Davey 360
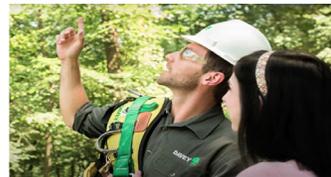**SAP S/4HANA**
Basic Navigation

Course Objectives

- Understand the migration to SAP S/4HANA

- Log on and log off SAP S/4HANA

- Review SAP S/4HANA Screen Elements

- Navigate SAP S/4HANA Homepage Icons

- Set up My Home Page

- Get help in SAP S/4HANA

What Is SAP S/4HANA?

- **SAP S/4HANA** = **S**ystems **A**pplications **P**roducts in data processing, **S**imple, **4**th generation business suite, **H**igh-speed **AN**alytical **A**ppliance

- **SAP S/4HANA** is an Enterprise Resource Planning (ERP) software package that manages day-to-day processes and business operations

  Reasons for Migrating to **SAP S/4HANA**:

- Modernization of our current SAP system

- Maximizes client value, employee efficiency, and shareholder return
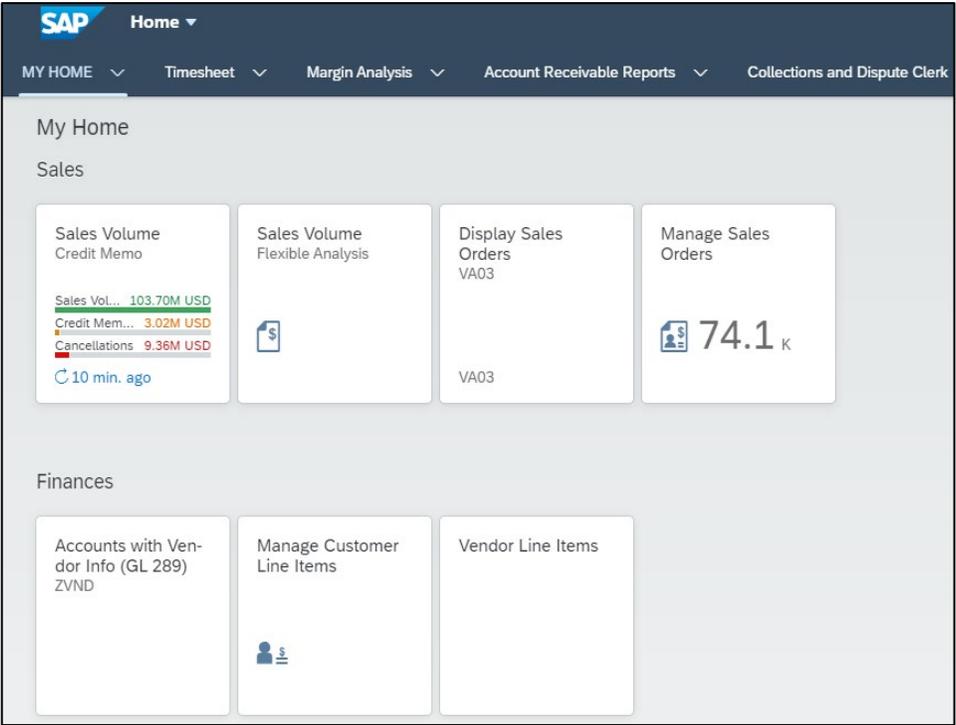
- Provides real-time data insights

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Review SAP S/4HANA Screen Elements & Types of Tiles

Old SAP Interface vs New SAP Interface

- No need to remember transaction codes

- Select a space and page, locate the app you need to use, and single-click its tile

