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## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Purpose

Use this procedure to Forward a workflow item, Add an Ad-Hoc Approver/Reviewer and Maintain substitution for workflow items.

### Trigger

Perform this procedure when required to maintain substitution.

### Prerequisites

- User name

### Menu Path

Use the following menu path(s) to begin this transaction:

- Universal Worklist

### Transaction Code

NA.

### Helpful Hints

- xxxx within a document represents a variable which may consist of a name, number, etc.
- In the field description tables, **R** indicates the action is required, **O** indicates the action is optional, and **C** indicates the action is conditional.
- The following notes maybe used throughout this work instruction:



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## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

Note Type	Icon	Description
General		Offers additional information such as policy.
Cautionary		Indicates that an action <b>MUST BE</b> completed.
Critical		Indicates that an action <b>MUST NOT BE</b> completed.
Shortcut		Indicates a shortcut to a process.



## Business Process Procedure

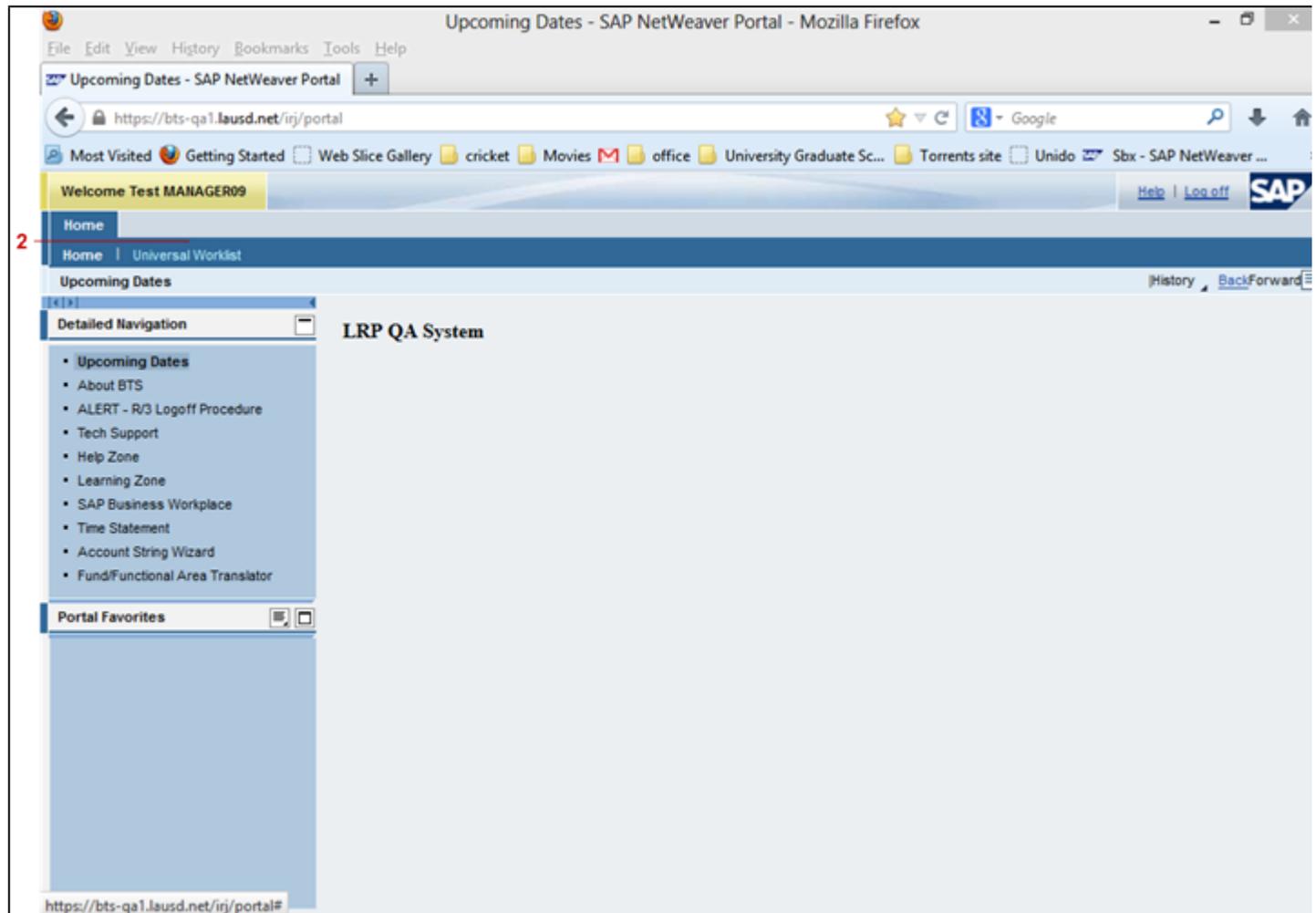
Approver Managing substitution rules

Transaction Code: NA.

### Procedure

1. Start the transaction using the menu path or transaction code.

#### Upcoming Dates - SAP NetWeaver Portal - Mozilla Firefox



2. Click the **Universal Worklist** tab to access all procurement documents that require approval.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

Subject	!	From	Sent Date	Priority	Due Date	Status
<a href="#">Complete Shopping Cart 1000007023 with Value 837.00 USD</a>		REQUESTOR11, Test	Jun 4, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000007002 with Value 6,098.50 USD</a>		REQUESTOR11, Test	Jun 4, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006972 with Value 5,500.00 USD</a>		REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006942 with Value 5,834.00 USD</a>		REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006941 with Value 698.00 USD</a>		REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006934 with Value 36,270.00 USD</a>		REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006912 with Value 499.00 USD</a>		REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006906 with Value 67.78 USD</a>		REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006820 with Value 67.78 USD</a>		REQUESTOR11, Test	May 31, 2013	Medium		New

3. To forward a task or an workflow item, right-click on the link [Complete Shopping Cart 1000007023 with Value 837.00 USD](#).



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal Universal Worklist interface. The browser window title is "Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox". The address bar shows the URL "https://bts-qa1.lausd.net/irj/portal". The page content includes a navigation menu on the left with "Universal Worklist" selected. The main area displays a table of tasks with the following columns: Subject, From, Sent Date, Priority, Due Date, and Status. A context menu is open over the first task, showing options: Forward, Resubmit, Assign To Me, Print Preview, Details, Reject, and Approve. A red line with the number "4" points to the "Forward" option.

Subject	From	Sent Date	Priority	Due Date	Status
Complete Shopping Car Value 637.00 USD	REQUESTOR11, Test	Jun 4, 2013	Medium		New
Complete Shopping Car Value 6,098.50 USD	REQUESTOR11, Test	Jun 4, 2013	Medium		New
Complete Shopping Car Value 5,500.00 USD	REQUESTOR11, Test	Jun 3, 2013	Medium		New
Complete Shopping Car Value 5,834.00 USD	REQUESTOR11, Test	Jun 3, 2013	Medium		New
Complete Shopping Car Value 698.00 USD	REQUESTOR11, Test	Jun 3, 2013	Medium		New
Complete Shopping Cart 1000006934 with Value 36,270.00 USD	REQUESTOR11, Test	Jun 3, 2013	Medium		New
Complete Shopping Cart 1000006912 with Value 499.00 USD	REQUESTOR11, Test	Jun 3, 2013	Medium		New
Complete Shopping Cart 1000006906 with Value 67.78 USD	REQUESTOR11, Test	Jun 3, 2013	Medium		New
Complete Shopping Cart 1000006820 with	REQUESTOR11, Test	May 31, 2013	Medium		New

4. And then click **Forward**.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal Universal Worklist interface. A 'Forward' dialog box is open, displaying the item 'Complete Shopping Cart 1000007023 with Value 837.00 USD'. The dialog includes a 'To:' field and a 'Select...' button. A red number '5' is positioned to the left of the dialog box. The background shows a table of worklist items with columns for Due Date, Status, and Item details.

