SAP FIORI LAUNCHPAD

Financial Management Systems Division

Version 2.0.0

January 2018

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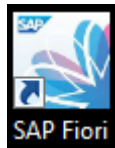# 1. Introduction

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.

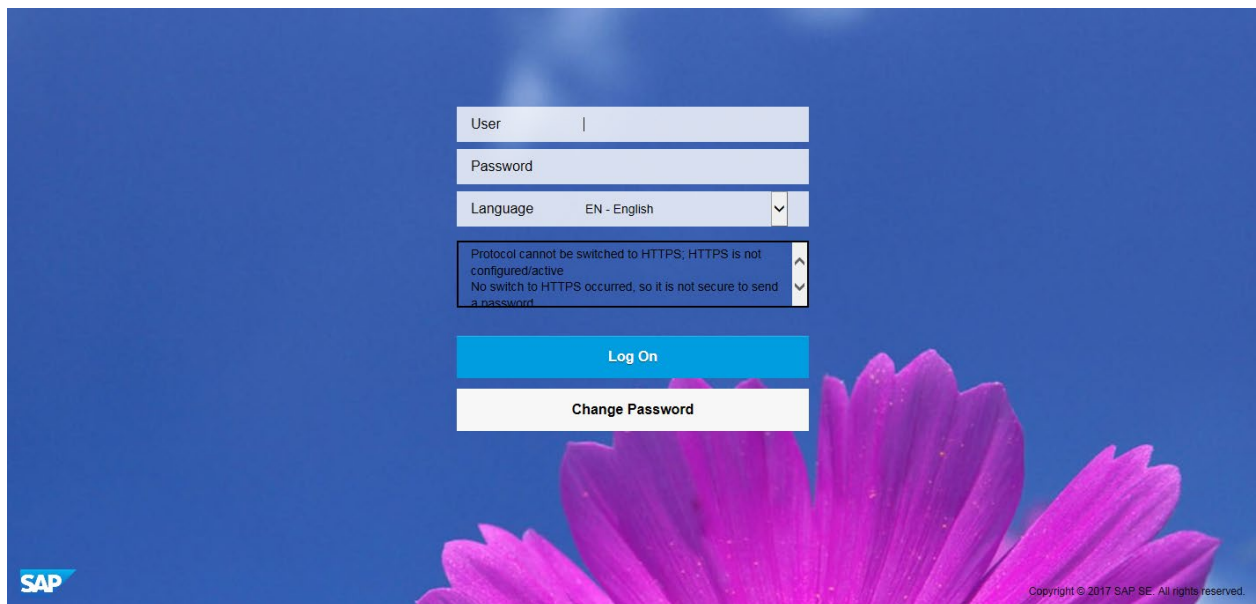## 1.2 How to Connect to SAP Fiori

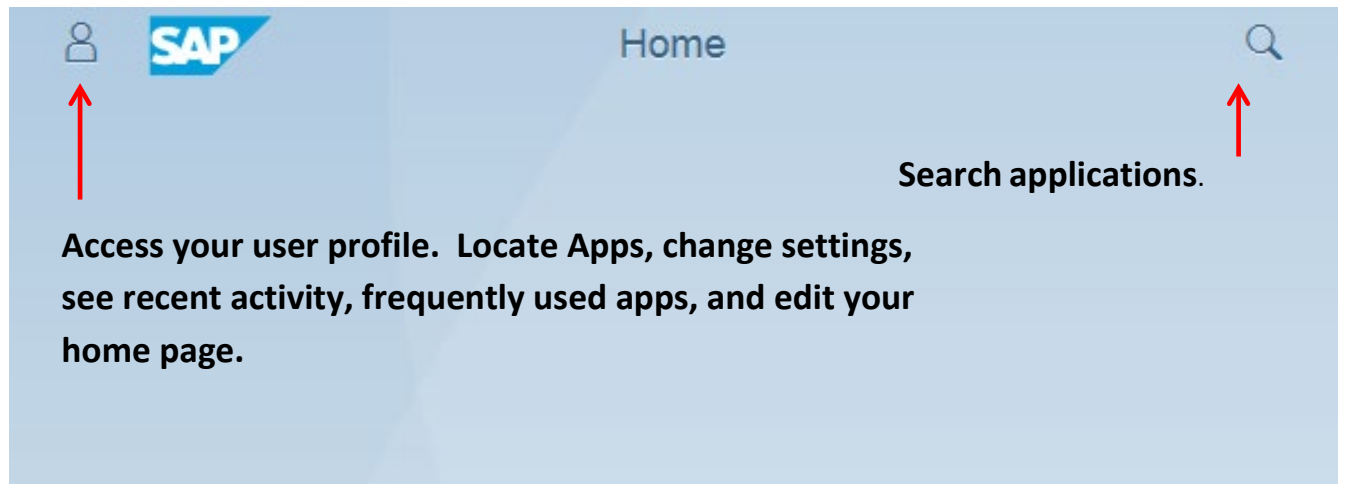Locate the SAP Fiori icon on your desktop and double click it.

Log-in using as follows

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

      Click Log on

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.

Search applications.