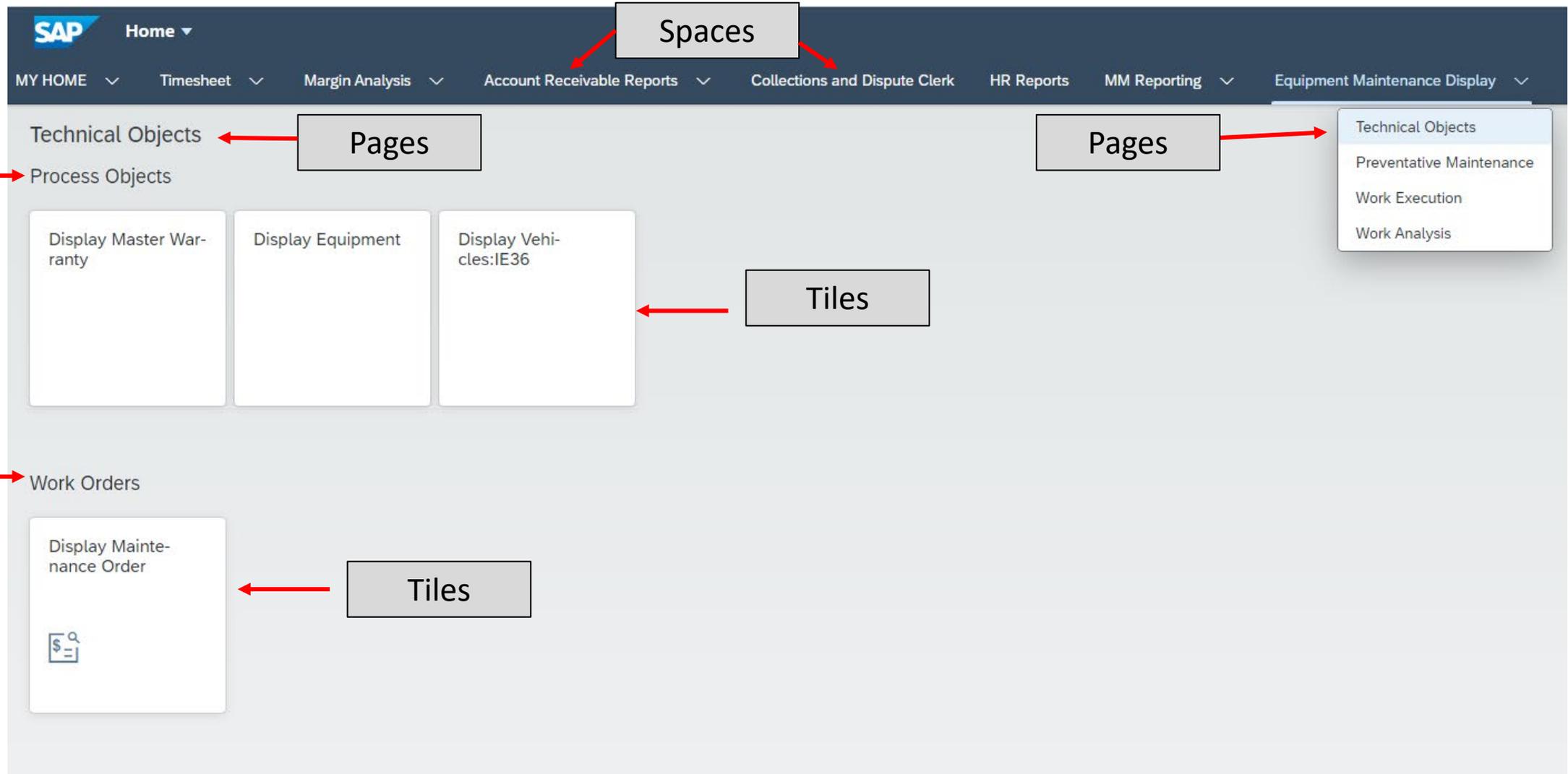- Click **SAP** to navigate back to My Home page
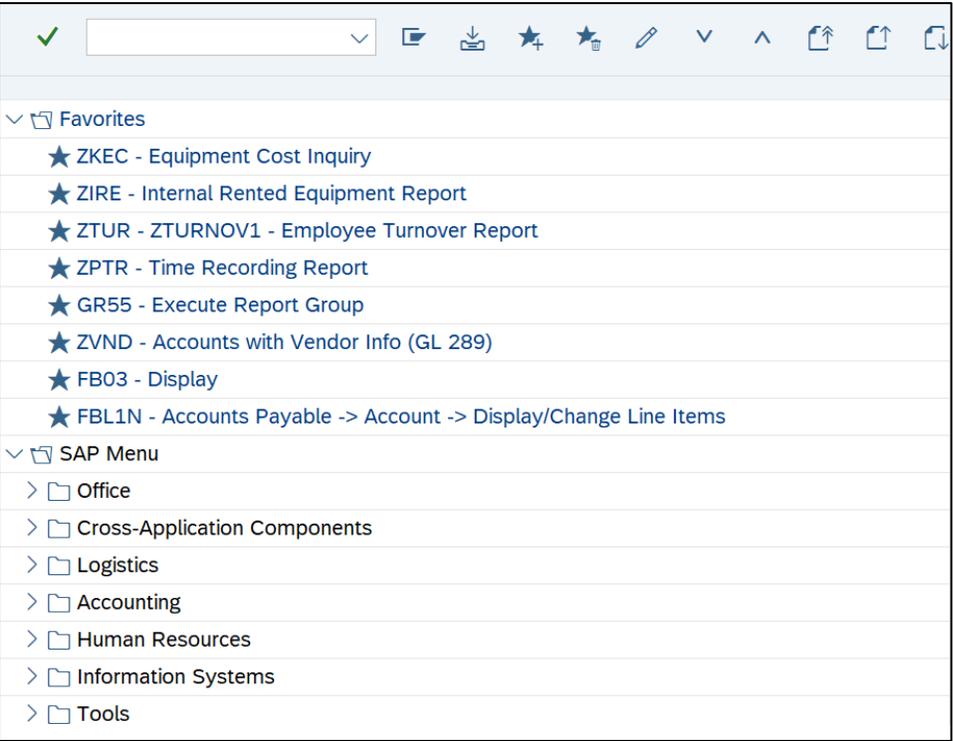
Old SAP ECC Interface (GUI)

New SAP S/4HANA Interface (FIORI)

SAP S/4HANA Screen Elements

Three Types of Tiles

1. **Static** – Displays static content

2. **Dynamic** – Displays real time numbers or dollar values

3. **KPI** - Displays *Key Performance Indicators* and statistics in the form of a micro chart

Static   Dynamic   KPI

Additional Windows

- You can open additional windows to work on more than one app at a time

Click **Ctrl + SAP Logo** to open another window

Log on to SAP S/4HANA

** Remote users need to log in to VPN to access SAP S/4HANA **

Procedure
1. From your browser, enter **sap-qa.davey.com** into the internet search bar
2. Enter your username and password and click the log in button

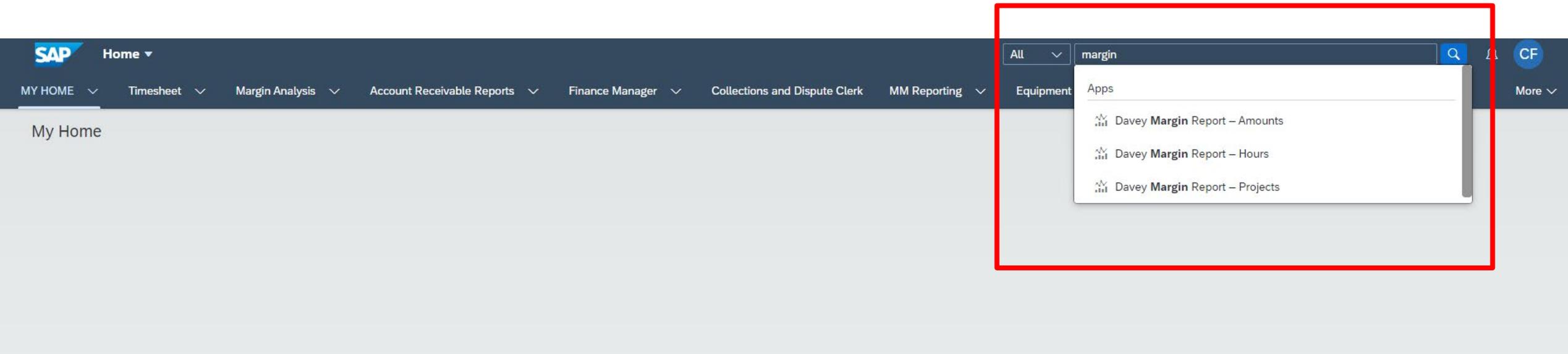## Navigate SAP S/4HANA Screen Elements

Procedure
1. Start from home and select a space and click on a page
2. Review the types of tiles you encounter (static, dynamic or KPI)
3. Click on any tile
4. Click Ctrl + to open an additional window
5. Click to return to the **My Home** page in preparation for the next demonstration
6. What questions do you have?

