



D'Manager

IMPACT Change Management

User Guide

D-PRO Innovation Ltd.

March 2016



www.D-Pro.biz



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General

D'Manager manages end-to-end (E2E) the complexity of applying changes and transports across the SAP system.

D'Manager main goal is to enable the business/IT team to manage and enforce the development process.

D'Manager approval process allows clear visibility of every change to all decision managers. The phases and tasks are managed by the SAP Workflow and each approval automatically updates the entire process status.

Every change in the system starts with a development request and is shown in the system as a notification of specific type. The notification includes all the necessary information and data relevant to the request(s). The notification is usually created by the business leader who is automatically assigned as its creator.



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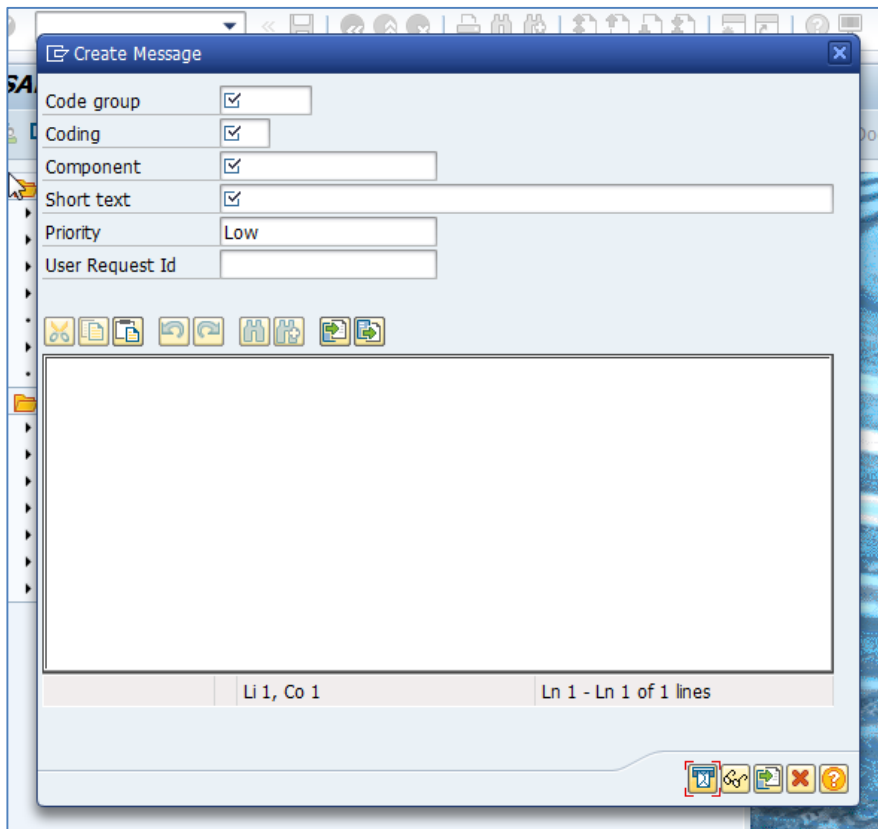


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Quick Creation of a Notification

1. Double-click on  from any SAP screen.

The current window will open:



2. Fill in the following fields:



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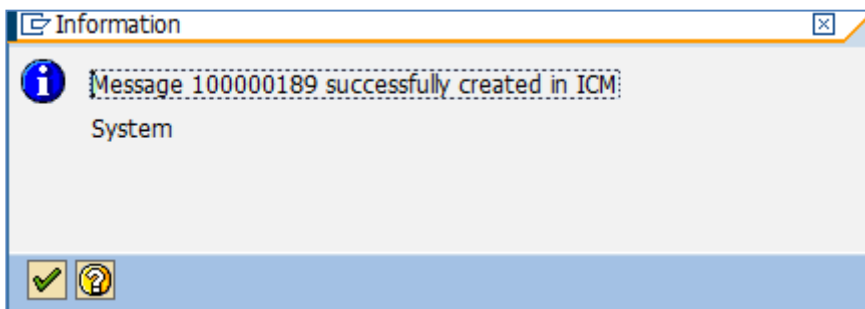



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Field	Type	Description
Coding	Obligatory	Notification classification
Code group	Obligatory	Notification type
Component	Obligatory	SAP relevant component
Short text	Obligatory	Notification subject
Text	Optional	Notification description (long text)
Priority	Optional	The urgency of the notification
User Request ID	Optional	Ticket/request # from external Help desk system (like SysAid)

3. Click on  to save notification.

The current window will open:



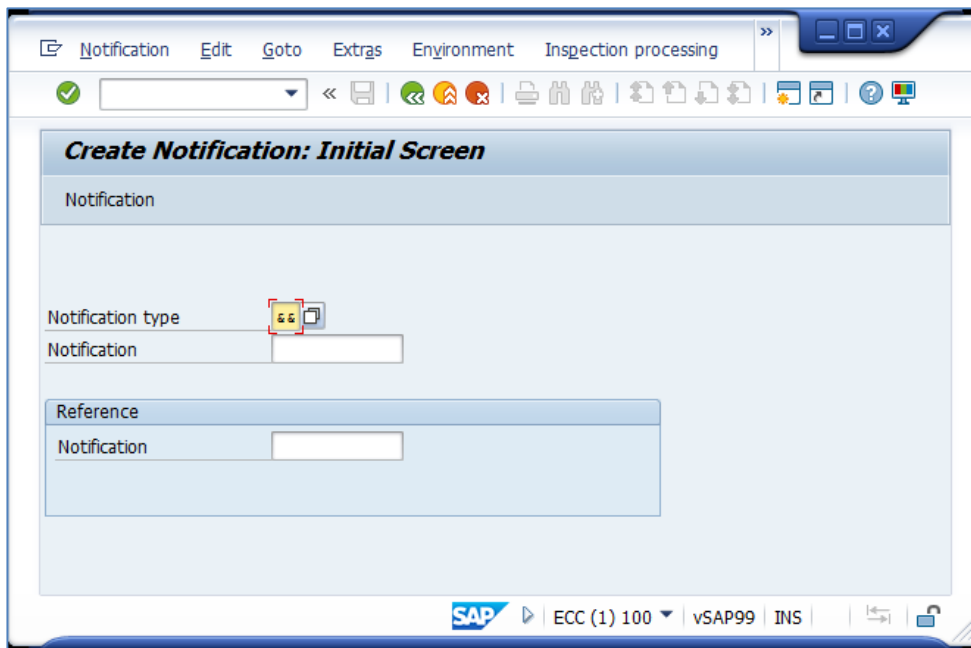
4. Click on .



Create a New Notification

1. Go to T-code **IQS1**.

The current window will open:



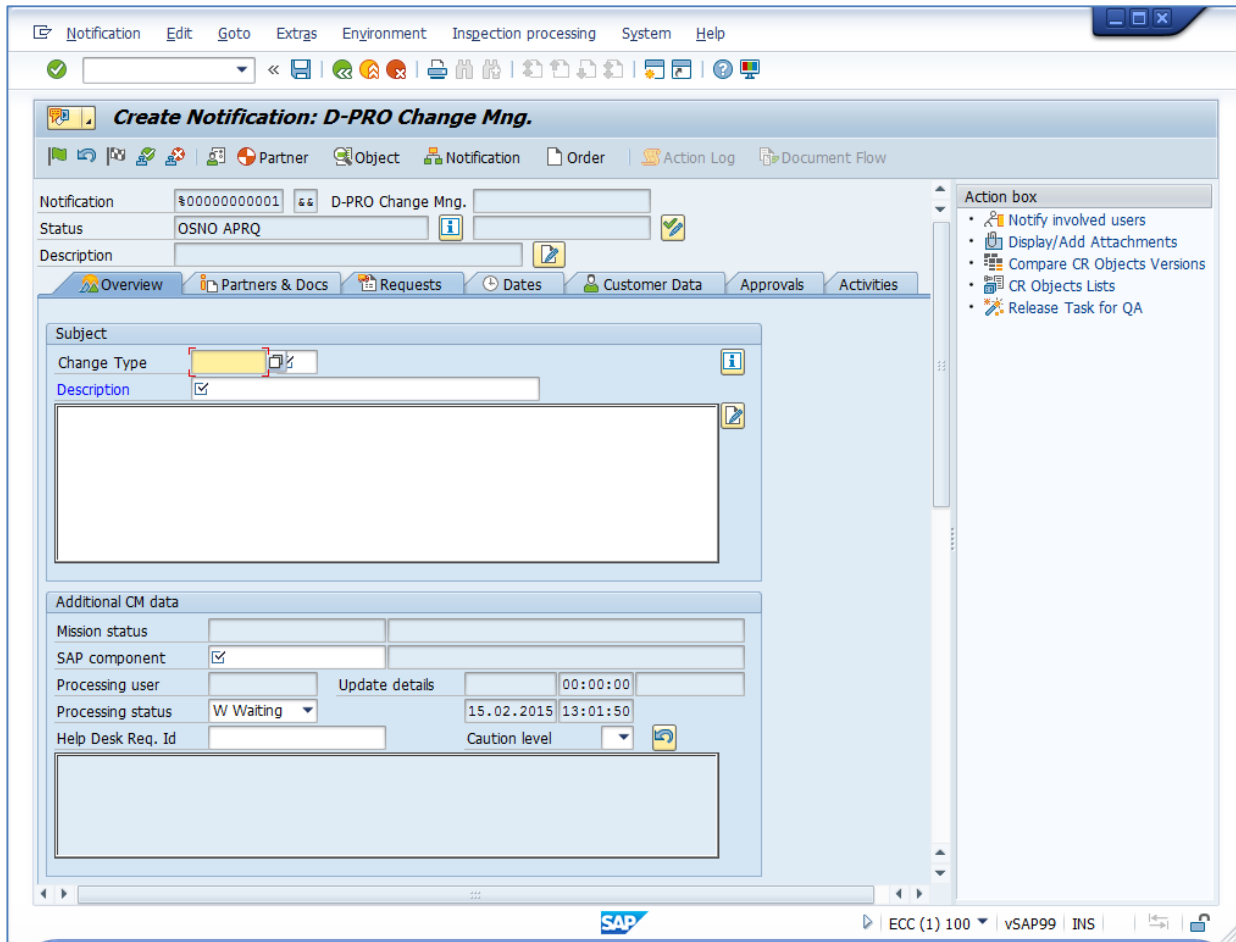
2. Fill in the following fields:

