How to configure a workflow in SAP with the Workflow Builder

This guide shows you how to configure a workflow in SAP using the Workflow Builder (transaction SWDD). You create a workflow with a single activity step, define a standard task for it, and map the task to a business object method. You then accept the container elements and bindings, assign agents at step and task level, and save the workflow as a local object.

Prerequisites

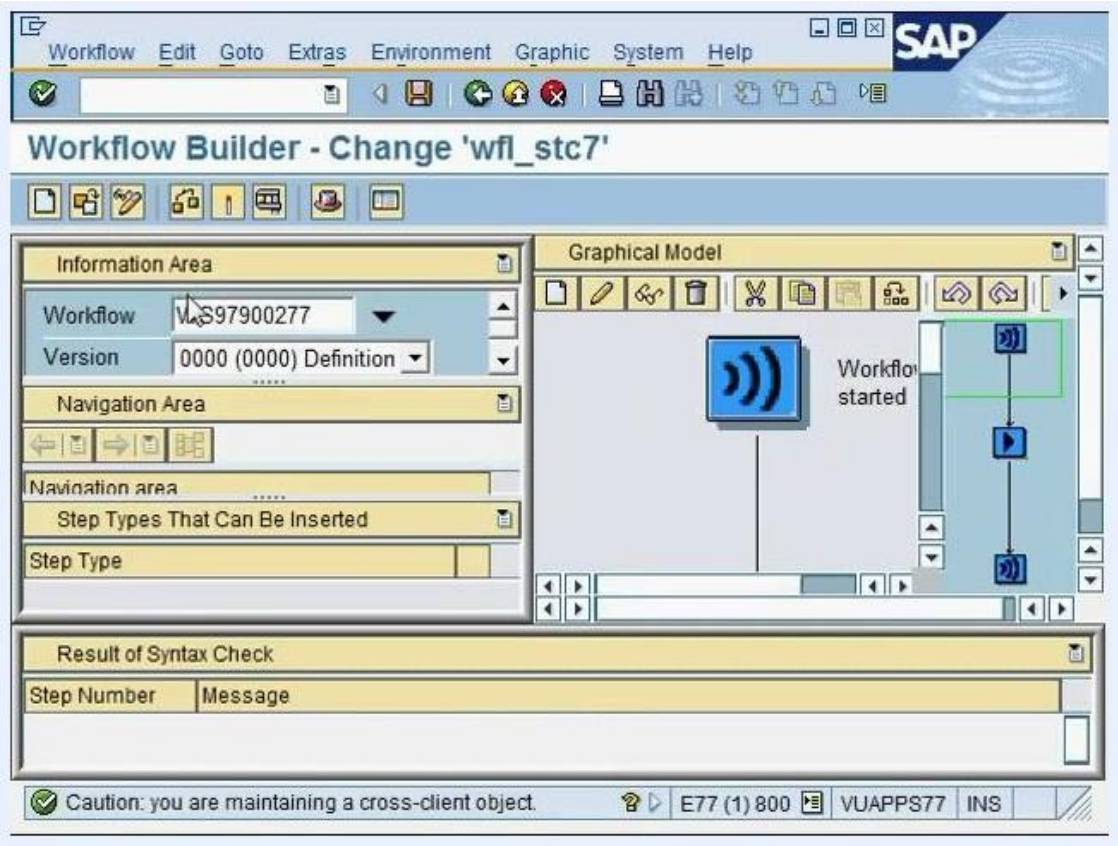
Before you start, make sure you have the following:

- Access to the SAP Easy Access screen, where you can launch transaction SWDD.
- The name of the business object type (for example, FORMABSENC) that your task will run. The object type must exist in the SAP Business Object Repository.
- A position or other agent to assign to the task. This example uses a position whose name contains the string "happy".

Start the Workflow Builder and create a workflow

Step 1: Open the Workflow Builder

1. In the SAP Easy Access screen, enter transaction code SWDD in the command field. You can also select **SWDD - Workflow Builder** under your Favorites.

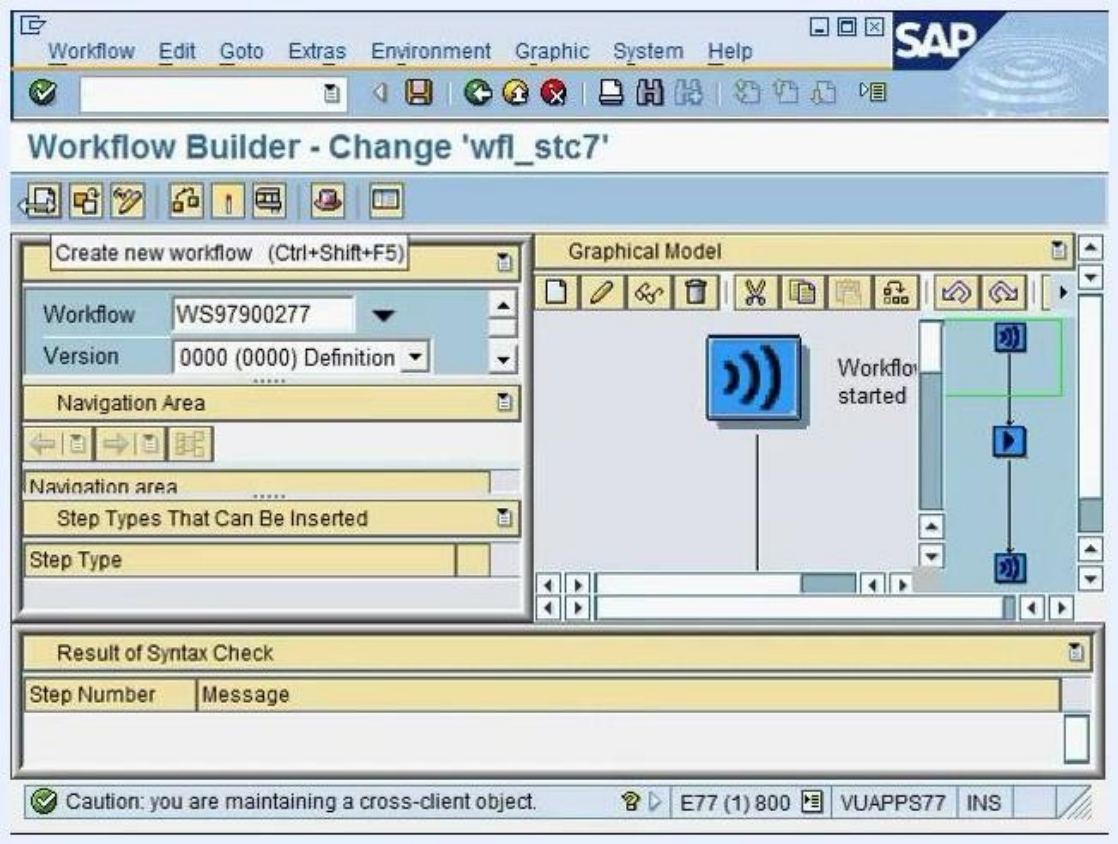


SAP Easy Access screen with SWDD - Workflow Builder highlighted in Favorites

The Workflow Builder opens and displays the last workflow you worked on, so your initial screen may differ. The interface includes the Information Area, Navigation Area, Graphical Model, and Result of Syntax Check sections.

Step 2: Create a new workflow

1. In the Workflow Builder toolbar, click the **Create new workflow** icon, or press Ctrl+Shift+F5.



Workflow Builder with the Create new workflow icon highlighted

The system opens a new, unnamed workflow template.

Step 3: Adjust the Workflow Builder window (optional)

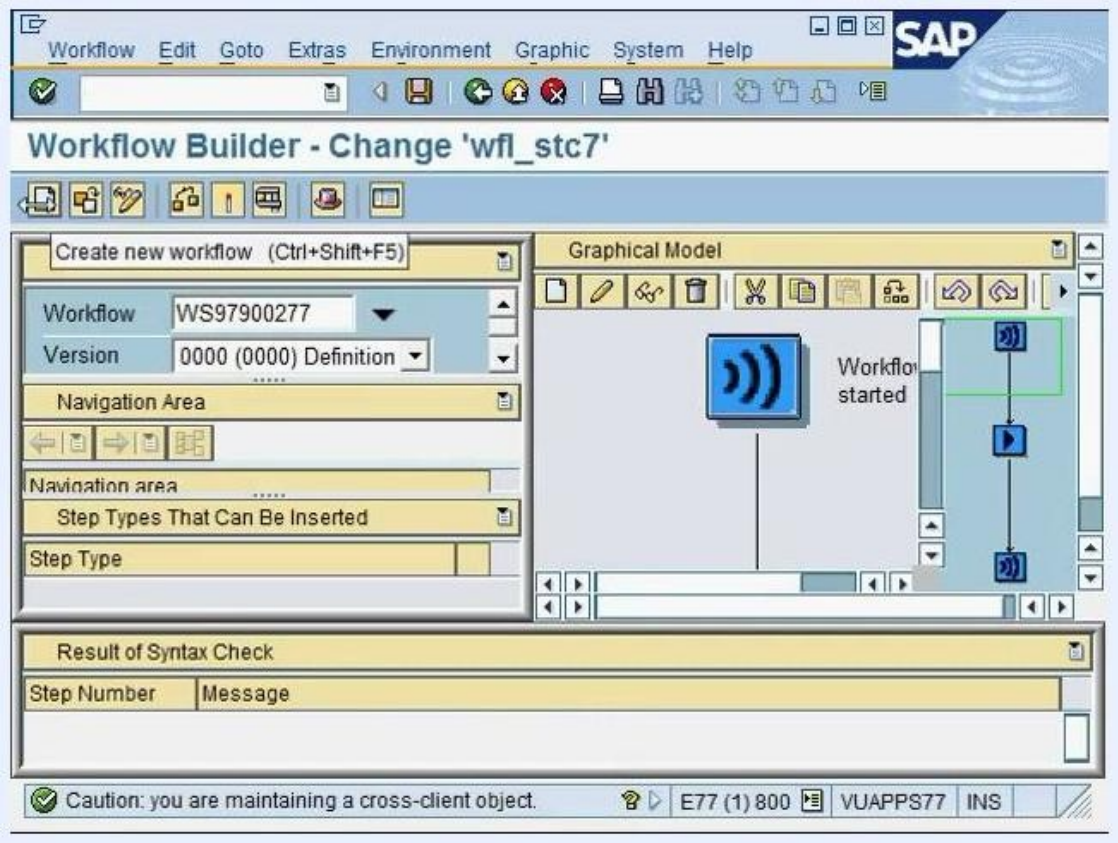
Resize or move the Workflow Builder window as needed so that all sections are visible.

Step 4: Review the basic workflow template

The new template contains three elements:

- A **Workflow started** step at the top.
- A **Workflow completed** step at the bottom.