Due Date	Status	Item
	New	Complete Shopping Cart 1000007023 with Value 837.00 USD
	New	Complete Shopping Cart 1000006934 with Value 698.00 USD
	New	Complete Shopping Cart 1000006934 with Value 36,270.00 USD
	New	Complete Shopping Cart 1000006912 with Value 499.00 USD
	New	Complete Shopping Cart 1000006906 with Value 67.78 USD
	New	Complete Shopping Cart 1000006620 with Value 36,270.00 USD

5. Click the **Select...** button to search for desired user name.

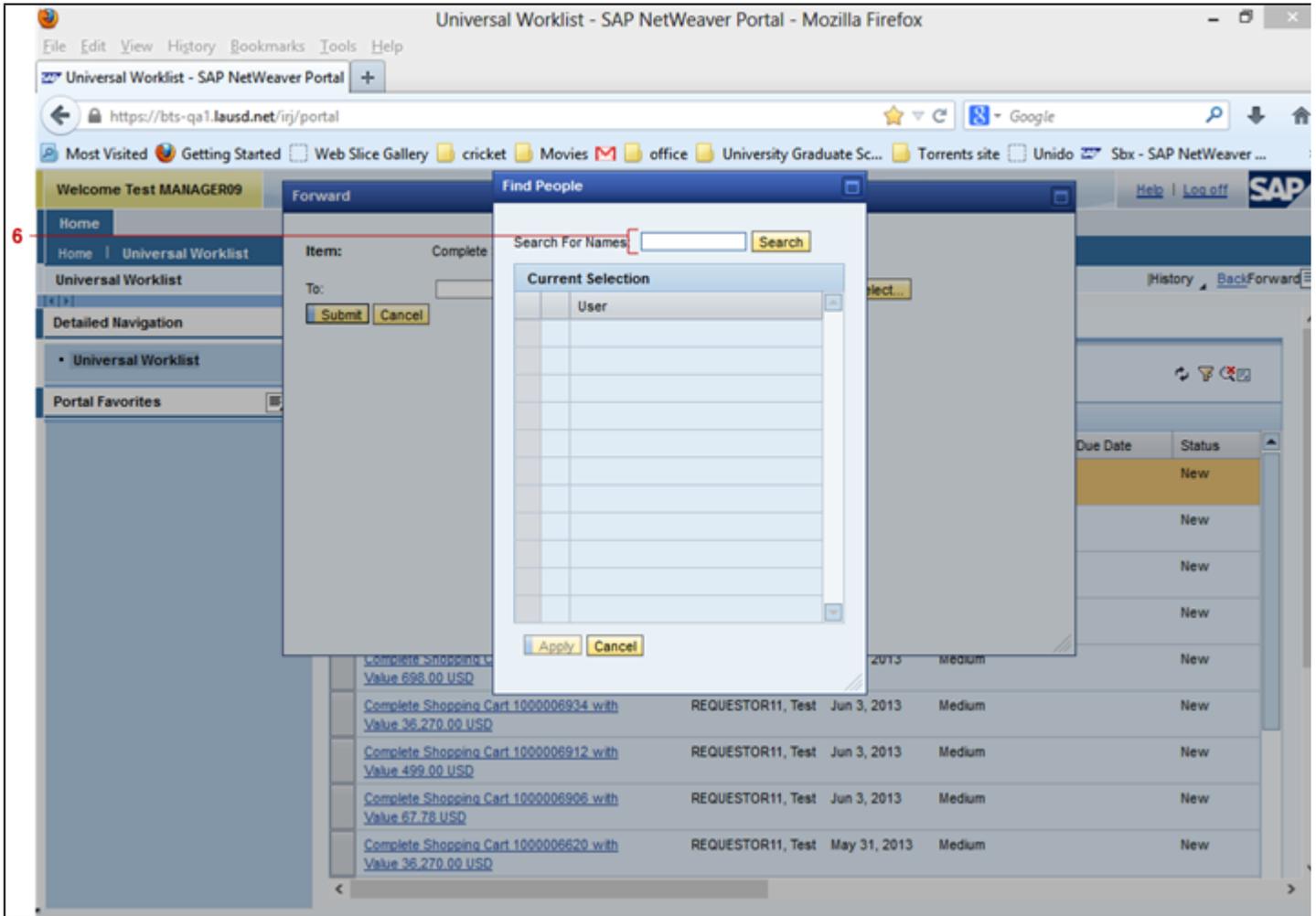


## Business Process Procedure

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Transaction Code: NA.

### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox



6. As required, complete/review the following fields:

Field	R/O/C	Description
	R	Example:



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal interface. A 'Find People' dialog box is open, with the search criteria set to 'Manager11'. The search results table is empty. The background shows a list of shopping cart items with columns for Due Date, Status, and Value.

Due Date	Status	Value
	New	
2013	medium	
	New	

7. Then click the **Search** button.



## Business Process Procedure

Approver Managing substitution rules

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### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal Universal Worklist interface. A 'Find People' dialog box is open, allowing the user to search for a user. The search criteria are 'Manager11'. The 'Current Selection' list shows one user: 'MANAGER11\_Test'. The 'Apply' button is highlighted, and a red line with the number '8' points to it. The background shows a table of worklist items with columns for Due Date, Status, and a list of items.

Due Date	Status
	New
2013	Medium
	New

8. Click the **Apply** button to accept the selected user.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows a Mozilla Firefox browser window displaying the SAP NetWeaver Portal. A 'Forward' dialog box is open, showing the following details:

- Item: Complete Shopping Cart 1000007023 with Value 837.00 USD
- To: MANAGER11, Test
- Buttons: Submit, Cancel, Select...

The background shows a table of shopping cart items with columns for Due Date, Status, and a list of items. A red circle with the number 9 is positioned to the left of the 'Submit' button in the dialog box.

Due Date	Status
	New

9. Click the **Submit** button to forward the selected workflow item.



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### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Universal Worklist - SAP NetWeaver Portal

https://bts-qa1.lausd.net/irj/portal

Welcome Test MANAGER09

Home

Home | Universal Worklist

Universal Worklist

Detailed Navigation

Universal Worklist

Portal Favorites

Item was forwarded successfully

Tasks (15 / 15) Alerts Notifications SAPoffice Mails

Show: New and In Progress Tasks (15 / 15) Select a Subview... All

Subject	!	From	Sent Date	Priority	Due Date	Status
<a href="#">Complete Shopping Cart 1000007002 with Value 6,098.50 USD</a>		REQUESTOR11, Test	Jun 4, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006972 with Value 5,500.00 USD</a>		REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006942 with Value 5,834.00 USD</a>		REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006941 with Value 698.00 USD</a>		REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006934 with Value 36,270.00 USD</a>		REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006912 with Value 499.00 USD</a>		REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006906 with Value 67.78 USD</a>		REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006620 with Value 36,270.00 USD</a>		REQUESTOR11, Test	May 31, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006357 with Value 36,270.00 USD</a>		REQUESTOR11, Test	May 31, 2013	Medium		New

10.



The forwarded work-flow item disappears from the list.