Field	Type	Description
Notification type	Obligatory	Type '&&' for ICM notification
Notification	Optional	Type Notification 'No' for reference

3. Click on **Notification** or press ENTER.



The current window will open:



4. Fill in the following fields:



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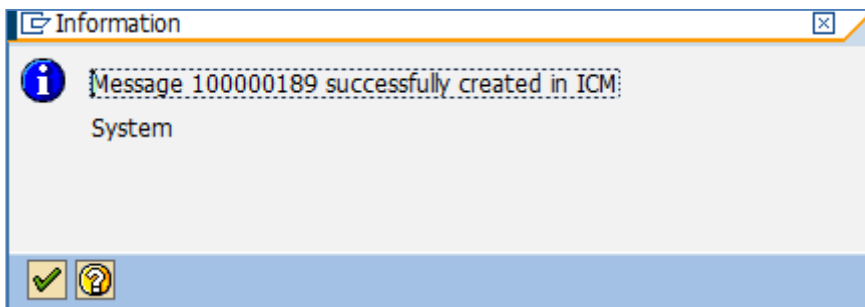



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Field	Type	Description
Coding	Obligatory	Notification classification
Code group	Obligatory	Notification type
Short text	Obligatory	Notification subject
Text	Optional	Notification description (long text)
SAP Component	Obligatory	SAP relevant component

5. Click on  to save notification.

The current window will open:

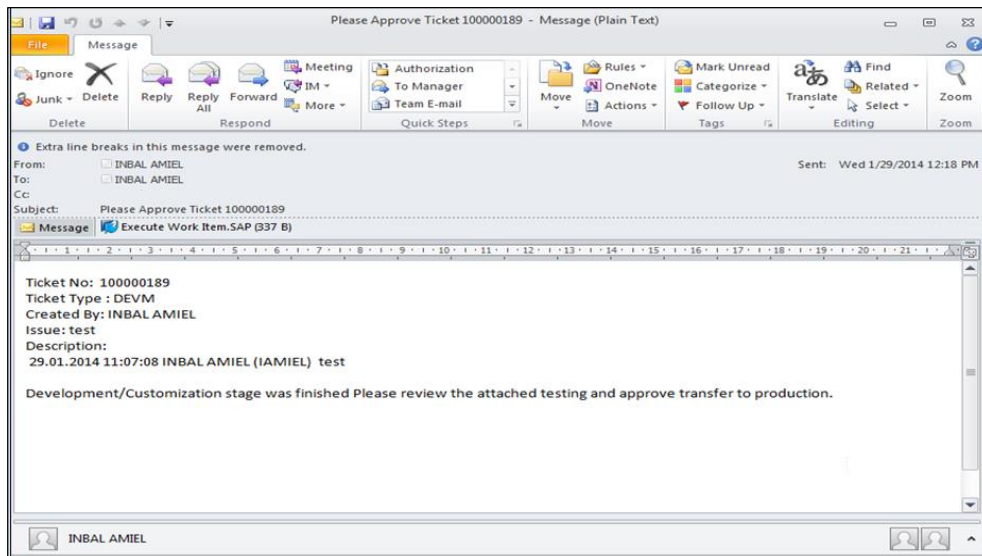


6. Click on .



Approve a Task via Email

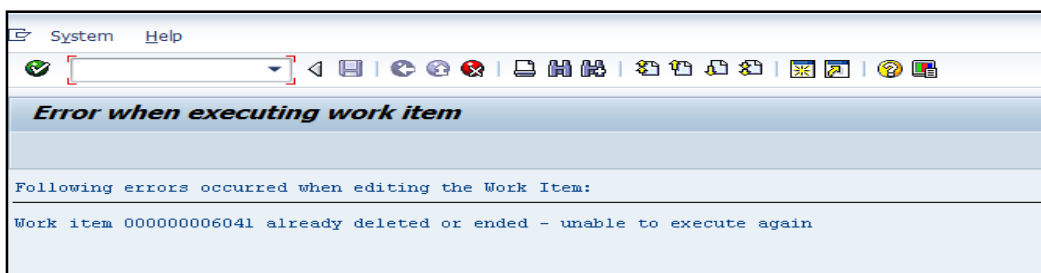
When a new notification subject is created for approval, the Authorized Approver's mailbox will receive a ticket approval notice.



1. Click on the SAP attached link

IMPORTANT NOTE:

If another user has already executed this task or you have already used the above mentioned link, the current window will be displayed:

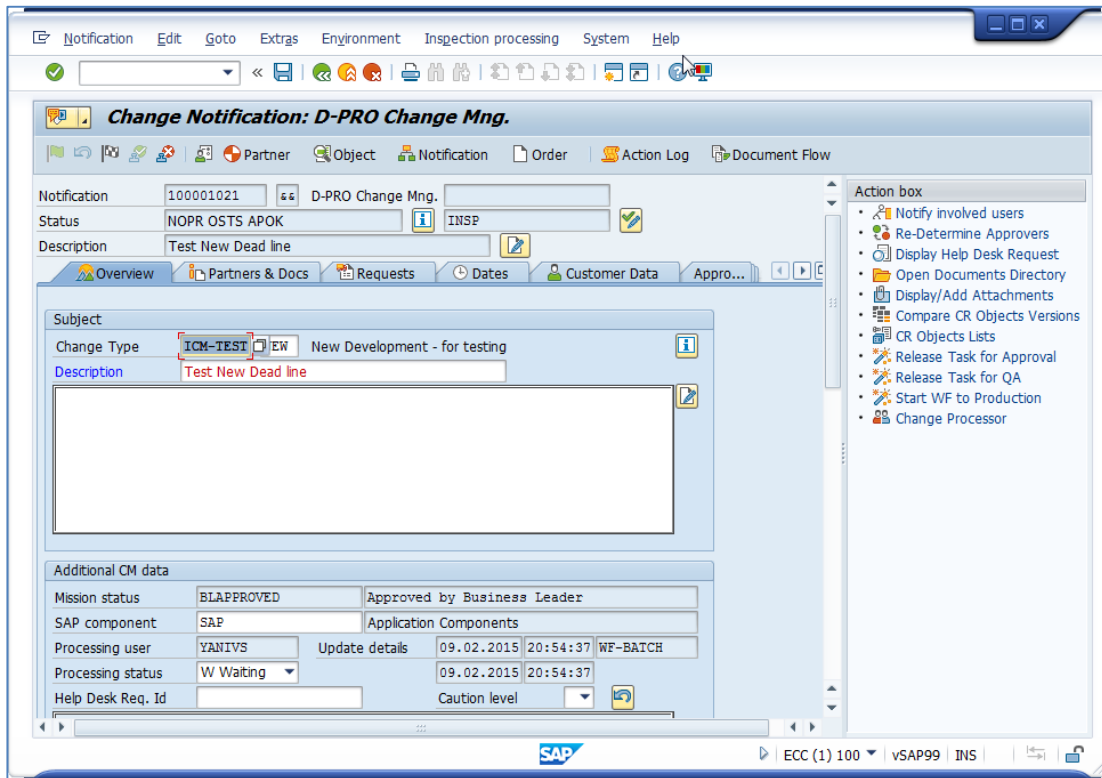


Click on icon to close the window and delete the message from your email.

In that case, access is possible by using T-code **IQS2**.



