



FLM Administration Guide

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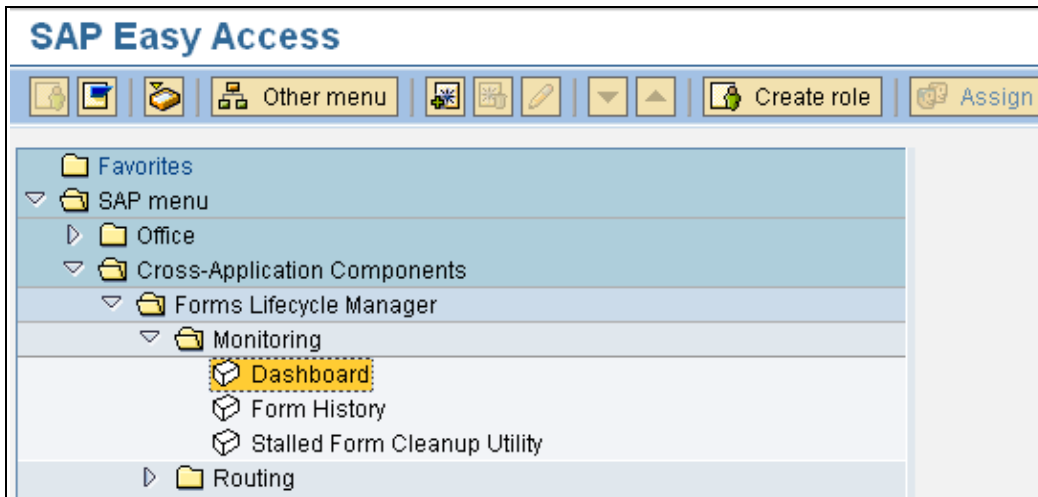
Version	Author(s)	Reason for update
1	Chris Scott	Initial release of the document

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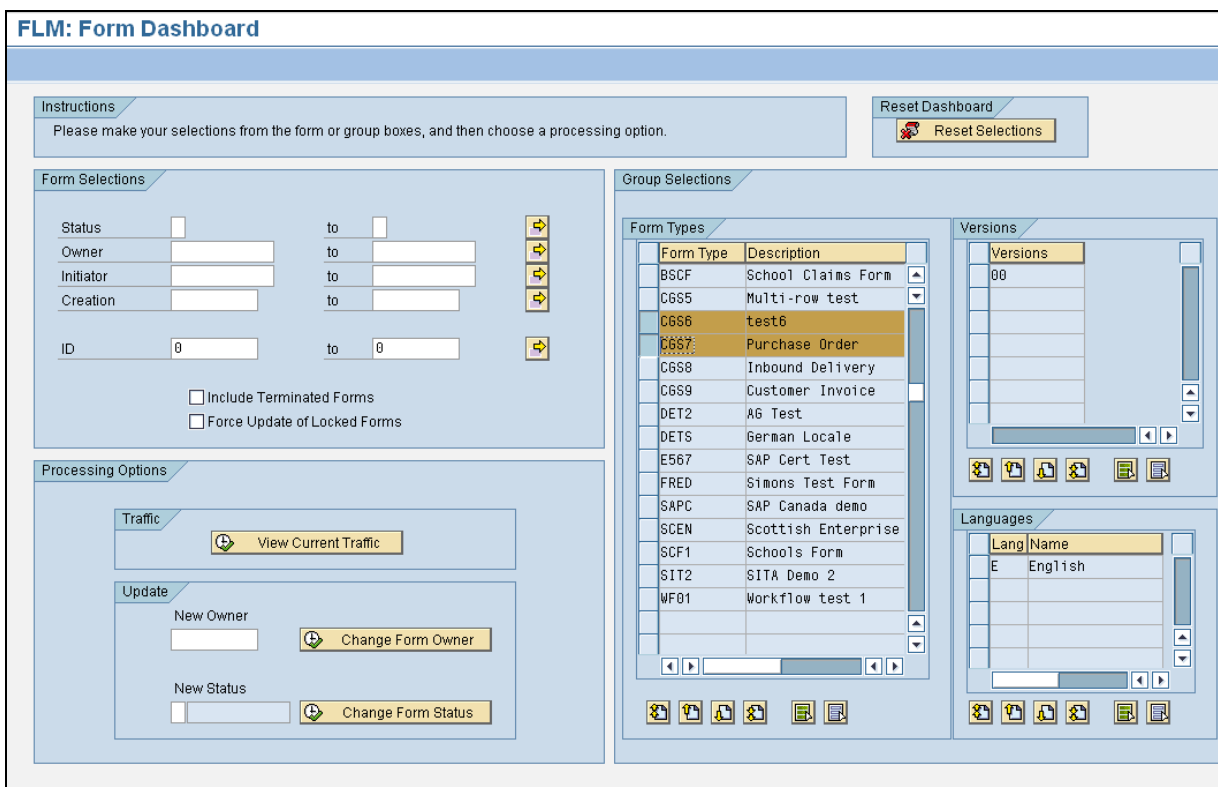
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1 Form Monitoring