## Business Process Procedure

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### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal Universal Worklist interface. The browser window title is "Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox". The address bar shows the URL "https://bts-qa1.lausd.net/irj/portal". The page displays a "Welcome Test MANAGER09" message and a navigation menu. The main content area shows a list of tasks under the "Tasks (13 / 13)" tab. The tasks are listed in a table with columns: Subject, From, Sent Date, Priority, Due Date, and Status. A red line labeled "11" points to the third task in the list.

Subject	From	Sent Date	Priority	Due Date	Status
<a href="#">Complete Shopping Cart 1000006972 with Value 5,500.00 USD</a>	REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006941 with Value 696.00 USD</a>	REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006934 with Value 36,270.00 USD</a>	REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006912 with Value 499.00 USD</a>	REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006906 with Value 67.78 USD</a>	REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006620 with Value 36,270.00 USD</a>	REQUESTOR11, Test	May 31, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006357 with Value 499.00 USD</a>	REQUESTOR11, Test	May 31, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006356 with Value 107.33 USD</a>	REQUESTOR11, Test	May 31, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006354 with Value 224.74 USD</a>	REQUESTOR11, Test	May 31, 2013	Medium		New

11. For adding an Ad-Hoc Approver, click the link of desired document [Complete Shopping Cart 1000006934 with Value 36,270.00 USD](#).



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal interface for a shopping cart. The browser title is "Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox". The URL is [https://bts-qa1.lausd.net/irj/portal?NavigationTarget=OBN%3A%2F%2FBOTechnicalName%3Dsc%2FOperation%3Ddetailprof%2FBOSystemAlias%3DSAP\\_SRM&DynamicParameter=C](https://bts-qa1.lausd.net/irj/portal?NavigationTarget=OBN%3A%2F%2FBOTechnicalName%3Dsc%2FOperation%3Ddetailprof%2FBOSystemAlias%3DSAP_SRM&DynamicParameter=C). The page title is "Shopping Cart". The main heading is "Approve Shopping Cart:100006934". Below this, there is a summary bar with the following information: Number 100006934, Document Name Professional Services 06/03/2013 14:31, Status Awaiting Approval, Created On 06/03/2013 14:31:25, and Created By Candyce R. There are several action buttons: Approve, Reject, Edit, Close, Print Preview, Save, Check, and Inquire. The "General Data" section is expanded, showing fields for Buy on Behalf of (Candyce Roberson), Name of shopping cart (Professional Services 06/03/2013 14:31), Header Data (Values), Approval Process (Display / Edit Agents), Budget (Display), and Document Changes (Display). There are also fields for Delivery Priority (01), Preferred Vendor (100000784), Competitive (No), and PO Event Type (Other). An "Approval Note" field is present with a checkbox and text: "I certify that, to the best of my knowledge, this purchase complies with all applicable laws, rules, regulations, and policies, and that I have not violated any conflict of interest laws, related to this purchase. I understand that, if I am found to be in violation of any of the above, I must seek information from the appropriate authorities." Below the "General Data" section is the "Item Overview" section, which contains a table with the following data:

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency
1	Service		Teachers Motivatio & Engaging Students	96102	ADMINISTRATIVE SERVICES, ALL KINDS	130	EA	279.00	USD

12. Then click the [Display / Edit Agents](#) link to add an additional Approver or Reviewer.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox

Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox

Approve Shopping Cart: 1000006934

Approval Process Overview

Current Status: Active  
Current Process Step: SRM Shopping Cart Completion  
Currently Processed By: Gerald Kobata  
Approval Process Data: [Download as XML](#)  
Follow Up:  Work Item to Requester at Process End

Header Approval Status

[Add Approver](#) [Remove Approver](#) [Settings](#)

Seq.	Add Approver Choice Button	Status	Processor	Received On	Processed On	Forwarded By
001	SRM Shopping Cart Completion	Open (No Decision Made)	Gerald Kobata	06/03/2013 14:41:39		

Reviewer(s) for the Document

[Add Reviewer](#) [Remove Reviewer](#) [Settings](#)

Reviewer Level	Reviewer Type	Processor	Received On	Processed On	Forwarded By
The table does not contain any data					

OK

13. Click [Add Approver](#) button to select an user and...



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox

Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox

Approve Shopping Cart:100006934

Approval Process Overview

Current Status: Active  
Current Process Step: SRM Shopping Cart Completion  
Currently Processed By: Gerald Kobata  
Approval Process Data: [Download as XML](#)  
Follow Up:  Work Item to Requester at Process End

Header Approval Status

Status	Processor	Received On	Processed On	Forwarded By
Open (No Decision Made)	Gerald Kobata	06/03/2013 14:41:39		

Reviewer(s) for the Document

Reviewer Level	Reviewer Type	Processor	Received On	Processed On	Forwarded By
The table does not contain any data					

