Tasks in Workflows

**Definition:** A task can be defined as an activity that can be executed within a workflow definition or independently. Tasks can refer to automatically executable methods (background tasks) or they can need a user to execute them (dialog tasks).

**Basic two types of Tasks:**

1.) **Single Step Task** - A task can be part of a workflow definition as a step of the type *activity*.

2.) **Multistep Task** - When you create a workflow directly in the Workflow Builder, the multistep task is created by the system.

The following further task types have been defined in SAP workflows:

- **Standard Task** - Single step task, cross client, unrestricted validity period.
- **Customer Task** - Single step task, client specific, validity period.
- **Workflow Template** - Multistep Task, cross client, unrestricted validity period.
- **Workflow Task** - Multistep Task, client specific, validity period.
- **Task Group** - Collection of Standard Task, Workflow Template and other task groups.

**Tasks in Workflow** -

- Ø An event triggers a workflow.
- Ø The workflow triggers a BO which may trigger a method or task.
- Ø The BO method can call a function module.

**Important SAP Transactions Related to Tasks**

- PFTC_CHG Change tasks
- PFTC_COP Copy tasks
- PFTC_DEL Delete tasks
- PFTC_DIS Display tasks
- PFTC_INS Create tasks

PFTC Tasks (Change/Display/Create/Copy/Delete)