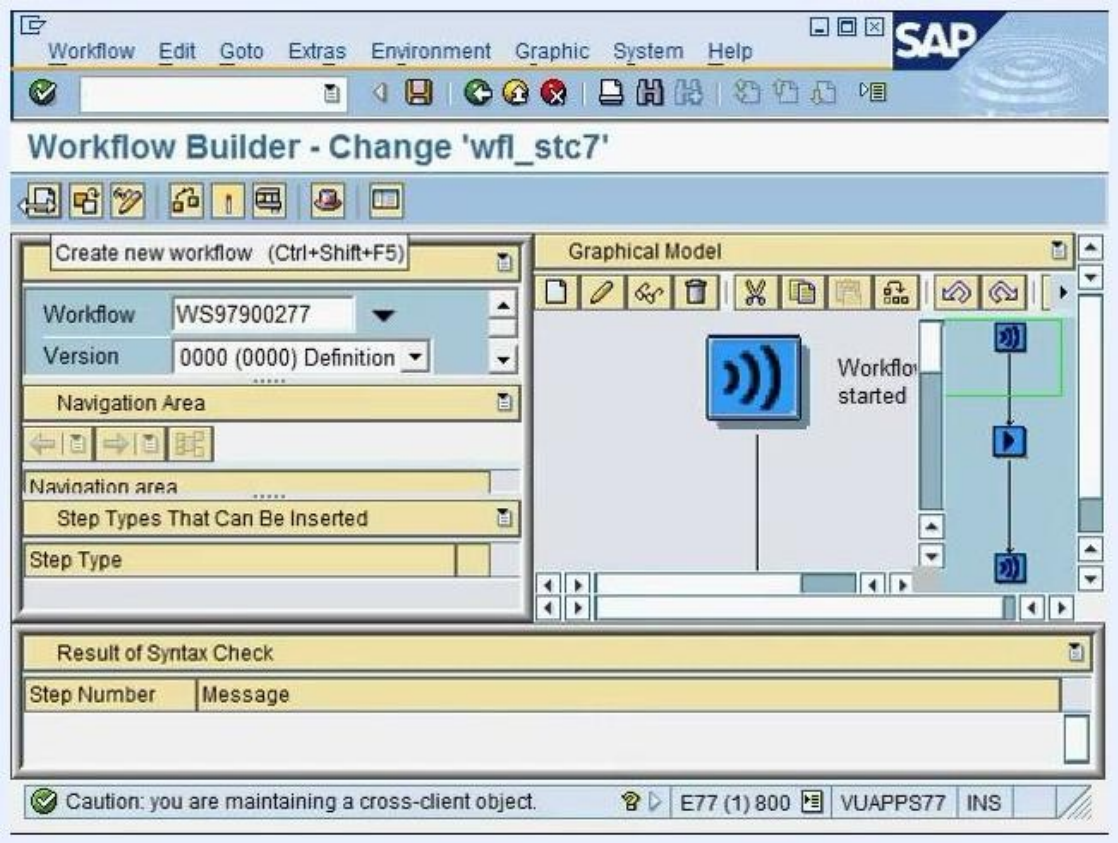
- An undefined step in between, labeled **Undefined - Double-click for new step**.



Workflow Builder showing the basic template with Workflow started, Undefined, and Workflow completed steps

Step 5: Locate the undefined step

In the graphical model, find the step labeled **Undefined - Double-click for new step**. This is where you define the first actionable step in your workflow.



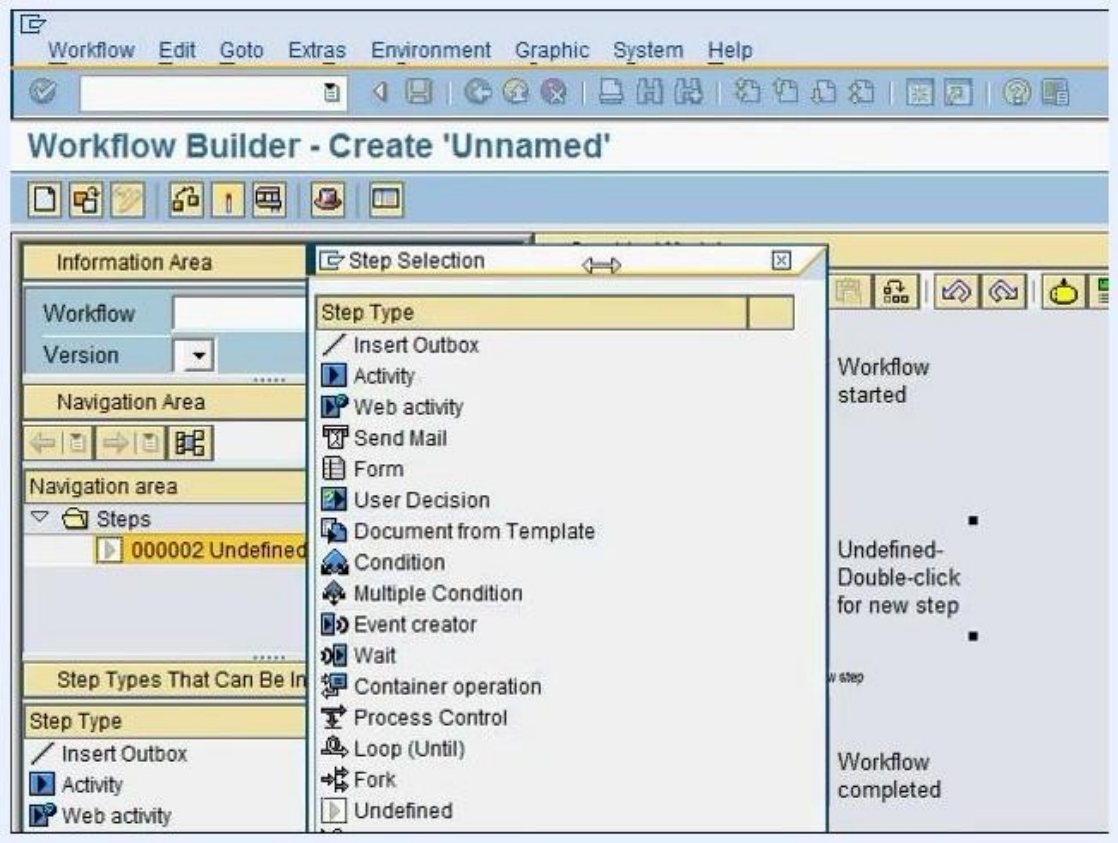
Workflow Builder graphical model with the Undefined step between Workflow started and Workflow completed

Define the activity step

Step 6: Open the Step Selection dialog

1. Double-click the undefined step to open the **Step Selection** dialog.
2. Review the available step types.

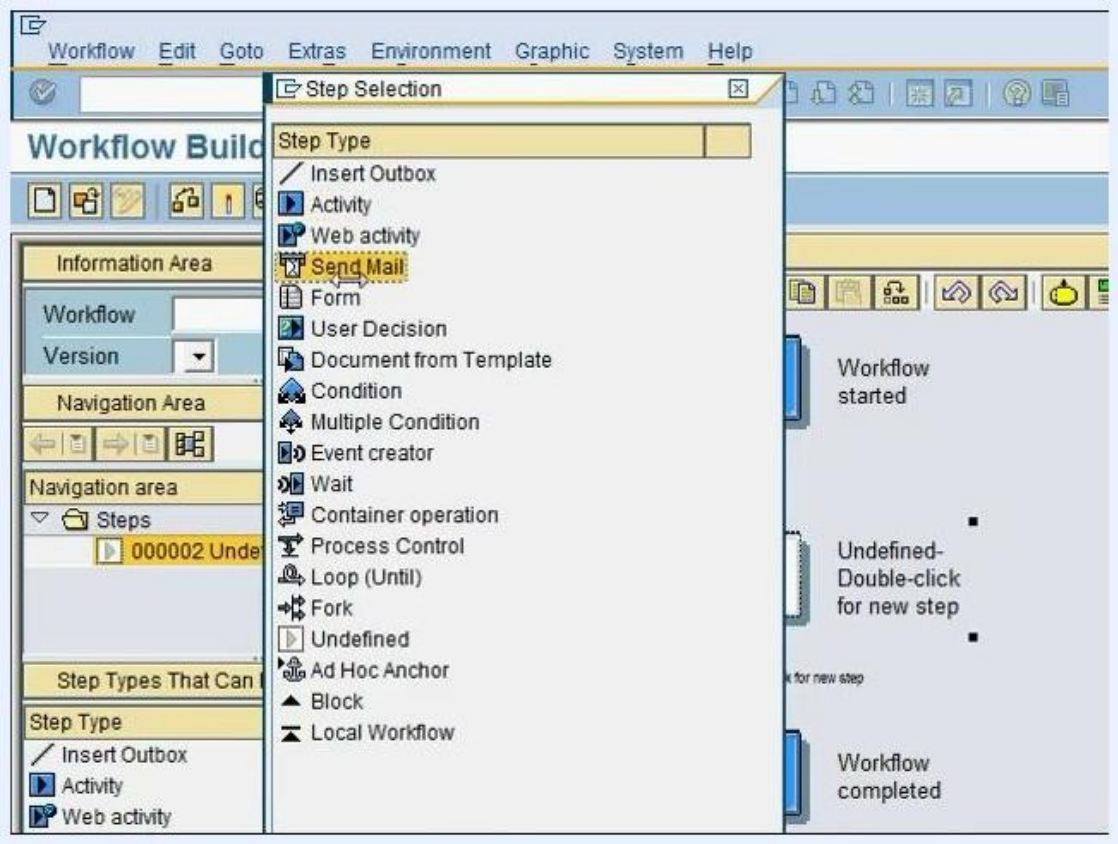
The step types include Insert Outbox, Activity, Web activity, Send Mail, Form, User Decision, Document from Template, Condition, Multiple Condition, Event creator, Wait, Container operation, Process Control, Loop (Until), Fork, Undefined, Ad Hoc Anchor, Block, and Local Workflow.



Step Selection dialog showing the available step types in Workflow Builder

Step 7: Select Activity as the step type

1. In the **Step Selection** dialog, click **Activity** to define the undefined step as an activity.



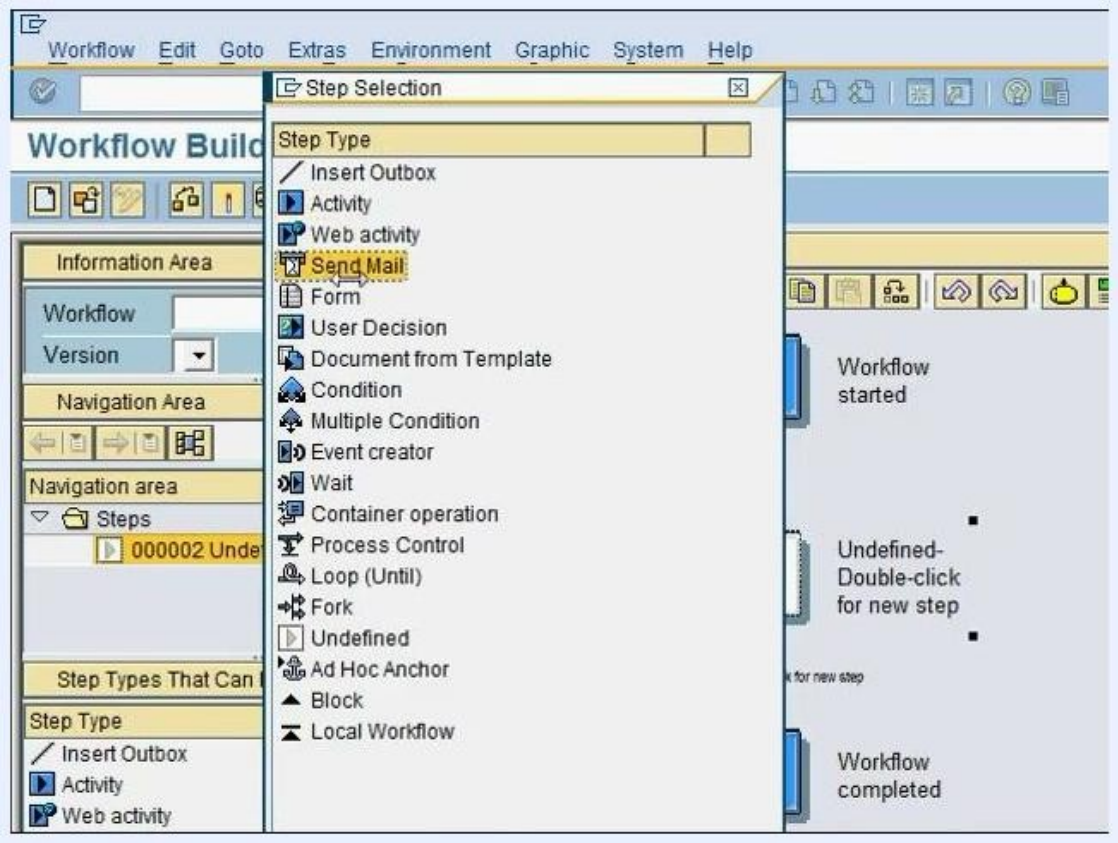
Step Selection dialog with Activity highlighted

Step 8: Review the activity step configuration

The activity step configuration screen appears. Enter the required details:

- In the **Task** field, click the search icon to select or create a task.

- Optionally, specify agent assignment and background processing under **Task Properties**.

