help documentation](#).
2. Click the scenario-specific tile in the SAP Work Zone.
3. User will see the process visibility dashboard.