



WORKFLOW LOG

WF

JOB AID WF-18

The purpose of this job aid is to review the Workflow Log tool.

Overview: Workflow is the electronic approval process for making changes to person and position data in the system. The **Workflow Log** is a tool which shows who has the workflow item in their inbox right now.

Procedure:

The **Workflow Log** can be accessed in your SAP Business Workplace Inbox or Outbox. First, select the Workflow item you are researching and then click the **Workflow Log** button. It contains some very valuable information, so you may remember that it looks like a treasure map!

SAP Business Workplace Inbox

Business Workplace of AACAROLYNB15

Menu | [Search] | [New message] [Find folder] [Find document] [Appointment calendar] [Distribution lists]

Workplace: AACAROLYNB15

- Inbox
- Unread Documents 0
- Documents 0
- Workflow 120

Workflow 120

Exe...	Title	Status	Creation D.
4601 - OM Action	Position Transfer for Position - 60083761 PCR: 5000002369		10/24/2025
4601 PA Action	- Salary Adjustment (NC) for Dianne Burger01 PCR: 1000005706		04/22/2025

SAP Business Workplace Outbox

Business Workplace of AACAROLYNB15

Menu | [Search] | [New message] [Find folder] [Find document] [Appointment calendar]

Workplace: AACAROLYNB15

- Inbox
- Outbox
- Documents
- Started workflows
- Work items executed by me

Work items executed by me (Since 09/29/2025)


Wor...	Status	Executed C
4601 PA Action - Salary Adjustment (NC) for Dianne Burger15 PCR: 10...		10/24/2025

The Workflow Log is a busy screen with a few tabs, several columns and quite a few buttons. But we are only concerned with clicking on one button.

Look at the Agent column and then locate the bottommost button in that column. There may only be one button to choose from, or there may be multiple as shown in the screen shot below. If there are multiple options, you may need to scroll down to find the bottom one.


Once you find it, click it.

Workflow Log


Menu 


View: WF Chronicle **View: Workflow Agents** **View: Workflow Objects**


Workflow and task	Details	Graphic	Agent	Status	Result	Date
4601 - OM Action - Position 65002218 - PCR: 5000002350				In Process	Workflow started	04/22/2016
▶ Load OM approvers				Completed		04/22/2016
4601 - Funding OM Action for position - 65002218				Completed		04/22/2016
▶ PCR #5000002350 Set to 'FA1' Approval Level				Completed		04/22/2016
▶ 4601 - OM Action Reallocate Position Horizontal				Completed		04/22/2016
▶ 4601 - OM Action Reallocate Position Horizontal				Completed	Approved	04/22/2016
4601 - Agency OM Action for Position - 65002218				In Process		04/22/2016
▶ PCR #5000002350 Set to 'AA1' Approval Level				Completed		04/22/2016
▶ 4601 - OM Action Reallocate Position Horizontal				Reserved		04/22/2016


 **Bottommost button**


A pop-up has appeared! There are three buttons on the pop-up, but you should only ever click the top one, labeled '**Agents**'. Clicking the other two won't break anything, but they will not contain any useful information. Additionally, it may cause your cursor to spin before eventually timing out.

Which Agents Do You Want To Display? 

 **Agents**

 Possible agents

 Excluded agents



The next pop-up displays all potential approvers at the current approval level. There will be a mailbox icon next to any names that have the PCR in their inbox.

In most instances there will be a mailbox next to everyone's name **or** next to only one name. In the screen shot below, the work item can be found in Angela Lisson's inbox, but not in Robert Jefferson's.

Once you have reviewed this pop-up, close it with the red X and then use the green back arrow button on the Workflow Log screen to return to the SAP Business Workplace.

TS 99100056	Edit OM action
US 01231600 US 90000011	ANGELA LISSON ROBERT JEFFERSON

