

GSFC Job Aid

Adding WBS Elements to WBS Element Group

This job aid should be used in conjunction with the user procedures on the OLQR for Create/Validate/Change WBS Element Group and the WBS Element Group Job Aid for naming conventions.

Identify the WBS elements that you need to add to your group

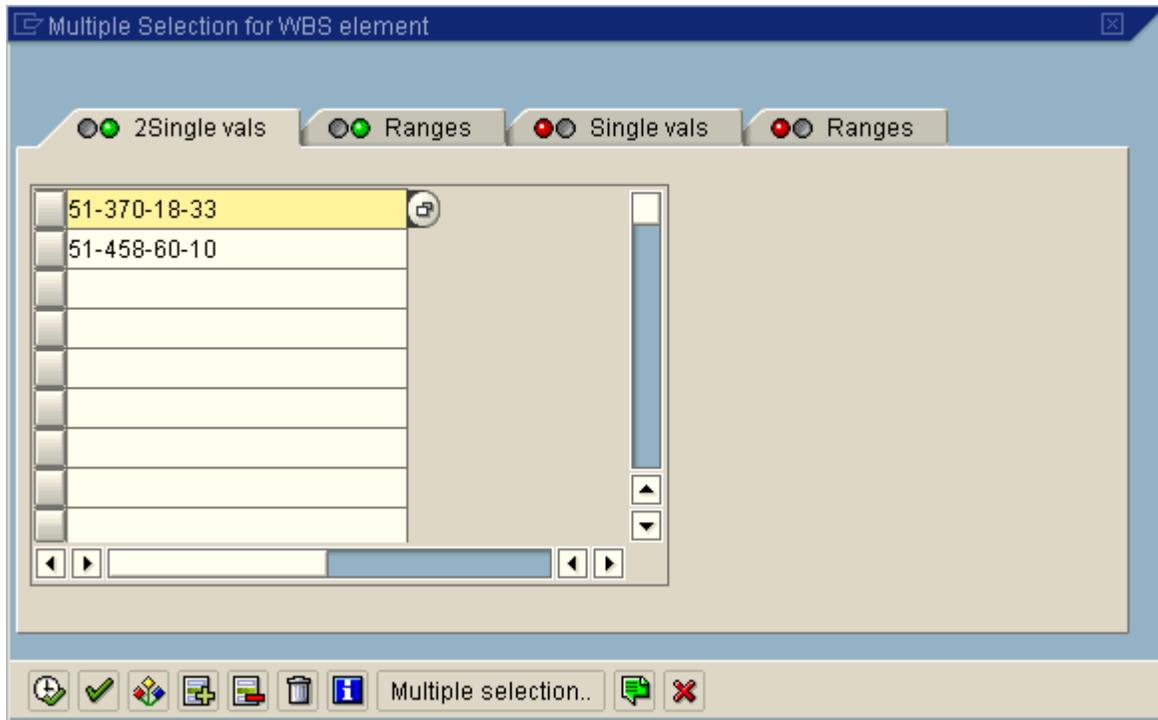
1. Go to transaction CJSJG
2. Enter your WBS element group name (e.g. PGTESTRCV, PGPASRCV, etc.). You can also search for your group by using the drop-down.
3. Select the Expand Previous Group Radio Button
4. Select the Multiple Selection Arrow to the right of the WBS element Field

The screenshot displays the SAP 'Generate WBS Element Group' transaction. The top bar includes the SAP logo and menu options: Program, Edit, Goto, System, Help. Below the title bar, there are icons for navigation and a search field. The main area is divided into several sections:

- Project information system (DB profile: 0000000000001)**: Contains two rows of input fields. The first row is for 'Project' and the second is for 'WBS element'. Both rows have a 'to' field and a multiple selection arrow icon on the right. A black arrow points to this icon.
- Generated group**: Contains two rows of input fields. The first row is for 'WBS element group' with the value 'PGTESTRCV' entered. The second row is for 'Short text'.
- Process control**: Contains four radio buttons and one checked checkbox:
 - Create new group
 - Overwrite previous group
 - Expand previous group
 - Test run

The bottom status bar shows the transaction code 'CJSJG', the user 'p01as04', and the role 'INS'.

