

SAP FIORI LAUNCHPAD



Financial Management Systems Division

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1. Introduction

1.1 What is SAP Fiori?

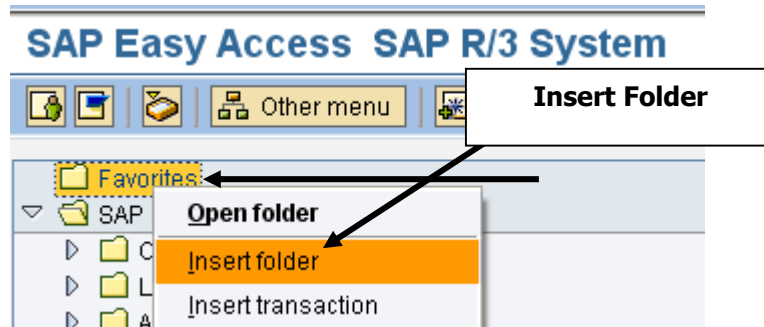
SAP Fiori is a set of apps, newly written by SAP, that address the most broadly and frequently used SAP functions, such as workflow approvals, information lookups, and self-service tasks. They provide simple and easy-to-use access across desktops, tablets, and smartphones.

1.2 Add Fiori to your Favorites in SAP

You can access SAP Fiori via transaction code /UI2/FLP. Below are the instructions on how to add that as a favorite to your list in SAP.

Create a folder in your favorites list to keep things organized.

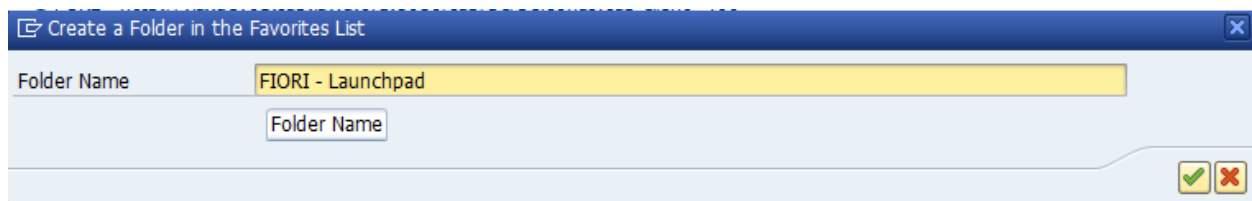
Place your cursor over the **'Favorites Folder'** and right click. From the menu select menu item **'Insert Folder'**.



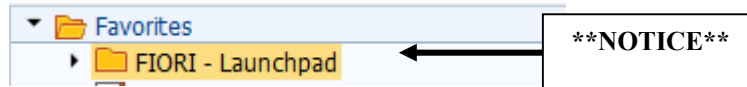
In the text box enter the folder name as 'FIORI - Launchpad' and click the 'Continue' icon



located at the lower left corner to accept the name.

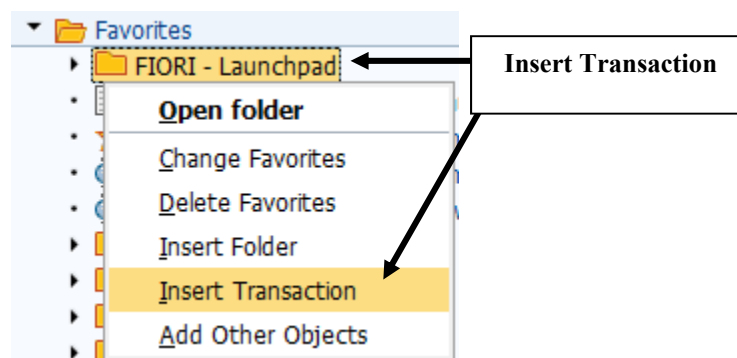



****NOTICE**** the folder you just created shows up in the 'Favorites Folder'.

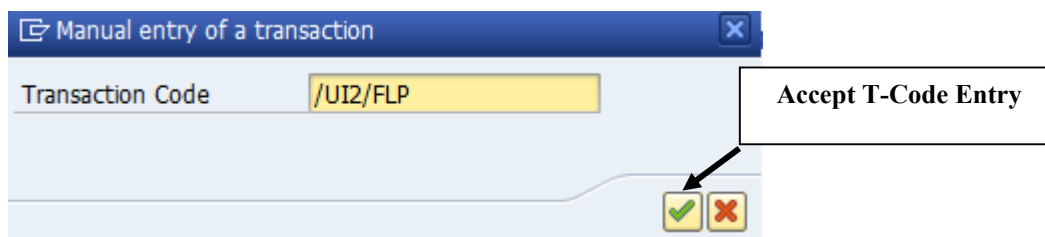


Add the transaction code /UI2/FLP.

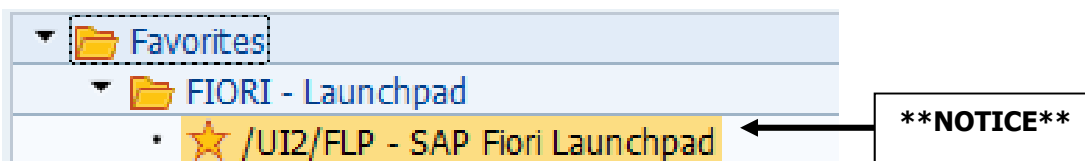
Right click the folder you created in step one and select the menu item that states 'Insert Transaction'.



Type the transaction code '/UI2/FLP' in the field labeled 'Transaction Code' and hit the continue icon  located on the lower left hand corner to accept the T-Code.

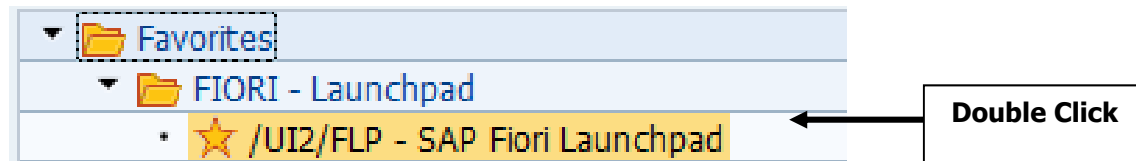


Notice the transaction code is added to the folder.