14. The click **Add Approver Below Selected Line** line.

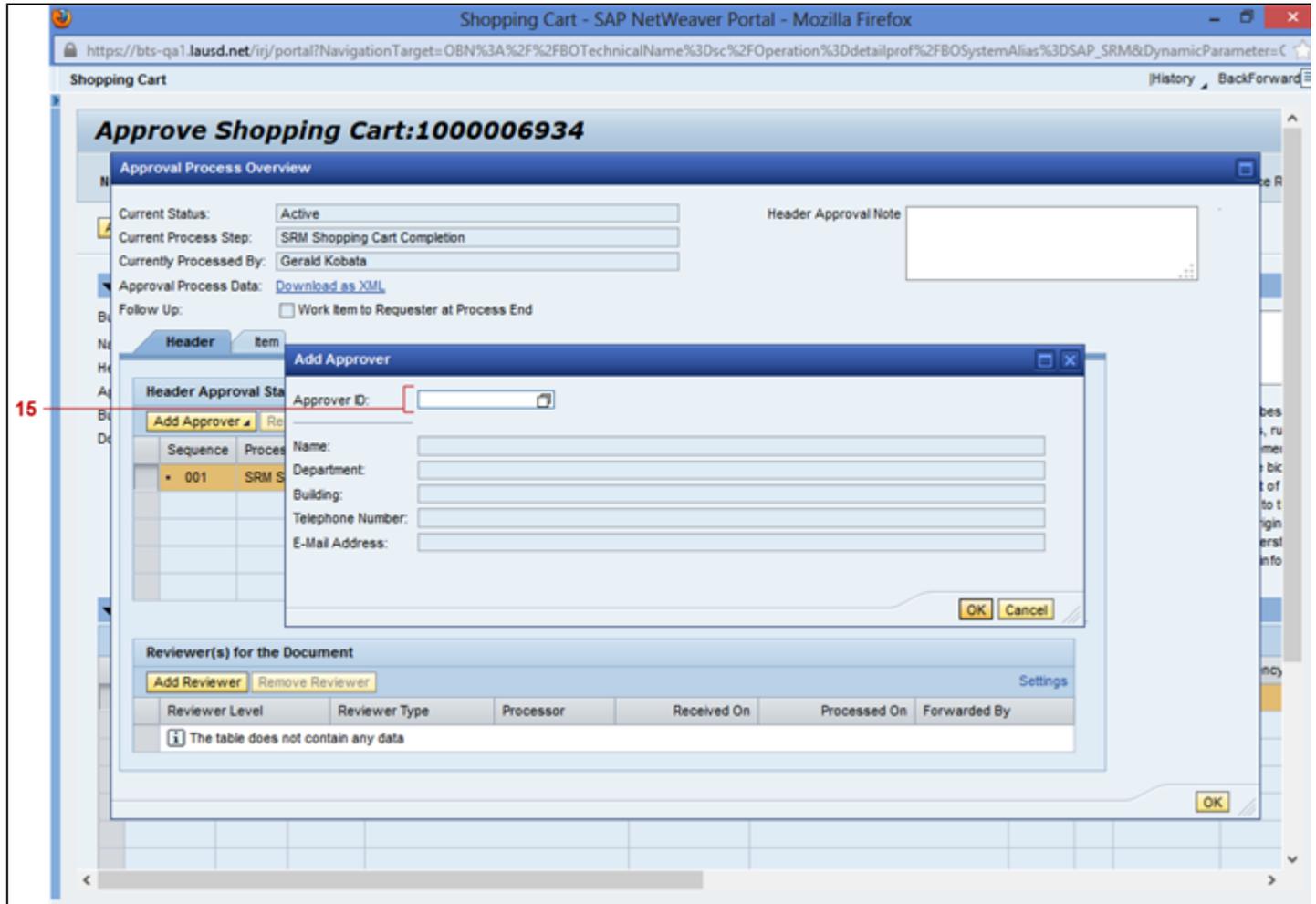


## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox



15. As required, complete/review the following fields:

Field	R/O/C	Description
	R	<b>Example:</b> Manager11



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox

The screenshot displays the 'Approve Shopping Cart: 1000006934' interface. The 'Approval Process Overview' section shows the current status as 'Active' and the current process step as 'SRM Shopping Cart Completion'. The 'Add Approver' dialog box is open, allowing the user to select an approver. The dialog box contains the following information:

- Approver ID: MANAGER11
- Name: Dorene Rubin
- Department: (empty)
- Building: (empty)
- Telephone Number: (empty)
- E-Mail Address: DORENE.RUBIN@LAUSD.NET

The 'OK' button is highlighted with a red circle and the number 16, indicating the step to click the button to accept the selected user.

16. Click the **OK** button to accept the selected user.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox

Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox

Approve Shopping Cart: 1000006934

Approval Process Overview

Current Status: Active  
Current Process Step: SRM Shopping Cart Completion  
Currently Processed By: Gerald Kobata  
Approval Process Data: [Download as XML](#)  
Follow Up:  Work Item to Requester at Process End

Header Approval Status

Sequence	Process Step	Status	Processor	Received On	Processed On	Forwarded By
001	SRM Shopping Cart Completion	Open (No Decision Made)	Gerald Kobata	06/03/2013 14:41:39		
002	SRM Shopping Cart Completion	Open (No Decision Made)	Dorene Rubin			

Reviewer(s) for the Document

[Add Reviewer](#) [Remove Reviewer](#)

Reviewer Level	Reviewer Type	Processor	Received On	Processed On	Forwarded By
The table does not contain any data					

OK

17. Click [Add Reviewer](#) button to select an reviewer.

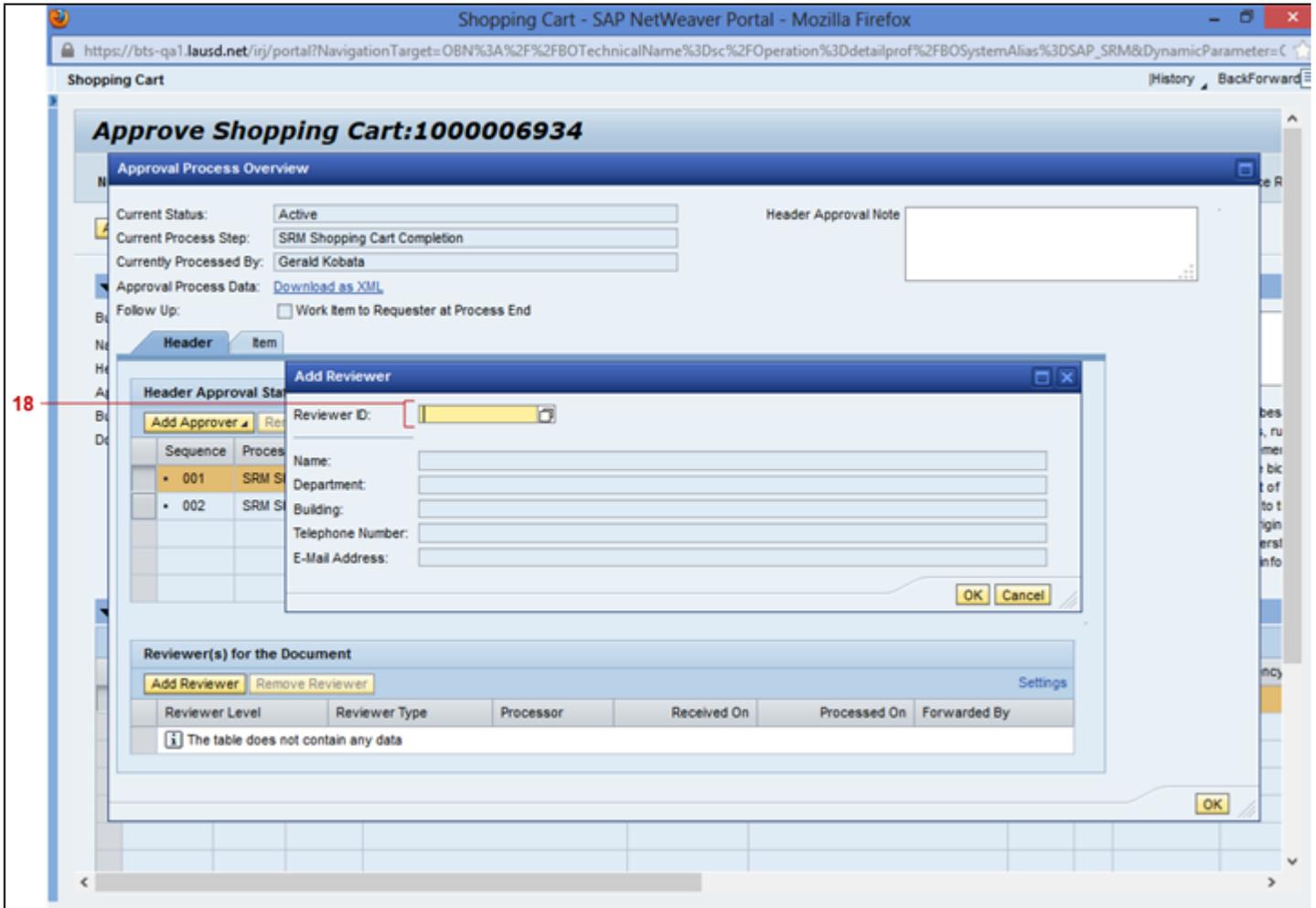


## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox



18. As required, complete/review the following fields:

Field	R/O/C	Description
	R	<b>Example:</b> Manager12



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox

The screenshot displays the 'Approve Shopping Cart: 1000006934' interface. The 'Approval Process Overview' section shows the current status as 'Active' and the process step as 'SRM Shopping Cart Completion'. The 'Add Reviewer' dialog box is open, allowing the user to select a reviewer. The dialog box contains the following fields:

- Reviewer ID: MANAGER12
- Name: Dimone Watson
- Department: [Empty]
- Building: [Empty]
- Telephone Number: [Empty]
- E-Mail Address: DAW2423@LAUSD.NET

The dialog box has 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button. Below the dialog box, the 'Reviewer(s) for the Document' section is visible, showing a table with columns for Reviewer Level, Reviewer Type, Processor, Received On, Processed On, and Forwarded By. The table is currently empty, with a message stating 'The table does not contain any data'. The 'OK' button is also visible at the bottom right of the main window.