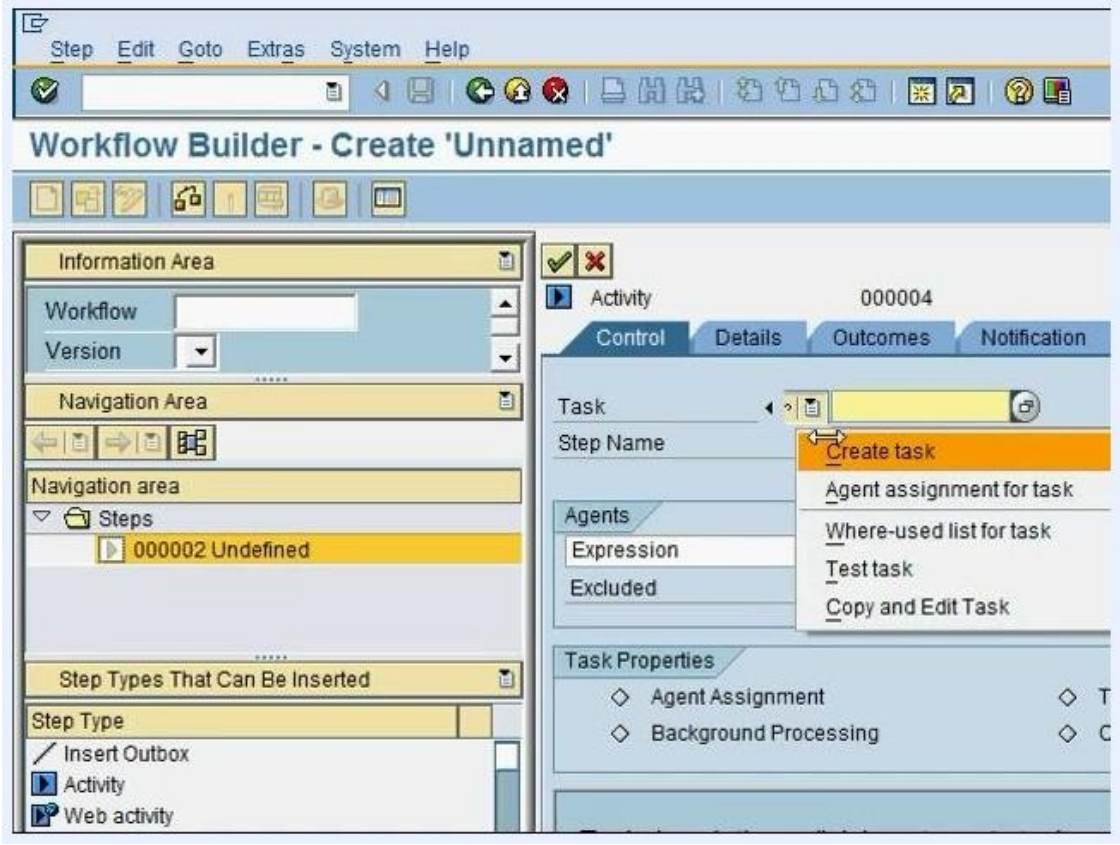


Activity step configuration screen with the Task field and agent assignment options

Step 9: Create a new task for the step

1. Click the search icon next to the **Task** field.

2. In the dropdown menu, select **Create task**.



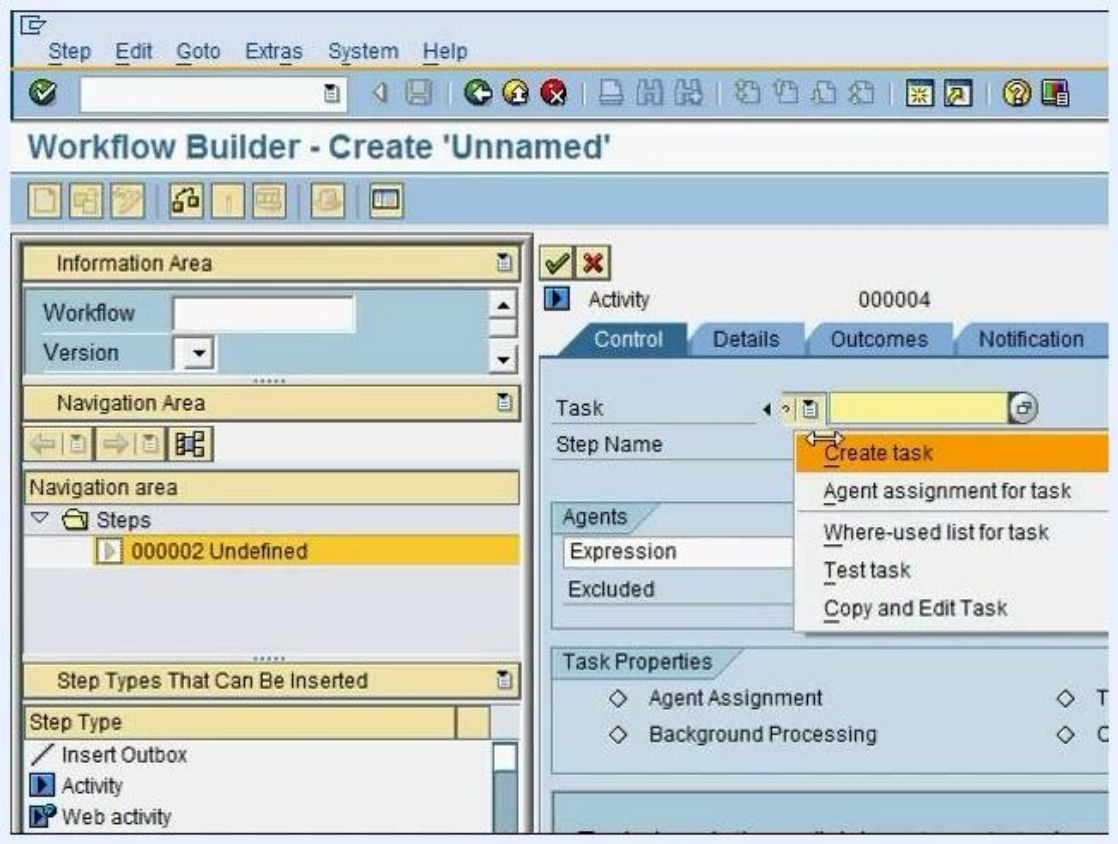
Activity step configuration with Create task selected in the Task field dropdown

In SAP, a step and a task are distinct objects. Steps are workflow elements. Tasks are reusable objects that define what action is performed.

Create and configure the standard task

Step 10: Open the Standard Task: Create screen

The **Standard Task: Create** screen appears. Use it to define the task's name, abbreviation, release status, work item text, and the object method it executes.

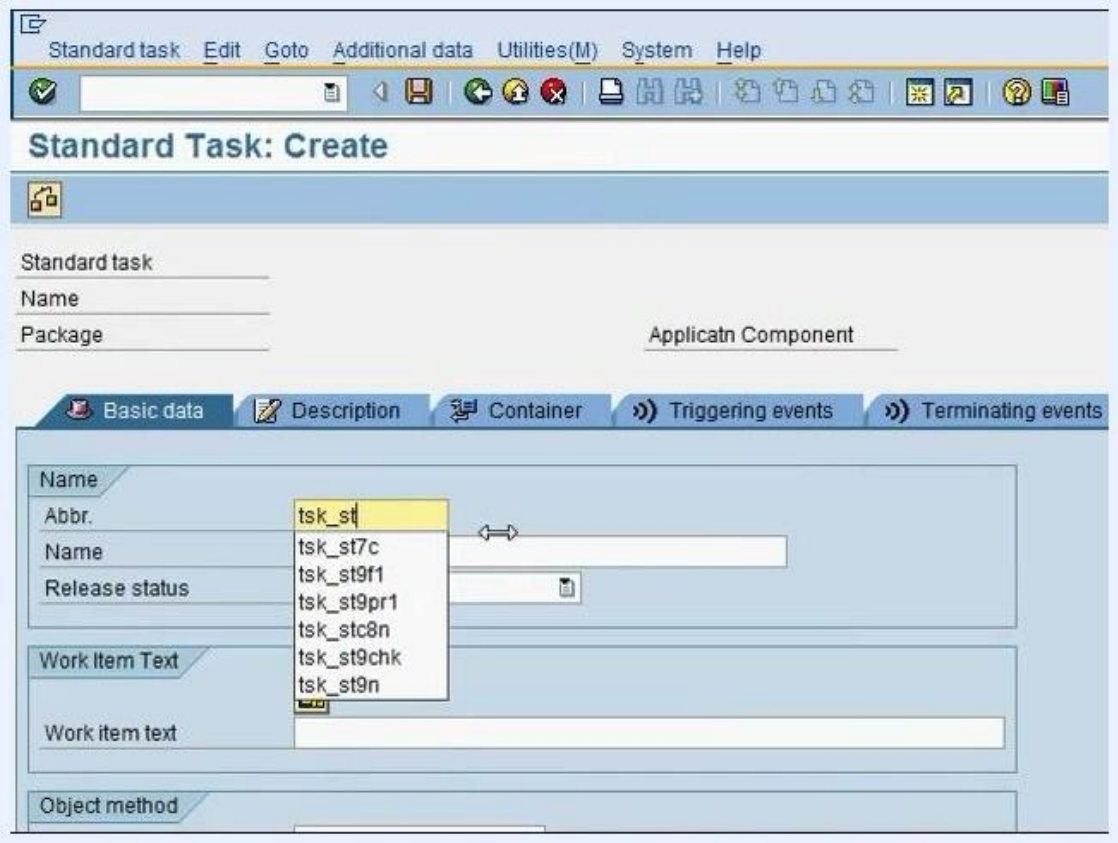


Standard Task: Create screen showing fields for Name, Abbr., Release status, Work item text, and Object method

Step 11: Enter an abbreviation and name

1. In the **Abbr.** field, enter a short, unique abbreviation. For example, type tsk_st.
2. In the **Name** field, enter a descriptive name that follows your naming convention. For example, enter Create Absence Form (st6).

A consistent naming convention helps you identify and manage tasks later. The example screens later in this guide show the saved values tsk_stc6c and Create Absence Form (stc6).



Standard Task: Create screen with the abbreviation and name fields being filled in

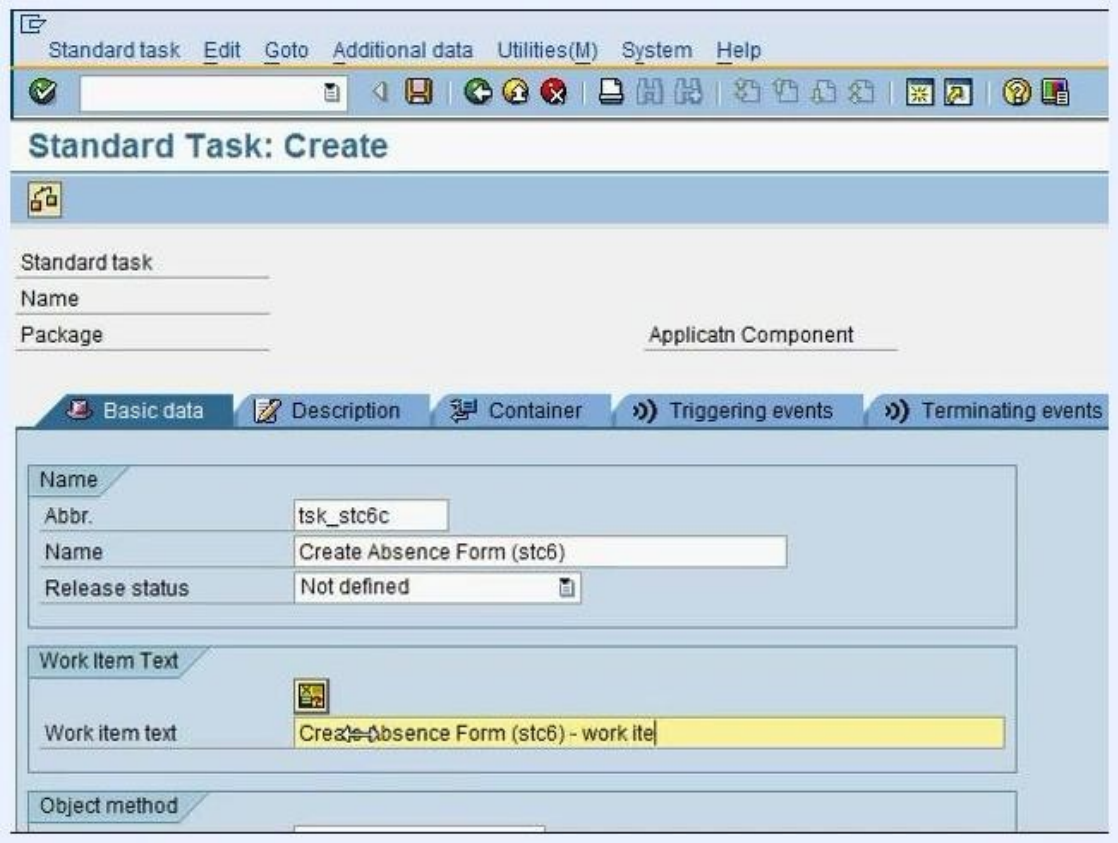
Step 12: Check the release status

Make sure the **Release status** field is set appropriately. For new tasks, it may default to **Not defined**. You can update it later as needed.

