

Introduction to BPML



HELP.SVASABPML

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Icons

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Introduction to BPML

Purpose

You can use the Business Process Master List to organize and manage configuration and testing activities during *Phase 3 – Realization* of your implementation project. The BPML is the central storage area from which you build the worksheets which manage the Baseline configuration, Final configuration, Final Integration Testing and End User Procedures. The BPML contains Q&Adb Reference Structure items such as *General Settings*, *Master Data*, *Business Processes*, *Cross-Application Components*, or *Basis*, which are set in scope as you progress through the Q&Adb.

Implementation Considerations

The BPML is generated in the Q&Adb by selecting the following path from the menu bar: *Reports* → *Master Lists* → *Business Process Master List*. You can rename the default file name (BPML.xls) and save it under a file name that is meaningful to your project. After being generated, the BPML file is stored in the *Reports* section of the Q&Adb.

Integration

The BPML is fully integrated in the tool flow of AcceleratedSAP. From the Implementation Assistant, you can call up the Q&Adb, and once you have processed this, you can generate the BPML.

Features

The BPML consists of several Microsoft Excel worksheets that collectively facilitate the configuration and testing of the system, as well as the development of end user documentation. The worksheets are:

- [Master List \[Page 8\]](#) - is the first Microsoft Excel worksheet that displays when you open the BPML. It reflects all Q&Adb structure items that are *in scope* and is the central information storage area that feeds all business requirements reflected by the structure items to the subsequent Excel worksheets (see flow chart below).
- [Baseline Scope \[Page 12\]](#) - displays selected structure items representing your core business requirements that are discussed and scoped using the data you entered as you progressed through the Q&Adb. The Baseline scope establishes the configuration and solution platform that evolves into the final solution. Besides the core business processes, General Settings and Master Data are usually part of the Baseline configuration as well.
- [Configuration Cycles 1-4 \[Page 14\]](#) - list a compilation of business requirements that facilitate iterations of continuous configurations until the final solution has been fully configured.
- [Integration Test 1 and 2 \[Page 16\]](#) - is a collection of the most important business scenarios that are tested to ensure that the solution meets your business process requirements across the organization. An integration test ensures that the entire system, including external components, is fully integrated and meets your Business Blueprint requirements. Integration testing is divided into I1 and I2.

Introduction to BPML

- [End User Procedures \(EUPs\) \[Page 18\]](#) - is a spreadsheet to assist you with the efficient development of end user documentation.

In addition to standard MS Excel spreadsheet functions, you will also find an [SAP toolbar \[Page 21\]](#), located on the far right side of the BPML. The toolbar buttons give you functions over and above the standard Excel spreadsheet functionality, enabling you to log on and off the R\3 System, run R\3 transactions, display Project IMGs, display project documentation, BPPs, CI templates and test scenarios, as well as call up this help file.

Steps to Create Worksheets

Prerequisites

In order to create BPML worksheets, you must first have created the Business Process Master List (BPML) as a report from the Q&Adb.

Procedure

From the BPML *Master List* worksheet, you can create the following worksheets:

- Baseline
- Configuration Cycles 1 through 4 (C1 to C4)
- Integration Testing 1 and 2 (I1, I2)
- End User Procedures (EUP)

Create the worksheets as follows:

1. For each structure item on the Master List to be transferred to one of the other worksheets, put an **X** under the worksheet column (e.g., Baseline Scope, Configuration Cycles 1 through 4, Integration I1 and I2, and End User Procedures) in the corresponding cell of the structure item.
2. You can use [Copy to subitems \[Page 24\]](#) function to copy this information to other items in a particular column. Be sure to read the full instructions on how to use the button. In order for this information to be copied to the other spreadsheets when you create them, the copy function also includes the levels *above* the cell you selected (this applies to the Master List columns R to Y only).
3. Click the *Create* button, e.g. under the *Baseline Scope* column, to create the worksheets.

Result

The data you maintained in the Master List, as well as links, for example to CITs and BPPs, are now transferred from the Master List worksheet to the worksheet you are creating.



Clicking on the *Delete Master List* button (located in the upper left-hand corner of the Excel spreadsheet) will permanently delete all Master List data from the worksheet. Once this data is deleted, you will have to regenerate the Master List from the Q&Adb.

BPML Worksheet Overview

Definition

The Business Process Master List contains several worksheets (MS-Excel spreadsheets) that you can use for configuration and testing and development of end user documentation. The main worksheet, the *Master List*, contains all the the structure items you set in scope in the Q&Adb. From here, you can divide up the configuration work into different configuration and testing cycles on the subsequent spreadsheets.

