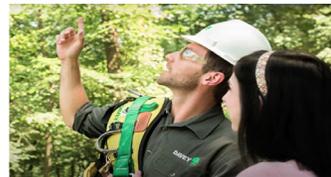




**Davey 360  
SAP S/4HANA  
Basic Navigation**

# 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**<sup>th</sup> generation business suite, **H**igh-speed **A**nalytical **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**:

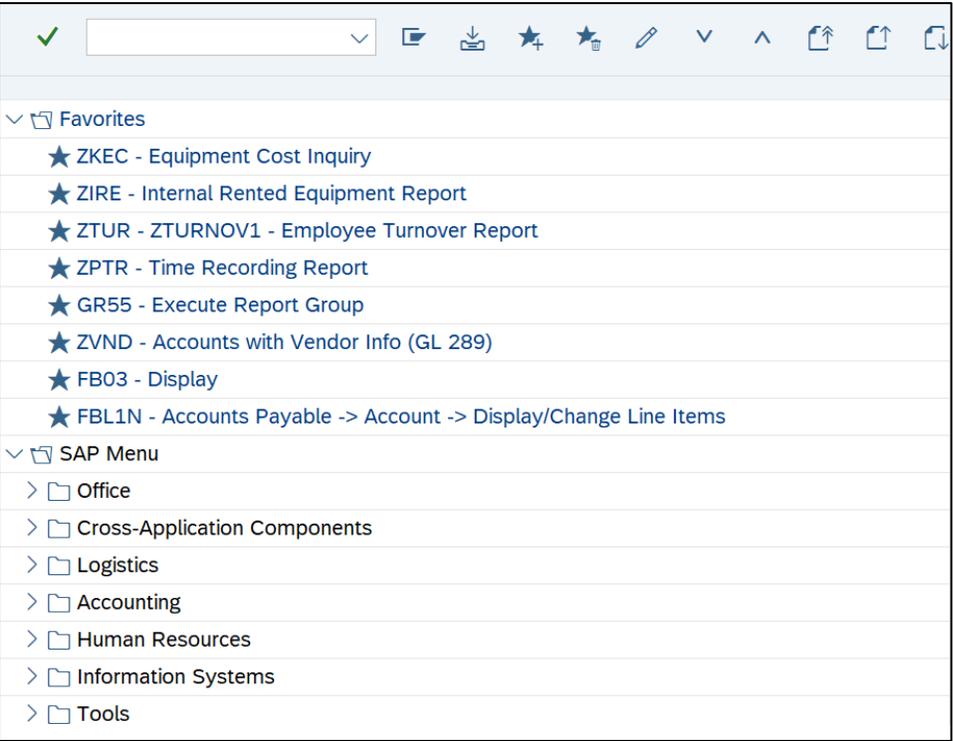
- Modernization of our current SAP system
- Maximizes client value, employee efficiency, and shareholder return
- Provides real-time data insights



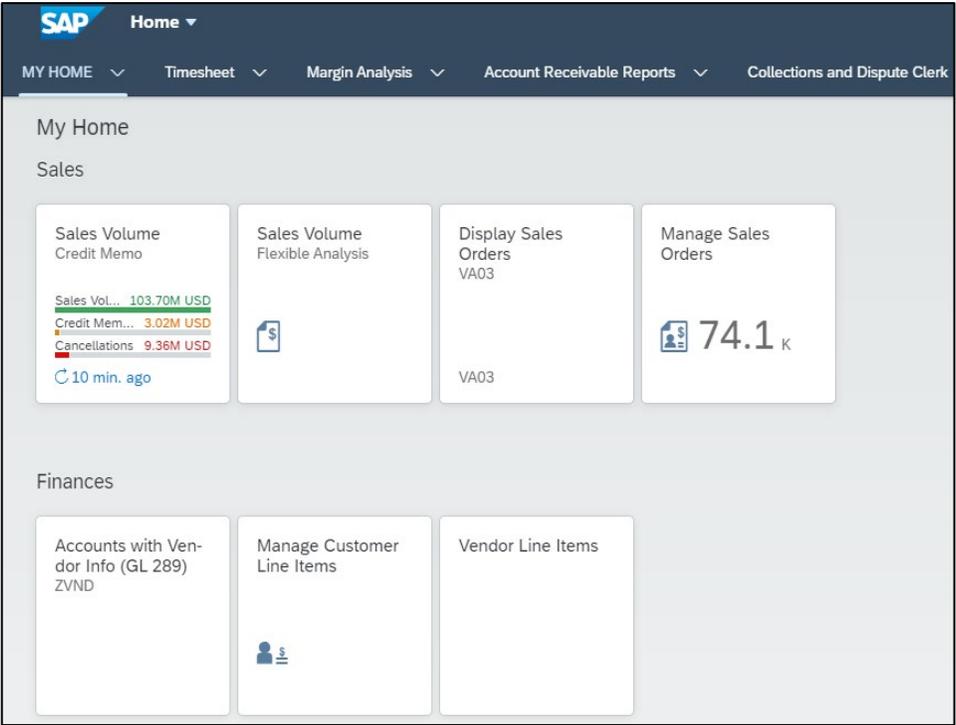
**Review SAP S/4HANA Screen  
Elements & Types of Tiles**

# 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  to navigate back to My Home page

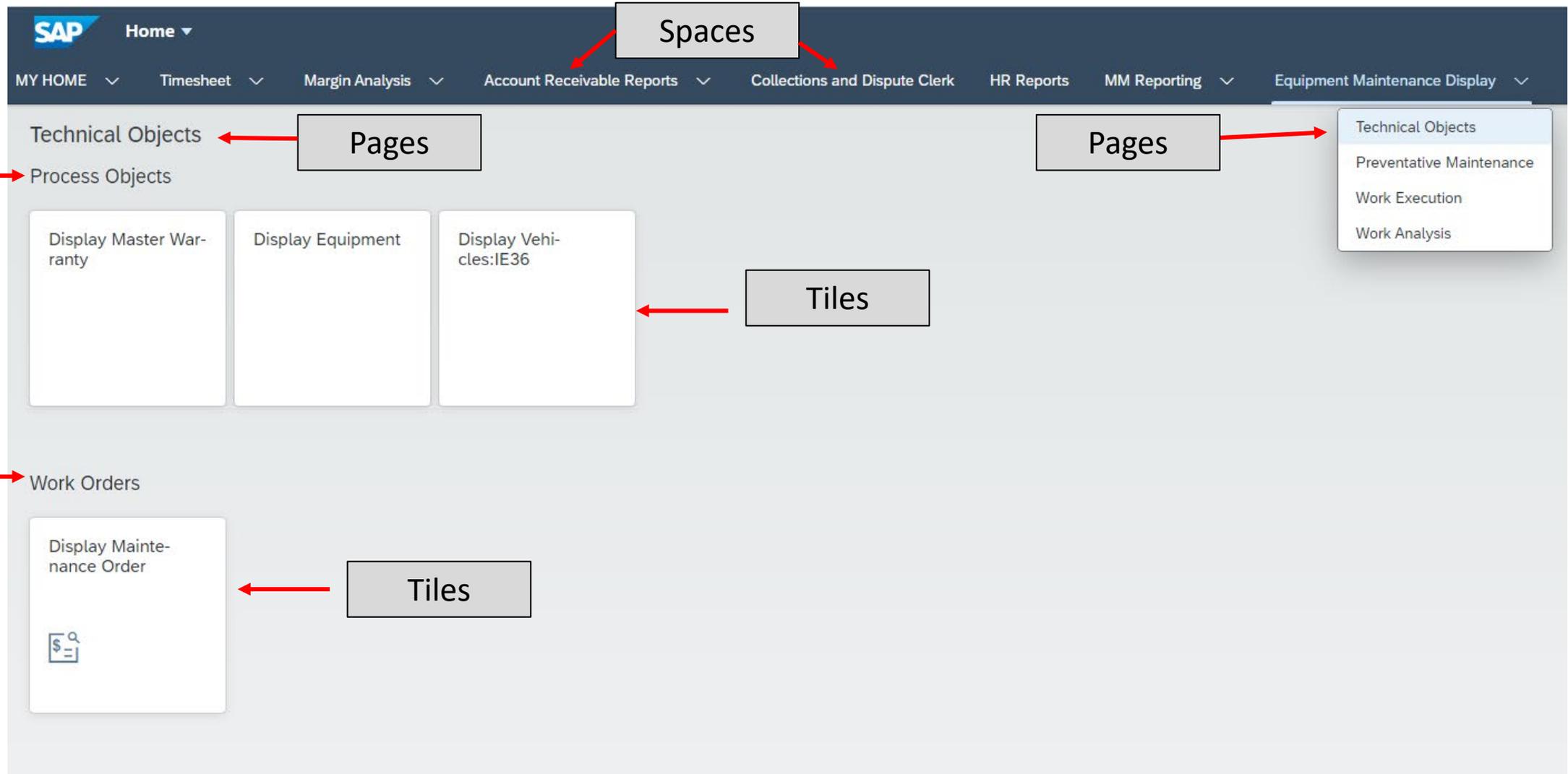


**Old SAP ECC Interface  
(GUI)**



**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

The screenshot shows the SAP My Home dashboard with five tiles. Red arrows point from labels below to specific tiles:

- Static:** Points to the 'Sales Volume Flexible Analysis' tile.
- Dynamic:** Points to the 'Manage Sales Orders' tile, which displays '100 K'.
- KPI:** Points to the 'Sales Volume Credit Memo' tile, which displays a micro chart with values: Sales Vol... 143.73M USD, Credit Mem... 3.88M USD, and Cancellati... 17.24M USD.