1.1 FLM Dashboard for Form Monitoring



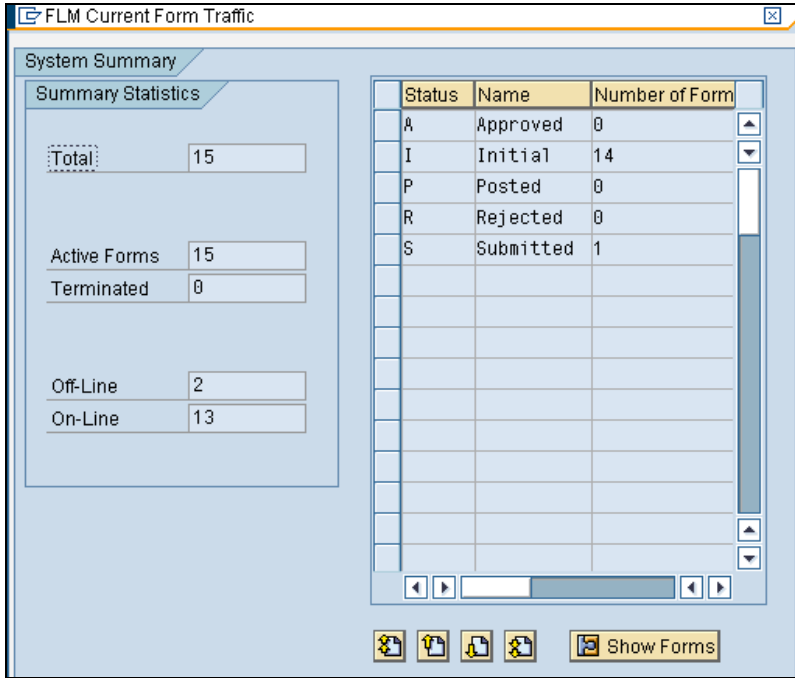
From the SAP menu select the menu path Cross-Application Components->Forms Lifecycle Manager->Monitoring->Dashboard.



Select the Form Types under review and select the pushbutton 'View Current Traffic'.

Alternatively, use the 'Form Selections' section for a free selection based on form type, owner, initiator, creation date or form ID.

Use the 'Include Terminated Forms' checkbox to include forms at the end of their lifecycle in the returned selection.



System Summary

Summary Statistics

Total: 15

Active Forms: 15

Terminated: 0

Off-Line: 2

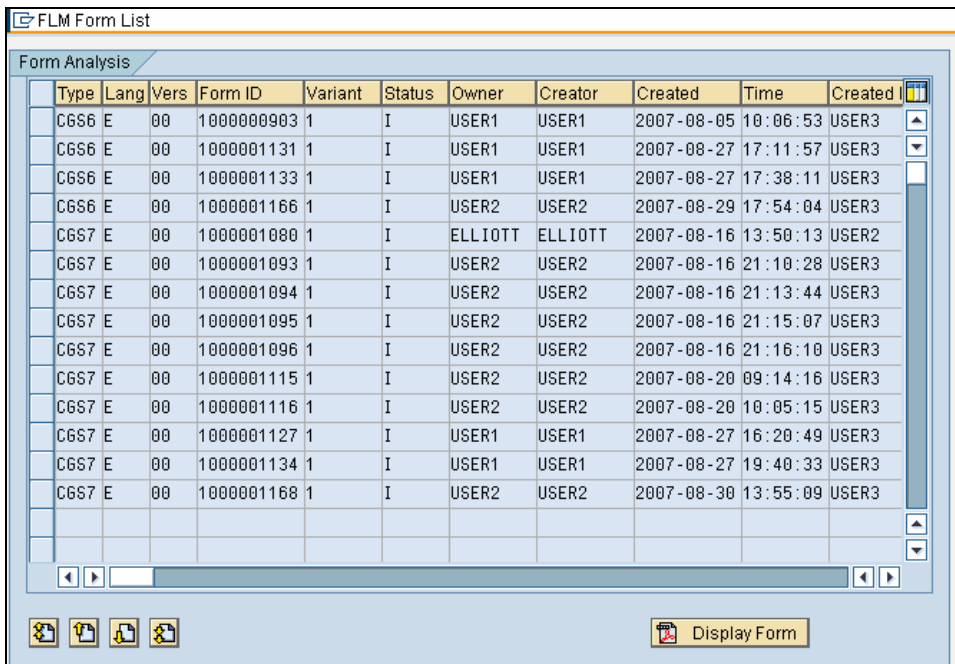
On-Line: 13

Status	Name	Number of Form
A	Approved	0
I	Initial	14
P	Posted	0
R	Rejected	0
S	Submitted	1

Buttons: Show Forms

The returned pop-up report shows the number of forms by status, broken down by active forms and terminated forms, and broken down by on-line forms and off-line forms.

To drill-down further, select a row and then select the 'Show Forms' pushbutton.



