Daily Report Data in Mail to Users in SAP

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Distribution Lists:

A distribution list is feature of email client program that allows a user to maintain a list of email addresses and send messages to all of them at once. This can be referred to as an electronic mailshot. Sending mail using a distribution list differs from an electronic mailing list or the email option found in an Internet forum as it is usually for one-way traffic and not for coordinating a discussion.

- **Contents:** The content consists of address entries with the corresponding address types
- **Attributes:** The attributes are name, title, and storage location. Private distribution lists also have a sensitivity. Shared distribution lists have the indicator for subscription lists

1. **Shared Distribution Lists:** Document of the class DLI that consists of a list of addresses. A shared distribution list is stored in shared folders and can be accessed by all users who have at least display authorization for the folder in which the distribution list is situated
2. **Subscription List:** A shared distribution list in which users who are interested in the topic can enter or delete their names. To do this, they must have the at least display access for the folder in which subscription list is located.
3. **Private Distribution Lists:** Document of the class DLI that contains a list of addresses. A private distribution list is stored in a private folder and cannot therefore accessed by the other users

Creating a Distribution List:

If you wish to send the same information to more than one recipient and are likely to repeat the same in future, you should

create distribution list. If you wish to create distribution list, you don't have to enter recipients individually each time.

T Code: SO15 and SO23

Background Jobs:

Unlike Foreground jobs, Background jobs are non-interactive processes that run behind the normal interactive operations. They run in parallel and do not disturb interactive (foreground) processes and operations.

It is scheduled from **SM36**. You can analyse it from **SM37** by viewing its job log.

Advantages of Background Jobs:

- It reduces manual effort & automates the task.
- It can be scheduled as per user's choice.
- It reduces user interaction and can run seamlessly in the background without user input
- Once you define the **variant** for background job, the user doesn't have to worry about value input in the field. Thus, user confusion is also reduced.
- Ideal for time- consuming/ resource intensive programs which can be scheduled to run in the night (when system load is low).

Possible status of Background jobs

1. **Scheduled: -** You have defined the program name and variant but not defined start condition like Start Date, End Date, Frequency etc. That means you have not defined when job should be scheduled in system.
2. **Released: -** All required criteria are fulfilled for job definition. Start condition is must for the job to be in release status.
3. **Ready: -** All the required conditions are met to run the job in a background work process. But job scheduler has put the job in the queue because it is waiting for background work process to be free.
4. **Active: -** Job has started running in the background. We cannot change the status of the job once it is in Active status.
5. **Finished: -** Job is executed successfully. It means desired task is competed without any error.

6. **Cancelled: -** There are two possibilities for this. Administrator has forcefully cancelled the job or there might be some issue with job. You can investigate this from Job logs.