

SAP Workflow

5.1.2 Create Standard Task for workflow

Standard tasks are predefined task types representing specific activities within a workflow, such as approval, review, or notification. They are used to model common workflow activities and can be customized with specific attributes. Standard tasks offer flexibility in defining individual steps within a workflow and can be reused across multiple workflow scenarios.

Refer to the [Create Workflow Template](#) section before proceeding with standard task creation.

Standard Task Creation

1. To create a standard task, you must specify task attributes in various tabs, such as Basic Data, Triggering Events, and others. Simply fill in the required information under the **Basic data** tab, as shown below.

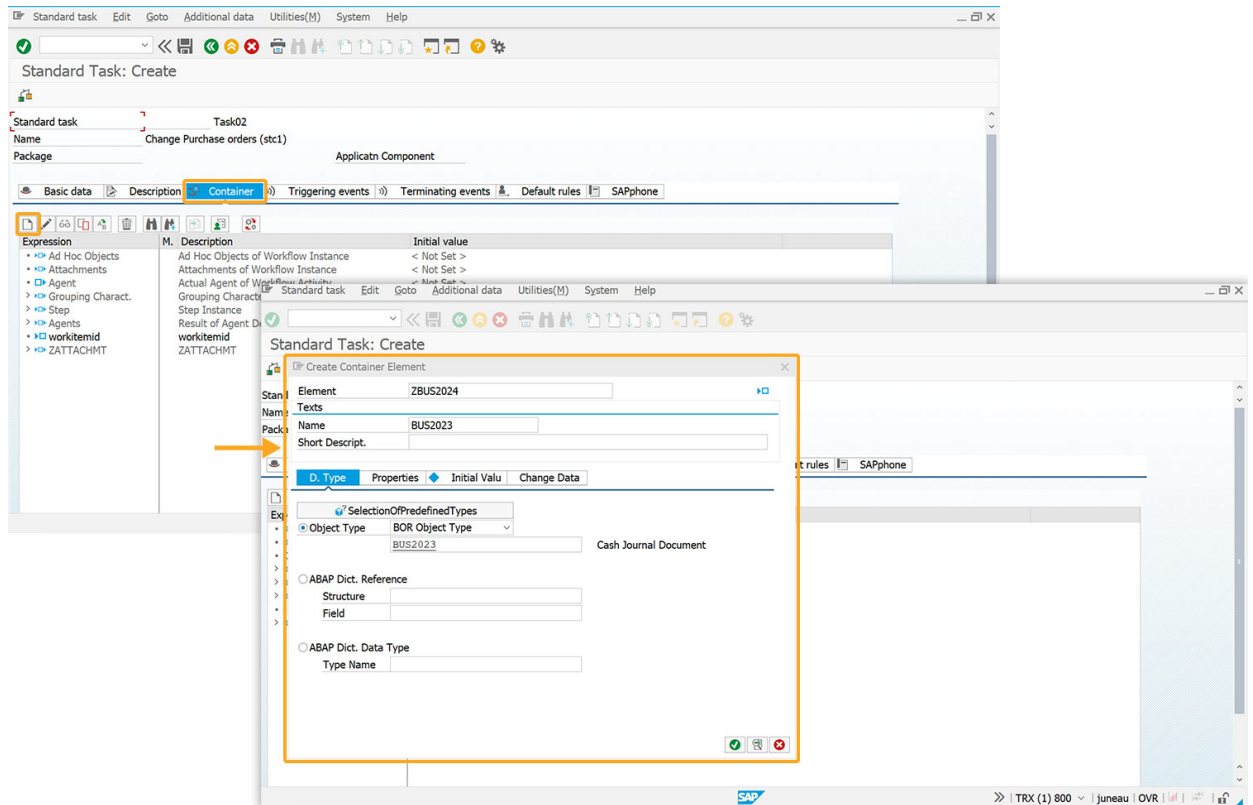
The screenshot shows the 'Standard Task: Create' dialog box in SAP. The 'Basic data' tab is selected, and the following fields are visible:

- Name:** Task01
- Abbr.:** Task01
- Name:** Change Purchase orders (stc1)
- Release status:** Not defined
- Work Item Text:** Change Purchase order - work Item
- Object method:**
 - Object Category:** BOR Object Type
 - Object Type:** ZATTACHMT
 - Method:** CREATEATTACHMENT
 - ☐ Synchronous object method
 - ☐ Object method with dialog

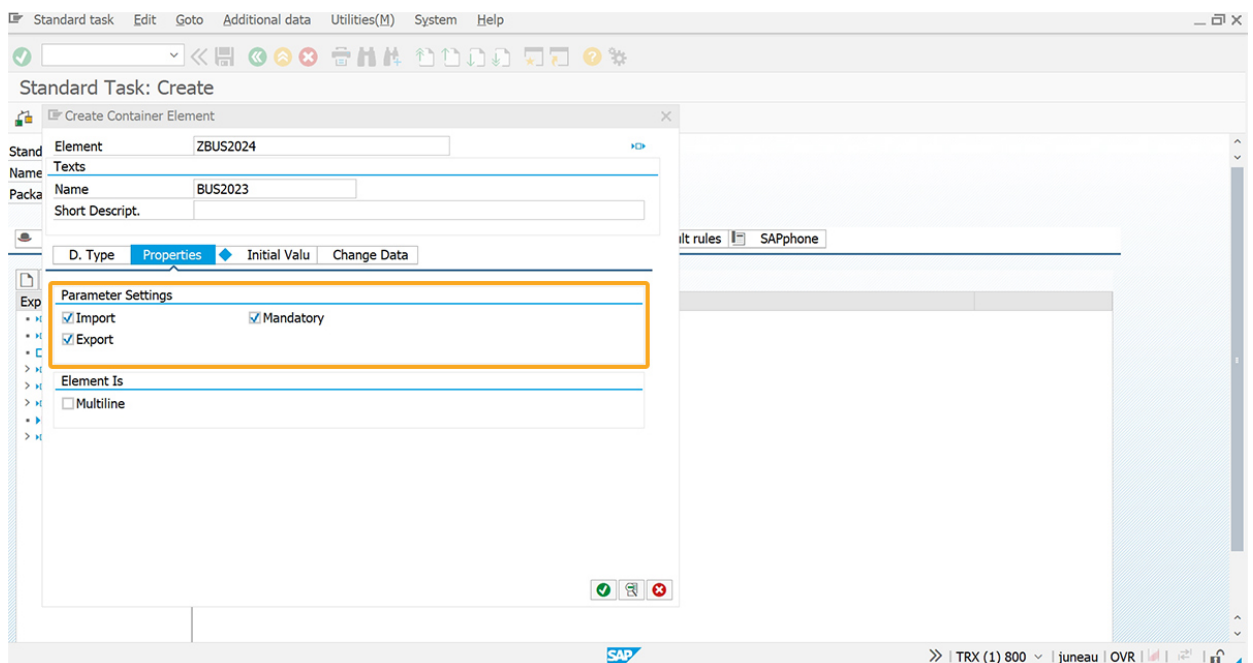
The 'Execution' tab is also visible at the bottom.

2. Under **Container tab -> Create Element -> Create Container Element** window. Fill in the required fields, as shown below.

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3. In the **Properties** tab, select all checkboxes and **proceed**.



4. Under the **Triggering events** tab, enter the details for:

- Object Category

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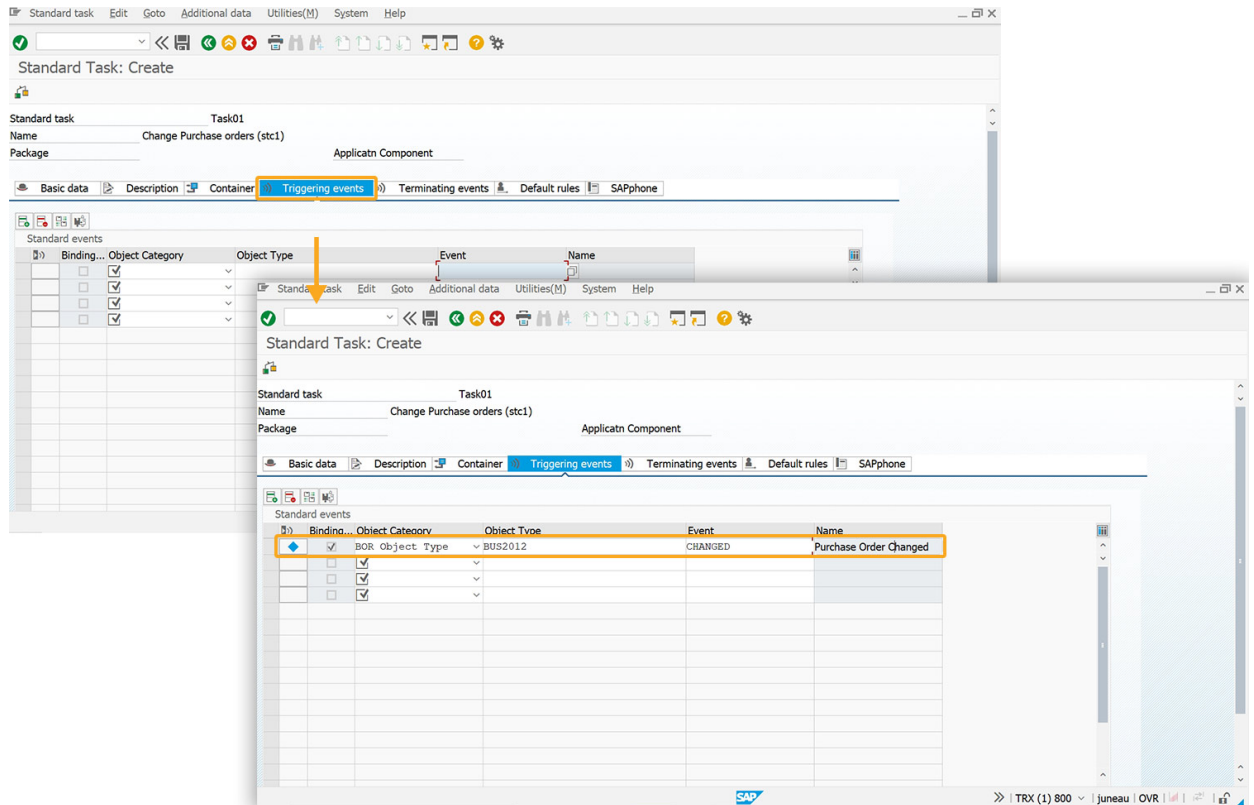
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URL: https://www.guixt.com/knowledge_base/content/38/436/en/512-create-standard-task-for-workflow.html