Each worksheet in the BPML contains links, e.g., to documentation and R/3, and transactions that feed common information to all other subsequent BPML worksheets (such as the *Baseline* worksheet).

Use

Use the following links to display worksheet columns and create worksheets:

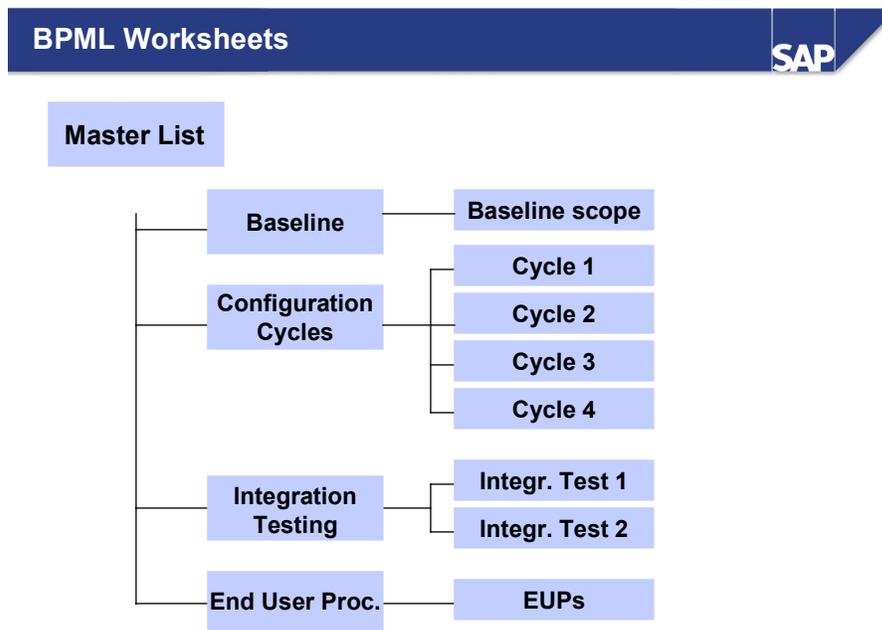
[Column Descriptions Valid for all Spreadsheets \[Page 10\]](#)

[Description of Master List Columns \[Page 9\]](#)

[Steps to Create Worksheets \[Page 7\]](#)

Structure

The flowchart below illustrates the worksheets that can be created from the Master List.



Master List Columns

Use

The Master List columns are used to store configuration and testing information. Columns valid to all worksheets are described in:

[Column Descriptions Valid for all Spreadsheets \[Page 10\]](#)

Features

The following columns contain information specific to the Master List.

Under the *Documentation Links* column there are three subcolumns:

- CI, containing links to filled-in Customer Input Templates
- BPP, containing SAP-defined or customer-defined Business Process Procedures
- Project documentation, containing customer-defined project documents.

An **X** in these columns indicates that the corresponding type of documentation is linked.

Under the *Responsibilities* column there are two subcolumns:

- Consultant
- Owner

Both subcolumns under *Responsibilities* are automatically filled if they were maintained in the Q&Adb and can also be manually updated here. The columns contain the initials of Consultants or Owners who have overall responsibility. You can copy ownership of items using the [Copy to Subitems \[Page 24\]](#) button.

Activities

To open a linked document, put your cursor on the corresponding cell of the documentation link you want to open and click the [Link to \[Page 22\]](#)  button.

You can link new project documentation on any BPML worksheet as follows:

1. Enter an **X** in the *Project documentation* column.
2. Scroll to the far right of the worksheet to the *Related Files* column.
3. In the corresponding cell of this column, enter the path and file name of the project document, taking care to remain in the same row where you entered the **X**.



If a document file is already listed in this row, separate the two document file names with a semicolon (;). You can enter as many documents as you like.

Column Descriptions Valid for all Spreadsheets

Column Descriptions Valid for all Spreadsheets

Use

The columns *Status* and *R/3 Links* are the same in all BPML spreadsheets.

Status – The *Status* column is used to make manual status entries as you progress through your configuration and testing activities. You can enter the following status values:

Value	Meaning
D	Documented
C	Configured
T	Tested
R	Retest required
A	Approved
H	Hold

R/3 Links – Under the *R/3 Links* column there are two subcolumns:

- **T-Code** – The *T-Code* subcolumn is automatically filled with the transaction code when the BPML is generated. If an entry exists in this column, you can click the Run R/3 transaction  button to initiate a logon procedure and display the transaction screen in the SAP environment.
- **IMG** – An **X** entry in the *IMG* subcolumn indicates if there is a specific IMG view available for the selected structure item, e.g. a business process. Refer to [Displaying IMG Activities \[Page 26\]](#) for instructions on how to display the Project IMG.