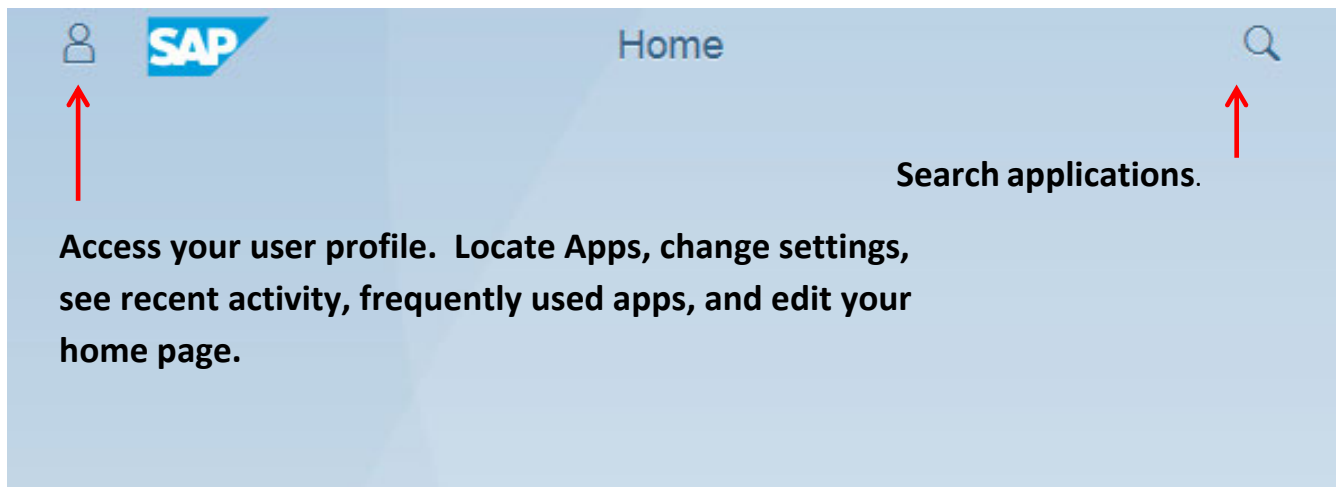
1.3 How to Connect to SAP Fiori

Locate the Fiori Launchpad t-code created in the previous step and double click.

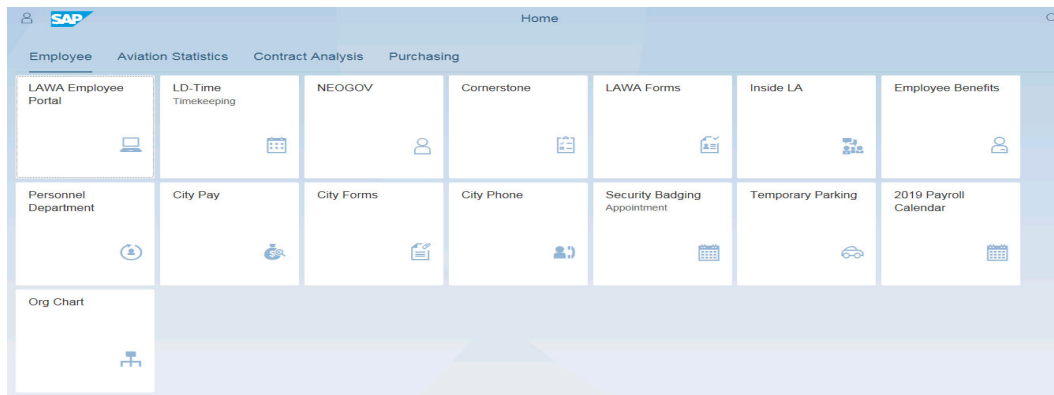


Since you are logged into SAP you will automatically be logged into the Fiori Launchpad.


You will see a window with the label 'Home' in the middle of the screen. In the left hand corner you will see a person icon  along with the SAP logo. In the right hand corner you will see a magnifying glass icon  for searching.



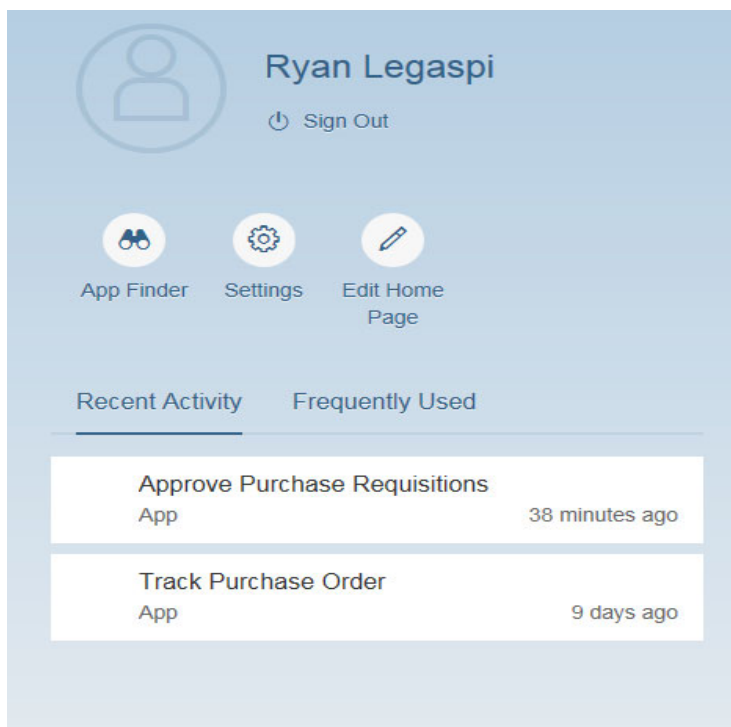
Depending on your roles, your groups may be different. By default, the groups included are Employee, Aviation Statistics, Contract Analysis and Purchasing.