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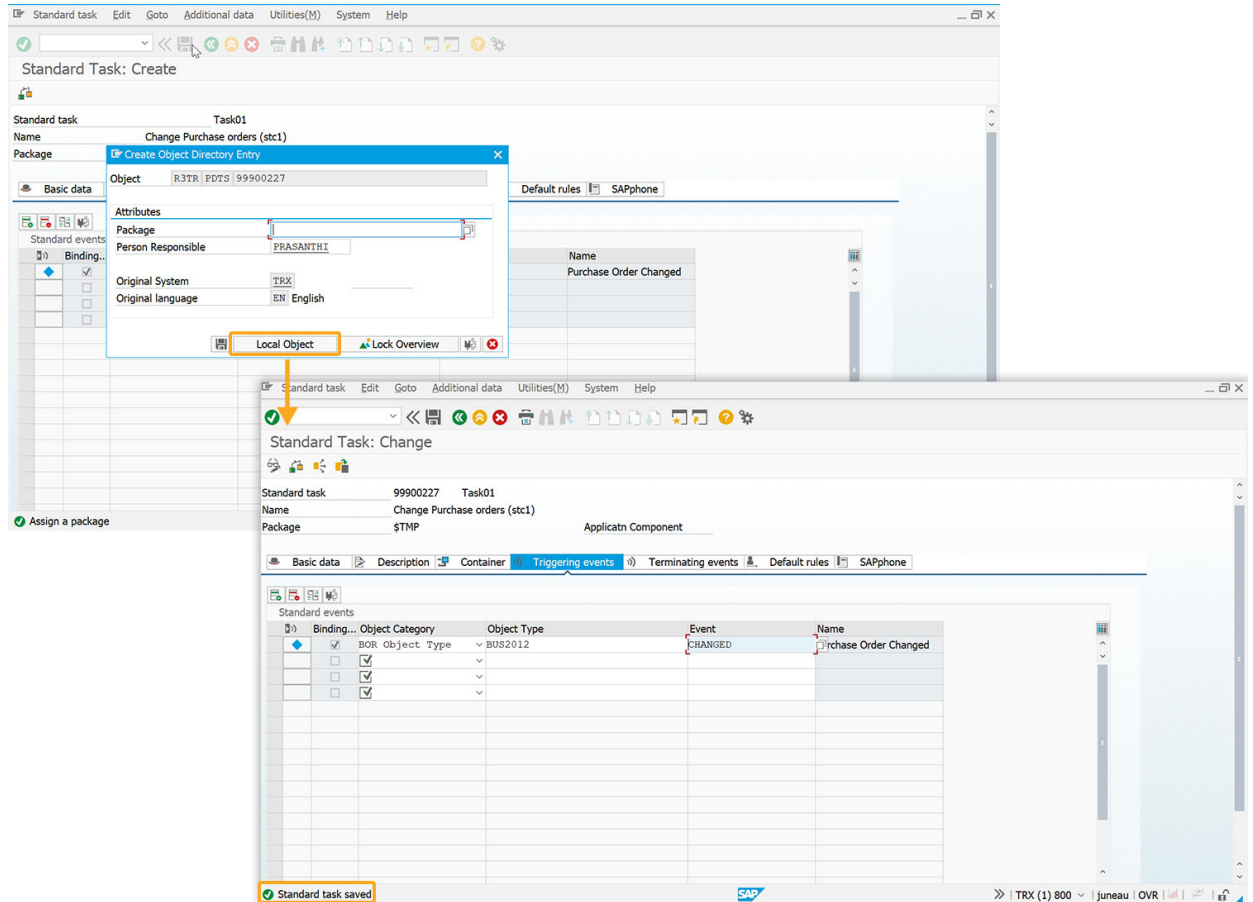
- Object Type
- Event

Check the **Event creator** column and **Save**.

