Workflow Work Item Aging Report

To run the Workflow Work Item Aging Report, use the **ZWIRPT** transaction as shown below.

Execute transaction **ZWIRPT** (Workflow Work Item Aging Report) by typing the transaction code in the Command Window [as shown above] and pressing ENTER. If the Command Window is not currently visible, open it by single clicking on the small white triangle.
The screen for transaction **ZWIRPT** is shown below. When you have entered all desired parameters, click on the Execute icon.

If you leave **Type** and **ID** blank, the report is generated for all Users. If you leave the **Date Range** blank, the system defaults to the current. The report can either be sorted by **Date** or **User ID**. The parameter **Task** is the internal Workflow task number (usually beginning with TS) and can be used to narrow the search to Requisitions or Parked Documents for example. Although one can use F4 to get a list, it is difficult to identify the proper task number relating to the various document types. Check with the Workflow Administrator for more information.
This is an example of the report sorted by work item creation date.
This is an example of the report sorted by User ID.