Creating Links to Project Documentation

Use

Links to customer-specific items of documentation enable you to combine the standard ASAP documentation with your own project-specific items. You can include any type of data object acceptable to a Windows format.

Prerequisites

Before creating links to your own customer documentation, make sure it exists on your computer in the specified directory and under the correct file name.

Procedure

You can add links for your customer-specific project documentation as follows:

1. Enter an **X** in the *Project documentation* column.
2. Scroll to the far right of the worksheet to the *Related Files* column.
3. In the corresponding cell of this column, enter the path and file name of the project document in the *Related Files* column, taking care to remain in the same row where you entered the **X**.



If a document file is already listed in this row, separate the two document file names with a semicolon (;). You can enter as many documents as you like.

Baseline Scope Worksheet

Baseline Scope Worksheet

Definition

The Baseline Scope Worksheet is the first worksheet generated from the Master List, and represents about 80% of the configuration work (see also the task text *Create Configuration Plan for Baseline* in Phase 3 of the Roadmap.)

This worksheet enables you to define a rapid configuration procedure and provides written proof that the proposed business solution will correspond to your business processes. The Baseline Scope accelerates the configuration effort by establishing a configuration plan that meets your core business requirements, including R/3 General settings and Master data in the Implementation Guide.



If you need to recreate the BPML, do so before you start entering Baseline and Final Configuration data on the worksheets. Otherwise, if you already entered Final Configuration data, recreating the BPML and then creating a new Baseline or Final Configuration Cycle worksheet will overwrite any information you entered previously.

You can get further information in:

[Steps to Create Worksheets \[Page 7\]](#)

[Column Descriptions Valid for all Spreadsheets \[Page 10\]](#)

[Baseline Scope Worksheet Columns \[Page 13\]](#)

Baseline Scope Worksheet Columns

Use

Columns which are the same in all worksheets are described in

[Column Descriptions Valid for all Spreadsheets \[Page 10\]](#)

The following columns are specific to the Baseline Scope Worksheet:

Documentation Links – Under the *Documentation Links* column there are five subcolumns:

- CI
- BPP
- Case Procedure
- Test Scenario
- Project documentation

An **X** in these columns indicates that a documentation link is available.

To open a linked document, put the cursor on the corresponding cell of the documentation link you want to open and click the [Link to \[Page 22\]](#)  button.

Responsibilities – If not already transferred from the Master List, you can manually enter the initials of the person that is responsible for configuration, testing, or development of end user documentation.

Configuration dates – You can manually enter the planned and actual dates for carrying out specific configuration work.

Testing dates – You can manually enter the planned and actual completion dates for testing.

Use the [Copy to Subitems \[Page 24\]](#)  button to copy the contents of specific cells to further structure items.

In order to create links to your own project documentation, see:

[Creating Links to Project Documentation \[Page 11\]](#)

Configuration Cycles 1-4

Definition

A configuration cycle represents a logical collection of business processes that once configured, establish a configuration milestone and platform that is used to configure subsequent cycles. There is an overlapping between the configuring of a cycle and the planning of the next cycle. This continuous feedback loop, in which cycle results build upon subsequent cycle plans, is the underlying philosophy that accelerates the final configuration effort.

Purpose

The purpose of the Configuration Cycle worksheets is to efficiently complete the remaining configuration and customizing work, in order to meet the requirements defined in the *Blueprint Phase*.

There are four predefined cycles in AcceleratedSAP to build cycle plans that are specific to your project. A Configuration Cycle represents an iterative refinement process, building on the results of previous iterations, until the business configuration is complete and the business solution meets the stated Blueprint requirements. The cycle approach ensures that beyond the 80% Baseline scope originally configured via the Baseline Scope worksheet, the remaining 20% will also be configured in an iterative manner.



If you need to recreate the BPML, do so before you start entering Baseline and Final Configuration data on the worksheets. Otherwise, if you already entered Final Configuration data, recreating the BPML and then creating a new Final Configuration Cycle worksheet will overlay any information you entered previously.