Access your user profile. Locate Apps, change settings, see recent activity, frequently used apps, and edit your home page.
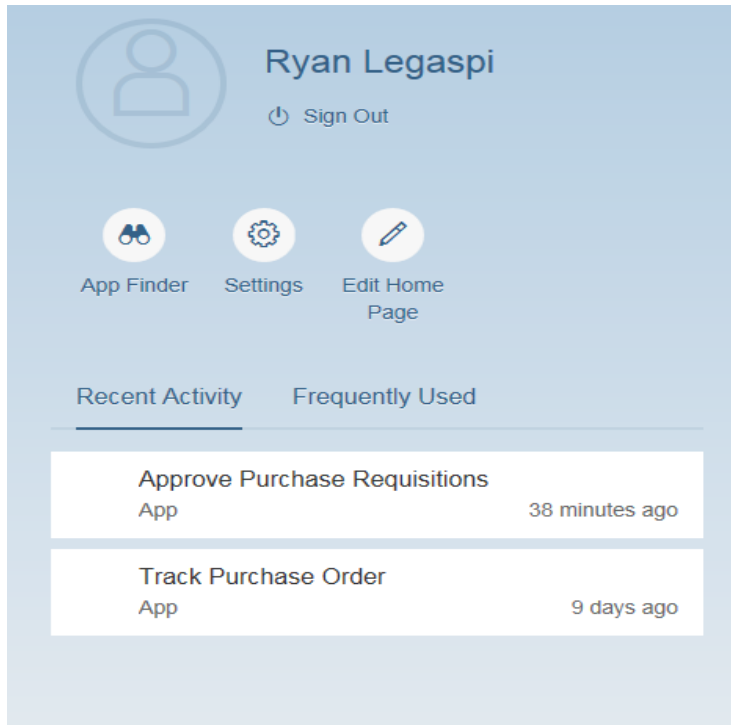
Depending on your roles, your groups may be different. By default, the groups included are Employee, Aviation Statistics, Contract Analysis and Purchasing.
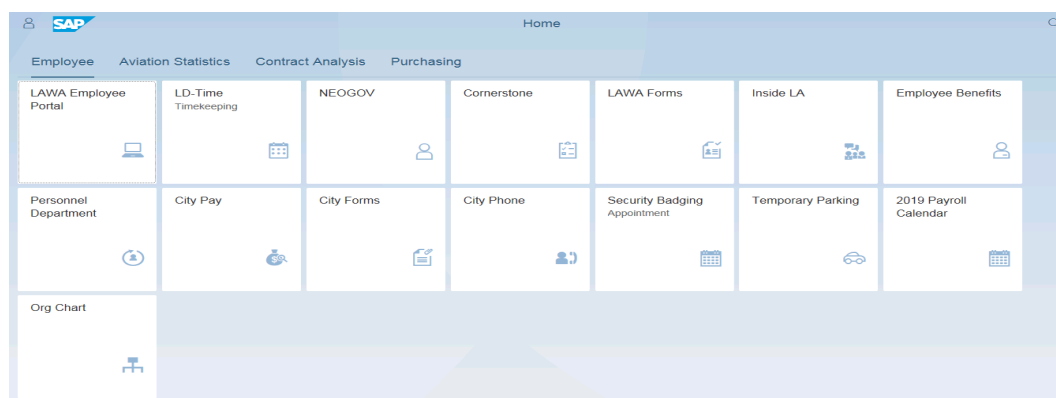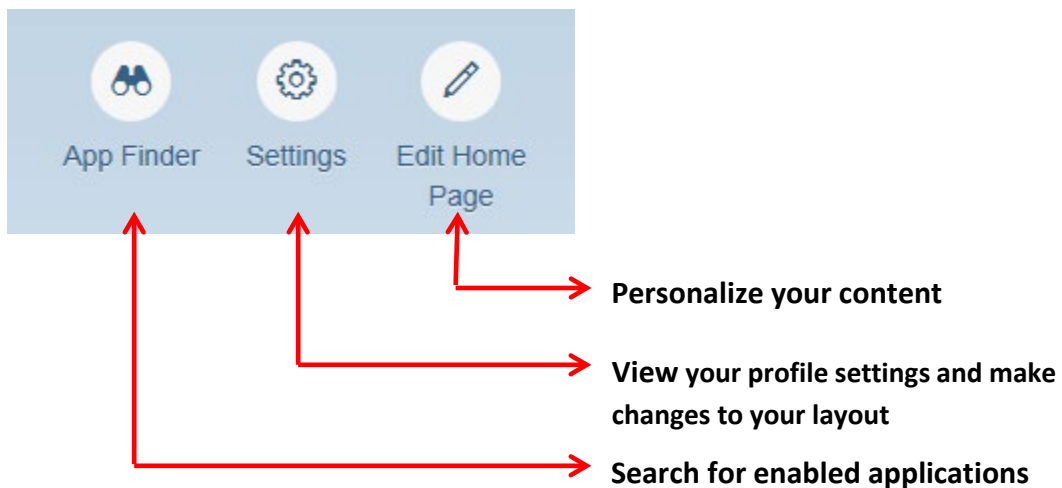
2. User Profile Screen

To access the User Profile Screen click the person icon [person icon] located at the top left of the screen.
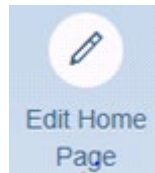
As a result you will see your user profile.