2. User Profile Screen

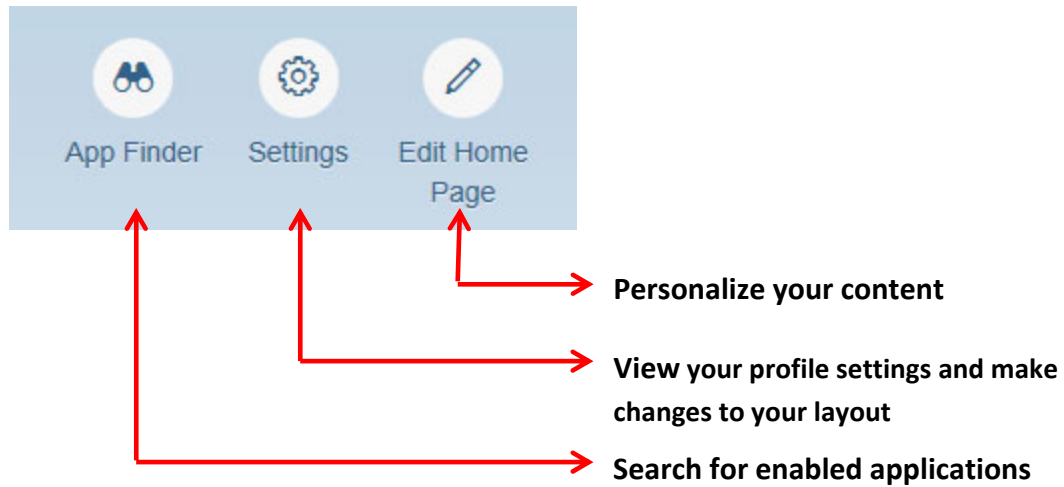
To access the User Profile Screen click the person icon  located at the top left of the screen.

As a result you will see your user profile.



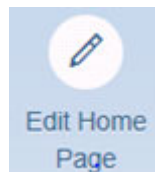
Getting to Know the User Profile Screen

2.1 Toolbar



2.2 Edit Home Page

To edit your home page click the 'Edit Home Page' icon.

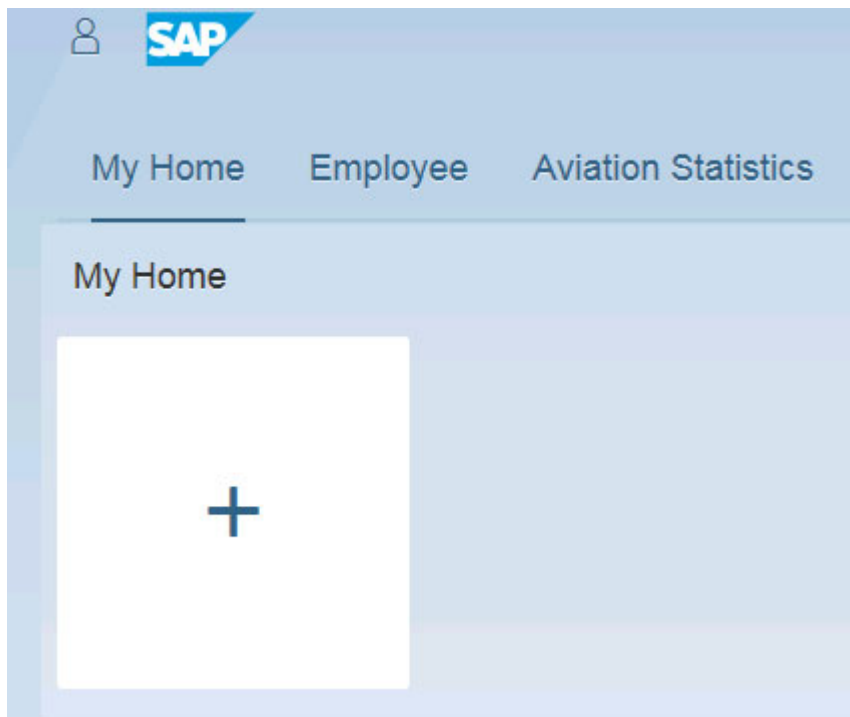


Here you can personalize your home page by:

- Adding/Removing frequently used Fiori Applications to the 'My Home' group for easy access
- Adding/Removing Fiori Application tiles from existing groups
- Moving groups into different orders
- Creating/Renaming groups

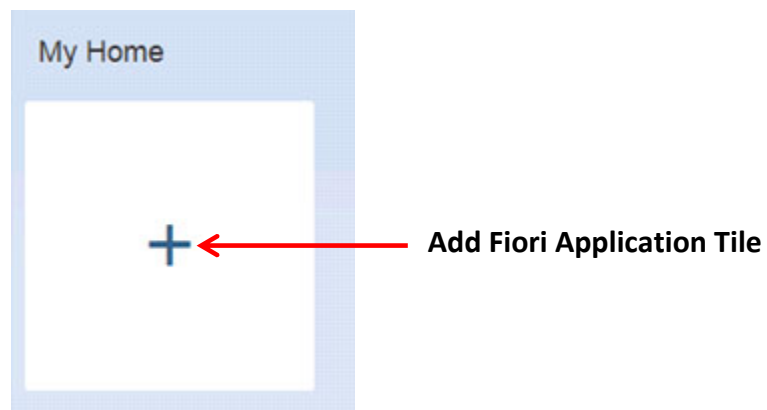
2.2.1 My Home

The 'My Home' group should be used for your most frequently used applications if you prefer not to search the other when you login.



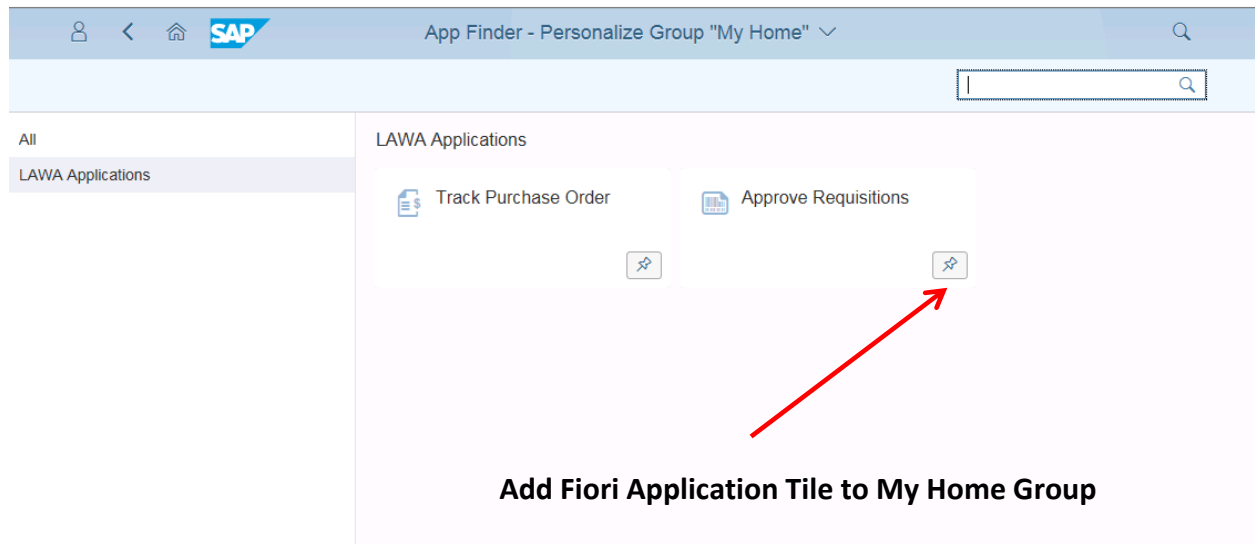
2.2.2 Adding a Fiori Application Tile

To add a Fiori Application Tile to your group, click the + sign in the blank tile.