Use

In order to display and create worksheets, see:

[Step to Create Worksheets \[Page 7\]](#)

[Column Descriptions Valid for all Worksheets \[Page 10\]](#)

[Columns in Configuration Cycle Worksheets \[Page 15\]](#)

Config. Cycle Worksheet Columns

Use

The columns in the configuration cycle worksheets 1-4 are used for entering documentation and other configuration/testing information. Columns which are the same in all worksheets are described in

[Column Descriptions Valid for all Spreadsheets \[Page 10\]](#)

Features

The following columns are specific to the configuration cycle worksheets:

Documentation Links – Under the *Documentation Links* column there are five subcolumns:

- CI
- BPP
- Case Procedure
- Test Scenario
- Project documentation files

An **X** in these columns indicates that a documentation link is available. To open a linked document, position your cursor into the corresponding cell of the documentation link you want to open and click the [Link to \[Page 22\]](#)  button.

In order to create links to your project-specific documentation, see

[Creating Links to Project Documentation \[Page 11\]](#)

Responsibilities – You can manually enter the initials of the persons responsible for configuring the system, writing configuration documentation, and testing the configuration.

Configuration dates – You can manually enter the planned and actual dates for completing configuration.

Testing dates – You can manually enter the planned and actual completion dates for testing.

Use the [Copy to subitems \[Page 24\]](#) button to copy the contents of specific cells to lower-level items.



As you further develop configuration procedures, you should maintain all your document file names on both the Configuration worksheet and the Master List. This will allow the information to be available to all subsequent configuration cycles when you create worksheets for them, as well as providing a complete set of procedures that can subsequently be used for defining End User Procedures and Authorizations.

Integration Test 1 and 2

Use

Integration Testing is carried out to ensure that the entire system, including external components, is fully tested and works as a seamless business solution that meets the specific customer's business needs. This refers, for example, to the testing of a chain of business processes that interact together to complete a business cycle, such as the procurement cycle. This business process chain is referred to as a scenario.

Prerequisites

Before creating Integration Testing spreadsheets, you must have finished your configuration as per the [Configuration Cycle Spreadsheets 1 to 4 \[Page 14\]](#).

Features

Integration testing is an extension to the work that was done during final configuration. There are two different worksheets:

- For *Integration test 1* (end-to-end scenarios), your scenarios will be focused on business cases that are within the R\3 environment, such as cross-functional or organizational boundaries and R\3 authorizations.
- For *Integration test 2*, your scenarios will also focus on the integration to external components, connecting many business cases together to form a complete business cycle. The main focus will be on testing R\3 together with all interfaces, reports, all forms of output, EDI, ALE, and converted master data.

[Steps to Create Worksheets \[Page 7\]](#)

[Column Descriptions Valid for all Spreadsheets \[Page 10\]](#)

[Columns in Integration Testing \[Page 17\]](#)

Columns in Integration Testing

Use

The columns in Integration Testing are used to structure information on testing runs, people involved in testing, and include specific testing documentation.

Features

Columns which are the same in all worksheets are described in

[Column Descriptions Valid for all Spreadsheets \[Page 10\]](#)

The following columns are specific to the Integration Testing worksheets.

Documentation Links – Under the *Documentation Links* column there are two subcolumns:

- CI
- Test Scenario

An **X** in these columns indicates that a documentation link is available.

To open a linked document, position your cursor into the corresponding cell of the documentation link you want to open and click the *Link to*  button.

[Creating Links to Project Documentation \[Page 11\]](#)

Priority – Enter a numerical identifier for the testing priority of a business process. You can choose from:

- 1 = high
- 2 = medium
- 3 = low

Responsibilities – If not previously transferred from the Master List, you can manually enter:

- the initials of the *Test Leader* who coordinates the testing activities
- the initials of the *Writer* who is responsible for writing testing scenarios or other testing material
- the initials of the *Tester* who is responsible for doing the actual testing

Testing dates – You can manually enter the planned and actual completion dates for testing.

You can use the [Copy to subitems \[Page 24\]](#) button to copy the dates to further structure items.

End User Procedures

Use

Using an ASAP Business Process Procedure (BPP) as the source, you can create end user documentation of your company's business processes. Thus developed end user procedures (EUPs) can be regarded as the documentation of a customer's specific use of SAP transactions or the documentation of new customer-developed transactions, and can also be used for training purposes. The creation of end user procedures is typically started at the beginning of *Phase 3 – Realization* (Training and Documentation work package of the Implementation Roadmap).