Getting to Know the User Profile Screen

2.1 Toolbar

Personalize your content

View your profile settings and make changes to your layout

Search for enabled applications

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
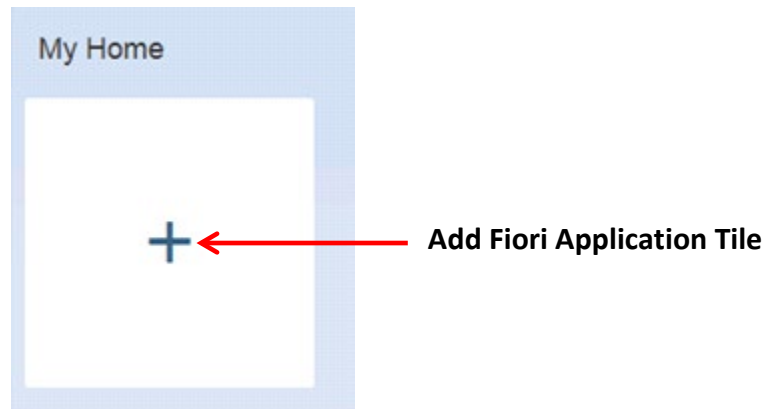- Moving groups into different orders
- Creating/Renaming groups

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.
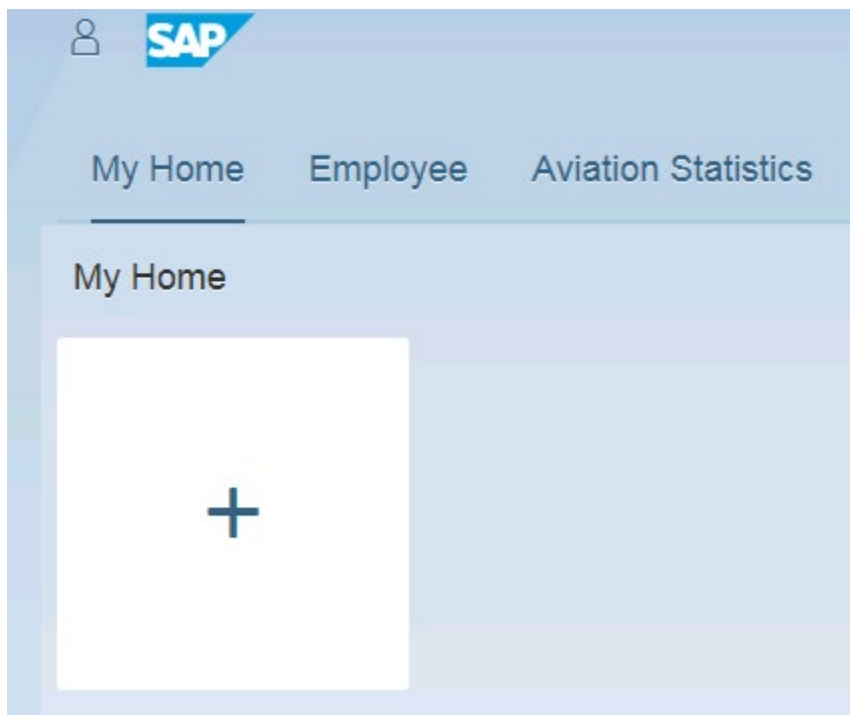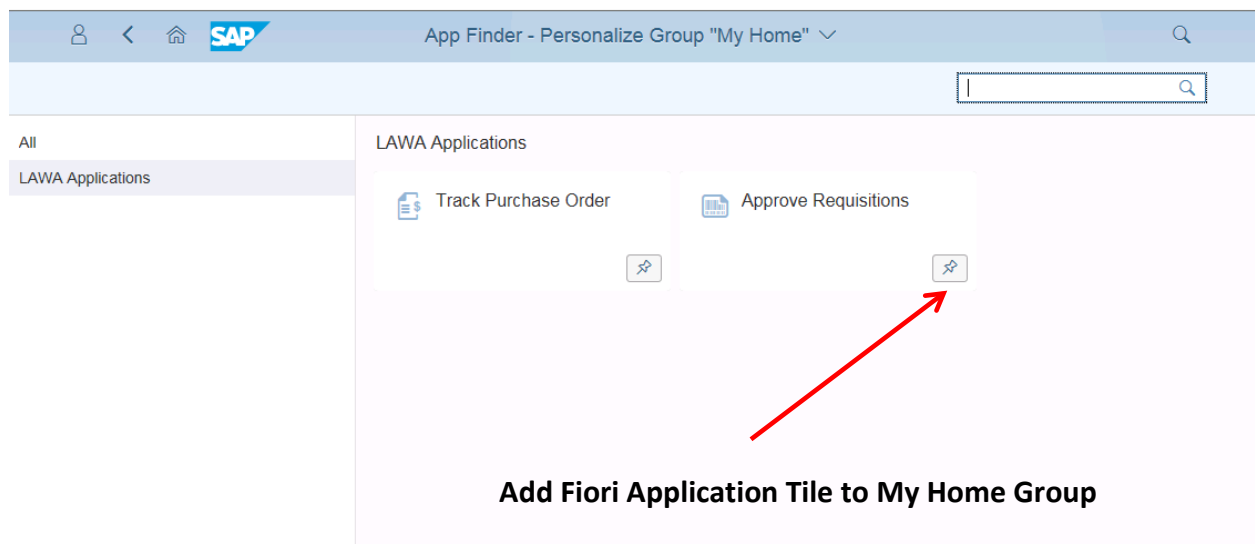
2.2.2 Adding a Fiori Application Tile