5. Enter the WBS elements that you wish to add.
6. Click the Copy Button (stopwatch)



7. Click Execute (stopwatch)

The screenshot shows the SAP 'Generate WBS Element Group' dialog box. The title bar includes 'Program Edit Goto System Help' and the SAP logo. The main area is divided into several sections:

- Project information system (DB profile: 000000000001)**
 - Project: [] to []
 - WBS element: 51-370-18-33 to []
- Generated group**
 - WBS element group: PGTESTRCV
 - Short text: []
- Process control**
 - Create new group:
 - Overwrite previous group:
 - Expand previous group:
 - Test run:

The status bar at the bottom right shows 'CJSG p01as04 INS'.

8. Verify that your WBS elements have been successfully added to your group. They will usually appear at the bottom of the list. (If your WBS elements do not appear, double-check that you entered a valid WBS element number on the first screen)

The screenshot shows the SAP 'Generate WBS Element Group' dialog box. The window title is 'Generate WBS Element Group'. The SAP logo is visible in the top right corner. The menu bar includes 'List', 'Edit', 'Goto', 'System', and 'Help'. The toolbar contains various icons for navigation and execution. The main area displays a list of WBS elements with three columns: a selection indicator (checkbox), the WBS element ID, and the element description. The list is sorted by ID in ascending order. The status bar at the bottom shows 'CJSG', 'p01as04', and 'INS'.

Selection	WBS Element ID	Description
<input type="checkbox"/>	128	51R-615-41-U037-01 U037 SAT292003R
<input type="checkbox"/>	129	51R-616-41-T049-01 T049 SAT292002R
<input type="checkbox"/>	130	51R-616-41-U026-01 U026 SAT292003R
<input type="checkbox"/>	131	51R-622-96-S071-01 S071 SAT292001R
<input type="checkbox"/>	132	51R-622-96-S136-02 S136 SAT292002R
<input type="checkbox"/>	133	51R-622-96-S136-03 S136 SAT292003R
<input type="checkbox"/>	134	51R-622-96-T152-01 T152 SAT292002R
<input type="checkbox"/>	135	51R-622-96-T152-02 T152 SAT292003R
<input type="checkbox"/>	136	51-259-40-11 Es/Picasso/Code 408 Business Support 11
<input type="checkbox"/>	137	51-227-62-43 Eos Icesat Glas Laser 43
<input type="checkbox"/>	138	51R-622-96-U045-01 U045 SAT292003R
<input type="checkbox"/>	139	51R-622-96-U049-01 U049 SAT292003R
<input type="checkbox"/>	140	51R-622-96-U137-01 U137 SAT292003R
<input type="checkbox"/>	141	51-689-17-12 Mid-Ex Atd 12
<input type="checkbox"/>	142	51-689-17-10 Mid-Ex Atd 10
<input type="checkbox"/>	143	51-291-06-02 Goddard Calibration Lab (Abel) 02
<input type="checkbox"/>	144	51-291-04-32 Eos Program Support 32
<input type="checkbox"/>	145	51-274-00-0320 Aa/Ddf/Batch-Process Membrane Optics
<input type="checkbox"/>	146	51-883-04-02 Ss/Sec/Stp/Stereo/Impact/Sep 02
<input type="checkbox"/>	147	51-883-03-01 Swaves (Solar Terrestrial Relationship
<input type="checkbox"/>	148	51-882-60-15 Astro-E2 15
<input type="checkbox"/>	149	51-782-06-89 Ss/Jwst/Isim Environmental Testing/549
<input type="checkbox"/>	150	51-740-50-44 Swift Instrument Payload 44
<input type="checkbox"/>	151	51-370-18-33 Collaborative Solar Terrestrial

9. Green Arrow Back to the main screen
10. De-select the Test-Run Box
11. Execute (stop watch)
12. Verify that the WBS elements appear in your group as in step 8.