



Floe2 Workshop

Student Workbook

Module 2:

Floe Setup

Exercise 2.1: Floe Email Formats

1. Logon to EX2 with the Username and Password given to you by your trainer
2. Navigate to General Application Functions > FLOE > Maintain Email Types
3. Select "New Entries" and create a new Email Category "TMS(n)" with description "Emails for (your name)". Save the category under the preselected Customizing request
Note: (n) = your student number e.g.TMS1
4. Highlight row with Email Category and double click "Email Types" on the left-hand side.
5. Select New Entries to create 2 new email types
 - a. Email Type: TM(n)A
 - b. Email Type Name: TM(n)A Email for Submitted Status
 - c. Email Category: TMS(n)
 - d. Email Template: FLOE200_DEFAULT_TEMPLATE
 - e. Short email subject: Email for Submitted Status by &USER&
6. Save the new email type
7. Highlight row with Email Category and double click "Email Types" on the left-hand side.
8. Select "New Entries" and enter:
 - a. Email Type: TM(n)B
 - b. Email Type Name: TM(n)B Email for Approved Status
 - c. Email Category: TMS(n)
 - d. Email Template: FLOE200_DEFAULT_TEMPLATE
 - e. Short email subject: Email ready for Posting by &USER&
9. Save to the suggested customizing request
10. Navigate to Maintain Email Type User Exits
Select your category
Highlight your email types and right-click to Generate User-Exits and select 'local object'

NOTES:

Module 3:

FLOE html blocks

Exercise 3.1: Create a library block

1. Open Email Builder using Chrome and the URL:
https://cust01.arch.co.uk:2443/sap/bc/ui5_ui5/floe/ebuildercloud/index.html#/manageEmails
2. Use the logon details provided by your trainer
3. Select Manage Library from the menu
4. Click on the + button and add a new Text, English library block
5. Click in the Content Editor area at the bottom of the screen
6. Click on the table icon to add a table, select table
 - a) Highlight 1 row and 2 columns
 - b) Select Table Properties
Change the Border to 0
 - c) Select the Advanced Tab
Change the border style to Hidden
7. Click into the first column
 - a) Click on the + icon to select image
 - b) Click into source and add link to the image: <http://downloads.arch-global.com/images/timesheetslogo.png>
 - c) Add an Image description: Timesheet logo
 - d) Change the Dimensions to 200 and leave the Constrain proportions flag
 - e) Click OK
8. Click into the second column
 - a) Add the variable &FORMNAME& and center align the text.
 - b) Change the font to Arial 10 pts
9. Select the Settings tab and add a Block Description of (nn) Timesheet Header (where (nn) are your initials)
10. Save the block

Exercise 3.2: Create an Email

1. Navigate to Manage Emails
2. Select the email type TM(n)A created in the previous exercise.
3. Accept the default Template (Floe Template 600px Wide and Language (English)
Click Ok
4. Add Library Blocks to your email type
 - a) Drag and drop a library block onto the Content Area - Drop Content here
 - b) Search and select (nn) Timesheet Header
 - c) Drag and drop a second library block onto the content area
 - d) Search and select Timesheet Signature
5. Add a Text Block to your email type
 - a) Drag and drop a text block onto the content area between the header and signature blocks
 - b) Copy and paste the text below.

Hi &H_FULL_NAME&

Your timesheet has been submitted for the Week Commencing: &H_WEEK_COMMENCING&

Client	Project	Description
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- c) Click on the table icon and add a table with 1 row for the headings shown above
 - d) Select Table Properties, General and Alignment: Centre
 - e) Change Border to 0 and Border Style to Hidden
 - f) Change the font to Arial and the size to 10pts and not bold
 - g) Click on the settings tab and add a description: (nn) Timesheet Text
 - h) Click out of the Content Editor to update the block. Confirm you can see the text in the Content Area
 - i) Save the text block
 - j) Preview the email
6. Add a Repeating Row Block to your email type
- a) Drag and drop a text block onto the Content Area after the Timesheet Text block.
 - b) Add a table with 1 row for the repeating row below:

&I_COST_CENTRE&	&I_TASK_TYPE&	&I_TASK_NAME&
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- a) Select Table Properties, General and Alignment: Centre
 - b) Click on the Advanced tab
 - c) Change the Border Style to None and the Border colour to red
 - d) Click the Settings tab and name the Block – (nn) Timesheet Repeating Row
 - e) Switch the Repeatable Block indicator on
 - f) Save email and Preview the result
7. Add a Total Block to your email type
- a) Add a text block for the total row
 - b) Insert a table with 2 columns as below:
- | | |
|--------------------|------------------------------------|
| Total Hours | <u>&F_HR_TOTAL&</u> |
|--------------------|------------------------------------|
- c) Remove all the borders by selecting Style – Hidden
 - d) Click the Settings tab and name the Block – (nn) Timesheet Total Row
 - e) Save the email
 - f) Preview the email
8. Add a Separator Block to your email type
- a) Drag and drop a separator block below the total block
 - b) Change the Properties of the Separator line to 0px and save the block

Exercise 3.3: Test Email Trigger

1. Select the Test Trigger menu icon
2. Change the recipient to clair.brownstone@arch.co.uk
3. Click on variables and select the add the variables button
4. Add the variables and values shown below:

Name	Value	Row	Parent
I_COST_CENTRE	Arch	1	1
I_TASK_TYPE	Email 1	1	1
I_TASK_NAME	Test 1	1	1
I_COST_CENTRE	Arch2	2	1
I_TASK_TYPE	Email 2	2	1
I_TASK_NAME	Test 2	2	1