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

My Home

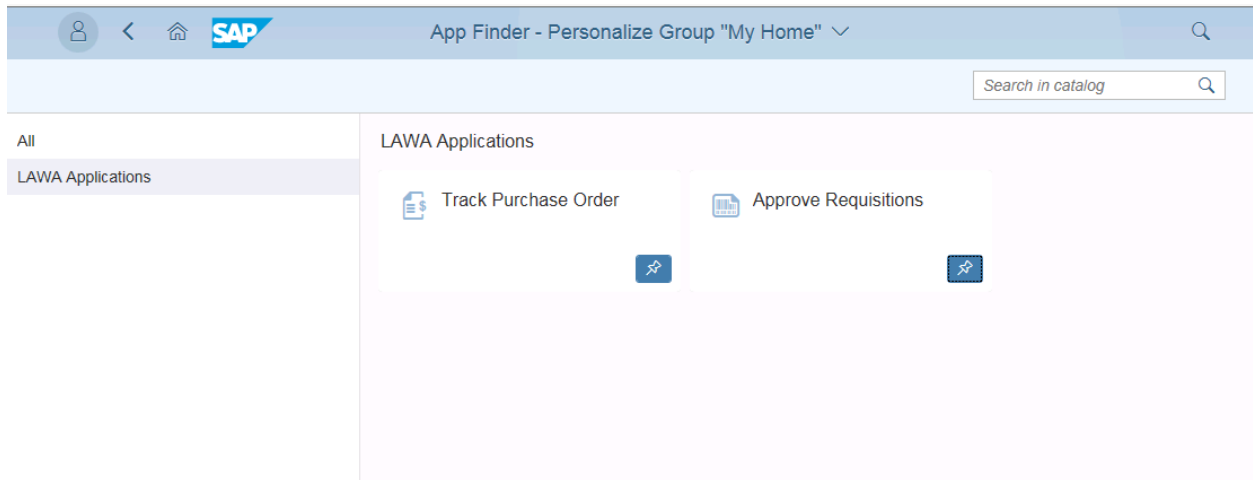**+** ← **Add Fiori Application Tile**

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.

App Finder - Personalize Group "My Home" ∨

All

LAWA Applications

LAWA Applications

Track Purchase Order   Approve Requisitions

Add Fiori Application Tile to My Home Group

After clicking each pushpin a message stating the application has been added will be displayed and the pushpins will be highlighted.
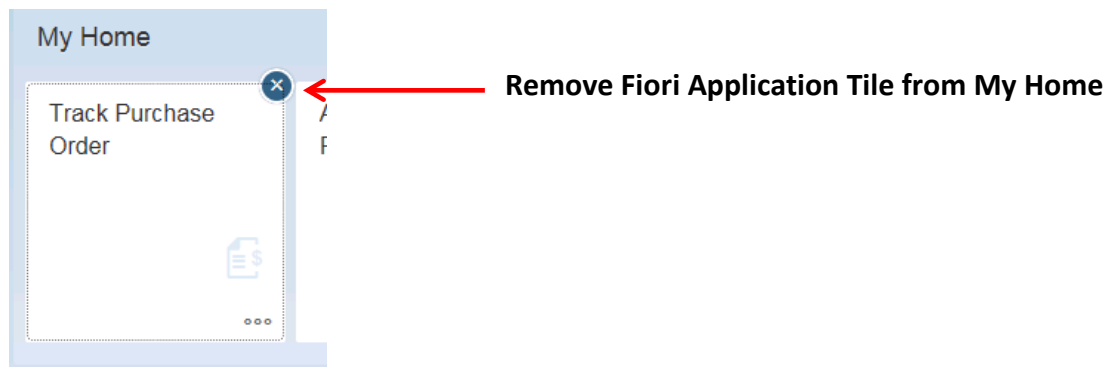
Click the back arrow Icon located at the top left corner to return to the Edit Home Page.
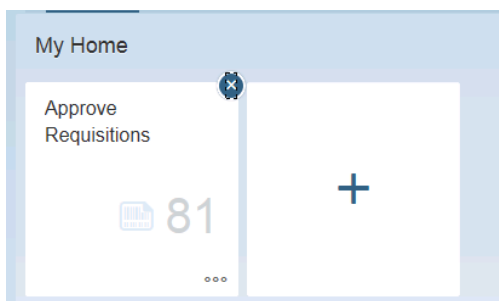
Your 'My Home' group should look like below.

2.2.3 Removing a Fiori Application Tile

Click the ⊗ x icon located at the top right corner a tile to remove the tile from the group.
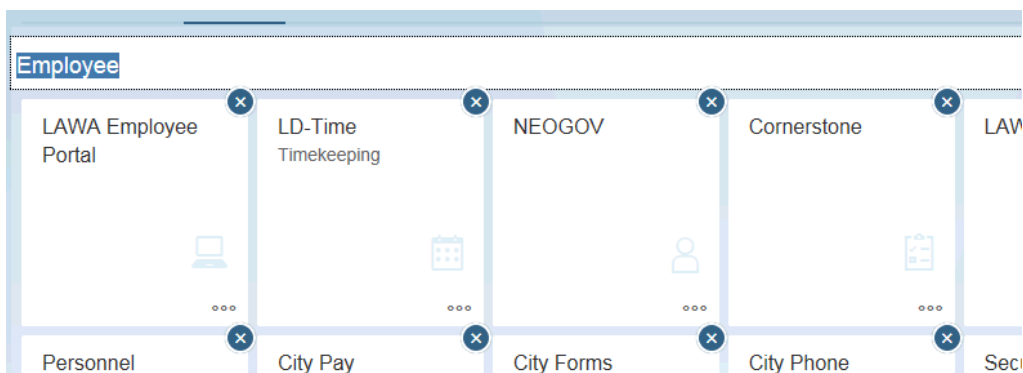
My Home

Track Purchase Order

Remove Fiori Application Tile from My Home

Your 'My Home' group should look like below.