Step 13: Enter the work item text

1. In the **Work item text** field, enter a clear description. For example, type Create Absence Form (st6) - work item.

This text appears in the workflow inbox of the business workplace. It helps users understand the purpose of the work item.



Standard Task: Create screen with the work item text "Create Absence Form (st6) - work item" entered

Step 14: Map the task to an object type

The **Object method** section is below the **Work item text** field. It determines the business logic that the workflow step performs.

1. In the **Object method** section, find the **Object Type** field. It may be blank.
2. Click the search icon next to the field to open the object selection dialog.
3. If your object appears in the recent list (for example, FORMABSENC for "Form: Notification of Absence"), select it.
4. If the object is not listed, type its name (for example, FORMABSENC) into the **Object Type** field.

If you are unsure of the object name, refer to SAP documentation or a separate tutorial on searching the Business Object Repository.

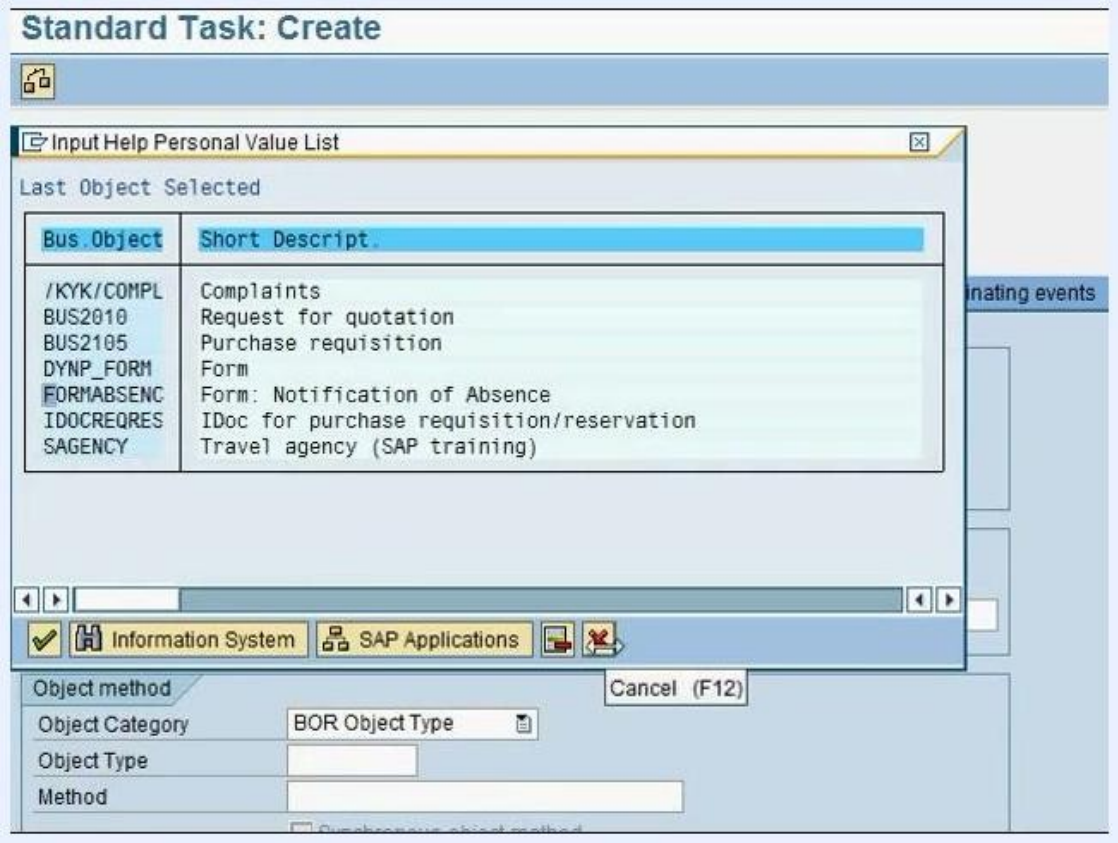


Standard Task: Create screen with the Object Type selection dialog open, showing recent business objects including FORMABSENC

Step 15: Select the method for the object

1. Click the search icon next to the **Method** field.
2. In the list of available methods for the object type, select the method that matches your requirement. For an absence form, select CREATE.

The **Method** field now displays CREATE.



Standard Task: Create screen with the method selection dialog open, showing available methods for FORMABSENC, including CREATE

Step 16: Confirm the object type and method mapping

Verify the following values so the task runs the correct business logic:

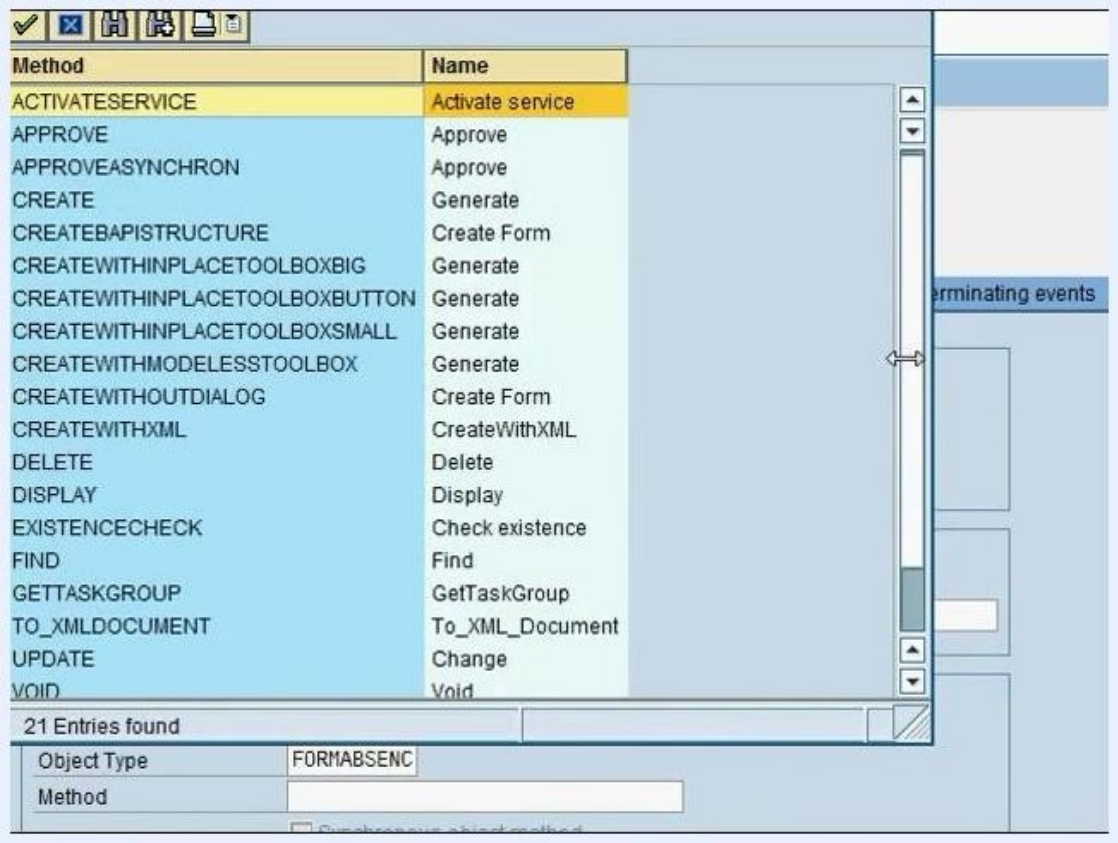
- **Object Category** is BOR Object Type.
- **Object Type** is FORMABSENC.
- **Method** is CREATE.

Step 17: Assign the task to a local package

When you save the task, SAP prompts you to assign a package for transport management. The **Create Object Directory Entry** dialog shows the fields **Package**, **Person Responsible**, **Original System**, and **Original Language**.

1. For testing or development, click **Local Object**.

This assigns the task to a local package, so it is not transported to other SAP systems such as test or production.



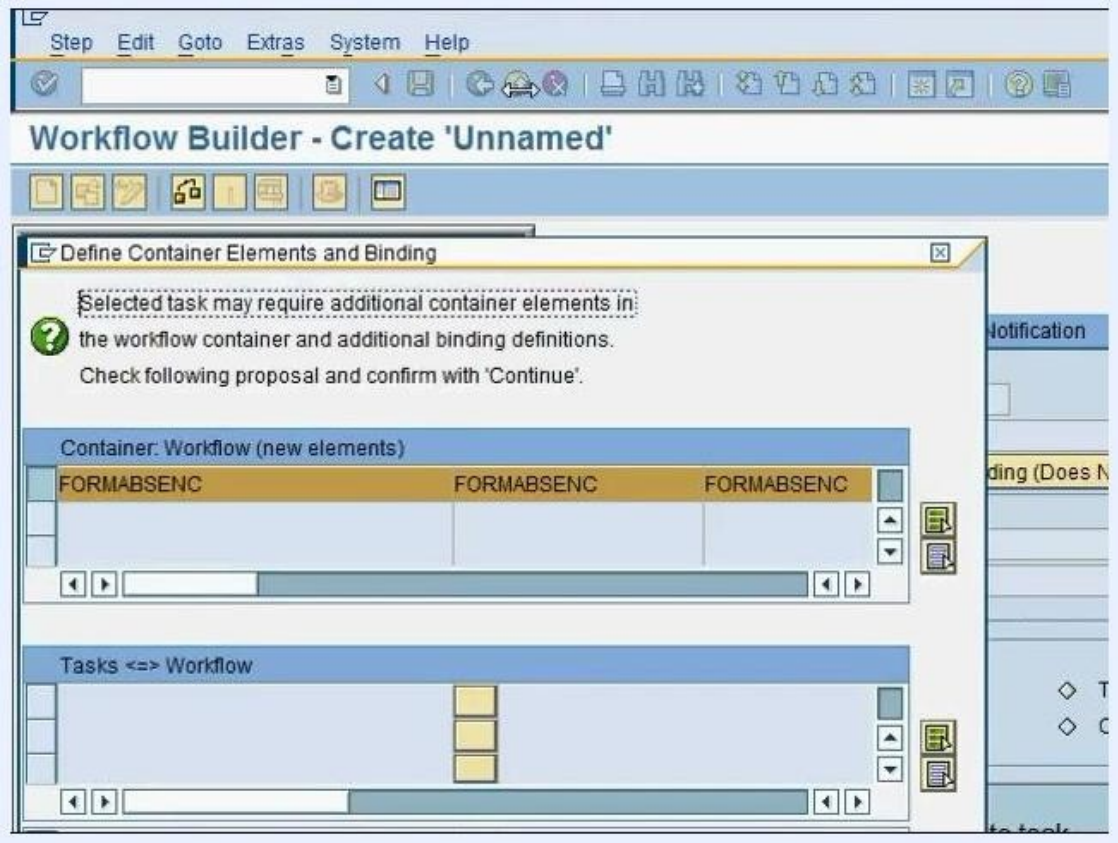
Create Object Directory Entry dialog with the Local Object button highlighted

Step 18: Review the object directory entry values

In this example, the dialog contains the following details:

- **Object:** R3TR PDTS 97909197
- **Package:** leave blank or select as appropriate
- **Person Responsible:** STANLEYCHAI
- **Original System:** E77
- **Original Language:** EN (English)