Navigate SAP S/4HANA Homepage Icons

Search Bar

- Use the **Search bar** to search for apps by typing key words in the search field

- Click the app from the listing to open it

Search Bar

- Use the **Search bar** to search for relative information on a supplier, sales order, etc. without having to run a transaction or report

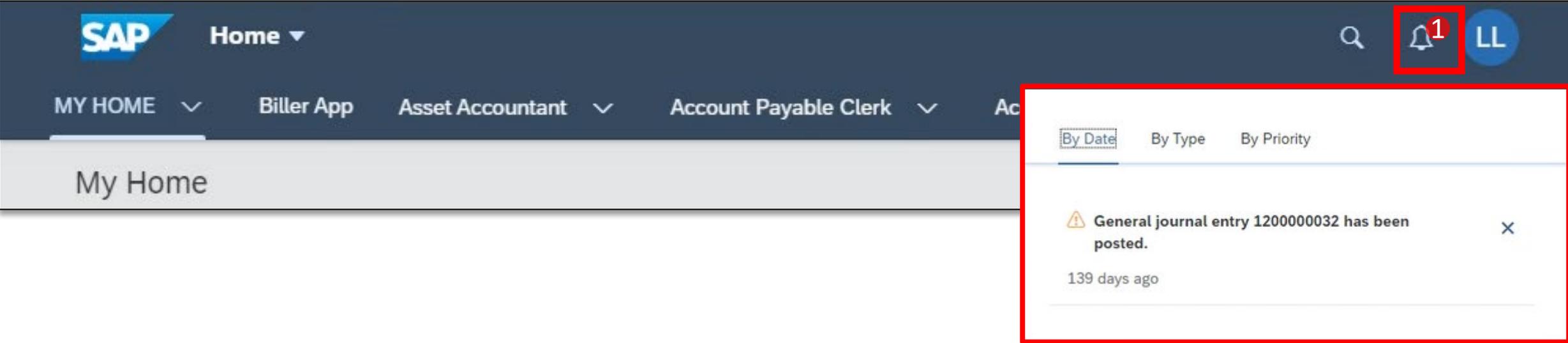- Search category defaults to "All" and can be changed to tailor your search
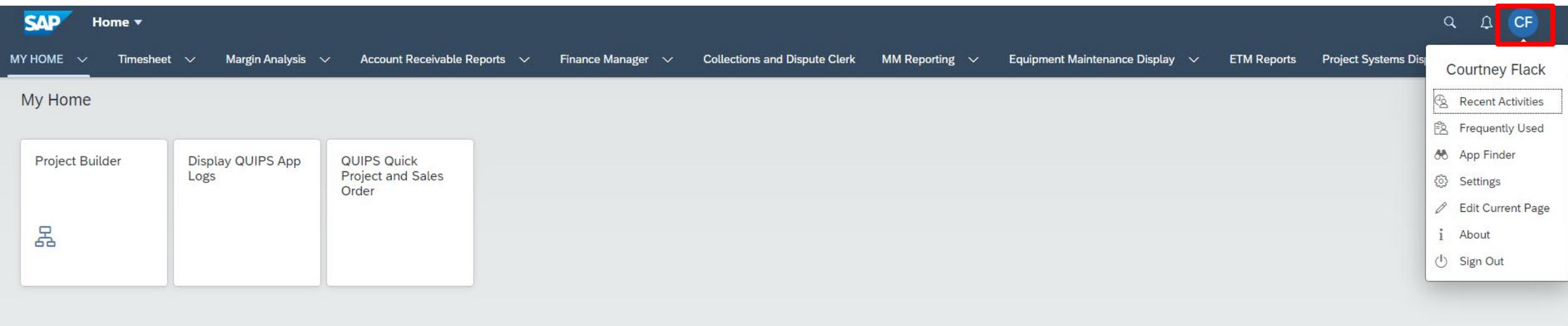
Notifications