My Home

Approve Requisitions

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➕

2.2.4 Renaming a group

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

Employee

| LAWA Employee Portal	LD-Time Timekeeping	NEOGOV	Cornerstone	LAW
Personnel	City Pay	City Forms	City Phone	Sec

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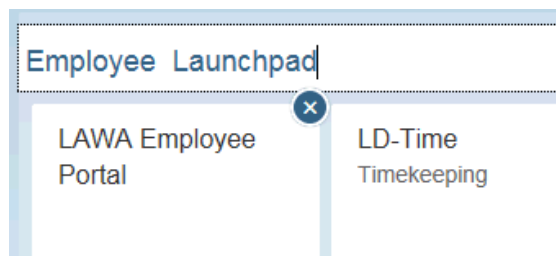
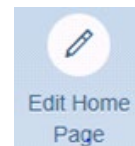Your Home Page should reflect the new name change for the 'Employee' group.
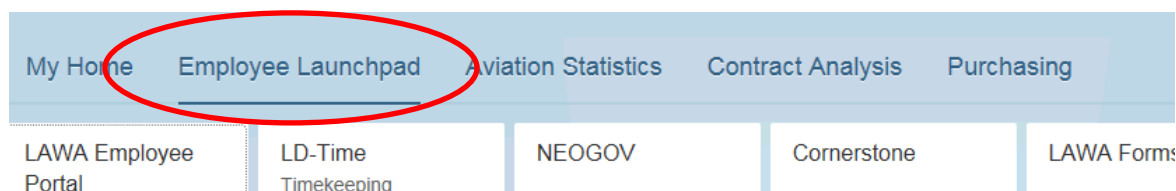
2.2.5 Moving a group

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'
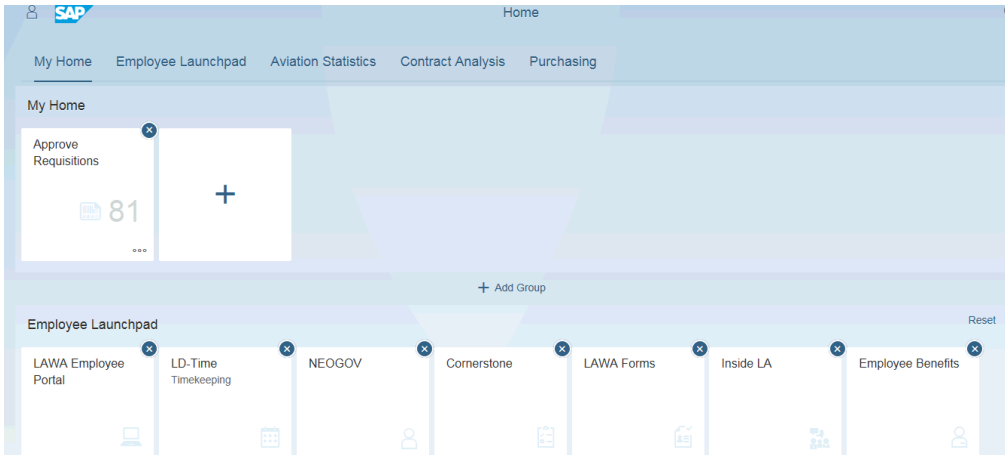
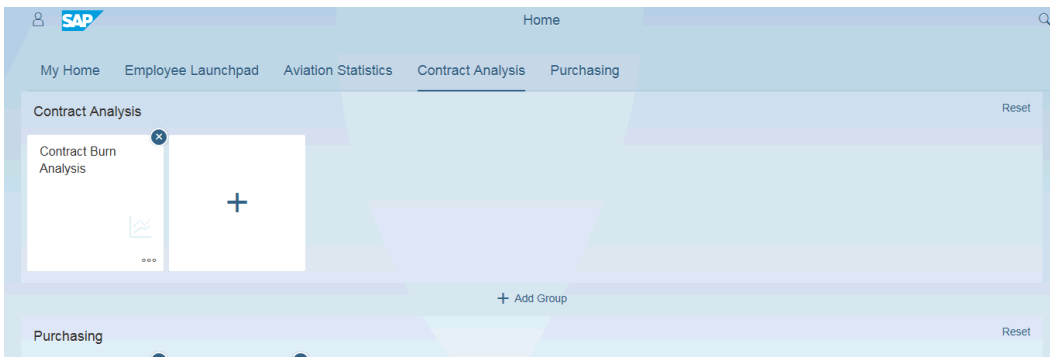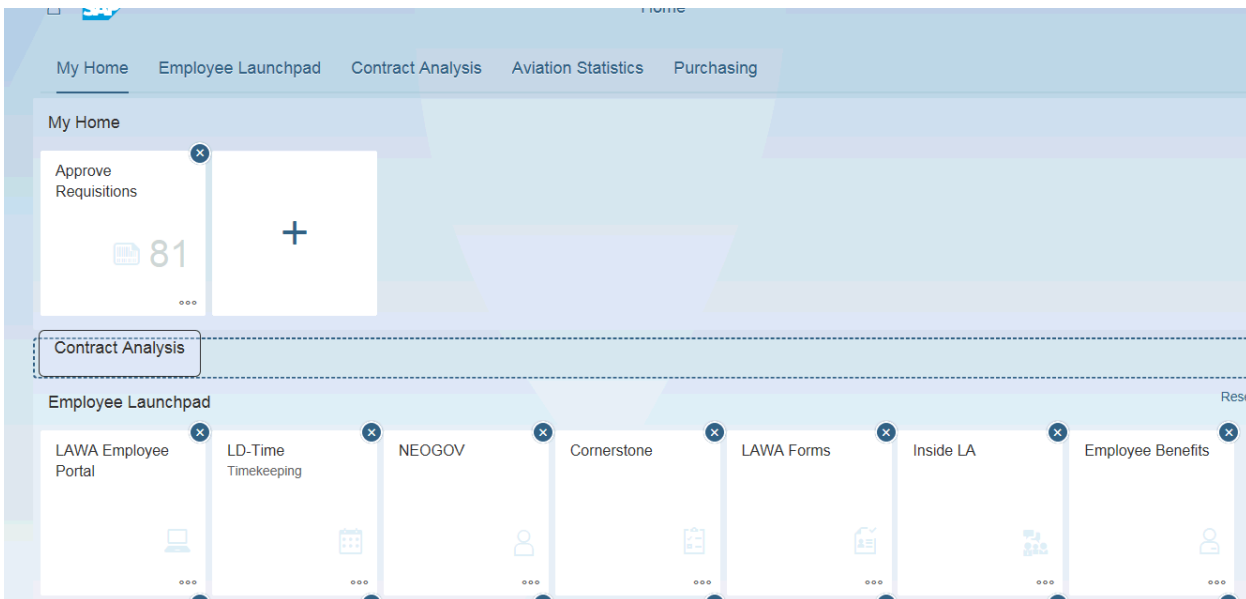Return to edit mode by clicking your profile icon and the 'Edit Home Page' icon. Your home page will appear in edit mode.
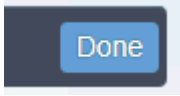
Scroll down the screen until you locate the group 'Contract Analysis'