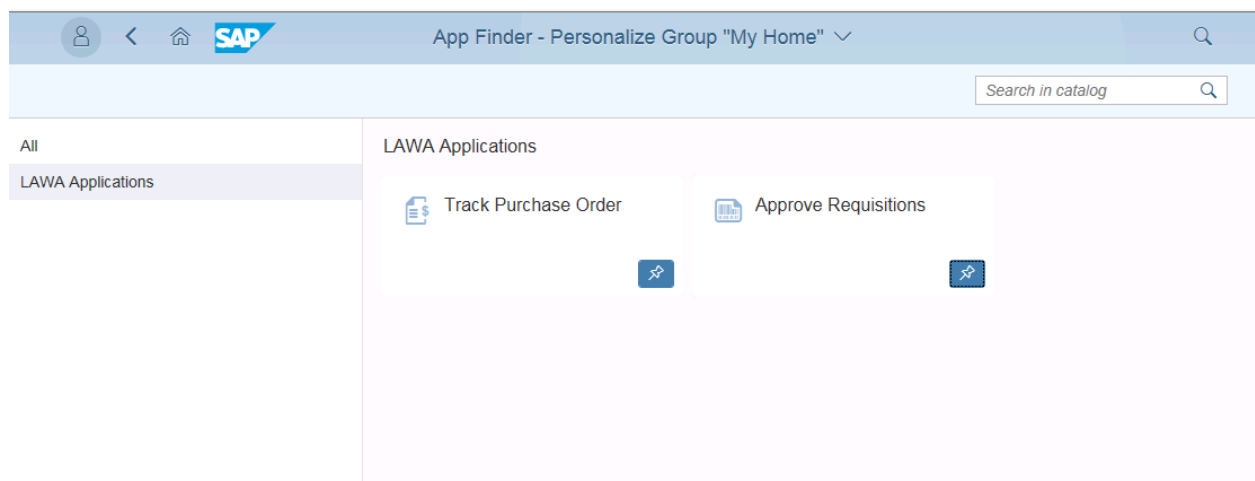



The available Fiori Applications will be listed under the LAWA Applications Catalog. Click the LAWA Applications catalog to see the available applications.

Click the pushpin icons to add the Track Purchase Order and Approve Requisitions tiles to your My Home group on your Home Page.

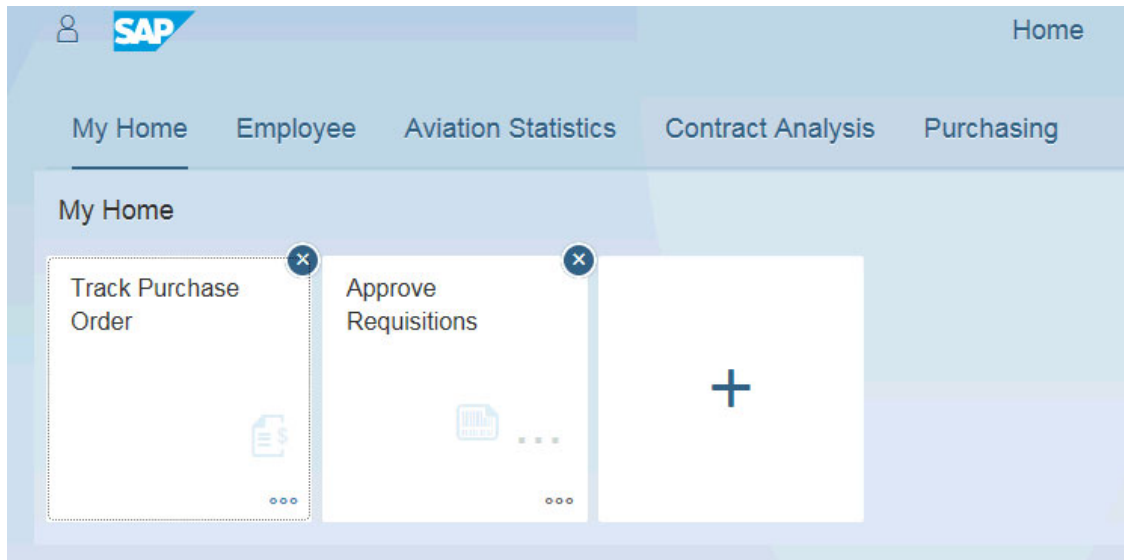


After clicking each pushpin a message stating the application has been added will be displayed and the pushpins will be highlighted.



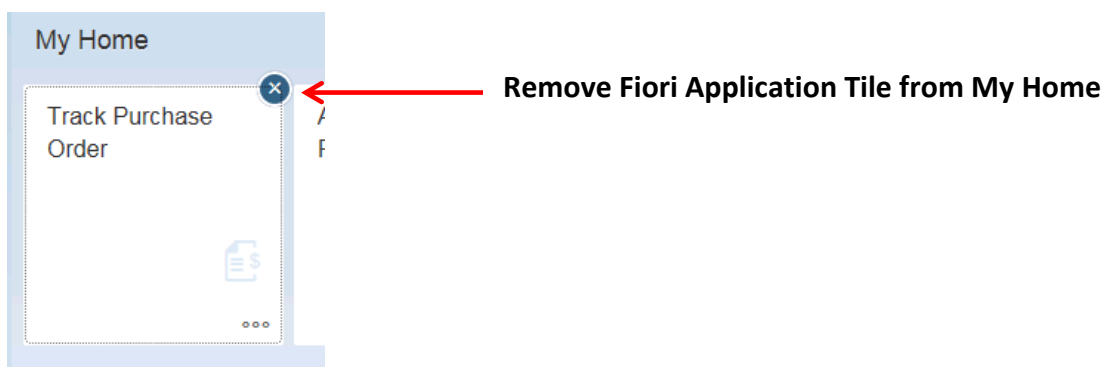
Click the  back arrow Icon located at the top left corner to return to the Edit Home Page.