1. Click **Local Object** to save the object locally.



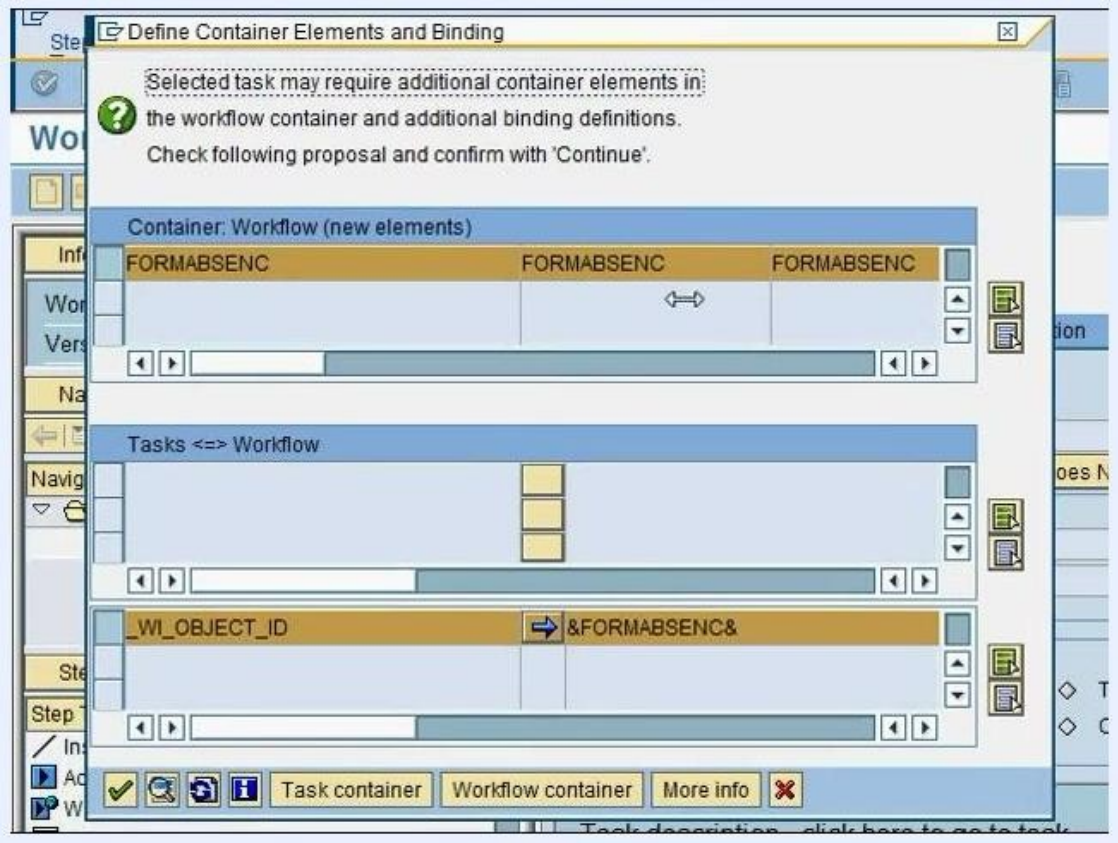
Create Object Directory Entry dialog with the Object, Package, Person Responsible, Original System, and Original Language fields and the Local Object button highlighted

Step 19: Review the standard task details

On the **Standard Task: Change** screen, verify and edit the task details. The example shows these values:

- **Standard task:** 97909197
- **Abbr.:** tsk_stc6c
- **Name:** Create Absence Form (stc6)
- **Package:** STMP
- **Release status:** Not defined
- **Work item text:** Create Absence Form (stc6) - work item
- **Object Category:** BOR Object Type
- **Object Type:** FORMABSENC

- **Method:** CREATE



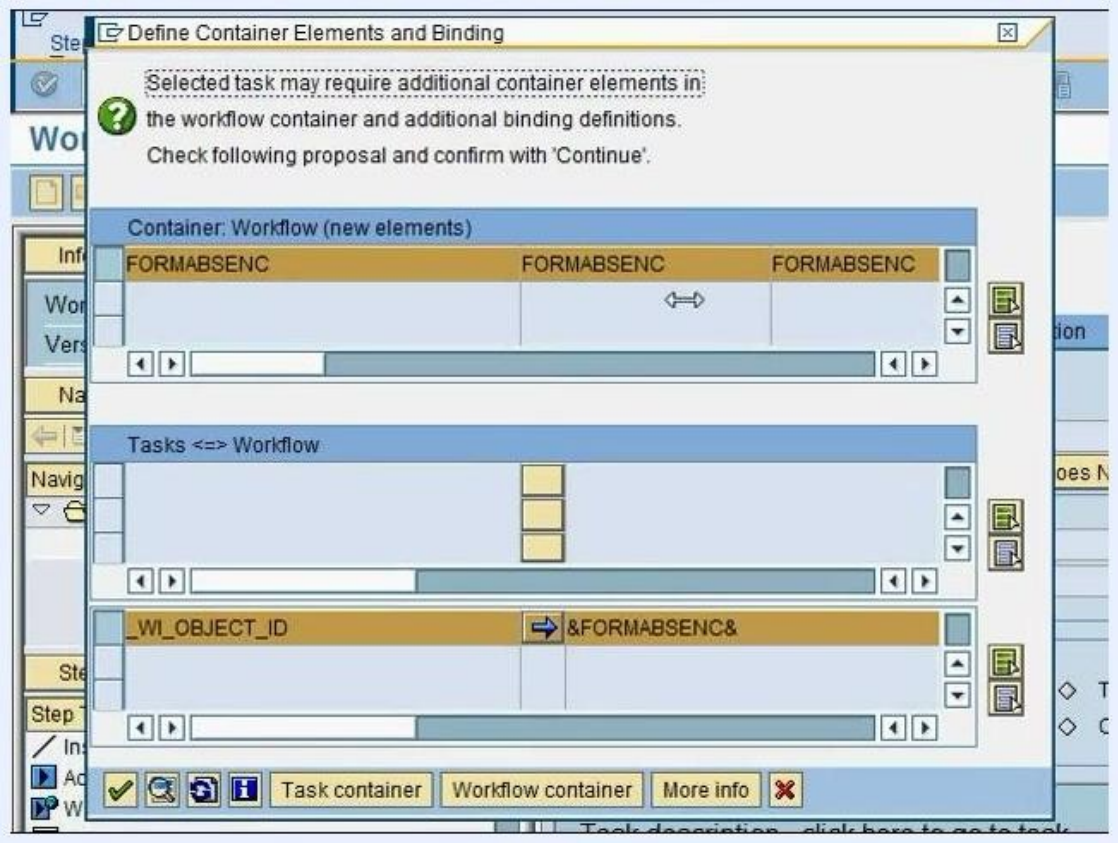
Standard Task: Change screen showing the task abbreviation, name, package, release status, work item text, and object method

Confirm container elements and bindings

Step 20: Review the proposed container elements

SAP then displays the **Define Container Elements and Binding** dialog. It shows this message: "Selected task may require additional container elements in the workflow container and additional binding definitions. Check following proposal and confirm with 'Continue'."

SAP detects the necessary container elements and bindings automatically and proposes new elements, such as FORMABSENC, for the workflow container. The **Tasks ⇔ Workflow** section shows mappings such as _WI_OBJECT_ID → &FORMABSENC&.

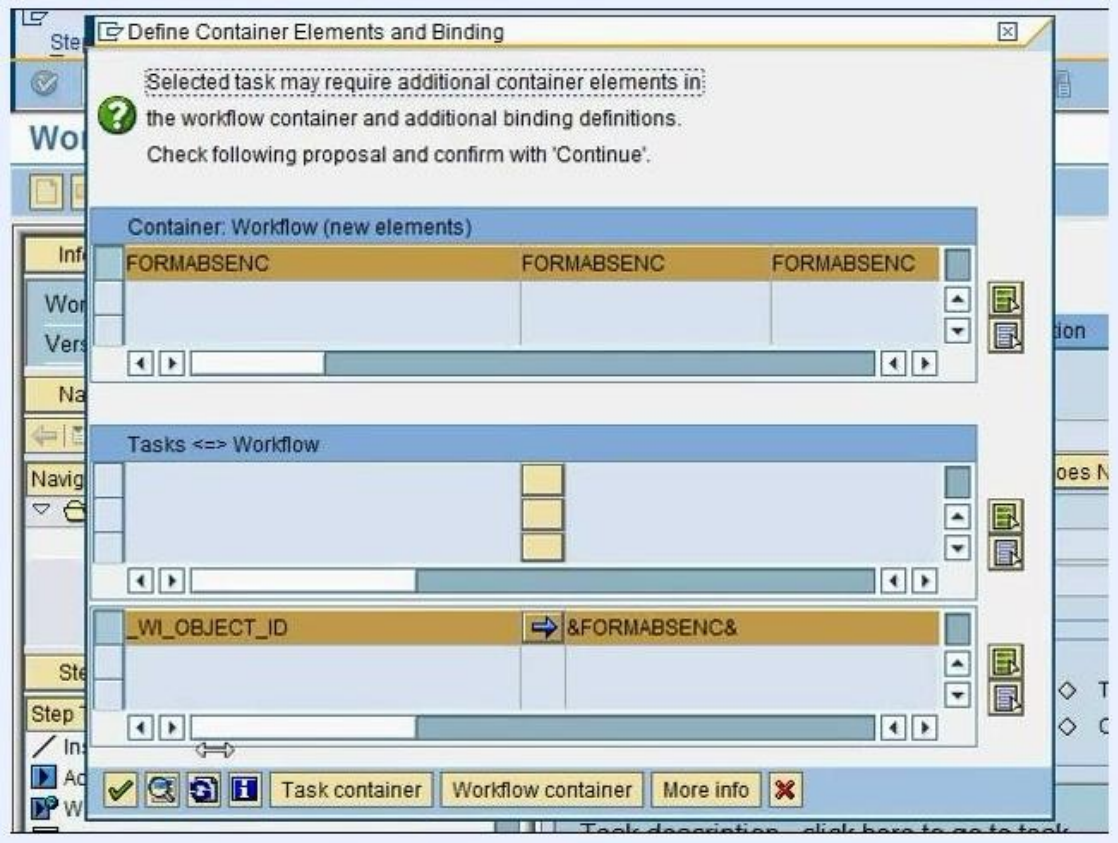


Define Container Elements and Binding dialog with the proposed container element FORMABSENC and instructions to confirm with Continue

Step 21: Accept the default proposals

1. Accept the default container elements and bindings that SAP proposes.

2. Click **Continue** (the green checkmark).



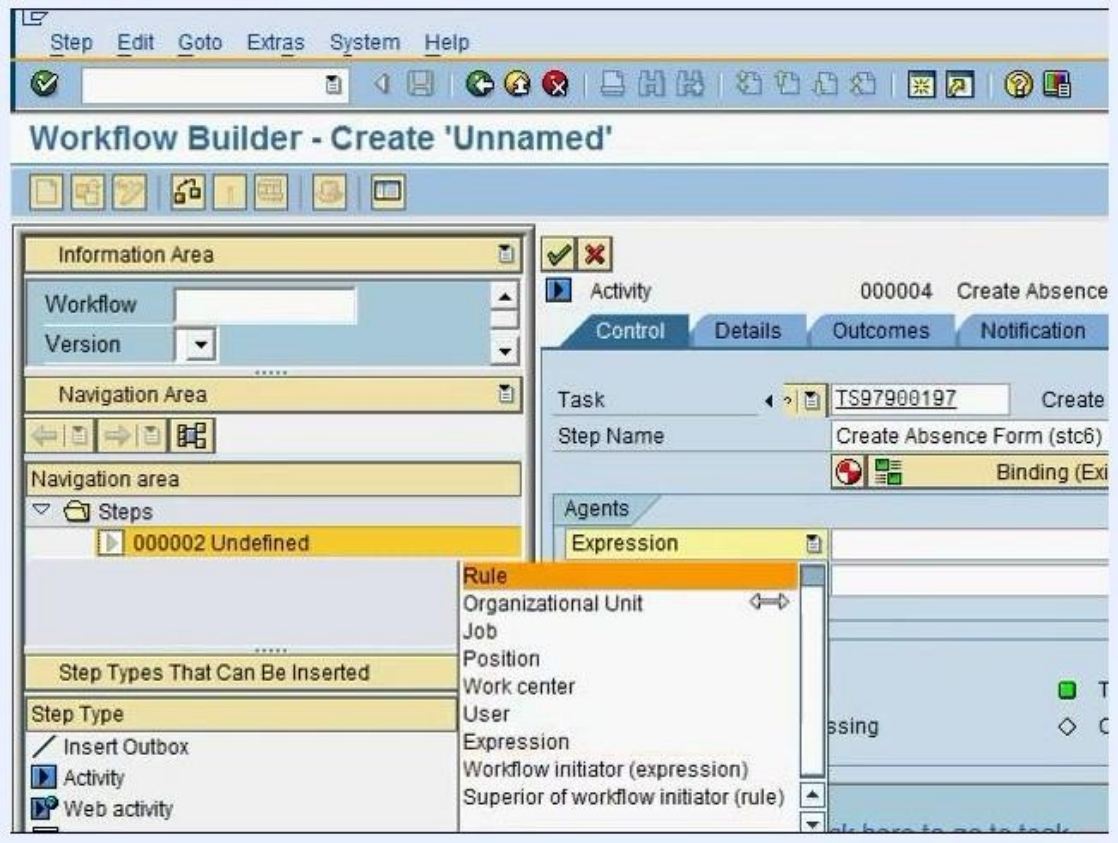
Define Container Elements and Binding dialog with the default proposals and the Continue button

Step 22: Verify the task creation

On the **Workflow Builder - Create 'Unnamed'** screen, confirm the following:

- The task has been created and has a Task ID, for example TS97909197.
- The step name is **Create Absence Form (stc6)**.