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. ![Done] ,

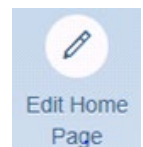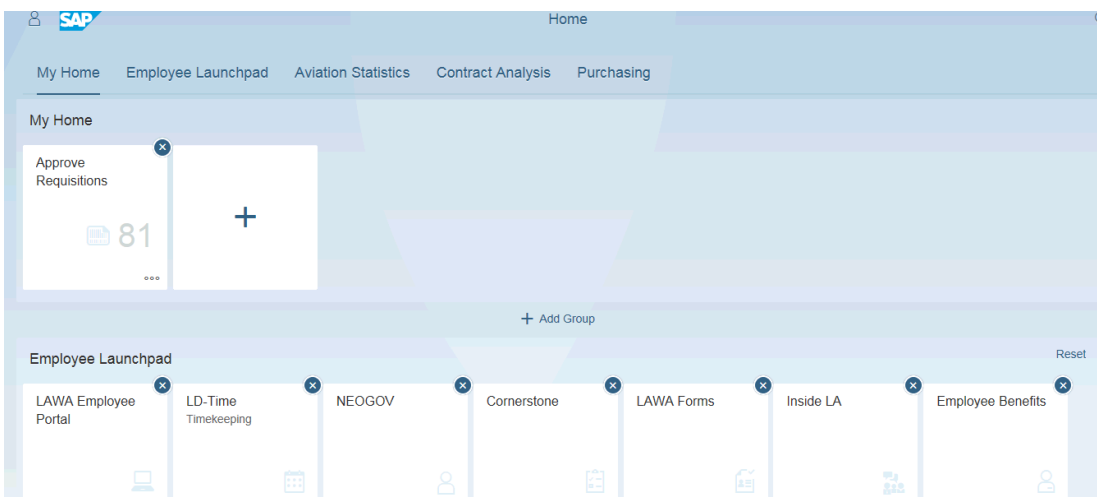Your home page should now look like this. Contract Analysis is now before Employee Launchpad.

2.2.6 Adding a group
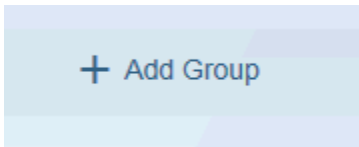
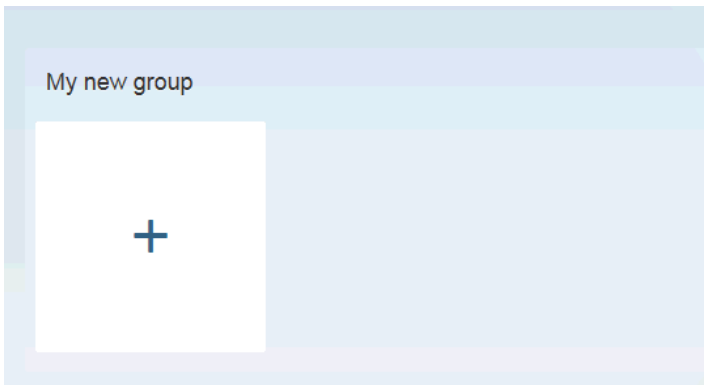Return to edit mode by clicking your profile icon ![profile] and the 'Edit Home Page' icon. ![Edit Home Page]

Your home page will appear in edit mode.