Your 'My Home' group should look like below.

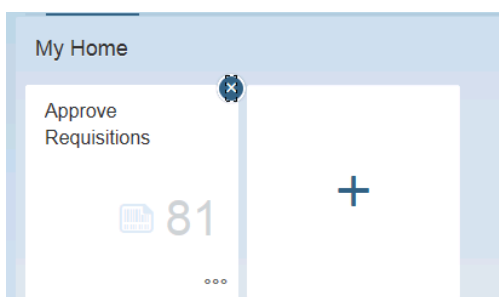


2.2.3 Removing a Fiori Application Tile

Click the  icon located at the top right corner a tile to remove the tile from the group.

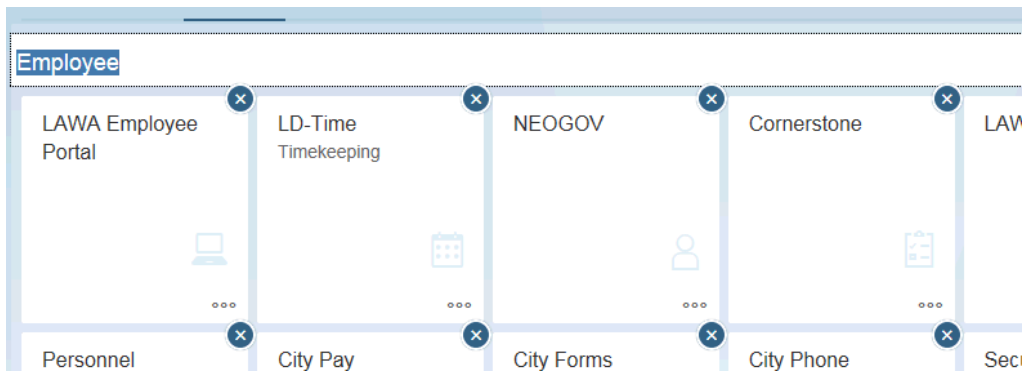


Your 'My Home' group should look like below.

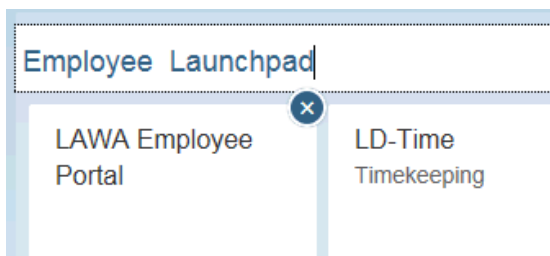
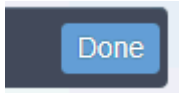


2.2.4 Renaming a group

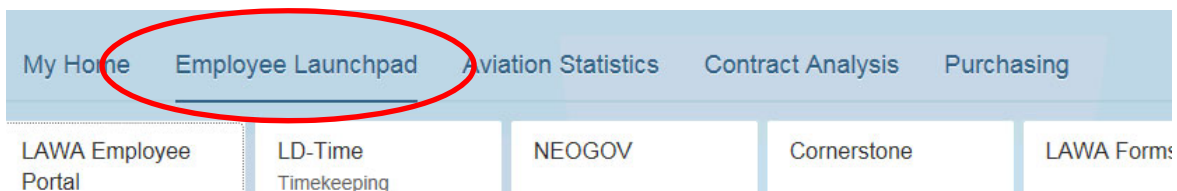
In the Edit screen select the name of a group. In this case 'Employee'.



A field appears and allows you change the name of the group. Let's rename the group from 'Employee' to 'Employee Launchpad' and click the done icon located at the bottom right of the screen.


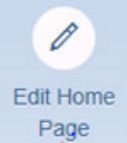


Your Home Page should reflect the new name change for the 'Employee' group.

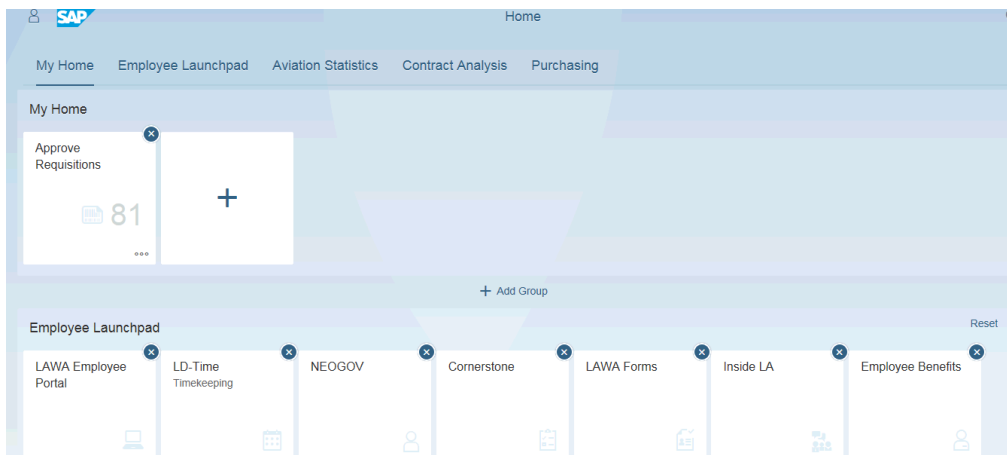


2.2.5 Moving a group

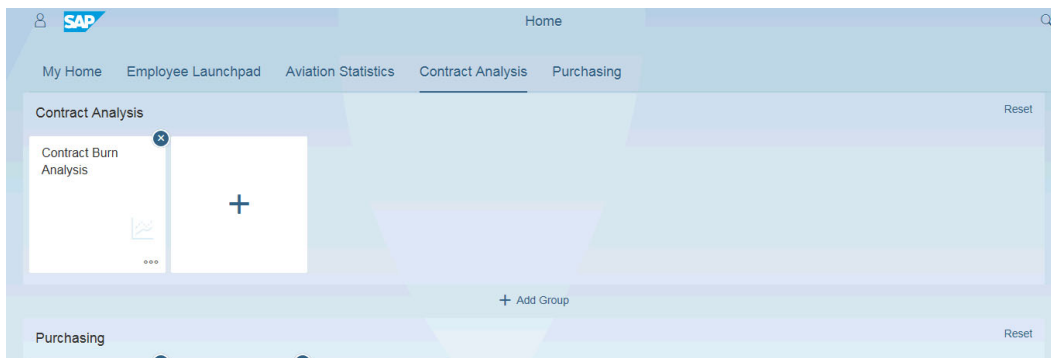
If you prefer a different order to your groups you can move them around. For this exercise, we will move Contract Analysis to the front before the newly named group 'Employee Launchpad'

Return to edit mode by clicking your profile icon  and the 'Edit Home Page' icon. 