The current screen will open:



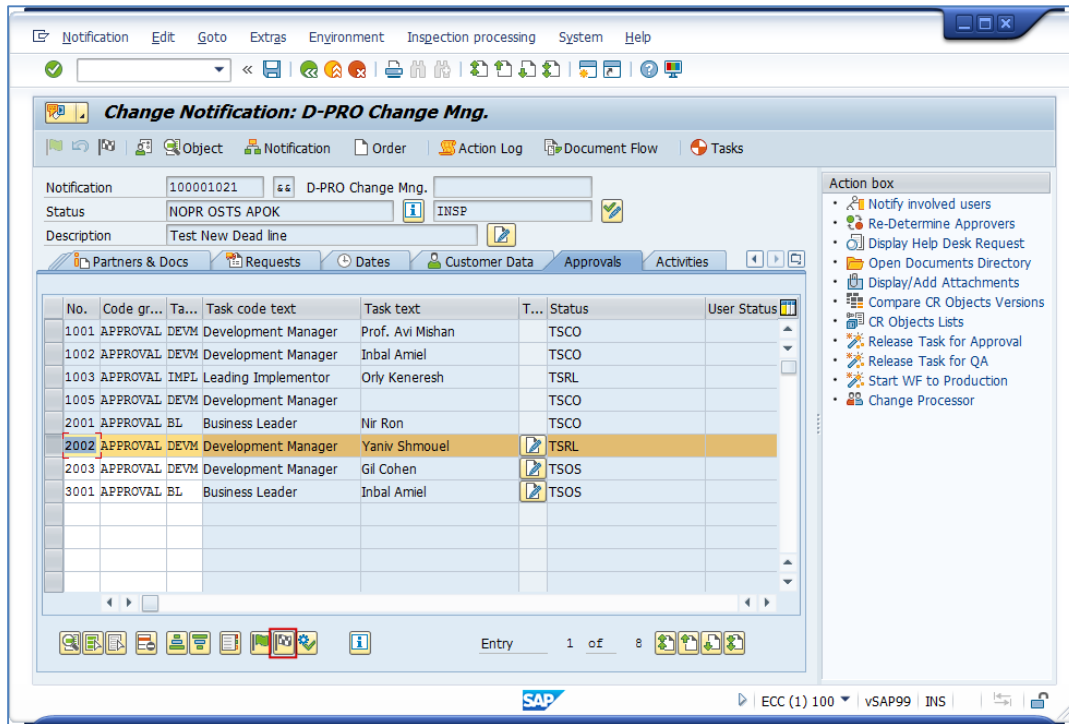
IMPORTANT NOTE:


Adding relevant text in the description field is optional. The attached text will be shown for other approvers and users.

2. Click on 'Approvals' tab.



The current screen will open:

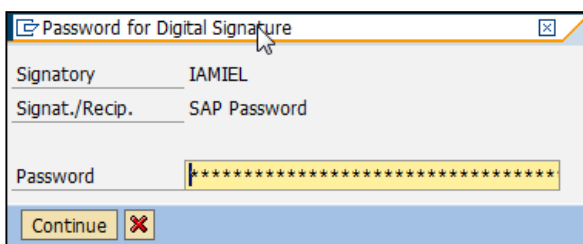


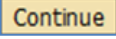
3. Mark the relevant task (in status TSRL). And click on 

4. Click on  save.

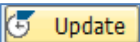

IMPORTANT NOTES:

- When there is a customized signature the current window will open:



Type your SAP Log in password and click on  or press ENTER.

- Update 'actual start' time by double clicking on the relevant task number.

Enter the actual start time or click on  to automatically enter the current time. Click on .



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Approve a Task via Report

1. Go to T-code: `/DPS/CM_PROC_ME`.

The current window will open:

CM Mission	Description	CgrCode	Code	Component	Description	Requester	Processor	Processor date	Proc. days	ProcStatus	Status date	P	Prio
100000940	test 2 orly	ICM-TEST	NEW	SAP	Approved by Business Leader	Orly Keneresh	Orly Keneresh	04.12.2014	81	Waiting	04.12.2014	4	4: L
100000924	Test Deadline	ICM-TEST	NEW	SAP	Approved by Business Leader	Inbal Amiel	Orly Keneresh	25.11.2014	90	Waiting	17.11.2014	S	Sigr
100001040	Test New Dead line	ICM-TEST	NEW	SAP	Approved by Business Leader	Orly Keneresh	Orly Keneresh	09.02.2015	14	Waiting	09.02.2015		

2. Mark the relevant notification and click on .
3. Continue steps 2-4 noted in previous section.



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