Form Analysis

Type	Lang	Vers	Form ID	Variant	Status	Owner	Creator	Created	Time	Created I
C6S6	E	00	1000000903	1	I	USER1	USER1	2007-08-05	10:06:53	USER3
C6S6	E	00	1000001131	1	I	USER1	USER1	2007-08-27	17:11:57	USER3
C6S6	E	00	1000001133	1	I	USER1	USER1	2007-08-27	17:38:11	USER3
C6S6	E	00	1000001166	1	I	USER2	USER2	2007-08-29	17:54:04	USER3
C6S7	E	00	1000001080	1	I	ELLIOTT	ELLIOTT	2007-08-16	13:50:13	USER2
C6S7	E	00	1000001093	1	I	USER2	USER2	2007-08-16	21:10:28	USER3
C6S7	E	00	1000001094	1	I	USER2	USER2	2007-08-16	21:13:44	USER3
C6S7	E	00	1000001095	1	I	USER2	USER2	2007-08-16	21:15:07	USER3
C6S7	E	00	1000001096	1	I	USER2	USER2	2007-08-16	21:16:10	USER3
C6S7	E	00	1000001115	1	I	USER2	USER2	2007-08-20	09:14:16	USER3
C6S7	E	00	1000001116	1	I	USER2	USER2	2007-08-20	10:05:15	USER3
C6S7	E	00	1000001127	1	I	USER1	USER1	2007-08-27	16:20:49	USER3
C6S7	E	00	1000001134	1	I	USER1	USER1	2007-08-27	19:40:33	USER3
C6S7	E	00	1000001168	1	I	USER2	USER2	2007-08-30	13:55:09	USER3

Buttons: Display Form

The FLM Form List shows the detailed list of the forms selected, showing the Form ID and Form Variant.

To drill-down to see the details of the particular form, select a row and then select the 'Display Form' pushbutton.

1.2 Form History Report

From the SAP menu select the menu path Cross-Application Components->Forms Lifecycle Manager->Monitoring->Form History.

Form History Report

Form selections

Customer	<input type="text"/>	to	<input type="text"/>	
Form Type	<input type="text"/>	to	<input type="text"/>	
Form Version	<input type="text"/>	to	<input type="text"/>	
Language Key	<input type="text"/>	to	<input type="text"/>	
ID	<input type="text" value="0"/>	to	<input type="text" value="0"/>	

Status selections

Status	<input type="text"/>	to	<input type="text"/>	
Form Owner	<input type="text"/>	to	<input type="text"/>	
Form Creation Date	<input type="text"/>	to	<input type="text"/>	
Form Initiator	<input type="text"/>	to	<input type="text"/>	

Enter selections as normal for any selection screen.

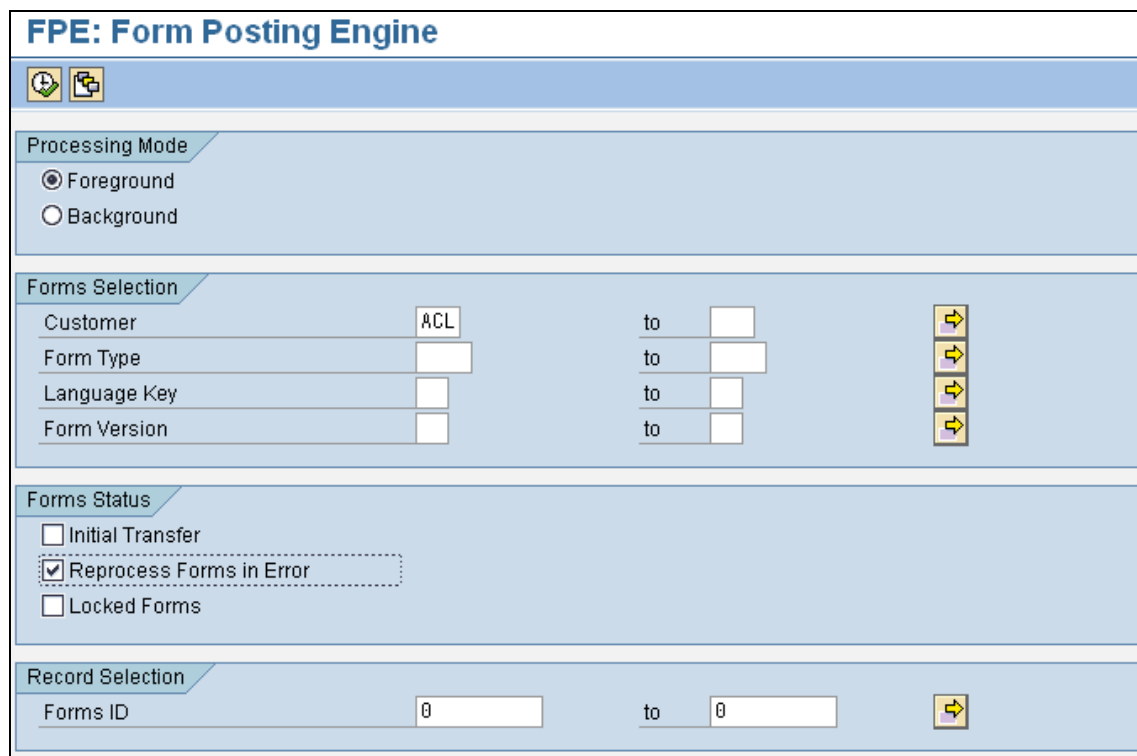
The report performs a simple selection on table /FLM/FPE_H and displays the form history for one or many forms.