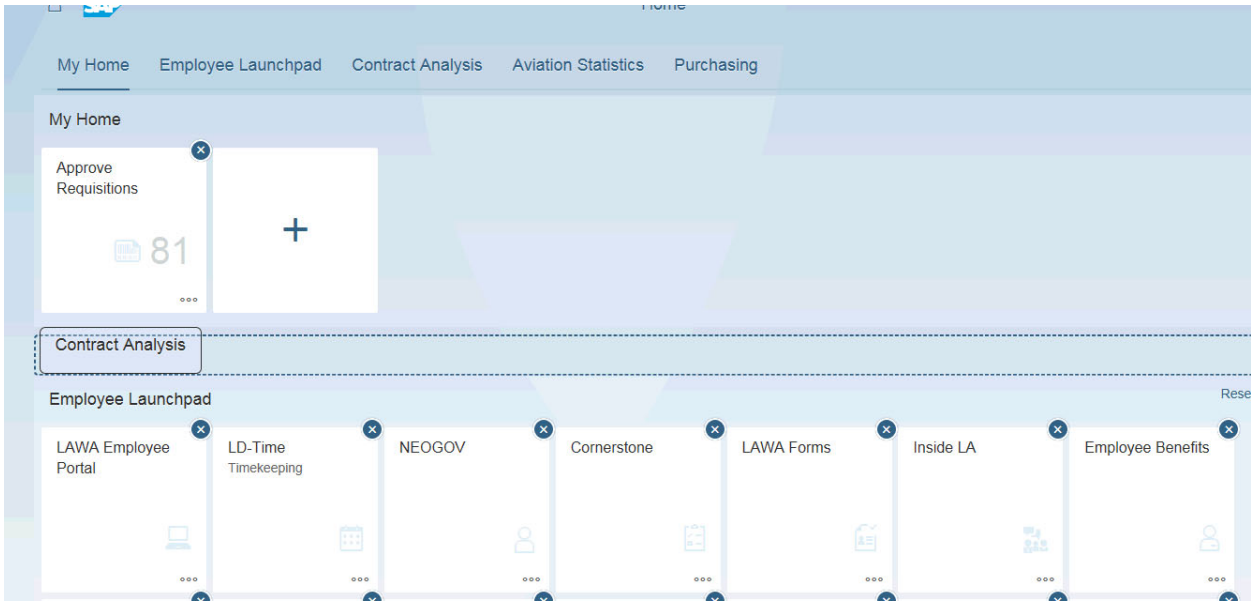
Your home page will appear in edit mode.



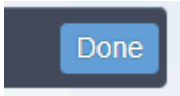
Scroll down the screen until you locate the group 'Contract Analysis'



Click the group name, hold, and drag the group to its new location above 'Employee Launchpad'



Release the click when you get the group in place click the done icon located at the bottom right of the screen.



Your home page should now look like this. Contract Analysis is now before Employee Launchpad.

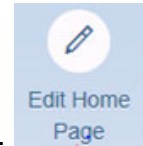


2.2.6 Adding a group

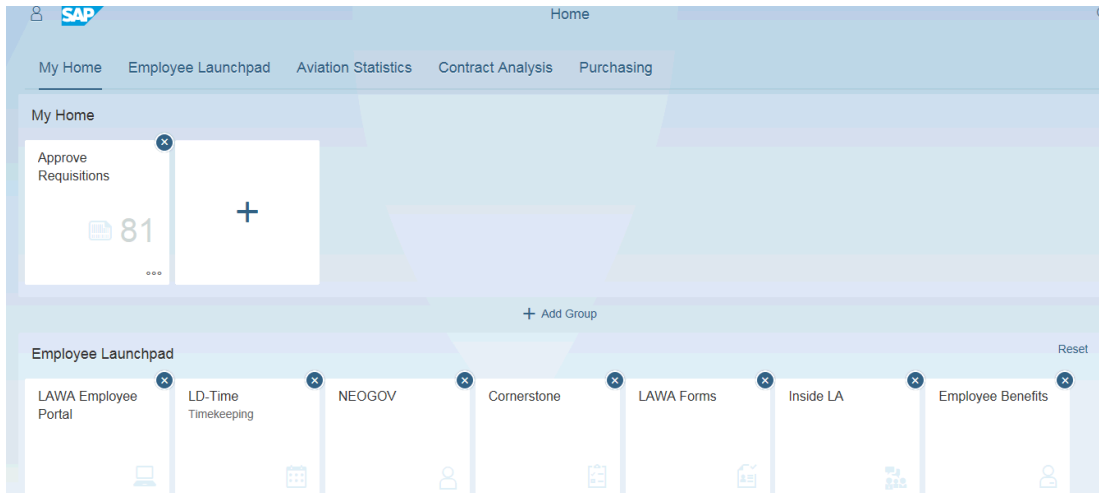
Return to edit mode by clicking your profile icon



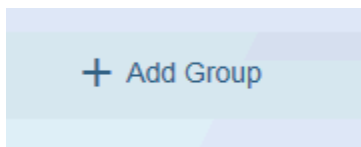
and the 'Edit Home Page' icon.



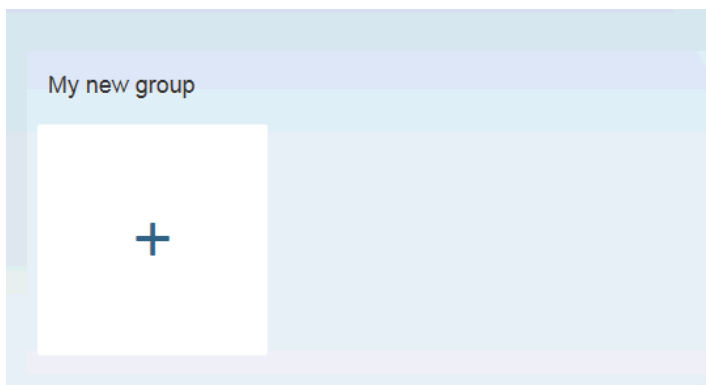
Your home page will appear in edit mode.