- The step appears in the navigation area as **000002 Undefined**.



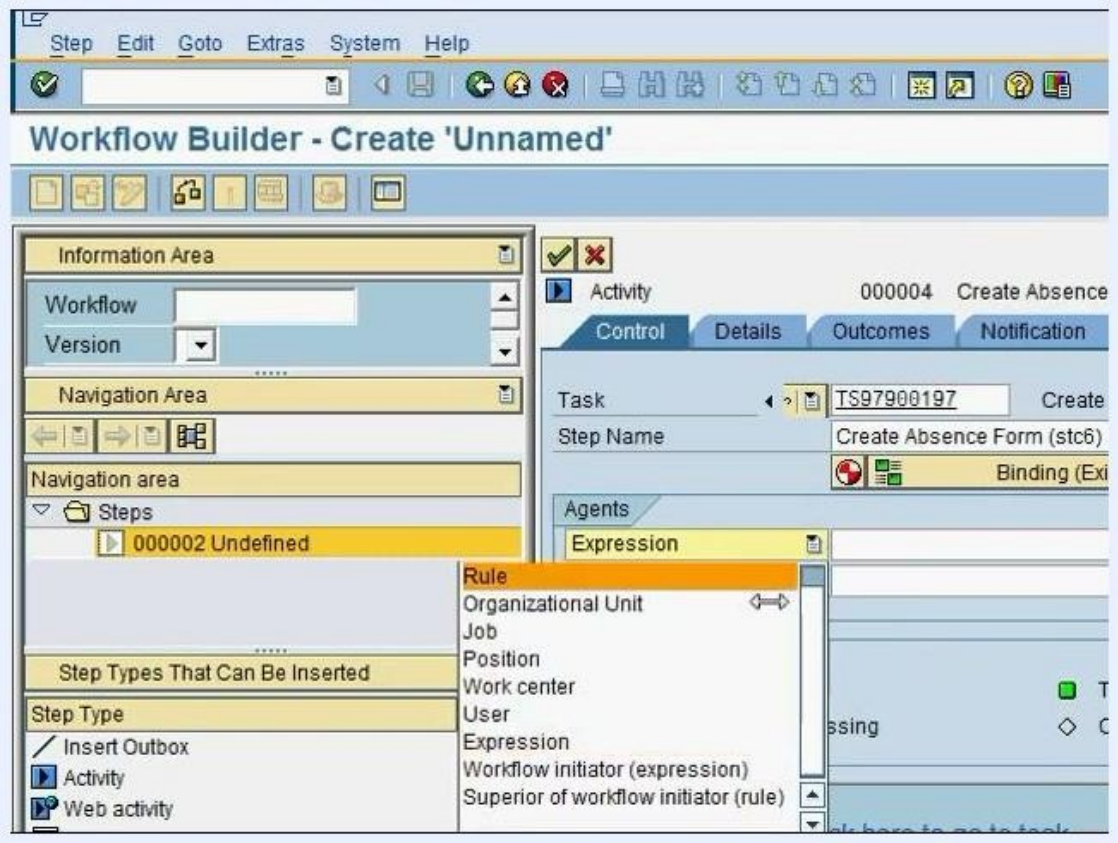
Workflow Builder screen showing the created task with Task ID TS97909197 and step name Create Absence Form (stc6)

Assign agents

Step 23: Assign an agent to the workflow step

1. In the navigation area, select the step.
2. In the **Agents** section, click the field next to **Expression**.
3. From the dropdown menu, select **Workflow initiator (expression)**.

The dropdown offers these options: Rule, Organizational Unit, Job, Position, Work center, User, Expression, Workflow initiator (expression), and Superior of workflow initiator (rule). Selecting **Workflow initiator (expression)** assigns the workflow initiator as the agent for this step.

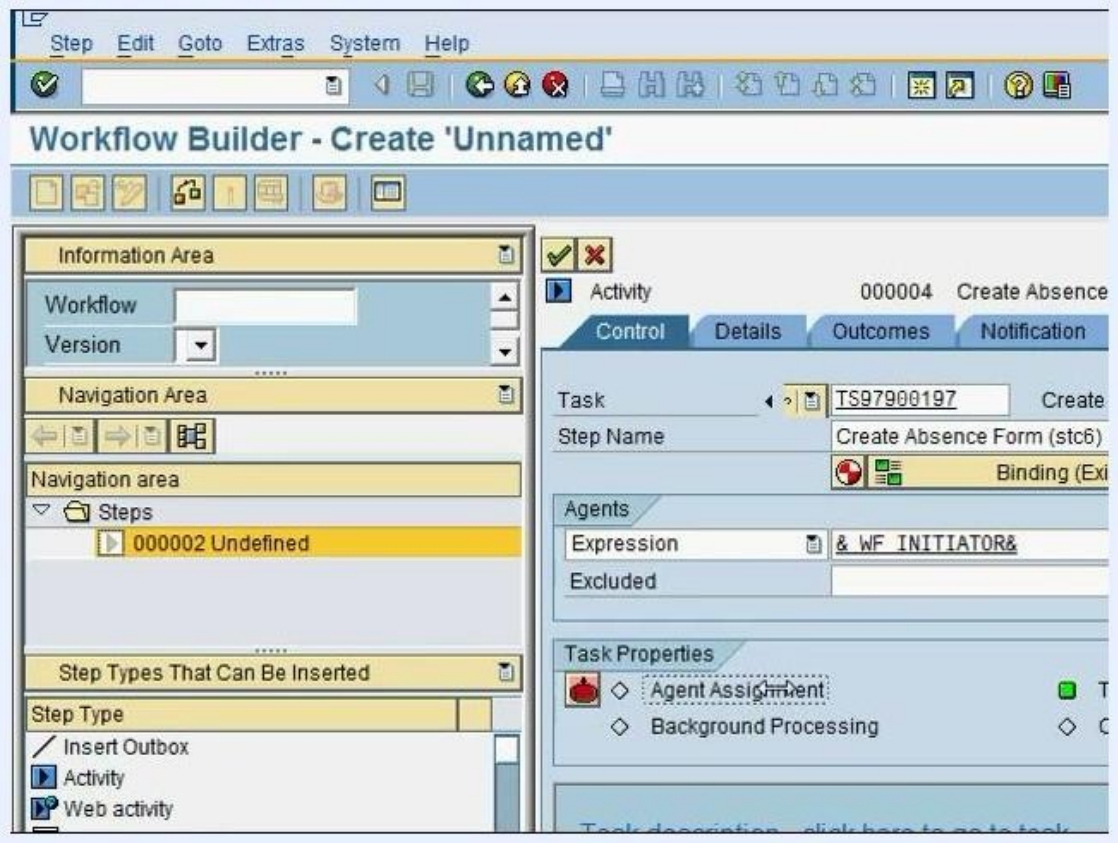


Workflow Builder Agents section with the dropdown menu of agent assignment options, including Workflow initiator (expression)

Step 24: Open the task-level agent assignment

1. Under **Task Properties**, click **Agent Assignment**. This configures the agent assignment for the task itself, not only the workflow step.

The **Standard task: Maintain Agent Assignment** screen opens. It lists the task **Create Absence Form (TS 97909197)** and provides options for creating agent assignments and organizational assignments.

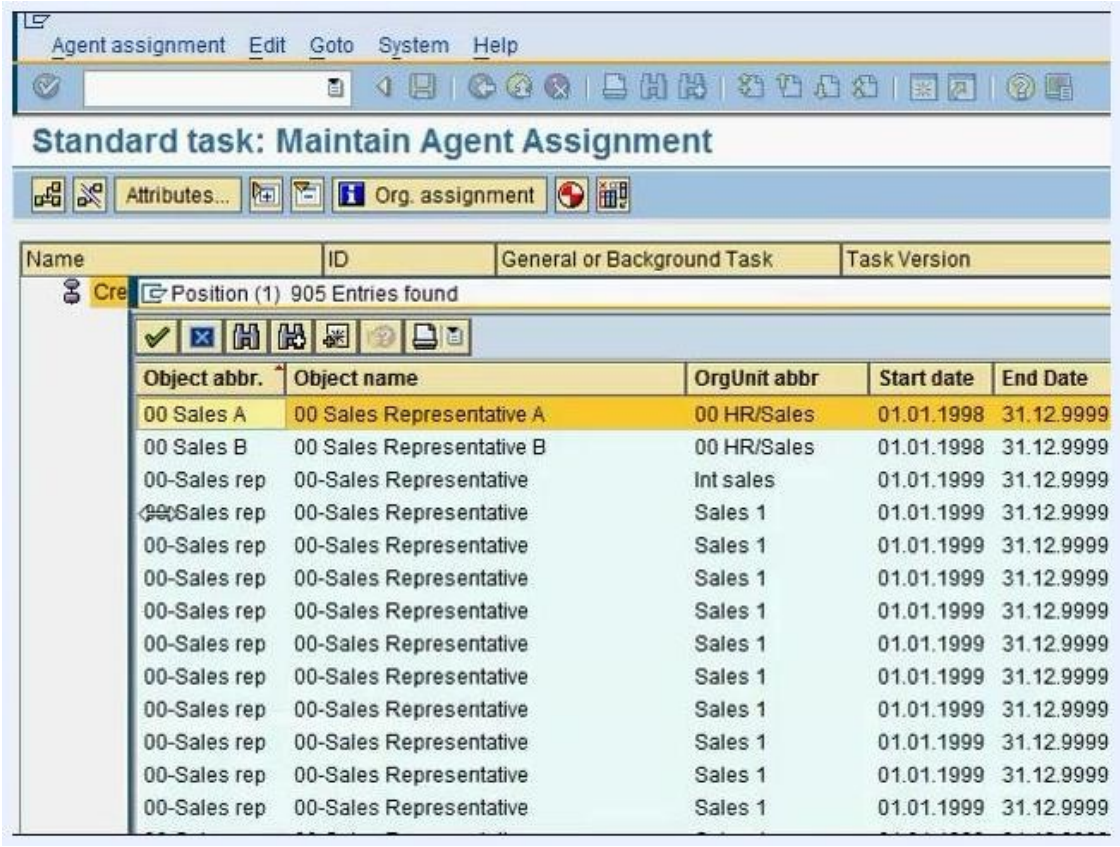


Standard task: Maintain Agent Assignment screen showing the listed task Create Absence Form (TS 97909197)

Step 25: Choose the agent type

1. Click to create a new agent assignment.
2. In the **Choose agent type** dialog, select **Position**.
3. Click the green checkmark.