Form History Report												
Form History Report												
Form ID	Variant	Event	Old Owner	New Owner	Old Status	New Status	Created on	Created at	Initiator	Description	Action	Posting Status
1000001078	0001	001		USER2		Initial	15.08.2007	17:41:13	USER3	New form instance		Initial
1000001078	0002	002	USER2	USER2	Initial	Initial	15.08.2007	17:42:30	USER3	New Variant Generated	6	Initial
	0002	003	USER2	USER2	Initial	D	15.08.2007	17:42:30	USER3	Status Change	0	Initial
1000001078	0003	004	USER2	USER2	D	D	15.08.2007	17:43:14	USER3	New Variant Generated	6	Initial
	0003	005	USER2	USER2	D	Posted	15.08.2007	17:43:14	USER3	Status Change	Submit	Initial
	0003	006	USER2	USER2	Posted	Posted	15.08.2007	17:43:56	USER2	FPE: Posted to SAP. Document:- 0180000126		Posted

2 Form Posting

2.1 Manually posting failed forms using the Form Posting Engine

From the SAP menu select the menu path Cross-Application Components->Forms Lifecycle Manager->Monitoring->Dashboard.



FPE: Form Posting Engine

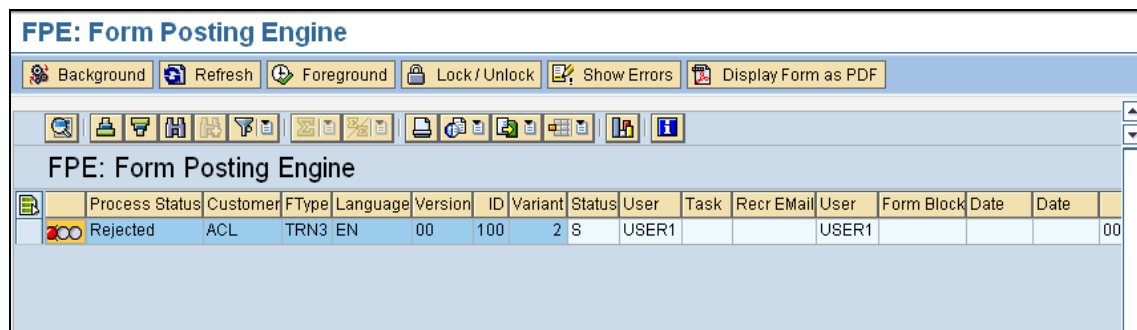
Processing Mode
 Foreground
 Background

Forms Selection
 Customer: ACL to []
 Form Type: [] to []
 Language Key: [] to []
 Form Version: [] to []

Forms Status
 Initial Transfer
 Reprocess Forms in Error
 Locked Forms

Record Selection
 Forms ID: 0 to 0

Leave the Form Type selection empty and select the option 'Reprocess Forms in Error'. Execute in the Foreground as shown.



FPE: Form Posting Engine

Background Refresh Foreground Lock / Unlock Show Errors Display Form as PDF

Process Status	Customer	FType	Language	Version	ID	Variant	Status	User	Task	Recr EMail	User	Form Block	Date	Date
Rejected	ACL	TRN3	EN	00	100	2	S	USER1			USER1			00

Any failed forms are displayed. The following options are available:

- 1) 'Show Errors': Display any errors returned by the posting adapter.
- 2) 'Background': Try to post the failed form in the background. This is suitable for posting adapters that use BAPIs to update SAP.