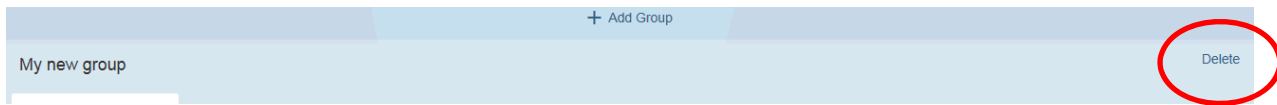
In between the groups you can add a new group by clicking the 'Add Group' icon.



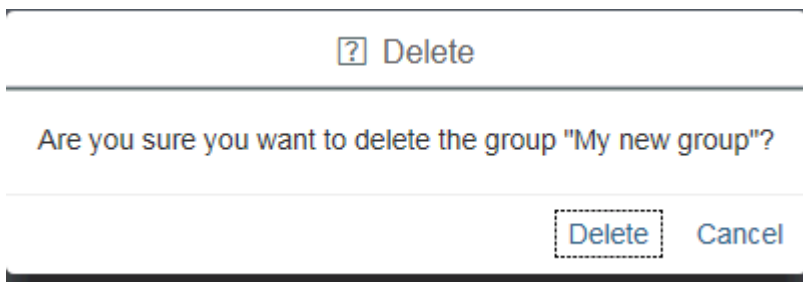
Type in the name of your new group, hit enter, and it is created. You can now add tiles as needed.



To Delete your new group, simply click the delete icon on the right of the group.




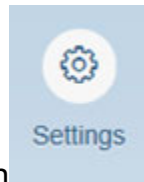
Then click delete to confirm.

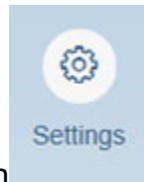


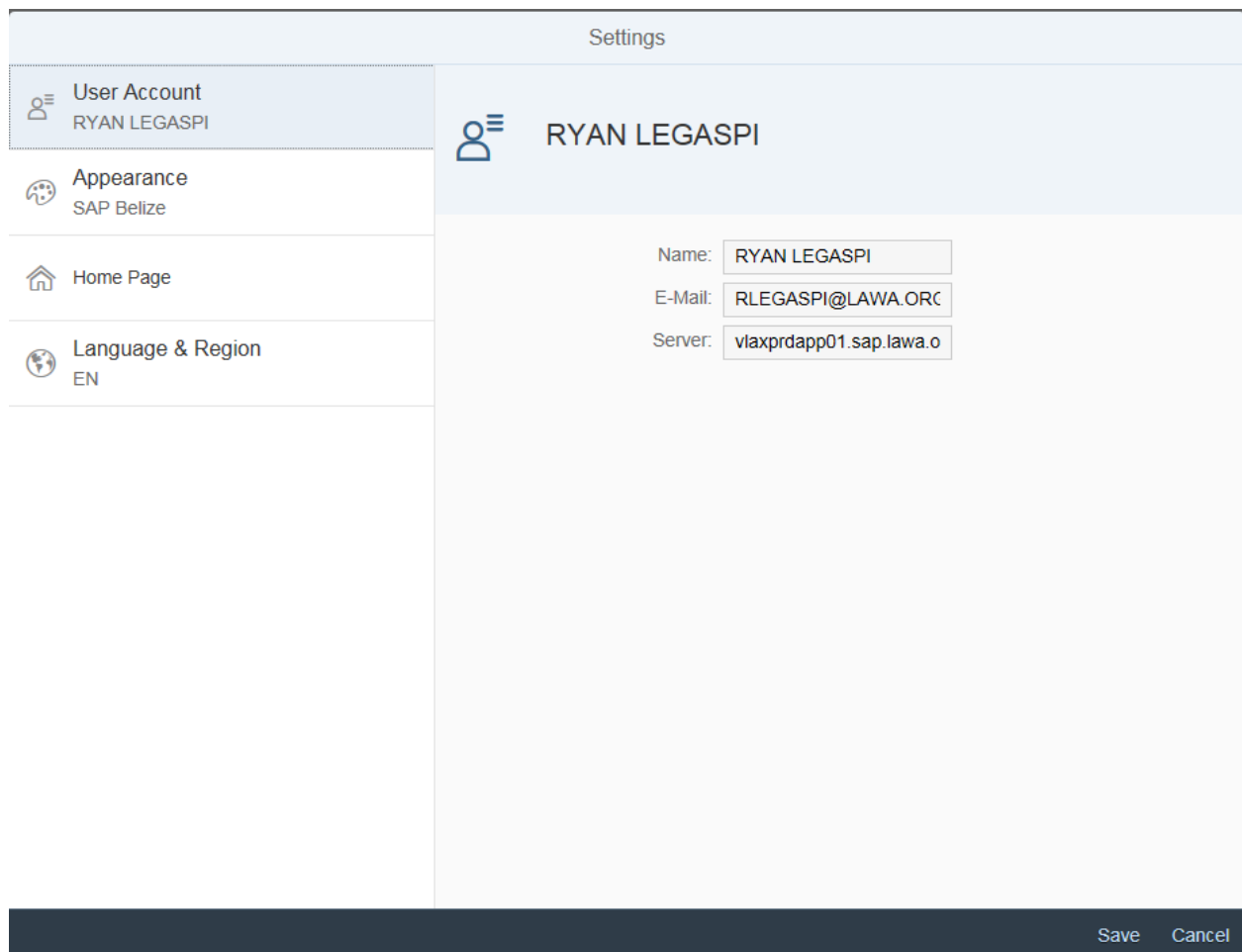
*****NOTE***** - you can easily personalize your Launchpad using the instructions above. Just repeat the steps as needed.

2.3 Settings – Change Appearance

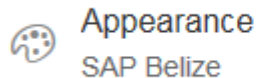
Click on the person icon  to return to your user profile.



Click on the settings icon . Your profile settings will be displayed. The only thing you can change in here is your Appearance.