- A red number next to the **Notifications** icon indicates you have an important message to review

- Click the icon to review your notifications By Date, By Type, or By Priority

Profile

- Click on your initials to access your **Profile**

- The **Profile** icon provides a menu of options to manage your screen and perform quick navigation

Profile – Recent Activities and Frequently Used

Quick Access

Recent Activities | Frequently Used

🔷	Display Material	
	Application	3 hours ago
🔷	ZC_FI_TRANS_CAT-carjrnlrntry	
	Application	3 hours ago
🔷	ZC_PS_TRANS_CAT-quipslog	
	Application	22 hours ago
🔷	ZC_MM_TRANS_CAT-minorityspend	
	Application	7 days ago
🔷	QUIPS Quick Project and Sales Order	
	Application	25 days ago
🔷	Warranty/Change Order	
	Application	74 days ago
🔷	ZC_FI_TRANS_CAT-ProfitRevenue	
	Application	96 days ago
🔷	ZC_SD_TRANS_CAT-VK13	
	Application	97 days ago

Close

Quick Access

Recent Activities | **Frequently Used**

🔷	ZC_FI_TRANS_CAT-boe
	Application
🔷	ZC_FI_TRANS_CAT-financestatement
	Application
🔷	ZC_FI_TRANS_CAT-ProfitRevenue
	Application
🔷	ZC_FI_TRANS_CAT-GLAccountLine
	Application
🔷	ZC_FI_TRANS_CAT-standardcostproj
	Application
🔷	Display Line Items in General Ledger
	Application
🔷	QUIPS Quick Project and Sales Order
	Application
🔷	Project Actual Cost Line Items
	Application

Close

🔍 🔔 CF

Courtney Flack

- 👤 Recent Activities
- 👥 Frequently Used
- 👓 App Finder
- ⚙️ Settings
- ✏️ Edit Current Page
- ℹ️ About
- ⏻ Sign Out

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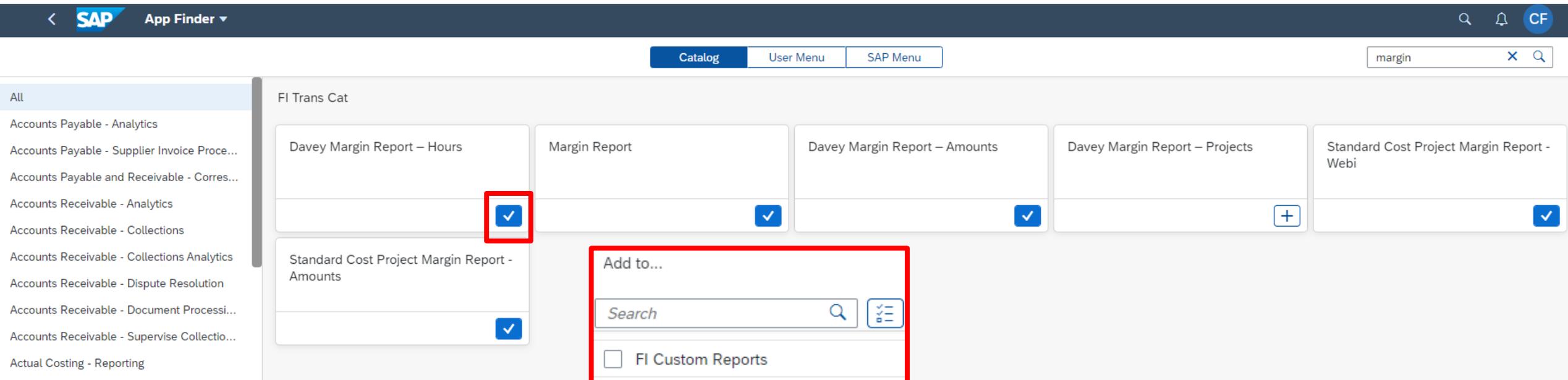
16