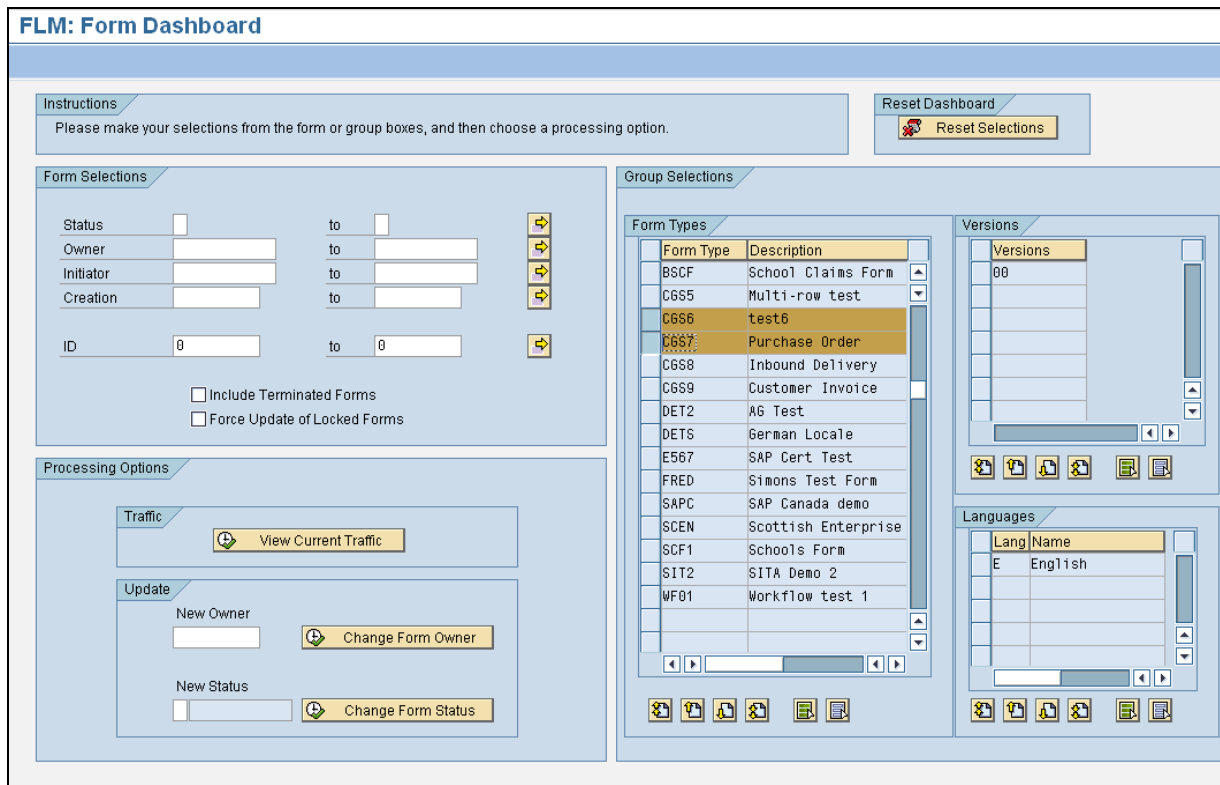
- 3) 'Foreground': Try to post the failed form in the foreground. This is suitable for posting adapters that use 'call transaction' (like a BDC session) to update SAP.
- 4) 'Lock/Unlock': Lock a form so that FPE stops trying to post it. The form can be fixed later or removed using the clean-up utility as necessary.
- 5) 'Display Form as PDF': Show the form data to help understand why the posting failed.

Select the option as desired to further process the form.

3 FormRe-assignment

3.1 Form status re-assignment

From the SAP menu select the menu path Cross-Application Components->Forms Lifecycle Manager->Monitoring->Dashboard.



FLM: Form Dashboard

Instructions
Please make your selections from the form or group boxes, and then choose a processing option.

Form Selections

Status to

Owner to

Initiator to

Creation to

ID to

Include Terminated Forms
 Force Update of Locked Forms

Processing Options

Traffic

Update
New Owner
New Status

Group Selections

Form Types

Form Type	Description
BSCF	School Claims Form
C655	Multi-row test
C656	test6
C657	Purchase Order
C658	Inbound Delivery
C659	Customer Invoice
DET2	AG Test
DETS	German Locale
E567	SAP Cert Test
FRED	Simons Test Form
SAPC	SAP Canada demo
SCEN	Scottish Enterprise
SCF1	School's Form
SIT2	SITA Demo 2
WF01	Workflow test 1

Versions

Versions
00

Languages

Lang	Name
E	English

Enter selections using the 'Form Selections' or 'Group Selections' section boxes.

Enter the current status in the 'Status' field within the 'Form selections' selection box.
Enter the target status in the 'New Status' field within the 'Update' section of the 'Processing Options' selection box.

If any forms to be updated are locked then the 'Force Update of Locked Forms' checkbox must be selected.

Execute using the 'Change Form Status' pushbutton. Several pop-up windows now appear:

- 1) A warning pop-up window is displayed
- 2) A confirmation pop-up window is displayed to confirm the change status action
- 3) A pop-up window is displayed for each locked form, explaining that the form will be unlocked.
- 4) The following final confirmation window is displayed:

Code	Form ID	Run Date	Run Time	Old User	New User	Old Status	New Status	Text
0	1000001222	24.09.2007		USER1	USER1	I	P	Status can be changed
0	1000001168	24.09.2007		USER2	USER2	I	P	Status can be changed
0	1000001134	24.09.2007		USER1	USER1	I	P	Status can be changed
0	1000001127	24.09.2007		USER1	USER1	I	P	Status can be changed
0	1000001116	24.09.2007		USER2	USER2	I	P	Status can be changed
0	1000001115	24.09.2007		USER2	USER2	I	P	Status can be changed
0	1000001096	24.09.2007		USER2	USER2	I	P	Status can be changed
0	1000001095	24.09.2007		USER2	USER2	I	P	Status can be changed
0	1000001094	24.09.2007		USER2	USER2	I	P	Status can be changed
0	1000001093	24.09.2007		USER2	USER2	I	P	Status can be changed
0	1000001080	24.09.2007		ELLIOTT	ELLIOTT	I	P	Status can be changed