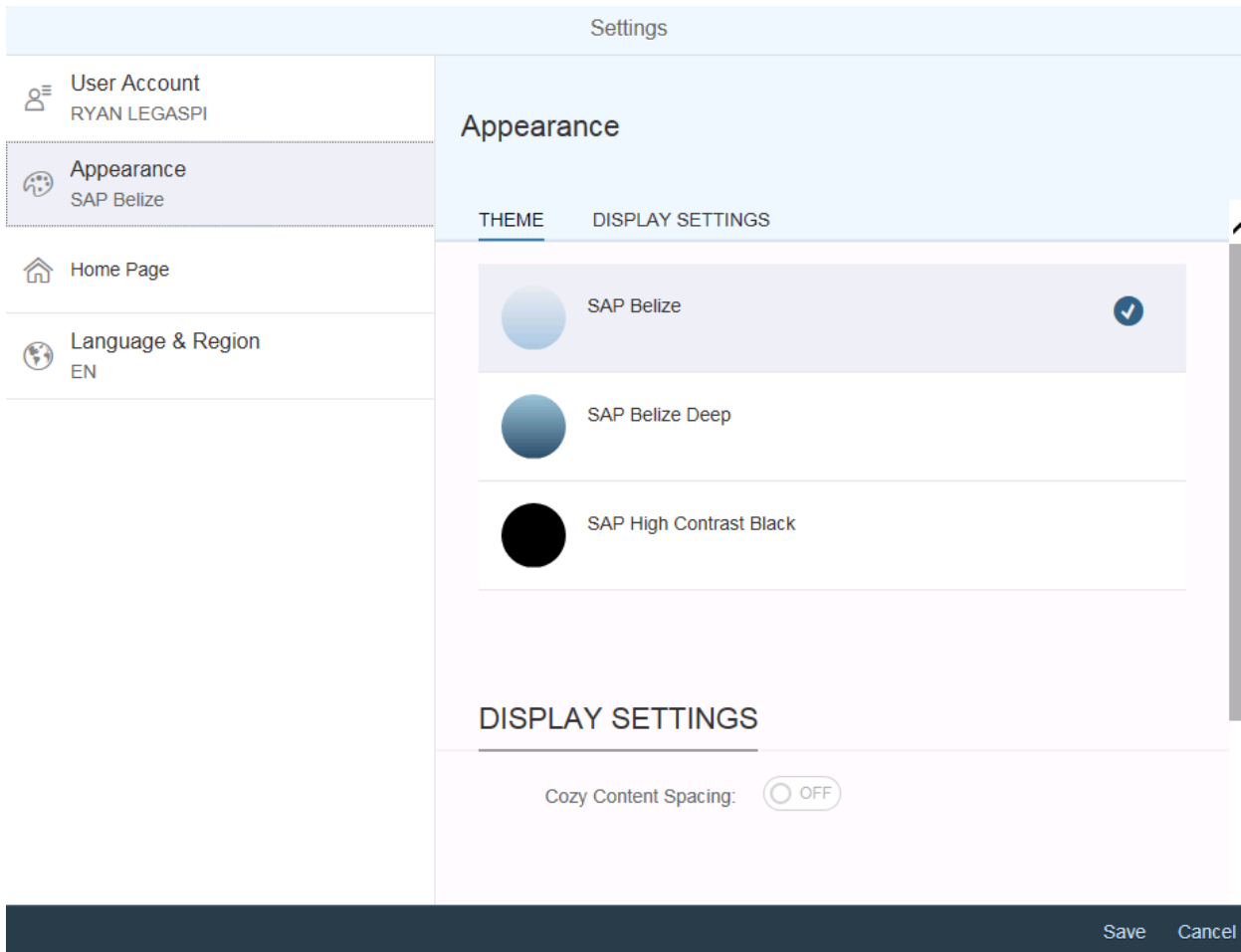
A screenshot of the SAP user settings page. The page has a light blue header with the word "Settings". On the left is a sidebar with four menu items: "User Account" (with a person icon), "Appearance" (with a paint palette icon), "Home Page" (with a house icon), and "Language & Region" (with a globe icon). The "User Account" item is selected and highlighted. The main content area shows the user's profile for "RYAN LEGASPI" with a person icon. Below the name are three input fields: "Name:" with "RYAN LEGASPI", "E-Mail:" with "RLEGASPI@LAWA.ORG", and "Server:" with "vlaxprdapp01.sap.lawa.o". At the bottom right of the page are "Save" and "Cancel" buttons.

Click on Appearance



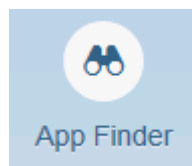
The appearance choices will appear. Here you can select a theme of your liking.

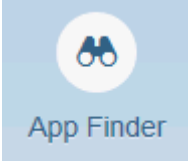
Make your choice and click save at the bottom.

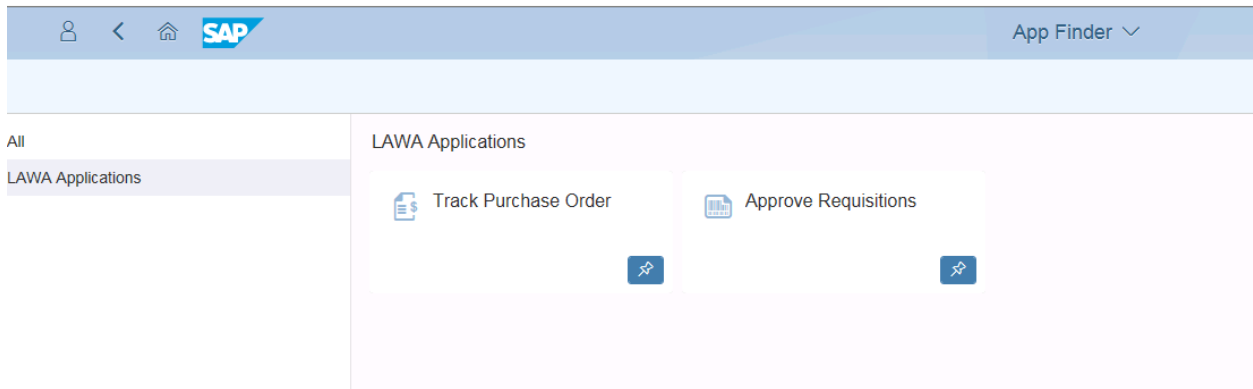



2.4 Settings – App Finder

Click on the person icon  to return to your user profile.



Click on the app finder icon . This will bring up the App Finder screen. You can use this screen to search available applications.



Click on the home icon  located at the top left corner to return to your Home page.

Your Home page should look like below.