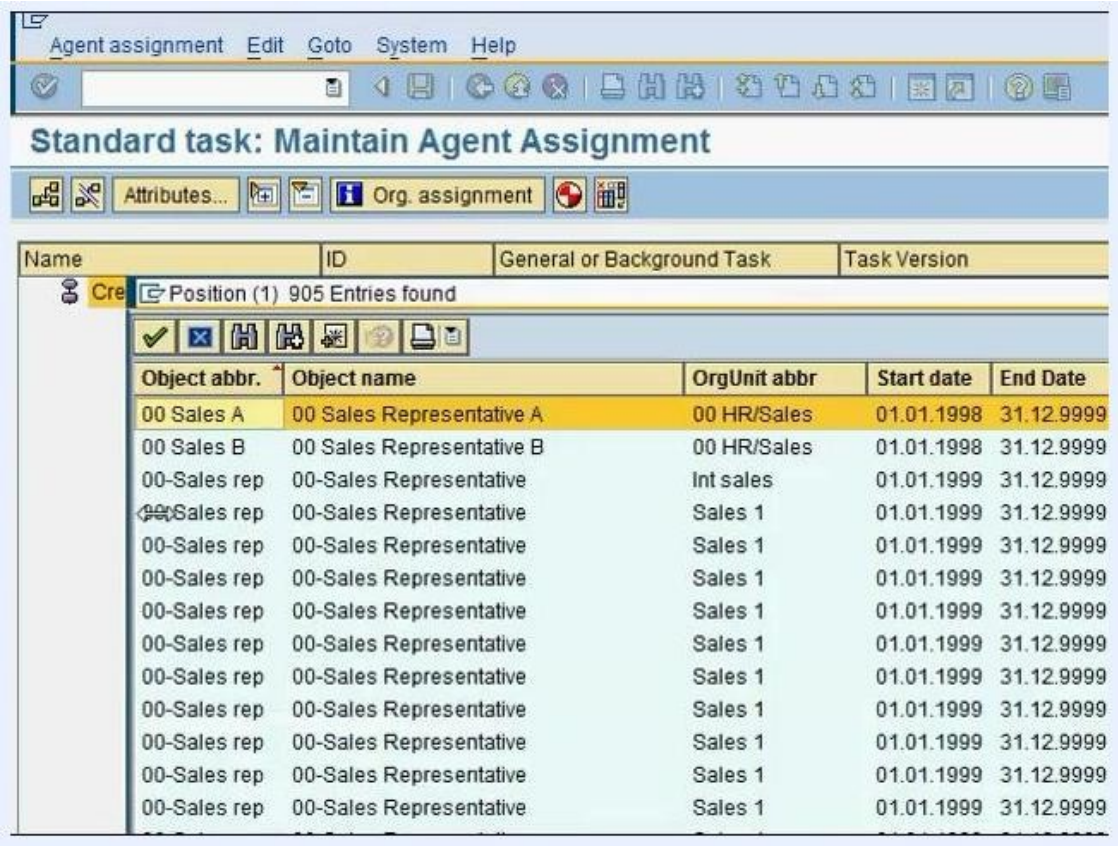
The dialog lists these agent types: Work Center, Role, Job, Organizational unit, Position, Task, and User.



Choose agent type dialog with Position highlighted

Step 26: Search for the position

The system lists the available positions, which can be a large number of entries (for example, 905 entries found). If you know a unique string in the position name, use it as a search term. In this example, the position name contains the string "happy".

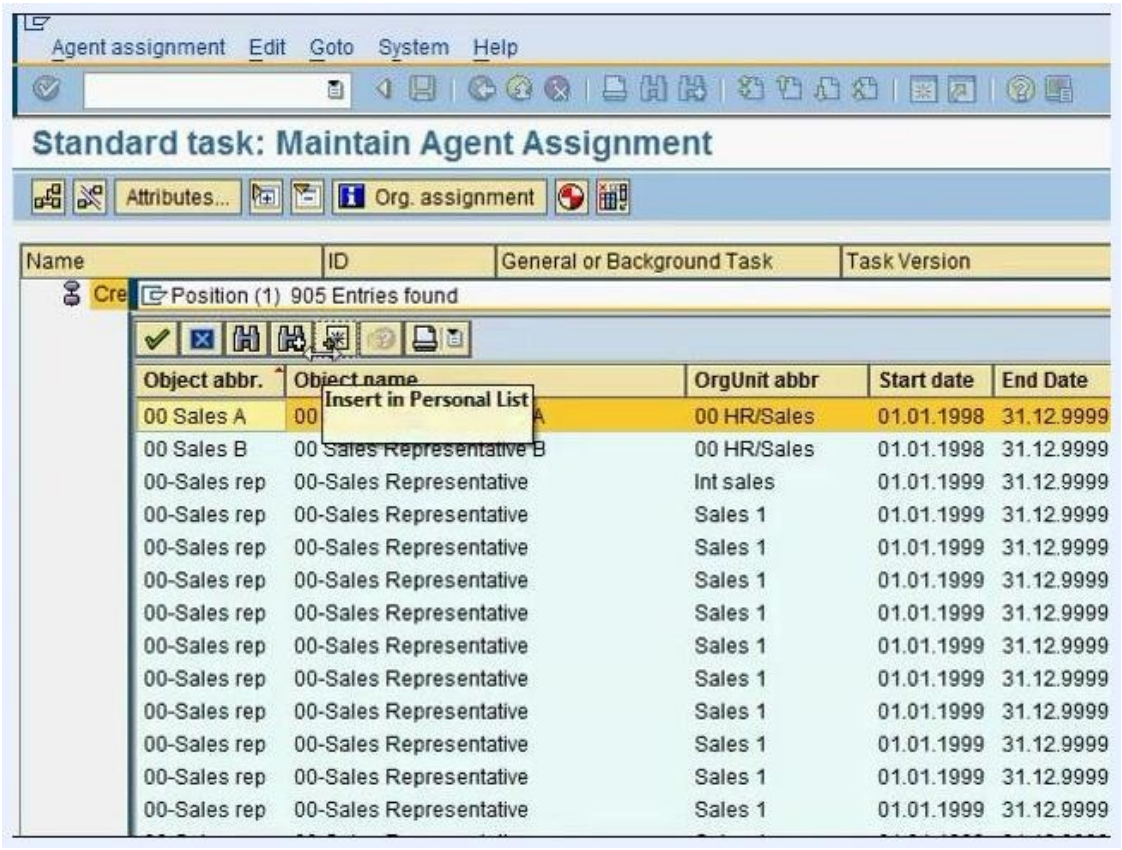


Maintain Agent Assignment screen showing a list of positions with search and filter options

1. In the **Choose Position** dialog, enter *happy* in the **Search Term** field.
2. Click the green checkmark or press Enter to run the search.

Step 27: Confirm the position assignment

If only one position matches the search term, SAP automatically selects it and assigns it as the agent for the task. The **Standard task: Maintain Agent Assignment** screen then shows the assigned position for **Create Absence Form (TS 97909197)**.



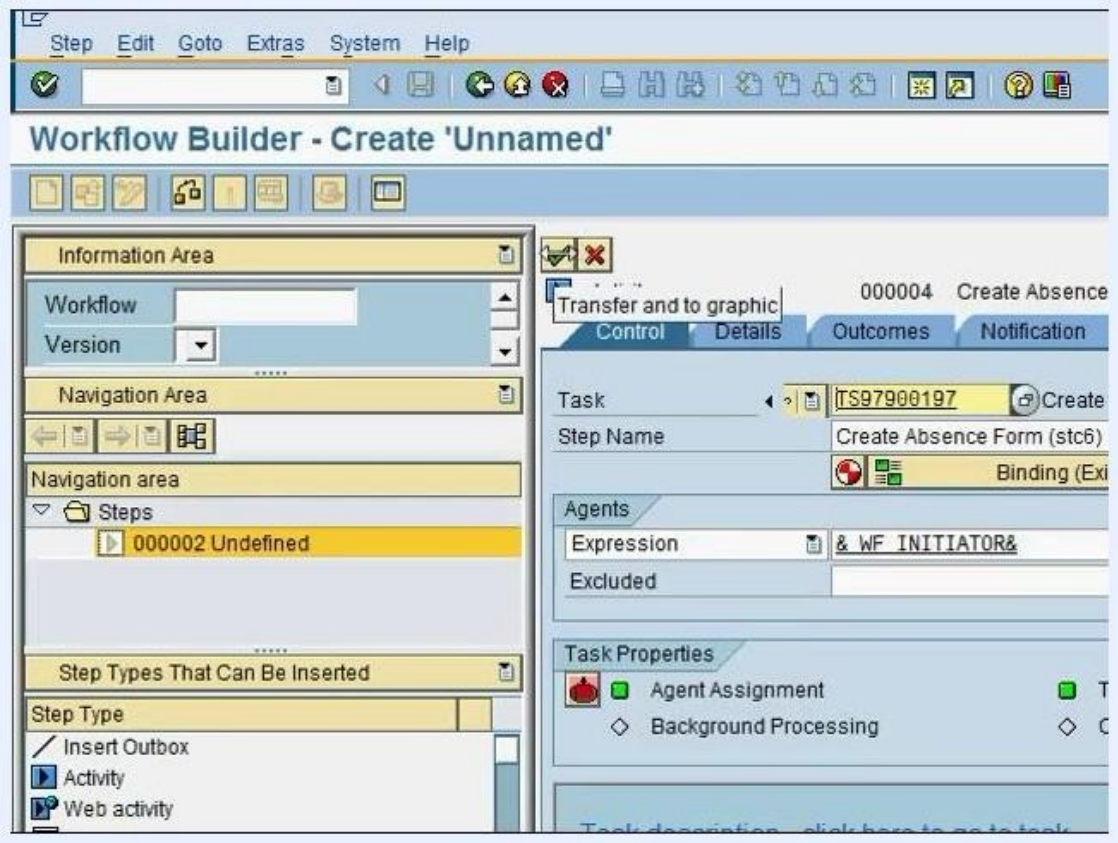
Maintain Agent Assignment screen showing the task with the agent position assigned after the search

Step 28: Verify the assigned position and holder

Confirm the following on the **Standard task: Maintain Agent Assignment** screen:

- The position **Sales Rep (Happy)** (ID: S 50011283) is assigned as the agent for the task.

- Under this position, the holder **Stanley Chai** (US STANLEYC...) is listed. This is the user assigned to the position.



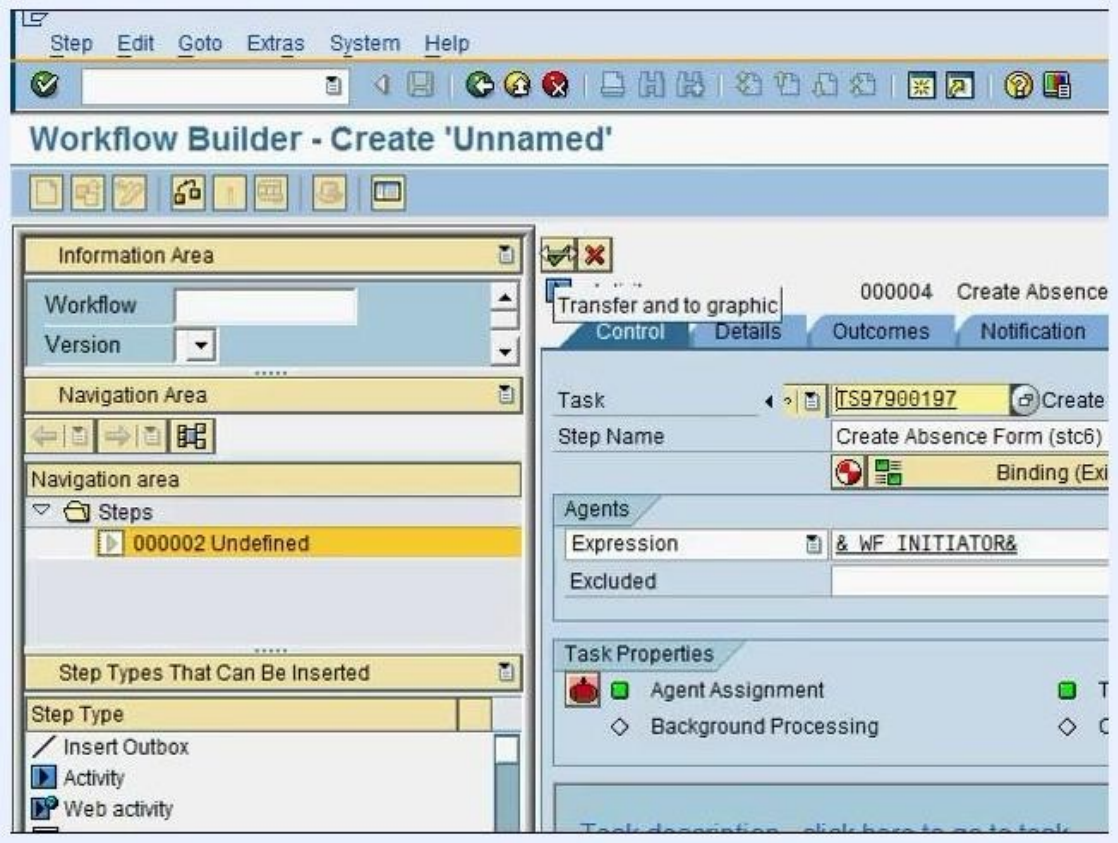
Maintain Agent Assignment screen showing Sales Rep (Happy) as the assigned position and Stanley Chai as the holder

Save the workflow

Step 29: Return to the Workflow Builder and save

1. Navigate back to the **Workflow Builder - Create 'Unnamed'** screen.
2. Make sure the step **000002 Undefined** is still selected in the navigation area.
3. On the **Details** tab, confirm that the agent assignment and task details are correct.
4. Click **Save** (the disk icon) in the toolbar.