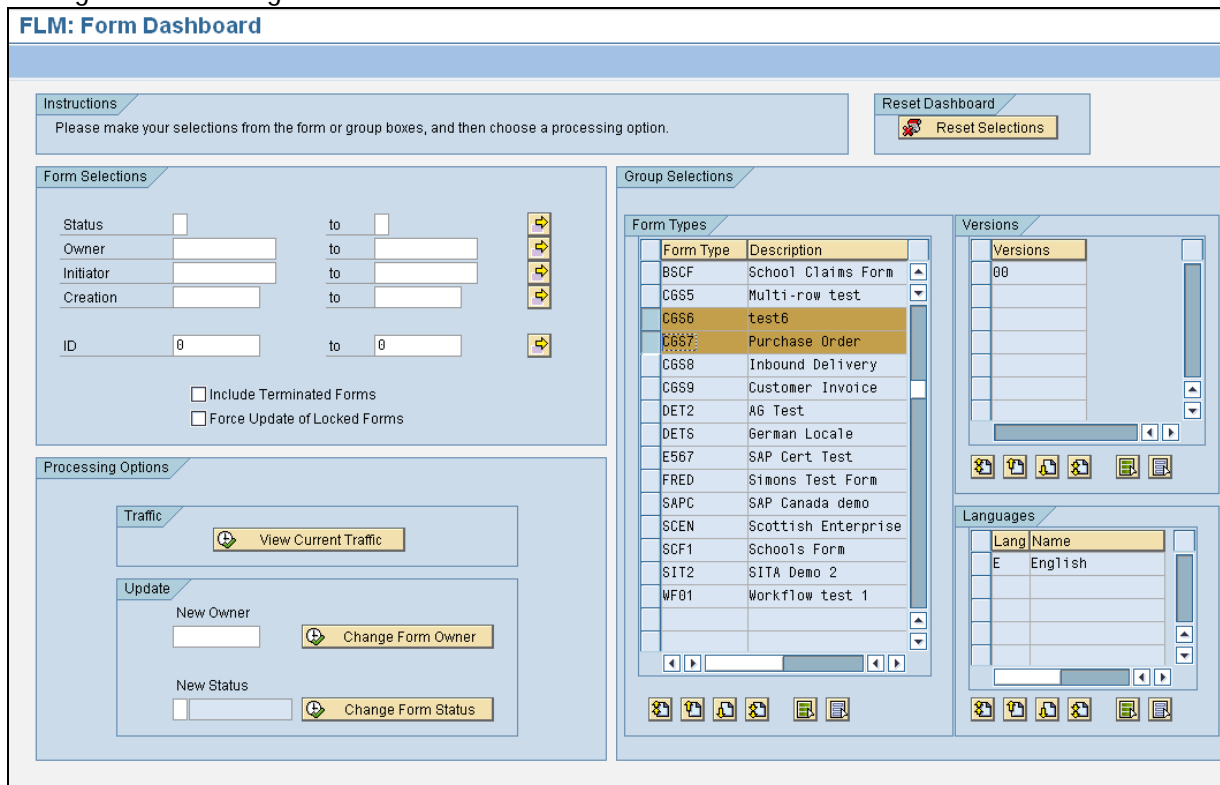
Accept Changes Reject Changes

Select 'Accept Changes' to continue.

5) A final confirmation window is displayed when the changes have been posted.

3.2 Form owner re-assignment

From the SAP menu select the menu path Cross-Application Components->Forms Lifecycle Manager->Monitoring->Dashboard.



Enter selections using the 'Form Selections' or 'Group Selections' section boxes.

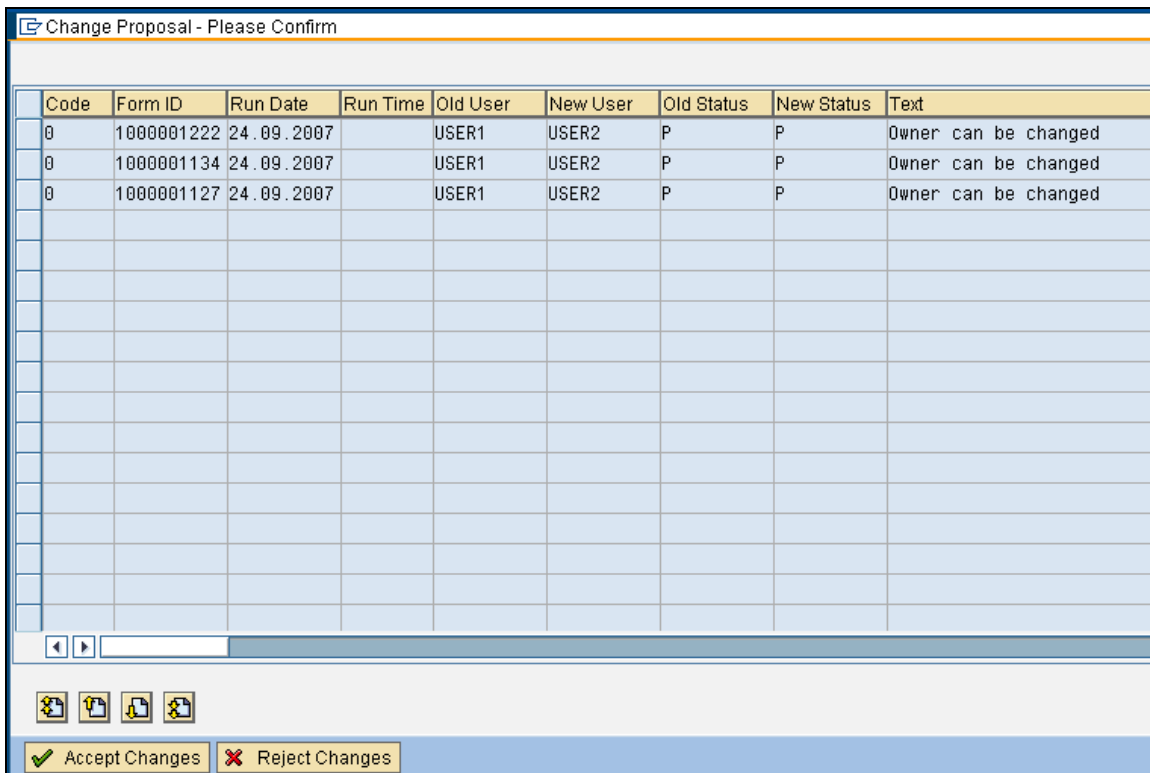
Enter the current owner in the 'Owner' field within the 'Form selections' selection box.