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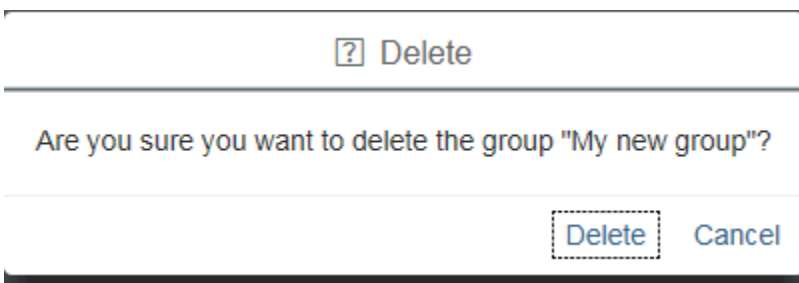

Type in the name of your new group, hit entere, and it is created. You can now add tiles as needed.

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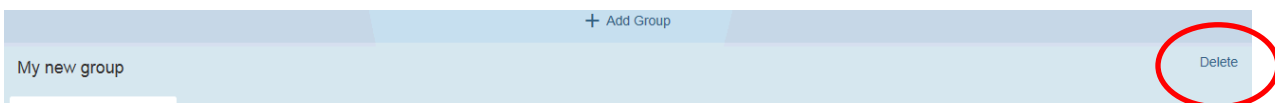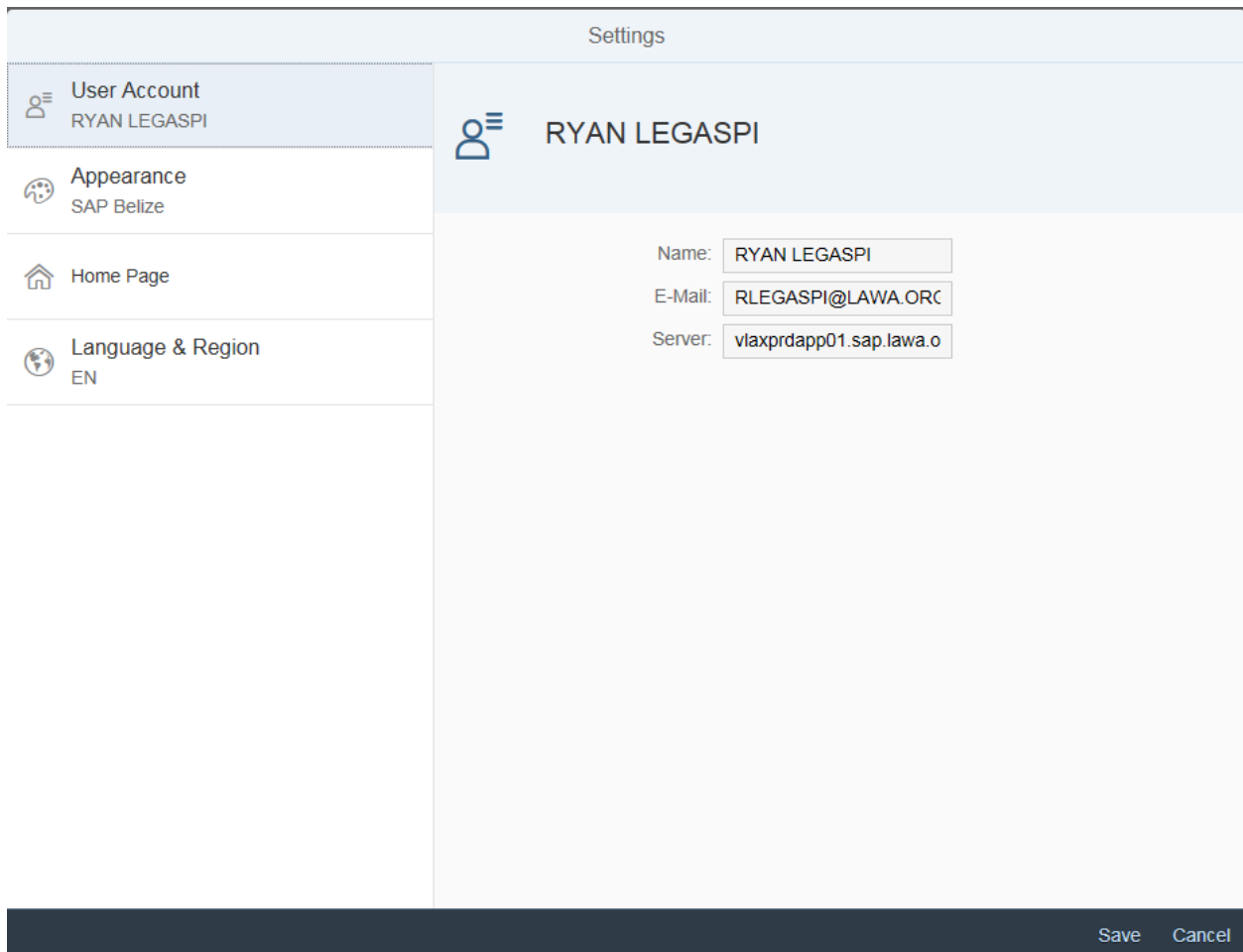

Then click delete to confirm.

