

# Steps

The screenshot shows a web application interface for a Business Process Instance. The interface is divided into two main sections: a left sidebar with navigation links and a main content area. The main content area contains a form with various fields for data entry. The fields are organized into two columns. The left column includes fields for Client (XYZ Foundation), BPF Instance (SO Creation Due to Start on 26/11/2019), Sequence (10), User/Contact (harishprabu.g), Due Date (27/11/2019), Days due (-1,358), Comments, Reference document No, and Priority. The right column includes fields for Organization (MainHQ), Business Process Step (Add Business Partner), Group Task (unchecked), Processed (checked), Process Status (Closed), Finish Date, Approved By, Reviewer Role, Document Status (Drafted), and Error Msg. The interface also features a top navigation bar with a 'Home (7)' link and a 'Business Process Instance: ...' link, and a bottom status bar with a '1/3' indicator.

## Critical fields:

- 1) Business process step - Step by step procedure will be mentioned in this field to find out task status
- 2) Sequence - It is used to mention sequence number based on business process step
- 3) User/Contact - The User identifies a unique user in the system. This could be an internal user or a business partner contact
- 4) Process status - To identify business process status

## Critical & one-time setup fields:

## Non-critical fields:

- 1) Due Date - Due date limit to be mentioned

2) Finish Date - The finish date is used to indicate when the project is expected to be completed or has been completed.

3) Due days - Date count will be displayed based on project start date

4) Approved by - Approver user details will be displayed

5) Comments - The Comments field allows for free form entry of additional information.

6) Reviewer role - Reviewer role will be displayed if approval is set for particular transaction

7) Record Id - The Record ID is the internal unique identifier of a record. Please note that zooming to the record may not be successful for Orders, Invoices and Shipment/Receipts as sometimes the Sales Order type is not known.

8) Document status - It is used to track whether the document is completed or in-progress or draft stage.

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## **Serial number/Lot number (ASI):**

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## **Zoom conditions:**

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## **Customization:**

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