Features

In order to create the EUP worksheet, see:

[Steps to Create Worksheets \[Page 7\]](#)

After creation you can see if there is an EUP corresponding to an existing BPP, because there will be an **X** in both columns for a particular row. Also, in this way you can print out a list of all EUPs per category, for example for documentation or training purposes (see [EUP Worksheet columns \[Page 19\]](#)).

[Column Descriptions Valid for all Spreadsheets \[Page 10\]](#)

EUP Worksheet Columns

Use

End User Procedures are usually modified Business Process Procedures which the customer uses to describe company-specific working procedures.

Features

Columns which are the same in all worksheets are described in

[Column Descriptions Valid for all Spreadsheets \[Page 10\]](#)

The following columns are specific to the EUP spreadsheet:

Documentation Links – Under the *Documentation Links* column there are three subcolumns:

- CI
- BPP
- Project documentation

An **X** in these columns indicates that documentation exists and is linked.

To open a linked document, put your cursor on the corresponding cell of the documentation link you want to open and click the *Link to*  button. If you want to create your own links, see:

[Creating Links to Project Documentation \[Page 11\]](#)

EUP Category – For each EUP that is linked, you can also specify an *EUP Category*, which groups EUPs according to categories you can define yourself. For example, you can allocate user roles here, in order to have a role-oriented view of your end user procedures, and then sort by this category as described below.

Using Excel functionality, you can sort the EUP categories you have defined. Proceed as follows:

1. Put the cursor on the letter of the column *EUP Cat*. This will mark the whole column for selection.
2. Click on the Excel menu path *Data -> Filter -> Auto Filter*. You will see a dropdown menu arrow to the right of this column.
3. Click on the arrow and then select the category you want to sort by.
4. You will next see the items sorted by the EUP category you selected.

In order to have the original display, simply turn the *Auto Filter* function off again.

EUP Filename – In this column you can enter the file name of a created EUP. Using the corresponding BPP as a template, make your changes, rename the file and save it in the BPP subdirectory of your ASAP project (Explorer path on your hard drive). Use the [Link to \[Page 22\]](#)  button if you want to open the document.

Responsibilities – Under the *Responsibilities* column there are two subcolumns:

- Writer
- Reviewer

EUP Worksheet Columns

Both subcolumns under *Responsibilities* can be filled with the initials of the person responsible for writing end user procedures and of the person reviewing them. You can copy the initials to other items using the *Copy to subitems* button.

Dates written – Enter the planned and actual dates for writing End User Procedures.

Dates reviewed – Enter the planned and actual dates for reviewing End User Procedures.

Menu Path – Enter the specific R/3 menu path that you need to follow to access the transaction listed in the *TCode* subcolumn.

SAP Toolbar Buttons

Use

The SAP toolbar buttons, located on the right-hand side of the BPML, give you functions in addition to the standard Excel spreadsheet function that enable you to work more proficiently within your BPML.

Features

The SAP Toolbar contains the following buttons:

[Linking to Existing Project Documentation \[Page 22\]](#) 

[Collapse all \[Page 23\]](#) 

[Copy to subitems \[Page 24\]](#) 

[Run R/3 Transaction \[Page 25\]](#) 

[Display Project IMG – Assigned IMG activities \[Page 26\]](#) 

[Display Project IMG – Unassigned IMG activities \[Page 26\]](#) 

[Display Project IMG – All IMG activities \[Page 26\]](#) 

The *Help*  button displays this help file.

The *Log off from R/3 System*  button enables you to log off the SAP System that may still be running in the background.

Linking to Existing Project Documentation

Linking to Existing Project Documentation

Use

The **Link to**  button allows you to open a selected CI Template, BPP, Project document, or Test scenario from any worksheet where the link is present.

Procedure

You can use the **Link to** function as follows:

CI Template – an **X** entry in the *CI* subcolumn means that the corresponding CI template, completed as you progressed through the Q&Adb, is linked here. You can access a filled-in CI template from any BPML worksheet. To open a CI template:

1. Click a cell in this subcolumn containing an **X**, then click the **Link to**  button. A Q&Adb logon window displays.
2. Enter your Q&Adb user name and password and click **OK**. The descriptions you entered in the CI templates display.

BPP – an **X** entry in the *BPP* subcolumn indicates that a filled-in Business Process Procedure is available for that business process transaction. You can open the BPP document from any BPML worksheet. To open a BPP:

1. Click a cell in this subcolumn containing an **X**, then click the **Link to**  button. A window will display with the document that is linked.
2. Click **OK**. The document will open in Microsoft Winword.

Project documentation – an **X** entry in the *Project documentation* column links to customer-defined project documents transferred from the Q&Adb, or added manually in the BPML. Project documentation you select in the Master List is also transferred to subsequent worksheets and can be opened there. To open project documentation:

1. Click a project documentation cell containing an **X**, then click the **Link to**  button. A dropdown window will display with the document(s) that are linked.
2. After you select one, the document will open in the corresponding application, such as Microsoft Winword.

Collapsing the BMPL Structure

Use

The **Collapse all**  button allows you to collapse the entire structure to outline form. You can then expand individual structure items to levels that best facilitate the work that you're doing.

Procedure

Use the collapse all button as follows:

1. Clicking the plus (+) symbols on the left side of the worksheet allows you to expand the levels horizontally as needed.
2. To expand each level vertically for all structure items, click the numbers (1 to 6) located above the column containing the (+) symbols.

Copying to Subitems

Copying to Subitems

Use

Clicking the **Copy to subitems**  button copies the information in the selected cell (the cell in which the cursor is currently positioned) to all its subordinate cells. For example, you may want to add your initials under the *Responsibility* column as the configuration owner of a structure item.

Procedure

In order to copy an item to subitems, proceed as follows:

1. Make an entry such as **X** or your initials in the appropriate cell of an item.
2. Move the cursor out of the cell and then reselect (move the cursor back into) the cell. Do not forget this step, as the copy function will not work without it.
3. Click the  button. Confirm that you want to copy the cell's contents to all subitems.



In order for this information to be copied to the other spreadsheets when you create them, the copy function also includes the levels *above* the cell you selected (this applies to the Master List columns R to Y only).

Running an R/3 Transaction

Use

The **Run R/3 Transaction**  button allows you to initiate a logon procedure and run a transaction in the SAP System.

Prerequisites

Provided you have entered it, the system will take the logon data from the User Maintenance part (R/3 Info tab) of the ASAP Admin tool.

Please note that to log on to an R/3 System, you must already have established a **network connection** to the corresponding R/3 server. When you click on this button, you will be reminded of this and can only continue if this is the case.

Procedure

From the BPML, a new R/3 System will be called up, even if one is already open on your desktop. When you click on the Run R/3 Transaction button, you should log on as follows:

1. Enter the R/3 client number (or confirm the existing client number if the field is filled in).
2. Check to see that your user is correct.
3. Enter your password.
4. Change the language if necessary.
5. Click OK. The corresponding transaction will now be called up in the R/3 System.

Logging on to another R/3 System

If you want to log on to a system other than the one entered in your default logon data, proceed as follows:

1. Clicking on the Button *System*.
2. In the next window, select the desired system and click OK.
3. The corresponding transaction in the R/3 System will now be called up.

Branching to IMG Activities

Branching to IMG Activities

Use

From the BPML, you can branch to your Project IMG to carry out the customizing of individual tables and views. The three different ways are described below. In order to carry out process-oriented customizing, you can first access the activities assigned to a scoped process or master data. However, you may also have to carry out customizing activities for the activities which are not assigned to a scoped process. Finally, you can get an overview of the entire Project IMG for review purposes.

Prerequisites

The prerequisite for the use of this button is the creation of a valid Project IMG in an R/3 System. You first create the Project IMG header in R/3, and then transfer the Q&Adb scope to the Project IMG. Please note that the scope transfer to R/3 may take some time. You can check the progress of the scope import in your R/3 System via the menu *System -> Services -> Jobs -> Job Overview*. You will receive a message when the scope import has been concluded.

Procedure

Click the *Display Project IMG – assigned IMG activities*  button if you select a structure item that has an **X** displayed in the corresponding cell under the IMG column. This **X** means that specific IMG activities are *assigned* to the scoped process/master data in the SAP Reference Structure. Clicking the  button initiates a logon procedure, if you are not already logged onto the SAP System.



For more information about ASAP IMG views, refer to the Roadmap accelerator document *ASAP IMG-Link (4.6) – Generation and Usage of the Project IMG from ASAP*.

Click the *Display Project IMG – unassigned IMG activities*  button to access the IMG activities that are *not assigned* to any process/master data in the SAP Reference Structure. Clicking the  button initiates a logon procedure, if you are not already logged onto the SAP System.

Click the *Display Project IMG – all IMG activities*  button to access the entire Project IMG. Clicking the  button initiates a logon procedure, if you are not already logged onto the SAP System.



After you log on to R/3, access to the BPML is blocked. To release the BPML, use the *Return* (green) or *Exit* (yellow) button in R/3.