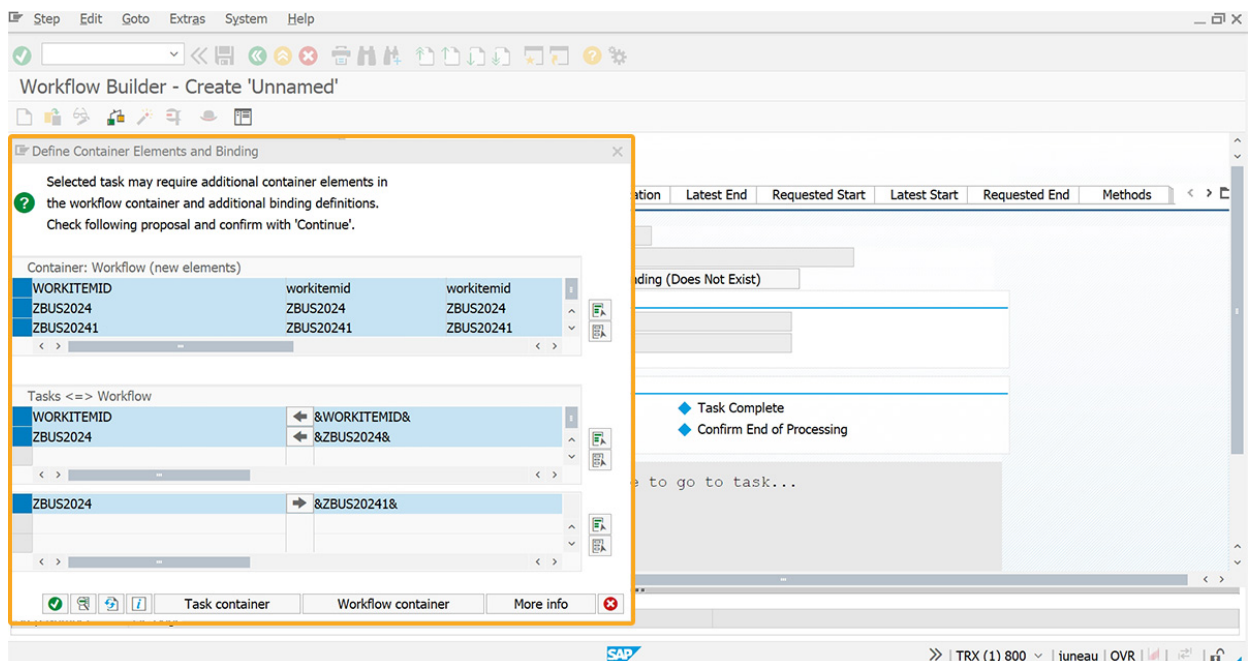


5. This action prompts a **Create Object Directory Entry** popup. Clicking on **Local Object** leads to the **Standard Task: Change** screen, with a success message confirming the task's creation.

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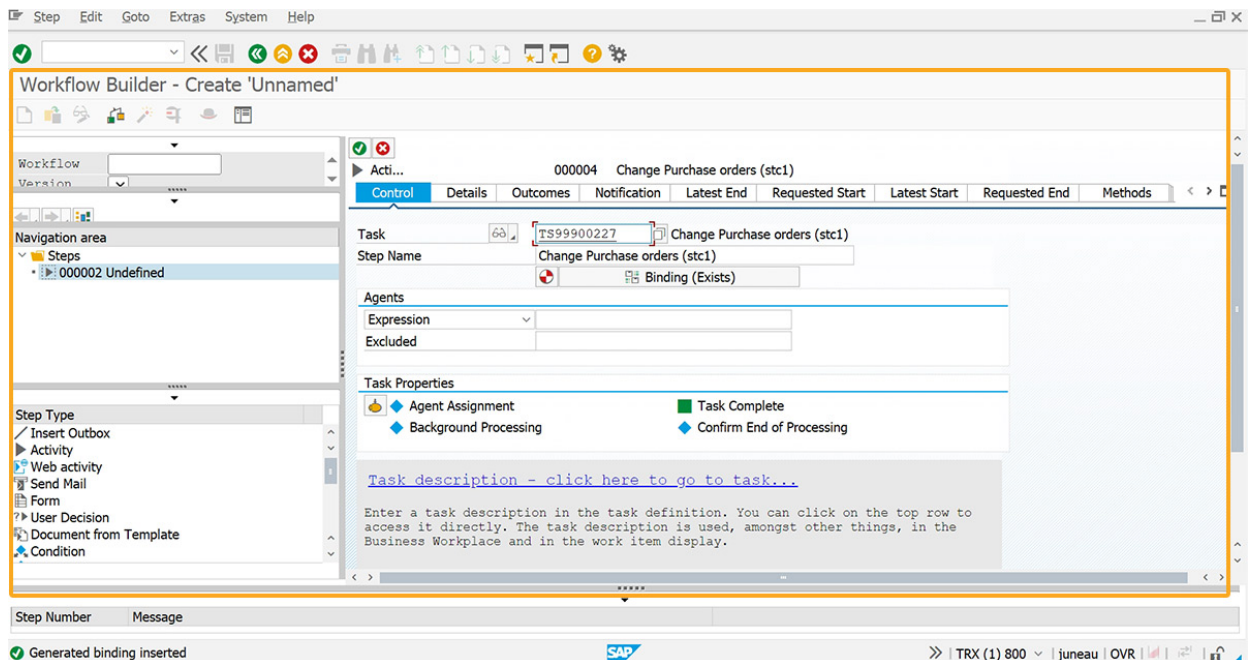


- Clicking on the **back button** displays the **Define Container Elements and Binding** window.



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7. If required select additional container elements and binding definitions for the task and click **Continue**. Then, you will be directed to the Workflow Builder-Create 'Unnamed' screen with a success message as **Generated binding inserted**.



Thus, the Standard task is created, and moving forward to the next section for [defining workflows](#).

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