5. Select Preview to see the results
6. Send the email to be viewed in SOST/recipient

Exercise 3.4: Create an Approved/Ready for Posting ((FPE) Email

1. Navigate to Maintain Email Type User Exits
Select your category TSM(n) and email type TM(n)B
Highlight your email types and right-click to Generate User-Exits and select 'local object'
2. Using Email Builder, Manage Emails, add content to the TM(n)B email type
 - a) Drag and drop Library Blocks (nn) Timesheet Header and Timesheet Signature in the Content Area
 - b) Add a text block between the library blocks as below:

Hi &H_FULL_NAME&

Your timesheet has been approved for the Week Commencing: &H_WEEK_COMMENCING&

Your total hours are &F_HR_TOTAL&

3. Add a Block description in the Settings tab of (nn) Timesheet Approval Email
4. Save the new block
5. Preview the block

Exercise 3.5: User Exits

1. Navigate to Floe/HTML Block Graphical View
 - a. Select your email category and expand the email type to display a list of blocks. Note the name of the Timesheet Text block (Floe~EX2~)
2. Navigate to Maintain Email Type User-Exits
3. Select the TMS(n) Email Category and TM(n)A Email Type
4. Select Email Data User-Exit
5. Copy the following code between Start and End of Customer Code
6. Change to TS0(n) to your user number

```
DATA: ls_variables TYPE /floe/vars_s,  
      lt_variables TYPE /floe/vars_t.  
  
      lt_variables = ch_variables.  
  
CALL FUNCTION 'ZFLOE_FORMAT_FORM_FIELDS'  
* EXPORTING  
*   IM_FIELD_NAME           =  
*   IM_FIELD_TYPE           =  
*   IM_SEPARATOR            =  
*   IM_DATE_FORMAT          =  
* IMPORTING  
*   EX_FORMATED_VALUE       =  
*   EX_SUBRC                 =  
CHANGING  
  ch_data                   = ch_variables  
  .  
  
* Form Name  
CLEAR ls_variables.  
ls_variables-var_code = 'FORM_NAME'.  
ls_variables-value = 'TS03'.  
APPEND ls_variables TO ch_variables.
```

7. Activate
8. Double click Email Recipient User-Exit
9. Copy the code below and activate

```
DATA: ls_recipients TYPE /floe/rec_email_s.  
  
ls_recipients-email = 'clair.brownstone@arch.co.uk'.  
ls_recipients-type = '1'.  
APPEND ls_recipients TO ch_recipients.
```

10. Exit and enter HTML Block Determination User-Exit
11. Copy the code below and activate

```

* Remove the repeating rows New position HTML Blocks if not required
CLEAR ls_variables.
READ TABLE lt_variables WITH KEY var_code = 'F_HR_TOTAL' INTO ls_variab
les.
IF sy-subrc IS INITIAL AND ls_variables-value EQ '0'.
    DELETE ch_hblock_list WHERE hblock = 'FLOE~EX1~nn'.
ENDIF.

```

11. Edit the TS(n)B Email User-Exits for Email Data User-Exit and Email Recipient User-Exit
12. Add the corresponding code above to each of the User-Exits

NOTES:

[illegible]

Module 4:

FLOE Configuration

Exercise 4.1 Configure Email Format for Floe Emails

1. Navigate to SPRO/IMG/Cross-Application Components/General Application Functions/Forms Lifecycle Manager /Interactive Forms /Setup Forms /Maintain Email Formats
2. Select the form category for your form
3. Select your TS0(n) form type
4. Change the Notifications and FPE alerts to Floe email format (not the reminder)

Exercise 4.2 Configure FPE for Approved Email

1. Navigate to SAP transaction SE37
2. Make a copy of function module Z_FLM_STNN into the following:
3. Name: Z_FLM_TM(n)B_EMAIL, Function Group: Z_FLOE_TRAINING, Short Text: Floe Email FPE for TM(n)B
4. Copy the code below and edit im_etype:

```
call function '/FLOE/EMAIL_OUT'
exporting
  im_etype      = 'TM(n)B'
  im_elang      = 'E'
  im_form_data  = forms_data.

posted_doc = 'Email Sent'.
```

5. Save and Activate
6. Navigate to General Application Functions > FLM > Interactive Forms > Forms Posting Engine > FPE Configuration
7. Drill down to your TS0(n) and Posting Adaptors
8. Create a new entry for Posting Adaptors
Customer: ACL,
FType: TS0(n),
Status: G Ready,
Posting Ok (checked)
Email Type: TM(n)B
Communication Language: E
9. Click on Posting Adaptors
10. Step: 10, Posting Adaptor: Z_FLM_ST0(n)_EMAIL
11. Save

Exercise 4.3 Configure Routing Table for Submitted Email

1. Navigate to General Application Functions > FLM > Interactive Forms > Form Routing > Routing Configuration
2. Drill down to your TS0(n) form and double click Routing Table
3. Tick the Send Notif checkbox on Submit, enter/select TM(n)A under Email Type and Save

Exercise 4.4: Test emails

1. Navigate to the Varo Portal: <https://cust01.arch.co.uk:2443/sap/bc/bsp/flmui5/portal/entry.htm>
2. Log in with SAP login details
3. Generate a new TS0(n) form
4. Fill in the form and select Submit
5. Navigate to SOST in SAP and view the email
6. Select the Inbox icon in the portal
7. Select your submitted form and approve
8. Go to SOST and view the email.

NOTES:
