

# Johns Hopkins

## HR Shared Services



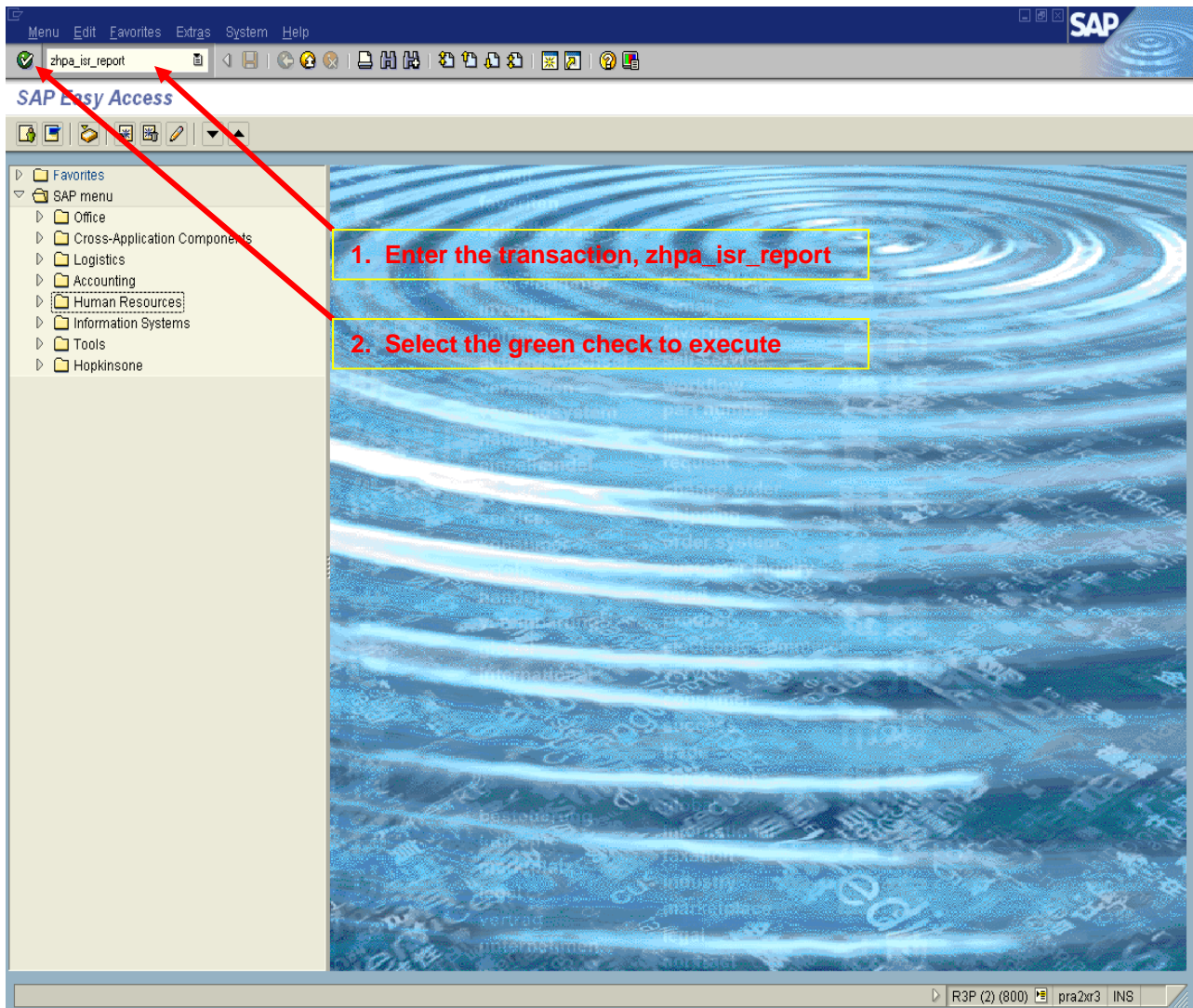
Reviewing  
the  
ISR Log

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As an end-user it is important to be able to track the progress of ISRs that have been initiated or approved by your organization. This is especially true once the ISR has been approved (or rejected) by HR Shared Services. You will need to know how to retrieve the Object ID number for the org unit, job, or position for which you have submitted an SAP action.

The first step in this process is to log into the SAP database using your individual logon and password. Once you have successfully logged in, you should be at the SAP Easy Access screen shown in the illustration below.

In the transaction, or command window at the top left of the screen, type in the transaction code. “zpha\_isr\_report” (Step 1). Select the green check mark to the left of the transaction window to execute (Step 2).



In step 1 below, enter the original ISR number that you submitted to HR Shared Services. After entering the ISR number in the ISR Number field, select the “Execute” button as indicated in step 2 below.

The screenshot shows the SAP 'ISR Report' interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is divided into three sections: 'Selection Criteria', 'Approver Details', and 'Display options'. The 'Selection Criteria' section contains a table with columns for field names and values, and a vertical column of arrow buttons on the right. The 'Approver Details' section contains a similar table. The 'Display options' section contains a 'Layout' field. A red arrow points from the 'ISR Number' field in the 'Selection Criteria' section to a yellow box at the bottom left containing the text '1. Enter ISR number in this field'. Another red arrow points from a yellow box at the top right containing the text '2. Select execute button' to the 'Execute' button (a button with a right-pointing arrow) in the 'Selection Criteria' section. The SAP logo is visible in the top right corner. At the bottom right, there is a status bar with the text 'R3P (2) (800) pra2xr3 INS'.