19. Click the **OK** button to accept the selected user.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox

Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox

Approve Shopping Cart: 1000006934

Approval Process Overview

Current Status: Active  
Current Process Step: SRM Shopping Cart Completion  
Currently Processed By: Gerald Kobata  
Approval Process Data: [Download as XML](#)  
Follow Up:  Work Item to Requester at Process End

Header Approval Status

Sequence	Process Step	Status	Processor	Received On	Processed On	Forwarded By
001	SRM Shopping Cart Completion	Open (No Decision Made)	Gerald Kobata	06/03/2013 14:41:39		
002	SRM Shopping Cart Completion	Open (No Decision Made)	Dorene Rubin			

Reviewer(s) for the Document

Reviewer Level	Reviewer Type	Processor	Received On	Processed On	Forwarded By
	Ad hoc reviewer	Dimone Watson			

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OK

20. Click the **OK** button to accept the selected Approver and Reviewer.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox

Shopping Cart

### Approve Shopping Cart:1000006934

Number 1000006934 Document Name Professional Services 06/03/2013 14:31 Status Awaiting Approval Created On 06/03/2013 14:31:25 Created By Candyce R

21

▼ General Data

Buy on Behalf of:  Delivery Priority:

Name of shopping cart:  Preferred Vendor:

Header Data: [Values](#) Competitive:

Approval Process: [Display / Edit Agents](#) PO Event Type:

Budget: [Display](#)

Document Changes: [Display](#)

Approval Note  I certify that, to the best of my knowledge, this procurement is in compliance with all applicable laws, rules, regulations, and policies, and that it is in the best interest of the district. I understand that, if I am found to have violated any conflict of interest laws, rules, regulations, or policies, I may be subject to disciplinary action, including suspension or termination. I understand that, if I am found to have violated any conflict of interest laws, rules, regulations, or policies, I may be subject to disciplinary action, including suspension or termination. I understand that, if I am found to have violated any conflict of interest laws, rules, regulations, or policies, I may be subject to disciplinary action, including suspension or termination.

▼ Item Overview

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency
1	Service	96102	Teachers Motivating & Engaging Students	96102	ADMINISTRATIVE SERVICES, ALL KINDS	130	EA	279.00	USD

21. Click the **Approve** button to approve the document with an Ad-Hoc Approver and Reviewer.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal Shopping Cart interface in Mozilla Firefox. The browser title is "Shopping Cart - SAP NetWeaver Portal - Mozilla Firefox". The URL is [https://bts-qa1.lausd.net/irj/portal?NavigationTarget=OBN%3A%2F%2FBOTechnicalName%3Dsc%2FOperation%3Ddetailprof%2FBOSystemAlias%3DSAP\\_SRM&DynamicParameter=C](https://bts-qa1.lausd.net/irj/portal?NavigationTarget=OBN%3A%2F%2FBOTechnicalName%3Dsc%2FOperation%3Ddetailprof%2FBOSystemAlias%3DSAP_SRM&DynamicParameter=C). The page title is "Shopping Cart". The main content area displays "Display Document::100006934". Below this, there is a summary table with the following data:

Number	Document Name	Status	Created On	Created By
100006934	Professional Services 06/03/2013 14:31	Awaiting Approval	06/03/2013 14:31:25	Candyce R

Below the summary table, there are several buttons: "Close", "Print Preview", "Show my Tasks", and "Refresh". A red arrow points to the "Close" button. The "General Data" section contains the following information:

- Buy on Behalf of: Candyce Roberson
- Name of shopping cart: Professional Services 06/03/2013 14:31
- Header Data: [Values](#)
- Approval Process: [Display / Edit Agents](#)
- Budget: [Display](#)
- Document Changes: [Display](#)
- Delivery Priority: 01
- Preferred Vendor: 100000784
- Competitive: No
- PO Event Type: Other
- Approval Note:  I certify that, to the best of my knowledge, this document complies with all applicable laws, regulations, and policies, and that it does not contain any confidential information or other information that is subject to a duty of confidentiality. I understand that, if I am found to have violated any conflict of interest provisions, I may be subject to disciplinary action, including suspension or termination of employment.

The "Item Overview" section contains a table with the following data:

Line Number	Item Type	Product ID	Description	Product Category	Product Category Description	Quantity	Unit	Net Price / Limit	Currency
1	Service		Teachers Motivating & Engaging Students	96102	ADMINISTRATIVE SERVICES, ALL KINDS	130	EA	279.00	USD

22. Click the **Close** button to exit out of the document.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal Universal Worklist interface. The browser address bar displays <https://bts-qa1.lausd.net/irj/portal>. The page title is "Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox". The user is logged in as "MANAGER09". The main content area displays a list of tasks under the "Tasks (15 / 15)" tab. The tasks are filtered to show "New and In Progress Tasks (15 / 15)". The table below shows the details of the tasks.

Subject	From	Sent Date	Priority	Due Date	Status
<a href="#">Complete Shopping Cart 1000007002 with Value 6,098.50 USD</a>	REQUESTOR11, Test	Jun 4, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006972 with Value 5,500.00 USD</a>	REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006942 with Value 5,834.00 USD</a>	REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006941 with Value 696.00 USD</a>	REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006934 with Value 36,270.00 USD</a>	REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006912 with Value 499.00 USD</a>	REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006906 with Value 67.78 USD</a>	REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006620 with Value 36,270.00 USD</a>	REQUESTOR11, Test	May 31, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006357 with Value 499.00 USD</a>	REQUESTOR11, Test	May 31, 2013	Medium		New

23. For maintaining substitution, Click the button  .



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal Universal Worklist interface. The browser window title is "Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox". The address bar shows "https://bts-qa1.lausd.net/irj/portal". The page displays a navigation menu on the left and a main content area with tabs for "Tasks (15 / 15)", "Alerts", "Notifications", and "SAPoffice Mails". The "Tasks" tab is active, showing a list of tasks. A red line labeled "24" points to the "Manage Substitution Rules" link in the first row of the task list.

Subject	From	Sent Date	Priority	
<a href="#">Complete Shopping Cart 1000007002 with Value 6,098.50 USD</a>	REQUESTOR11, Test	Jun 4, 2013	Medium	New
<a href="#">Complete Shopping Cart 1000006972 with Value 5,500.00 USD</a>	REQUESTOR11, Test	Jun 3, 2013	Medium	New
<a href="#">Complete Shopping Cart 1000006942 with Value 5,834.00 USD</a>	REQUESTOR11, Test	Jun 3, 2013	Medium	New
<a href="#">Complete Shopping Cart 1000006941 with Value 696.00 USD</a>	REQUESTOR11, Test	Jun 3, 2013	Medium	New
<a href="#">Complete Shopping Cart 1000006934 with Value 36,270.00 USD</a>	REQUESTOR11, Test	Jun 3, 2013	Medium	New
<a href="#">Complete Shopping Cart 1000006912 with Value 499.00 USD</a>	REQUESTOR11, Test	Jun 3, 2013	Medium	New
<a href="#">Complete Shopping Cart 1000006906 with Value 67.78 USD</a>	REQUESTOR11, Test	Jun 3, 2013	Medium	New
<a href="#">Complete Shopping Cart 1000006620 with Value 36,270.00 USD</a>	REQUESTOR11, Test	May 31, 2013	Medium	New
<a href="#">Complete Shopping Cart 1000006357 with Value 499.00 USD</a>	REQUESTOR11, Test	May 31, 2013	Medium	New

24. And then click **Manage Substitution Rules** line to continue.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

**Manage Substitution Rules**

You can view and manage your task substitution rules. You can make an assignee receive your tasks, or you can set an assignee to fill in for you (for example, in case you are unexpectedly absent). You can create several substitution rules to cover all cases. You can also see other users' substitution rules involving you, and you can take over another user's tasks (if this user has allowed you to 'fill in').