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

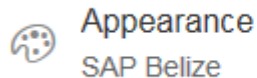## 2.3 Settings – Change Appearance

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.
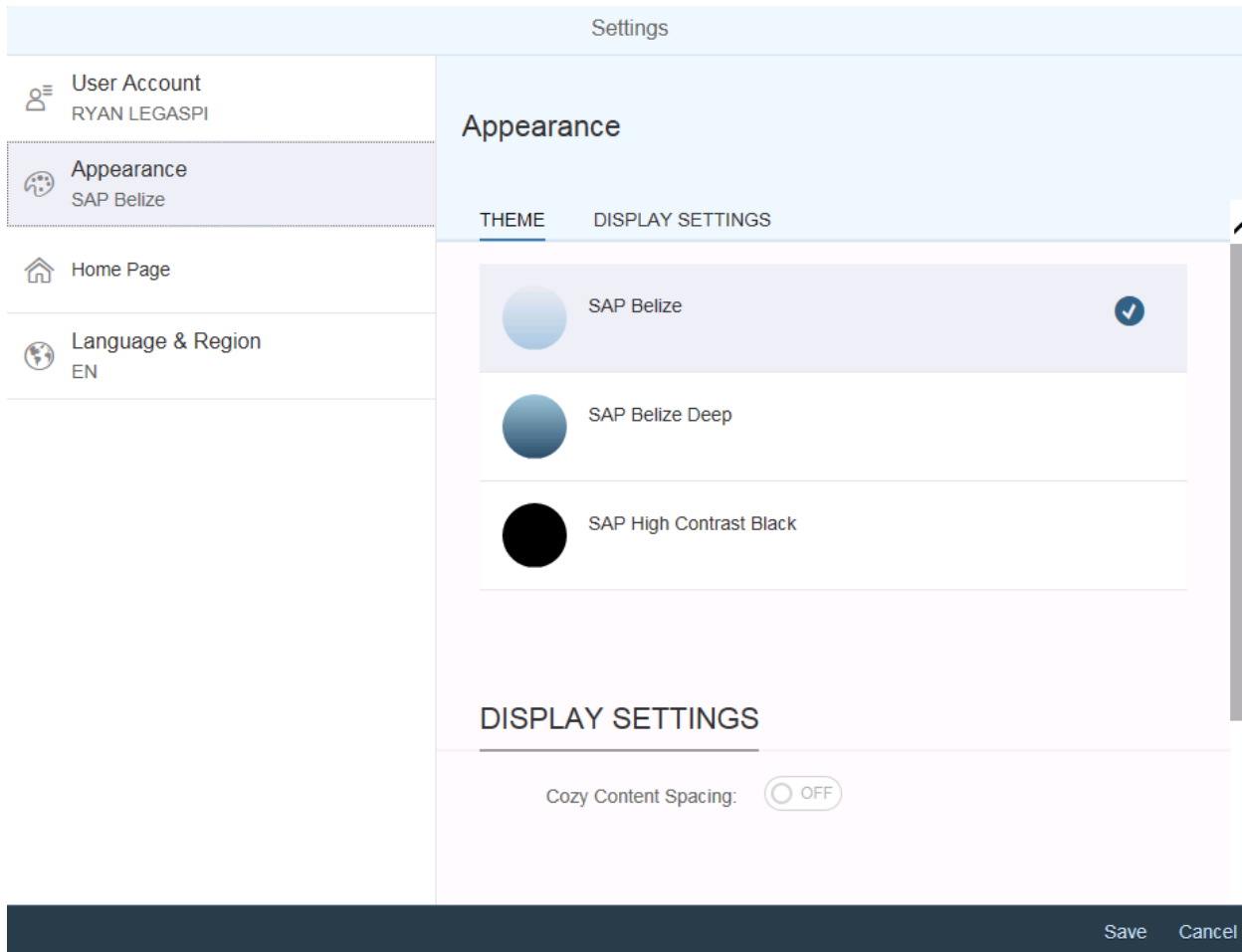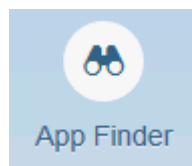

Click on Appearance

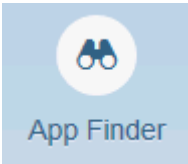The appearance choices will appear. Here you can select a theme of your liking.
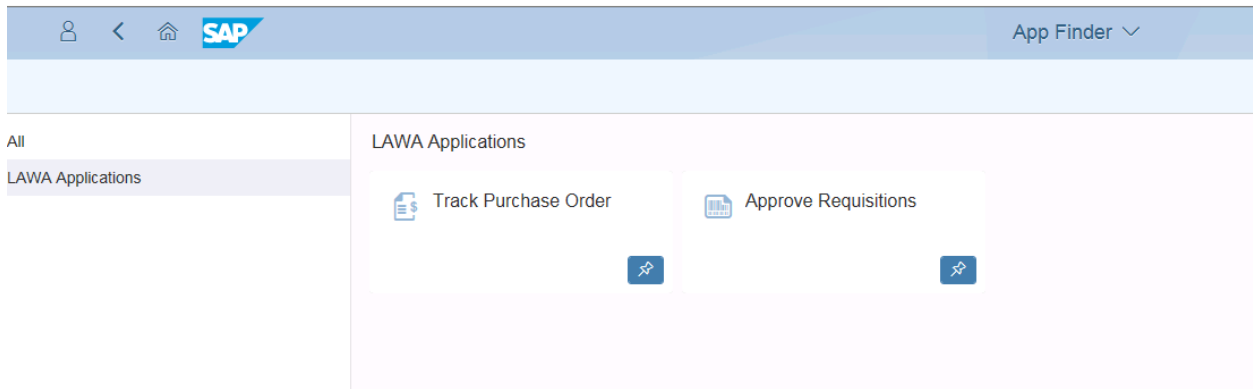
Make your choice and click save at the bottom.

2.4 Settings – App Finder

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

Click on the app finder icon [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.