Profile – App Finder

- Use the **App Finder** function to search for apps by key words <u>or</u> search by role/function using the scrollbar located in the left-hand panel
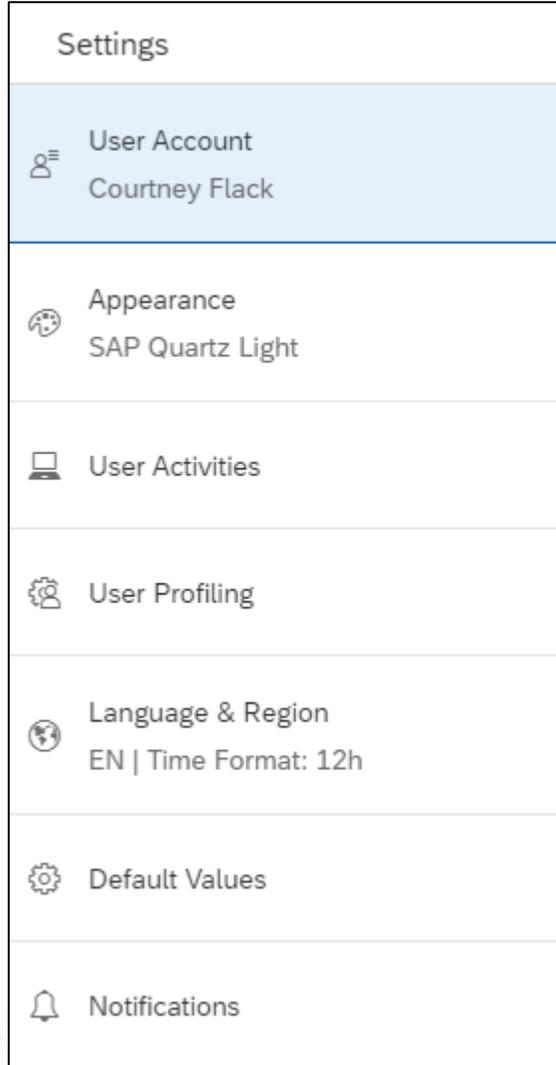
Profile – App Finder

- A ✅ designates the tile exists in one of your assigned Spaces
- Click on the ✅ to see the location of the tile

Profile – Settings

- Use these **Settings** options to set default values and modify your SAP color theme

Settings

- User Account — Name, email and SAP server

- Appearance — Change your color theme

- User Activities — Track recent activity

- User Profiling — Track user's search behavior

- Language & Region — Language & date/time format

- Default Values — Set values for auto population

- Notifications — Set notification alerts
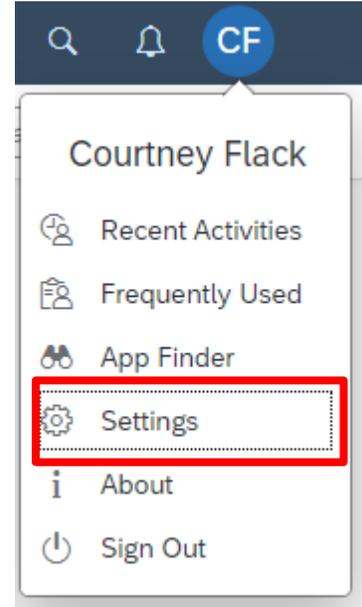
Demonstration/Practice #2