SAP prompts you for an abbreviation and a name for the new workflow template.



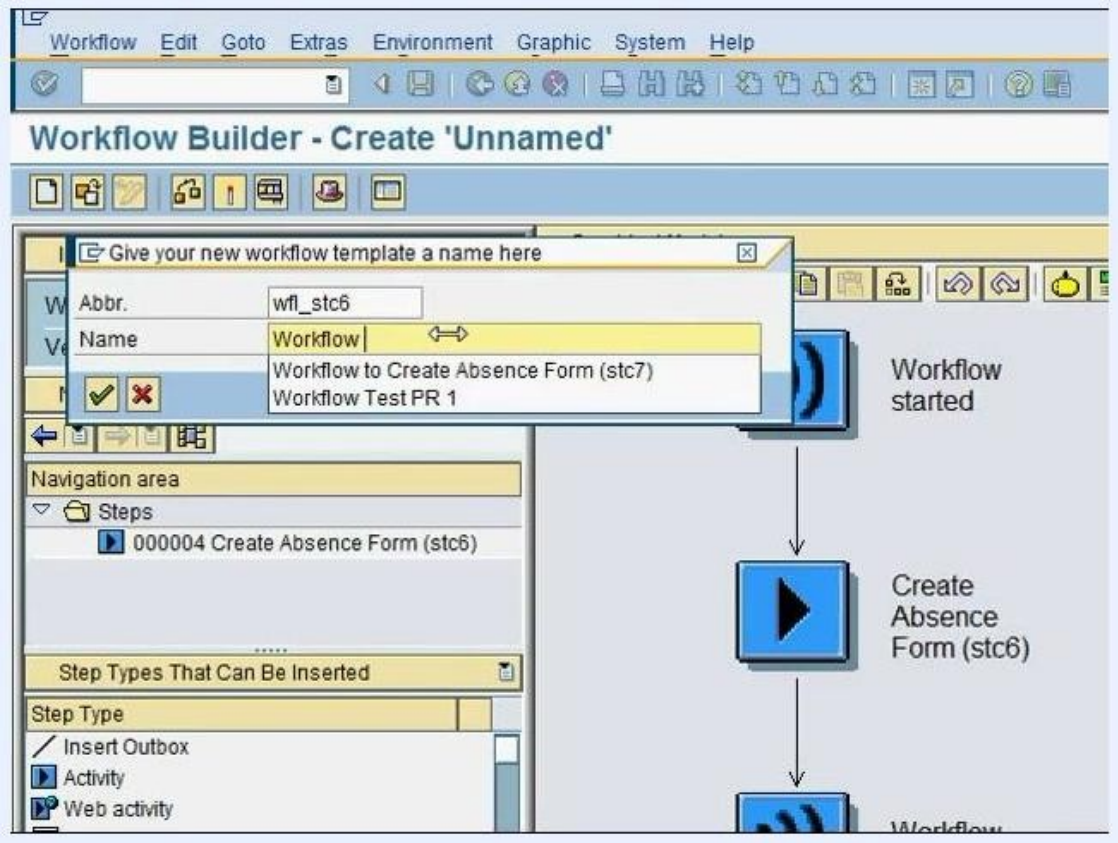
Workflow Builder screen with the Save button and workflow details visible

Step 30: Enter the workflow abbreviation and name

In the **Give your new workflow template a name here** dialog, enter the following:

- **Abbr.:** wfl_stc6 (the default value)
- **Name:** Workflow, or a suggestion such as "Workflow to Create Absence Form (stc7)" or "Workflow Test PR 1"

1. Click the green checkmark to confirm.



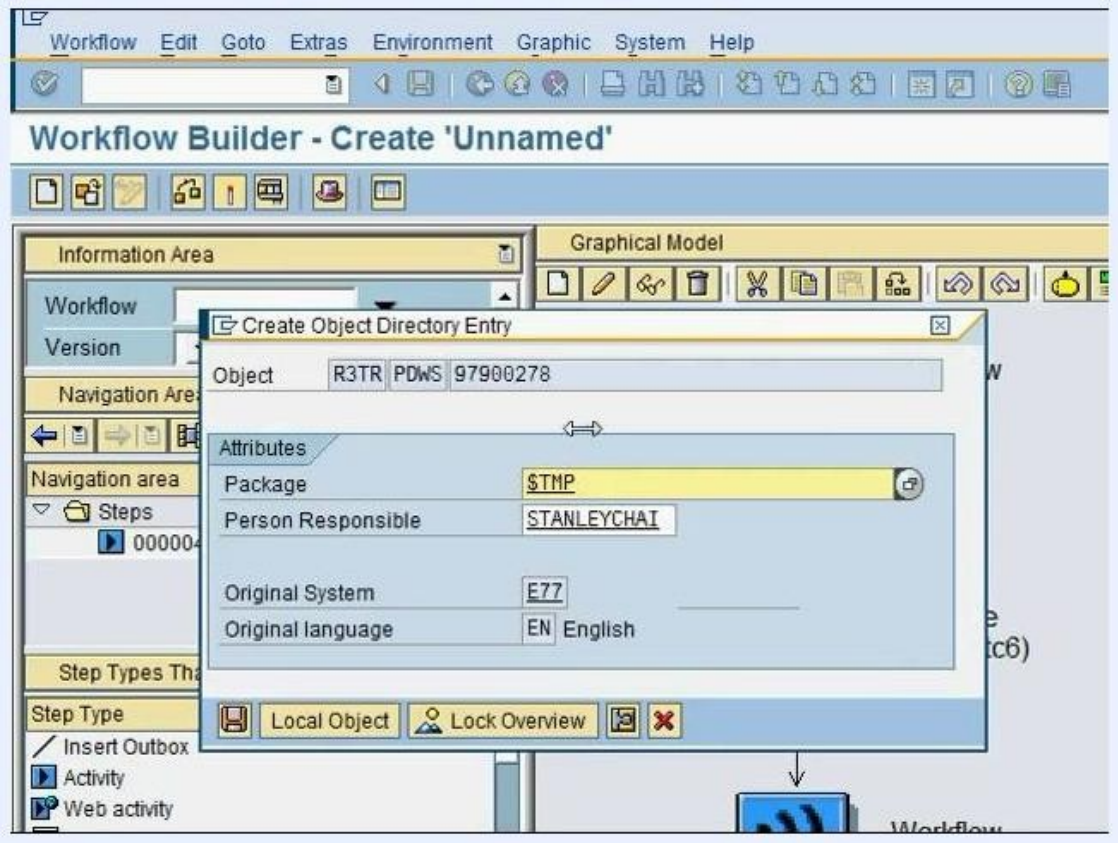
Dialog prompting for the workflow abbreviation and name, with wfl_stc6 and Workflow entered

Step 31: Confirm the object directory entry

In the **Create Object Directory Entry** dialog, review these attributes:

- **Package:** $TMP (the default local package)
- **Person Responsible:** STANLEYCHAI
- **Original System:** E77
- **Original Language:** EN English

1. Click **Local Object** to save the workflow as a local object.



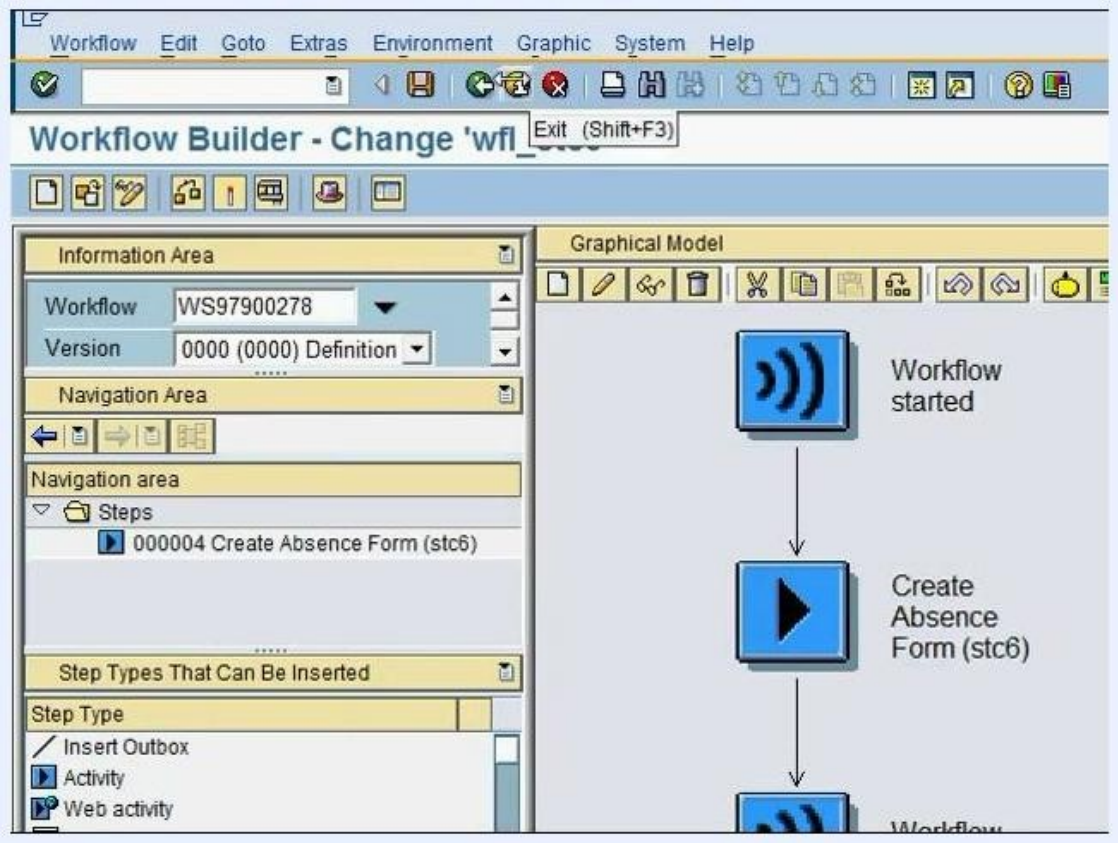
Create Object Directory Entry dialog with package $TMP and person responsible STANLEYCHAI

Step 32: Verify the workflow

After you save, the **Workflow Builder - Change 'wfl_stc6'** screen appears. Confirm the following:

- Your workflow (WS97900278) is listed with the correct version and steps, including **000004 Create Absence Form (stc6)**.

- The graphical model shows the sequence **Workflow started** → **Create Absence Form (stc6)**.



Workflow Builder - Change screen showing the saved workflow with its steps and graphical model

Summary

You now know how to configure a workflow in SAP from start to finish. You created a workflow with an activity step and defined a standard task mapped to the CREATE method of the FORMABSENC object type. You accepted SAP's proposed container elements and bindings, assigned agents at step and task level, and saved the workflow as a local object.

What's next

The workflow is ready for further testing or deployment. You can continue with further workflow configuration as needed.