**My Substitution Rules**

25 **Create Rule ...** **Delete** **Refresh**

Tasks	Nominee	What To Do	Status	Rule Activation	Turn On/Off

**Other Users' Substitution Rules**

Task Owner	Tasks	What To Do	Status	Take Over

javascript:void(0);

25. Click the **Create Rule ...** button to create a new rule for substitution.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

**Create a Substitution Rule**

You can define which tasks you want to assign to a assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent).

1 Define Rule      2 Set Rule Activation

26

Nominee:  **Select...**

Assign These Tasks: **All**

The nominee is the substitute for all tasks

I Want the Nominee to:  Receive My Tasks  
You hand over tasks to the assignee for the duration of your planned absence; in the next step you can set a start date for this rule

Fill In For Me  
If you are unexpectedly absent, the assignee can take over your tasks completely.

**Next** **Cancel**

javascript:void(0);

26. Click the **Select...** button to search for desired user name.

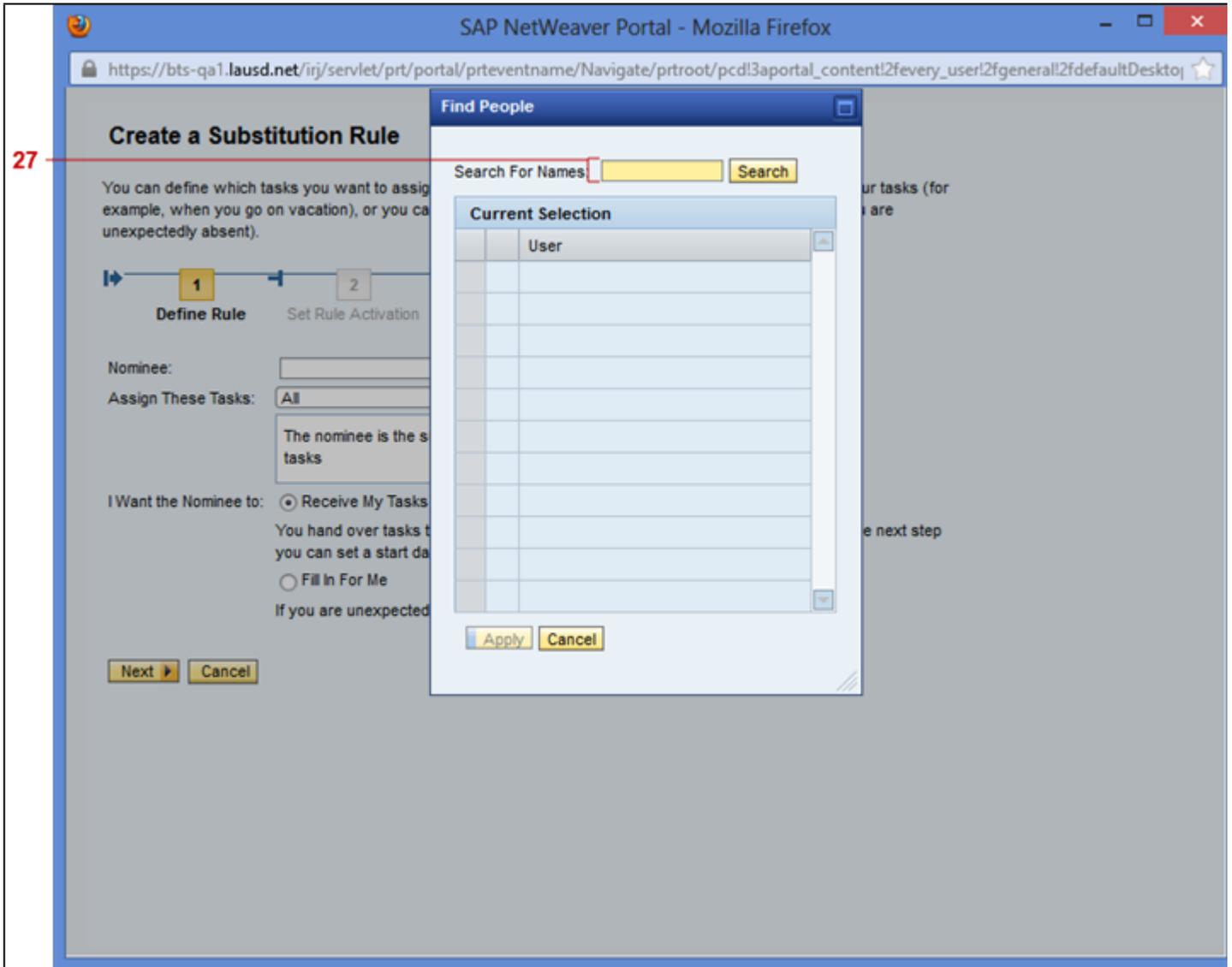


## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox



27. As required, complete/review the following fields:

Field	R/O/C	Description
	R	<b>Example:</b> Manager22



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal interface in Mozilla Firefox. The main page is titled "Create a Substitution Rule" and includes a progress bar with two steps: "1 Define Rule" and "2 Set Rule Activation". The "Define Rule" step is active. Below the progress bar, there are fields for "Nominee:", "Assign These Tasks:" (set to "All"), and "I Want the Nominee to:" with radio buttons for "Receive My Tasks" (selected) and "Fill In For Me". A "Find People" dialog box is overlaid on the page, with a search field containing "Manager22" and a "Search" button. The dialog box also has "Apply" and "Cancel" buttons. A red line with the number "28" points to the "Search" button in the dialog box.

28. Then click the **Search** button.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal interface in Mozilla Firefox. The main page is titled "Create a Substitution Rule" and contains a form with several sections: "Define Rule", "Set Rule Activation", "Nominee:", "Assign These Tasks:", and "I Want the Nominee to:". A "Find People" dialog box is open over the form, showing a search for "Manager22" and a list of results with "MANAGER22\_Test" selected. A red line points to the "Apply" button in the dialog box.

29. Click the  button to accept the selected user.



All Time Approvers will automatically receive the Shopping Cart Approval role.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

**Create a Substitution Rule**

You can define which tasks you want to assign to a assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent).

1 Define Rule      2 Set Rule Activation

Nominee:

Assign These Tasks:

The nominee is the substitute for all tasks

I Want the Nominee to:  Receive My Tasks  
You hand over tasks to the assignee for the duration of your planned absence; in the next step you can set a start date for this rule

Fill In For Me  
If you are unexpectedly absent, the assignee can take over your tasks completely.

javascript:void(0);

30. Click the drop down button  to select the type of procurement document (for which this rule will be applicable).



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

31. Select the desired document type from the list. For example, click **All** to apply this rule to all types of documents.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

**Create a Substitution Rule**

You can define which tasks you want to assign to a assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent).