Review Your Homepage Icons and Profile Functionality

Procedure

1. Click on the 🔍 icon and search for an app by typing key words in the search field

2. Click on the 🔍 icon to search for a supplier and/or sales order

3. Review Notifications by clicking on the 🔔 icon and click on the sorting tabs

4. Click on your **Profile** menu to review your recent and frequently used activities

5. Click on **App Finder** and use the scrollbar in the left-hand panel to search by role/function

6. Use the **App Finder** to search for a key word

7. Do you see any tiles with the ✅ that indicate the tile is already part of a Space?

8. Click on your **Profile** to access the **Settings** menu

9. Select the **Appearance** option and modify your color theme

10. Click **SAP** to return to the **My Home** page in preparation for the next demonstration

11. What questions do you have?
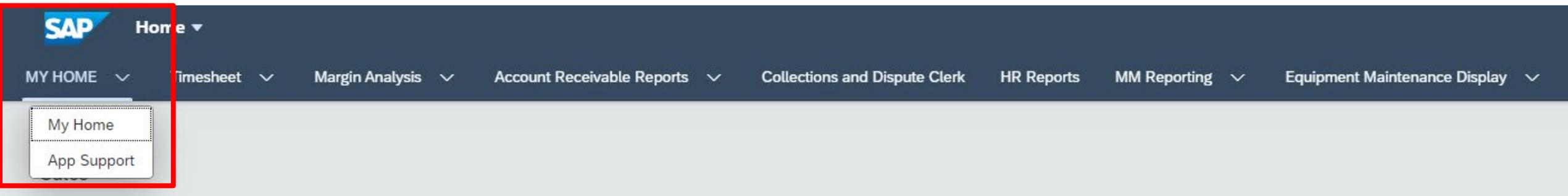
Set Up The
"MY HOME" Page

My Home Space

The **MY HOME** space contains two pages:

- **My Home** – a fully customizable page for your favorite and frequently used apps

- **App Support** - contains tiles for apps you may need for technical support

Setting Up My Home Page

- Starting on your **My Home** page, click your **Profile** and select **Edit Current Page**

Setting Up My Home Page – Adding Sections

- Add and name sections to group your frequently used and favorite tiles

- Hide or delete sections

Setting Up My Home Page – Adding Tiles

- Click "Add tile" to add and organize your frequently used tiles into the sections you created

- Clicking "Add Tile" prompts the **App Finder** to open

- Use the **App Finder** function to search for apps by key words <u>or</u> search by role/function using the scrollbar located in the left-hand panel

Setting Up My Home Page – Adding Tiles With App Finder

- Click ➕ on a tile to add to your **My Home** page
  - o A notification pop-up notifies you the tile has been added to your home page
- Click **SAP** to return to the **Edit Current Page** function when you're done adding tiles

A ✅ designates the tile is already added to your **My Home** page

Setting Up My Home Page – Adding Tiles With App Finder

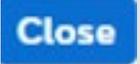- Click **Close** to save your changes to **My Home** page
- Drag and drop tiles to reorder your sections

Setting up **My Home** page

Procedure
1. From your **My Home** page, click your profile and select **Edit Current Page**
2. Add and name two sections
3. Add tiles to your sections using the **App Finder**
4. Click [SAP] to return to the **Edit Current Page** function
5. Click [Close] to save changes to your **My Home** page
6. Reorder the tiles in your sections
7. Click your **Profile** and use **App Finder** to search a tile that is already on **My Home Page**
8. Notice the checkmark indicating the tile has already been added
9. Click [SAP] to return to the **My Home** page
10. What questions do you have?

App Support and Get Help with SAP S/4HANA

App Support Page – Tiles and Purpose

- The **App Support** page includes tiles that help to resolve authorization issues, printing issues and view background jobs

Used by Support to troublshoot security errors	Used to set a default printer	Allows you to search for spools and view print requests	View status of jobs you set up to run in the background	Used to schedule jobs to run in the background

Getting Help with SAP S/4HANA

More Practice: Access the SAP S/4HANA Q system for hands on experience

Questions about logging on? Email heather.arana@davey.com
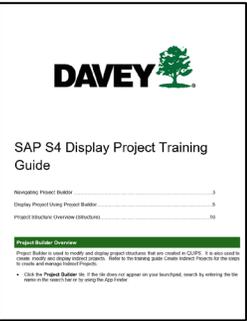
Instructional Material: Review Knowledge Base for available training guides

Questions about the training material? Email change@davey.com

Subject Matter Experts (SMEs) & Leadership: Reach out to these resources with any questions or issues

Log Off SAP S/4HANA

Procedure
1. Click on your Profile and select Sign Out
2. Click Ok to confirm you want to sign out
3. You have been successfully logged out

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Course Summary

Course Summary

Having completed this course, you should now be able to:

- Explain SAP S/4HANA

- Log on and log off SAP S/4HANA

- Review SAP S/4HANA Screen Elements

- Navigate SAP S/4HANA Homepage Icons

- Set up My Home Page

- Get help in SAP S/4HANA

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