**1. Enter ISR number in this field**

**2. Select execute button**

After selecting the “Execute” button, the following screen will appear (ISR Report). Click once on any of the underlined fields to advance to the status screen for the ISR you have selected.

The screenshot shows the SAP 'ISR Report' interface. At the top, there is a header bar with 'System Help' and the SAP logo. Below this is a toolbar with various icons. The main content area has a header with user information: 'User id: DBLAND3', 'Date: 01/02/2007', 'Time: 12:32:22', 'Johns Hopkins', 'ISR Report', 'Page: 1', 'System: R3P / 800', and 'ZHPAR\_ISR\_REPORT'. Below the header is a table with the following data:

Action Type	Action Text	Action Text	Personnel No./Obj ID	Initiator
<u>OMPUC</u>	<u>OM-JHU Position Create</u>			12880

Three red arrows point from a yellow callout box to the underlined 'OMPUC', 'OM-JHU Position Create', and '12880' fields. The callout box contains the text: '1. Click once on any underlined item'. At the bottom right of the window, there is a status bar with 'R3P (2) (800)', 'pra2xr3', and 'INS'.

On this screen you will see status line items for the ISR indicating “Initiated”, “Approved”, and/or “Approved & Completed” or “Rejected”. On this screen you will also be able to scroll to the far right using the scroll bar at the bottom of the screen to find the Object ID for the selected ISR.

The screenshot shows the SAP 'ISR Report' interface. At the top, there is a menu bar with 'System' and 'Help'. Below it is a toolbar with various icons. The main header area contains the following information: User id: DBLAND3, Date: 01/02/2007, Time: 12:32:58, Johns Hopkins ISR Report, Page: 2, System: R3P / 800, and ZHPAR\_ISR\_REPORT. Below the header is a table with the following columns: ISR Number, Sequence No., Action Type, Effective date, Object ID, Name, ISR Status, Initiator, Approver1, Approver2, and Final Recij. The table contains three rows of data. A scroll bar is located at the bottom of the table area. A red arrow points from a yellow-bordered text box to the right arrow of the scroll bar.

ISR Number	Sequence No.	Action Type	Effective date	Object ID	Name	ISR Status	Initiator	Approver1	Approver2	Final Recij
ZZ	1	QMPUC	01/02/2007			INITIATED	12860	15026		10000
ZZ	2	QMPUC	01/02/2007			APPROVED	12860	15026		10000
ZZ	3	QMPUC	01/02/2007			APPR&CO...	12860	15026		10000

**1. Scroll to far right to find Position number (object ID).**

Under the column titled “Final Recipient Comm” you will find comments made by the HR Shared Services representative that worked on the ISR. The comment will include the Object ID number as indicated below.

The screenshot displays the SAP 'ISR Report' interface. At the top, the SAP logo and system information are visible. Below the title bar, there is a navigation bar with various icons and the text 'ABC Analysis'. The main content area shows a table with the following data:

Final Recipient Comm	User Name	Changed On	Changed A
	KTAYL011	12/26/2006	14:15:36
	KHAYES2	12/26/2006	14:26:43
Created object ID 50000077 Senior Media Relations Coordinator_DWB	DBLAND3	12/26/2006	15:17:33

A red arrow points from a yellow-bordered box containing the text '1. Position number (object ID) found here in Comments section.' to the comment 'Created object ID 50000077 Senior Media Relations Coordinator\_DWB' in the table.

At the ISR Report screen, you can drill down to look at the detailed data for the ISR.

The screenshot shows the SAP 'ISR Report' interface. At the top, the SAP logo is visible. Below the title bar, there is a toolbar with various icons. The main content area contains a header with user and system information, followed by a table of ISR data. A yellow callout box with red text and arrows points to the 'ISR Number' column of the table.

User id: DBLAND3  
Date : 01/02/2007  
Time : 12:32:58

Johns Hopkins  
ISR Report

Page: 2  
System: R3P / 800  
ZHPAR\_ISR\_REPORT

ISR Number	Sequence No.	Action Type	Effective date	Object ID	Name	ISR Status	Initiator	Approver1	Approver2	Final Recit
<a href="#">ZZ</a>	1	OMPUC	01/02/2007			INITIATED	12860	15026		10000
<a href="#">ZZ</a>	2	OMPUC	01/02/2007			APPROVED	12860	15026		10000
<a href="#">ZZ</a>	3	OMPUC	01/02/2007			PR&CO	12860	15026		10000

**1. Click on any link to drill down to ISR data fields screen.**

R3P (2) (800) pra2xr3 INS

After drilling down from the ISR Report screen, you will be presented with an ISR report window that will enable you to scroll up and down to view the corresponding data that has been entered for each field of the ISR.

The screenshot shows a software window titled "ISR Report". It contains two main sections:

- ISR Data:** A table with two columns: "Group description" and "Cell Content". The "Client" row is highlighted in yellow. Other rows include "Object Abbreviation" (REPMR-ADM), "Object Name" (Senior Media Relations Coordinator), and "Pay grade" (GEEXMP).
- Cost distribution data:** A table with columns: "S...", "Valid From", "End Date", "Cost Center", "Order", "WBS Element", "Fund", "Grant", "Pct.", and "Fun". A single row is visible with values: "2350033000", "80011497", "1023500000", and "100.00 999".

Annotations:

- A red arrow points to the "ISR Data" table with the text "1. ISR data fields."
- A red arrow points to the vertical scrollbar of the "ISR Data" table with the text "2. Scroll up and down."