1 Define Rule      2 Set Rule Activation

Nominee:

Assign These Tasks:

The nominee is the substitute for all tasks

I Want the Nominee to:  Receive My Tasks  
You hand over tasks to the assignee for the duration of your planned absence; in the next step you can set a start date for this rule

Fill in For Me  
If you are unexpectedly absent, the assignee can take over your tasks completely.

32. Click the radio button  to select Receive My Task.



- Receive My Tasks: The Nominee will receive all the tasks.
- Fill in For Me: The Nominee will have the ability to take over the task and/or end the take over of tasks anytime during the active period of the rule.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

**Create a Substitution Rule**

You can define which tasks you want to assign to a assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent).

1 Define Rule      2 Set Rule Activation

Nominee:

Assign These Tasks:

The nominee is the substitute for all tasks

I Want the Nominee to:  Receive My Tasks  
You hand over tasks to the assignee for the duration of your planned absence; in the next step you can set a start date for this rule

Fill In For Me  
If you are unexpectedly absent, the assignee can take over your tasks completely.

javascript:void(0);

33. Click the  button to proceed.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

**Create a Substitution Rule**

You can define which tasks you want to assign to a assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent).

1 Define Rule      2 Set Rule Activation

On saving, turn on the following rule::

- On - The rule will be enabled
  - At Once
  - On
- Off - The rule will not be enabled

You can turn the rule on or off at any time on the Substitution Rules Management screen.

Previous Save Cancel

javascript:void(0);

34. For example, click radio button  to select "On".



- At Once: Selecting this option will activate the substitution rule right away.
- On: Selecting this option will activate the substitution rule on a particular date.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

**Create a Substitution Rule**

You can define which tasks you want to assign to a assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent).

1 Define Rule      2 Set Rule Activation

On saving, turn on the following rule::

- On - The rule will be enabled
  - At Once
  - On
  - Off - The rule will not be enabled
- Off - The rule will not be enabled

You can turn the rule on or off at any time on the Substitution Rules Management screen.

Previous Save Cancel

javascript:void(0);

35. Click the  box to add a "On" date for the rule.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

**Create a Substitution Rule**

You can define which tasks you want to assign to a assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent).

1 Define Rule      2 Set Rule Activation

On saving, turn on the following rule::  On - The rule will be enabled  
 At Once  
 On  
 Off - The rule will not be enabled

You can turn the rule on or off at any time on the Substitution Rule page.

June 2013

Su	Mo	Tu	We	Th	Fr	Sa
22	26	27	28	29	30	1
23	2	3	4	5	6	7
24	9	10	11	12	13	14
25	16	17	18	19	20	21
26	23	24	25	26	27	28
27	30	1	2	3	4	5

36 Previous Save Cancel

javascript:void(0);

36. Select the desired date the rule will start. For example, click 13 to select.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

**Create a Substitution Rule**

You can define which tasks you want to assign to a assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent).

1 Define Rule      2 Set Rule Activation

On saving, turn on the following rule::  On - The rule will be enabled

At Once

On      6/13/2013

Off - The rule will not be enabled

You can turn the rule on or off at any time on the Substitution Rules Management screen.

Previous   Save   Cancel

37

javascript:void(0);

37. Click the save button  to save all the information.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows a web browser window titled "SAP NetWeaver Portal - Mozilla Firefox". The address bar shows the URL: `https://bts-qa1.lausd.net/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcdl3aportal_content!2fevery_user!2fgeneral!2fdefaultDesktop`. The main content area is titled "Manage Substitution Rules" and contains the following text:

You can view and manage your task substitution rules. You can make an assignee receive your tasks, or you can set an assignee to fill in for you (for example, in case you are unexpectedly absent). You can create several substitution rules to cover all cases. You can also see other users' substitution rules involving you, and you can take over another user's tasks (if this user has allowed you to 'fill in').

Below the text are two tables:

**My Substitution Rules**

Buttons: Create Rule ..., Delete, Refresh

Tasks	Nominee	What To Do	Status	Rule Activation	Turn On/Off
All	MANAGER22, Test	Receives my tasks	Ongoing	<a href="#">Successful</a>	Turn Off

**Other Users' Substitution Rules**

Task Owner	Tasks	What To Do	Status	Take Over

At the bottom left of the screenshot, there is a small box containing the text: `javascript:void(0);`

38.



Use the "Turn Off" button to turn off the rule anytime during the active period of the rule.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

39

The screenshot shows the SAP NetWeaver Portal interface in Mozilla Firefox. The browser title is "SAP NetWeaver Portal - Mozilla Firefox" and the address bar shows the URL: [https://bts-qa1.lausd.net/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcdl3aportal\\_content!2fevery\\_user!2fgeneral!2fdefaultDesktop](https://bts-qa1.lausd.net/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcdl3aportal_content!2fevery_user!2fgeneral!2fdefaultDesktop). The page content includes a heading "Manage Substitution Rules" and a descriptive paragraph. Below this, there are two main sections: "My Substitution Rules" and "Other Users' Substitution Rules".

**My Substitution Rules**

Create Rule ... Delete Refresh

Tasks	Nominee	What To Do	Status	Rule Activation	Turn On/Off
All	MANAGER22, Test	Receives my tasks	Ongoing	<a href="#">Successful</a>	Turn Off

**Other Users' Substitution Rules**

Task Owner	Tasks	What To Do	Status	Take Over

javascript:void(0);

39. Click Close button  to exit out of the Mange substitution rules window.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

https://bts-qa1.lausd.net/irj/portal

Welcome Test MANAGER09

Home | Universal Worklist

Substitution is currently turned on. You can turn off substitution under Manage Substitution Rules

Tasks (15 / 15) Alerts Notifications SAPoffice Mails

Show: New and In Progress Tasks (15 / 15) Select a Subview... All

Subject	!	From	Sent Date	Priority	Due Date	Status
<a href="#">Complete Shopping Cart 1000007002 with Value 6,098.50 USD</a>		REQUESTOR11, Test	Jun 4, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006972 with Value 5,500.00 USD</a>		REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006942 with Value 5,834.00 USD</a>		REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006941 with Value 698.00 USD</a>		REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006934 with Value 36,270.00 USD</a>		REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006912 with Value 499.00 USD</a>		REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006906 with Value 67.78 USD</a>		REQUESTOR11, Test	Jun 3, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006820 with Value 36,270.00 USD</a>		REQUESTOR11, Test	May 31, 2013	Medium		New
<a href="#">Complete Shopping Cart 1000006357 with Value 36,270.00 USD</a>		REQUESTOR11, Test	May 31, 2013	Medium		New

40.



Message will be displayed, if the substitution rule is currently active.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows a web browser window titled "SAP NetWeaver Portal - Mozilla Firefox". The address bar shows the URL: `https://bts-qa1.lausd.net/irj/servlet/prt/portal/prteventname/Navigate/prtroot/pcdl3aportal_content!2fevery_user!2fgeneral!2fdefaultDesktop`. The main content area is titled "Create a Substitution Rule".

Below the title is an explanatory paragraph: "You can define which tasks you want to assign to a assignee. You can either make the assignee receive your tasks (for example, when you go on vacation), or you can allow the assignee to fill in for you (for example, in case you are unexpectedly absent)."

A progress indicator shows two steps: "1 Define Rule" (highlighted) and "2 Set Rule Activation".

The form fields include:

- Nominee:** A text input field containing "MANAGER22, Test" and a "Select..." button.
- Assign These Tasks:** A dropdown menu set to "All". Below it is a tooltip box containing the text: "The nominee is the substitute for all tasks".
- I Want the Nominee to:** Two radio buttons: "Receive My Tasks" (unselected) and "Fill In For Me" (selected).