Enter the target owner in the 'New Owner' field within the 'Update' section of the 'Processing Options' selection box.

If any forms to be updated are locked then the 'Force Update of Locked Forms' checkbox must be selected.

Execute using the 'Change Form Owner' pushbutton. Several pop-up windows now appear:

- 1) A confirmation pop-up window is displayed to confirm the change owner action
- 2) A pop-up window is displayed for each locked form, explaining that the form will be unlocked.
- 3) The following final confirmation window is displayed:



Code	Form ID	Run Date	Run Time	Old User	New User	Old Status	New Status	Text
0	1000001222	24.09.2007		USER1	USER2	P	P	Owner can be changed
0	1000001134	24.09.2007		USER1	USER2	P	P	Owner can be changed
0	1000001127	24.09.2007		USER1	USER2	P	P	Owner can be changed

Select 'Accept Changes' to continue.

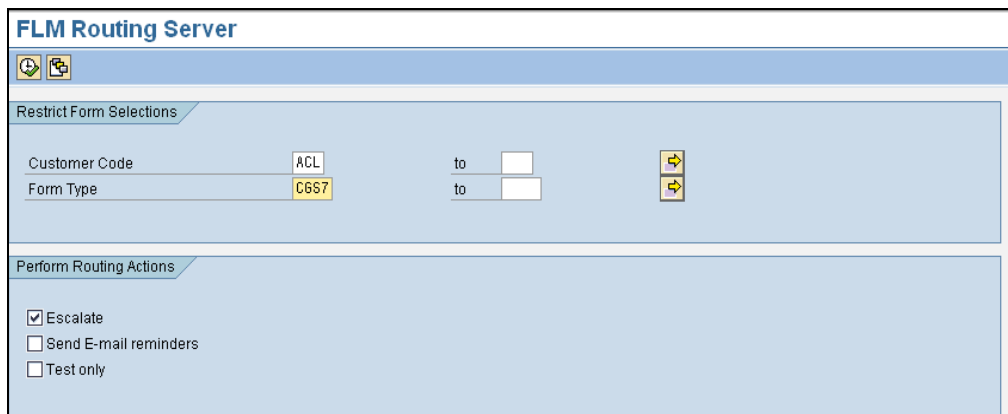
- 4) A final confirmation window is displayed when the changes have been posted.

4 Background Jobs

Typically the following jobs should run daily, depending on the business process requirements:

4.1 Form Escalation

Program: /FLM/WF_ENGINE



FLM Routing Server

Restrict Form Selections

Customer Code: to

Form Type: to

Perform Routing Actions

Escalate

Send E-mail reminders

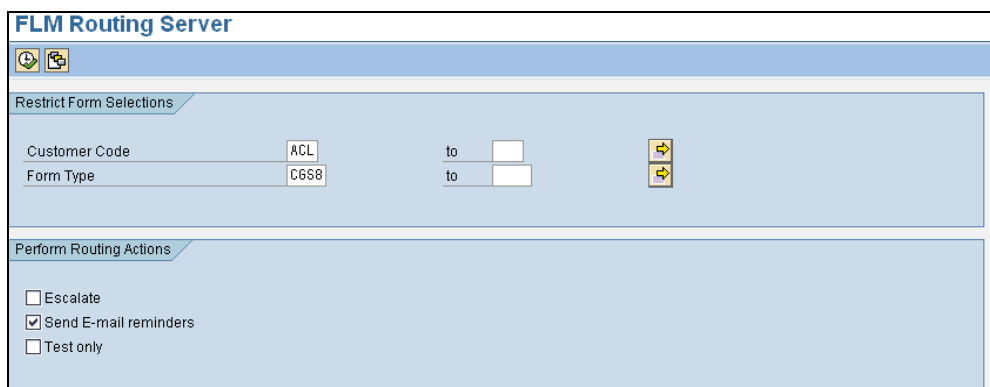
Test only

The form routing server should be run with the 'escalate' option for all form types. The program can be run in this mode multiple times per day; for example it could be run hourly depending on the business requirements.

The output written to the spool shows all forms selected for escalation.

4.2 Form Reminder E-mails

Program: /FLM/WF_ENGINE



FLM Routing Server

Restrict Form Selections

Customer Code: to

Form Type: to

Perform Routing Actions

Escalate

Send E-mail reminders

Test only

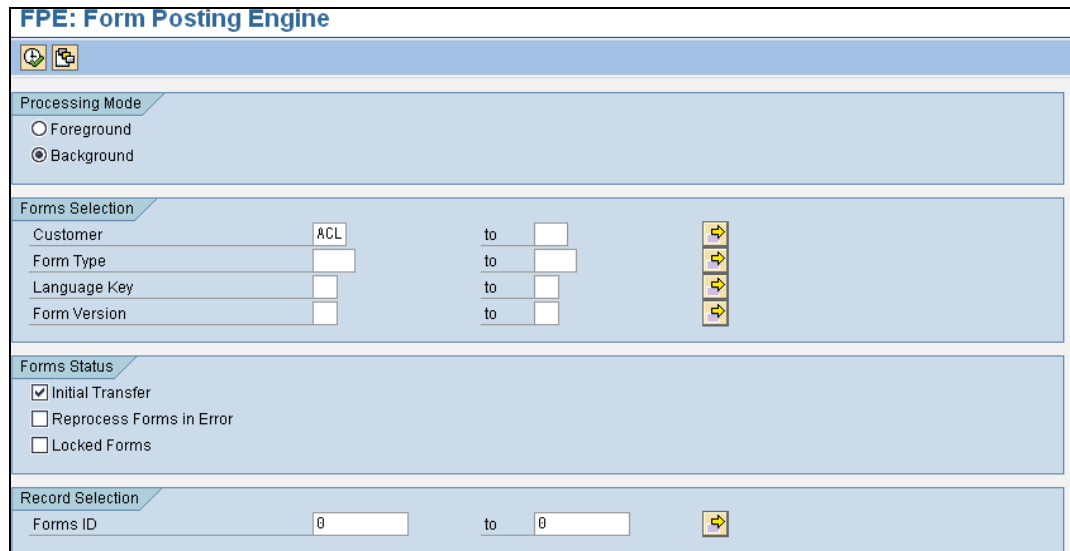
The form routing server should be run with the 'Send e-mail reminders' option for all form types.

The program must only be run in this mode once per day.

The output written to the spool shows all forms selected for e-mail reminders.

4.3 Form Posting

Program: /FLM/FPE_INVOKE



FPE: Form Posting Engine

Processing Mode
 Foreground
 Background

Forms Selection
 Customer: [ACL] to []
 Form Type: [] to []
 Language Key: [] to []
 Form Version: [] to []

Forms Status
 Initial Transfer
 Reprocess Forms in Error
 Locked Forms

Record Selection
 Forms ID: [0] to [0]

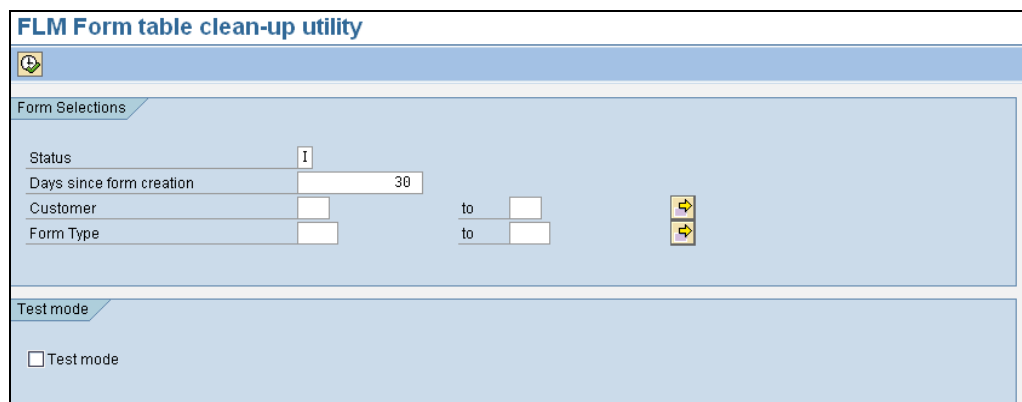
The Form Posting Engine should be run as a background job multiple times per day; for example it could be run once every hour depending on the business requirements.

The option 'Initial Transfer' should be selected for background processing. The options 'Reprocess Forms in Error' and 'Locked Forms' should not be selected.

The output written to the spool shows all forms posted.

4.4 Form Clean-up

Program: /FLM/FORM_CLEANUP



FLM Form table clean-up utility

Form Selections
 Status: [I]
 Days since form creation: [30]
 Customer: [] to []
 Form Type: [] to []

Test mode
 Test mode

It is recommended that the clean-up utility is run daily to remove unwanted forms. These forms have been rendered but not submitted, so remain in their initial status.

For offline forms the deletion window (shown above as 30 days) should be set at the point in time after which no submissions are accepted for the form type. For on-line forms the deletion window should be set to 1 day.

Typically there would be one variant for on-line forms and one variant for off-line forms for the clean up utility background job. Alternatively a separate variant could be used for each form type.

The output written to the spool shows all forms removed. The form history table is not deleted and records that the form has been removed.