# **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 How to Connect to SAP Fiori**



Locate the SAP Fiori icon SAP Fiori on your desktop and double click it.

Log-in using as follows

User = SAP User ID Password: = SAP User ID Password

Click Log on

	200	
	User	
	Password	
	Language EN - English	
	Protocol cannot be switched to HTTPS; HTTPS is not configured/active No switch to HTTPS occurred, so it is not secure to send a nassword	
	Log On	
224년 228년 1848년 24월 24일 (1947년 1947년 19 1971년 1971년 1971	Change Password	Marking.
SAP		Copyright & 2017 SAP SE. All rights reserved.

Once you have logged in, 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.

8 SAP					Hom	e				
Employee Aviatio	on Statistics	Contract	Analysis	Purchasir	ng					
LAWA Employee Portal	LD-Time Timekeeping		NEOGOV		Cornerstone		LAWA Forms	Inside LA	Employee Benefits	
		<b></b>		8			Ĩ	7. 212	8	
Personnel Department	City Pay		City Forms		City Phone		Security Badging Appointment	Temporary Parking	2019 Payroll Calendar	
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Org Chart										
æ										

# 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.

Ryan Legaspi         Image: Sign Out	
* ③ /	
App Finder Settings Edit Home Page	
Recent Activity Frequently Used	
Approve Purchase Requisitions App	38 minutes ago
Track Purchase Order App	9 days ago

# 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.

A < 6 SAP	App Finder - Personalize Gro	oup "My Home" $\vee$		Q
			Search in catalog	Q
All	LAWA Applications			
LAWA Applications	Track Purchase Order	Approve Requisitions		
	×		\$	

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.

8 <b>SAP</b>				Home
My Home	Employee	Aviation Statistics	Contract Analysis	s Purchasing
My Home				
Track Purchas Order		oprove equisitions		
	<b>E</b> s		+	
(				

#### 2.2.3 Removing a Fiori Application Tile



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



Employee Launchpad	
LAWA Employee	LD-Time
Portal	Timekeeping

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'



8 549		Home		Q
My Home Employee Launch	npad Aviation Statistics	Contract Analysis Purchasing		
My Home				
Approve Requisitions 81	+			
		+ Add Group		
Employee Launchpad			-	Reset
LAWA Employee LD-Time Portal Timekeepi		Cornerstone LAWA	Forms Inside LA	<ul> <li>Employee Benefits</li> </ul>

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

8 SAP			Home	
My Home	Employee Launchpad	Aviation Statistics	Contract Analysis Purchasing	
Contract Ana				Reset
Contract Burn Analysis	+			
			+ Add Group	
Purchasing	0	•		Reset

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

				110			
My Home Employ	ee Launchpad C	ontract Analysis	Aviation Statistics	Purchasing			
My Home							
Approve Requisitions							
🗈 81	+						
Contract Analysis							
Employee Launchpad							Res
LAWA Employee Portal	LD-Time Timekeeping	NEOGOV	Cornerstone	× LAW	A Forms Inside LA	Employee	e Benefits
000	••		000	•••	000	000	

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



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

8 54				Н	ome	
My Home	Contra	act Analysis	Employee Launchp	oad Aviation Statistics	Purchasing	
Contract Burn Analysis						
	2					

#### 2.2.6 Adding a group



Your home page will appear in edit mode.

8 SAP						Ho	me					
My Home	Employe	ee Launchpad	Aviation	Statistics	Contra	act Analysis	Purcha	sing				
My Home												
Approve Requisitions	<b>8</b> 1	+										
	000											
						+ Add	Group					
Employee Lau												Rese
LAWA Employ Portal	Yee	LD-Time Timekeeping	× N	EOGOV	8	Cornerstone	8	LAWA Forms	8	Inside LA	8	Employee Benefits

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 entere, 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.

	+ Add Group
My new group	
Then click delete to confirm.	
?	Delete
Are you sure you want to de	elete the group "My new group"
	Delete Can

\*\*\*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 8 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.

		Settings			
B <sup>≡</sup> User Account RYAN LEGASPI	o S	RYAN LEGAS	SPI		
Appearance SAP Belize					
Home Page		Name: E-Mail:	RYAN LEGASPI RLEGASPI@LAWA.ORC		
EN		Server:	vlaxprdapp01.sap.lawa.o		
				Save	Cancel
<b>(</b> )	Appeara SAP Beliz				
Click on Appearance		<b></b>			

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



8 < 🏠 💁		App Finder $\checkmark$
All LAWA Applications	LAWA Applications   Track Purchase Order     * </td <td></td>	

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

Your Home page should look like below.

8 <b>SAP</b>		Home
My Home		
Track Purchase Order	Approve Requisitions	
E	<b>0</b>	