

Single Eventlog

It is possible to prepare a single event log and add as many columns as you wish in order to include additional information.

However, with increasing number of columns and replicating case-specific data for each activity in the event log, performance might suffer. On the other hand, this is the easiest way of preparing data.

Minimal Eventlog

In order to set up an event log for SAP Process Mining by Celonis 4.2, you need at least the following information in **three columns**:

The definition of a case is always process-depending. The chosen definition should suit the purpose of the analysis. Some **examples** in this context:

- In an **IT Service Desk**, the journey of a ticket can represent one case.
- In a **product assembly line**, all the steps of production for one item/product can represent one case.
- In a **purchasing process**, all actions of handling an order item can represent one case

A **CaseID** is the unique identifier which is solely given to the events belonging to one case.

Each case of a process consists of activities that **name the steps** which happen within the process. **For instance**, some activities in an accounts payable process would be

- Scan invoice
 - Book invoice
 - Pay invoice
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A timestamp specifies the **exact date** (and time) when an activity was performed. Each activity in the event log must have a timestamp in order to visualize the process.

The following column is optional.

However, we strongly recommend to use a sorting column if you can, as it can be useful when dealing with large data sets.

The sorting is **an integer**. Whenever two events have the exact same timestamp, the sorting will make the activity with the **lower number to appear first in the process**.

Hence, you should number the activities according to the expected procedure. A sorting is recommended, for instance, if the data only allows for timestamps that are only dates without exact time.

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The screenshot shows the minimal eventlog with a CaseID column, an Activity column and a Timestamp column.

Additional Information

When analyzing processes, topics of analysis are not restricted to the process flow itself. Therefore additional information can be useful.

In case of a single event log, the information has to be directly attached in **additional columns**.

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Additional information columns in an event log file. Replicated data in the last three columns due to one-file-event log-structure.