Below the radio buttons are two explanatory paragraphs:

- For "Receive My Tasks": "You hand over tasks to the assignee for the duration of your planned absence; in the next step you can set a start date for this rule"
- For "Fill In For Me": "If you are unexpectedly absent, the assignee can take over your tasks completely."

At the bottom of the form are "Next" and "Cancel" buttons.

At the bottom left of the browser window, the text `javascript:void(0);` is visible.

41.



If the user selects "Fill in For Me" radio button , then the Nominee (In this case- Manager22) should perform an extra step to take over the tasks.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal Universal Worklist interface in Mozilla Firefox. The browser address bar shows the URL <https://bts-qa1.lausd.net/irj/portal>. The page title is "Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox". The user is logged in as "MANAGER22". The main content area displays a list of tasks. A red box highlights the first task in the list, which is "Complete Shopping Cart 1000007043 with Value 897.00 USD". The task details are shown below the list:

Subject	From	Sent Date	Priority	Due Date	Status
Complete Shopping Cart 1000007043 with Value 897.00 USD	REQUESTOR11, Test	Jun 4, 2013	Medium		New

Task Details:

**Complete Shopping Cart 1000007043 with Value 897.00 USD**  
Sent Date: Jun 4, 2013 By REQUESTOR11, Test      Status: New  
Priority: Medium  
Description: You are responsible for the approval of shopping cart "

42. Click the  box to access "Manage Substitution Rules".



Logged in as Nominee (Manager22) to perform the extra step of taking over tasks.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal Universal Worklist interface. The browser window title is "Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox". The address bar shows "https://bts-qa1.lausd.net/irj/portal". The page displays a navigation menu on the left with "Universal Worklist" selected. The main content area shows a task list with the following details:

Subject	From	Sent Date	Priority
Complete Shopping Cart 1000007043 with Value 897.00 USD	REQUESTOR11, Test	Jun 4, 2013	Medium

A red box highlights the "Manage Substitution Rules" button in the context menu for the task. A red line with the number "43" points to this button.

43. Then click **Manage Substitution Rules**.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

**Manage Substitution Rules**

You can view and manage your task substitution rules. You can make an assignee receive your tasks, or you can set an assignee to fill in for you (for example, in case you are unexpectedly absent). You can create several substitution rules to cover all cases. You can also see other users' substitution rules involving you, and you can take over another user's tasks (if this user has allowed you to 'fill in').

**My Substitution Rules**

Create Rule ... Delete Refresh

Tasks	Nominee	What To Do	Status	Rule Activation	Turn On/Off

**Other Users' Substitution Rules**

Task Owner	Tasks	What To Do	Status	Take Over
MANAGER09, Test	All	Fill In	Ongoing	Take over
REQUESTOR22, Test	All	Receive	Ongoing	

44

javascript:void(0);

44. Click the **Take over** button to take over tasks from "Manager09"



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### SAP NetWeaver Portal - Mozilla Firefox

45

**Manage Substitution Rules**

You can view and manage your task substitution rules. You can make an assignee receive your tasks, or you can set an assignee to fill in for you (for example, in case you are unexpectedly absent). You can create several substitution rules to cover all cases. You can also see other users' substitution rules involving you, and you can take over another user's tasks (if this user has allowed you to 'fill in').

**My Substitution Rules**

Create Rule ... Delete Refresh

Tasks	Nominee	What To Do	Status	Rule Activation	Turn On/Off

**Other Users' Substitution Rules**

Task Owner	Tasks	What To Do	Status	Take Over
MANAGER09, Test	All	Fill In	Ongoing	End take-over
REQUESTOR22, Test	All	Receive	Ongoing	

45. Click the Close button  to exit.



If desired, end the take over by clicking the "End take-over" button.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal Universal Worklist interface in Mozilla Firefox. The browser address bar shows the URL <https://bts-qa1.lausd.net/irj/portal>. The page title is "Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox". The user is logged in as "Test MANAGER22". The main content area displays a list of tasks. The first task is highlighted in yellow:

Subject	From	Sent Date	Priority	Due Date	Status
Complete Shopping Cart 1000007043 with Value 897.00 USD	REQUESTOR11, Test	Jun 4, 2013	Medium		New

Below the table, the details for the selected task are shown:

**Complete Shopping Cart 1000007043 with Value 897.00 USD**  
Sent Date: Jun 4, 2013 By REQUESTOR11, Test      Status: New  
Priority: Medium  
Description: You are responsible for the approval of shopping cart "

46. Click to select the radio button  "items on Behalf of".



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal Universal Worklist interface. The browser address bar displays <https://bts-qa1.lausd.net/irj/portal>. The page title is "Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox". The user is logged in as "MANAGER22". The "Work On:" section is set to "Items on Behalf Of REQUESTOR22\_Test". The "Tasks (5 / 5)" tab is selected. The "Show:" dropdown is set to "New and In Progress Tasks (5 / 5)". The table below lists the tasks:

Subject	From	Sent Date	Priority	Due Date	Status
<a href="#">Accept Decision / Adjust Shopping Cart Number 1000007355</a>	REQUESTOR22, Test	Yesterday	Medium		New
<a href="#">Accept Decision / Adjust Shopping Cart Number 1000006843</a>	REQUESTOR22, Test	Jun 11, 2013	Medium		New
<a href="#">Revise Shopping Cart 1000007281 with Value 1,000.00 USD</a>	REQUESTOR22, Test	Jun 10, 2013	Medium		New
<a href="#">Revise Shopping Cart 1000003461 with Value 760.60 USD</a>	REQUESTOR22, Test	Apr 29, 2013	Medium		New
<a href="#">Accept Decision / Adjust Shopping Cart Number 1000003171</a>	REQUESTOR22, Test	Apr 24, 2013	Medium		New

47. Click the drop down button  to select the task owner.



## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox

The screenshot shows the SAP NetWeaver Portal Universal Worklist interface. The browser address bar displays <https://bts-qa1.lausd.net/irj/portal>. The page title is "Universal Worklist - SAP NetWeaver Portal - Mozilla Firefox". The user is logged in as "MANAGER22". The main content area shows a list of tasks with columns for Subject, From, Sent Date, Priority, Due Date, and Status. A dropdown menu is open, showing options for "REQUESTOR22, Test" and "MANAGER09, Test". The first task in the list is "Accept Decision / Adjust Shopping Cart Number 1000007355" with a status of "New".

Subject	From	Sent Date	Priority	Due Date	Status
Accept Decision / Adjust Shopping Cart Number 1000007355	REQUESTOR22, Test	Yesterday	Medium		New
Accept Decision / Adjust Shopping Cart Number 1000006843	REQUESTOR22, Test	Jun 11, 2013	Medium		New
Revise Shopping Cart 1000007281 with Value 1,000.00 USD	REQUESTOR22, Test	Jun 10, 2013	Medium		New
Revise Shopping Cart 1000003461 with Value 760.60 USD	REQUESTOR22, Test	Apr 29, 2013	Medium		New
Accept Decision / Adjust Shopping Cart Number 1000003171	REQUESTOR22, Test	Apr 24, 2013	Medium		New

48. Select the desired task owner from the list or click the radio button  to view All items.



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## Business Process Procedure

Approver Managing substitution rules

Transaction Code: NA.

### Result

You have successfully forwarded an workflow item, added Ad-Hoc approver/reviewer and maintained substitution.