Other tiles include 'Display Sales Orders VA03' and 'List Incomplete Sales Contracts' (displaying '0').

# Additional Windows

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

The screenshot shows the SAP Fiori home page. The SAP logo in the top left corner is highlighted with a red box. A grey callout box with a black border is centered over the page, containing the text: "Click **Ctrl + SAP Logo** to open another window". The page layout includes a top navigation bar with "Home" and "MY HOME" (with a dropdown arrow), and a secondary navigation bar with "Timesheet" (with a dropdown arrow), "HR Reports", "MM Reporting" (with a dropdown arrow), "Equipment Maintenance Display" (with a dropdown arrow), and "Project Systems Display". The main content area is titled "My Home" and "Sales", and features four dashboard cards: "Sales Volume Credit Memo" (with sub-items: Sales Vol... 103.89M USD, Credit Mem... 3.02M USD, Cancellations 9.44M USD, and a refresh icon with "5 min. ago"), "Sales Volume Flexible Analysis" (with a dollar sign icon), "Display Sales Orders VA03" (with "VA03" below), and "Manage Sales Orders" (with a dollar sign icon and "74.1 K").

# 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

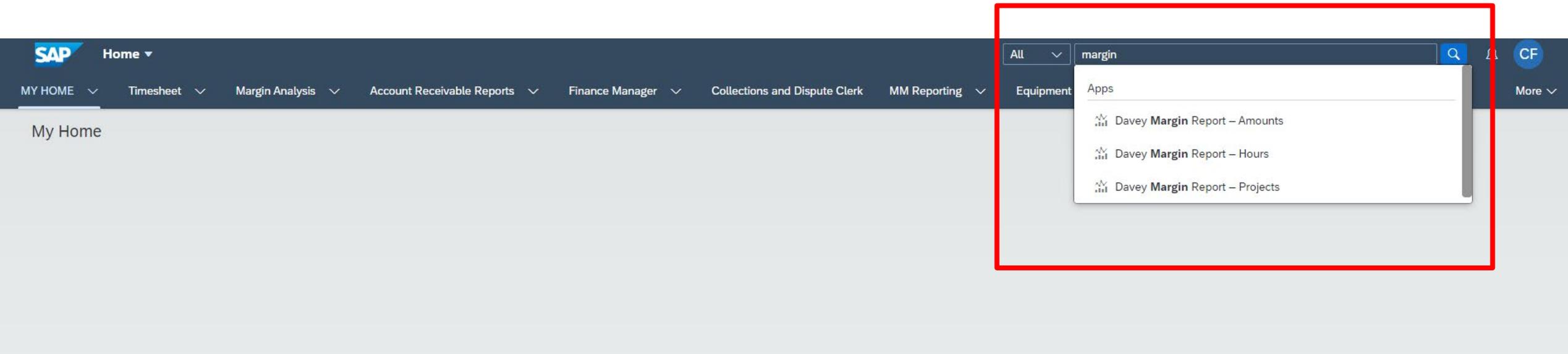
1. Start from home and select a space and click on a page
2. Review the types of tiles you encounter (static, dynamic or KPI)
3. Click on any tile
4. Click Ctrl +  to open an additional window
5. Click  to return to the **My Home** page in preparation for the next demonstration
6. What questions do you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



The screenshot shows the SAP user interface. At the top left is the SAP logo and a 'Home' dropdown menu. Below this is a navigation bar with several menu items: 'MY HOME', 'Timesheet', 'Margin Analysis', 'Account Receivable Reports', 'Finance Manager', 'Collections and Dispute Clerk', and 'MM Reporting'. A search bar is located on the right side of the navigation bar, containing the text 'margin'. A dropdown menu is open below the search bar, displaying a list of search results under the heading 'Apps'. The results are: 'Davey Margin Report – Amounts', 'Davey Margin Report – Hours', and 'Davey Margin Report – Projects'. A red rectangular box highlights the search bar and the dropdown menu.

# 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

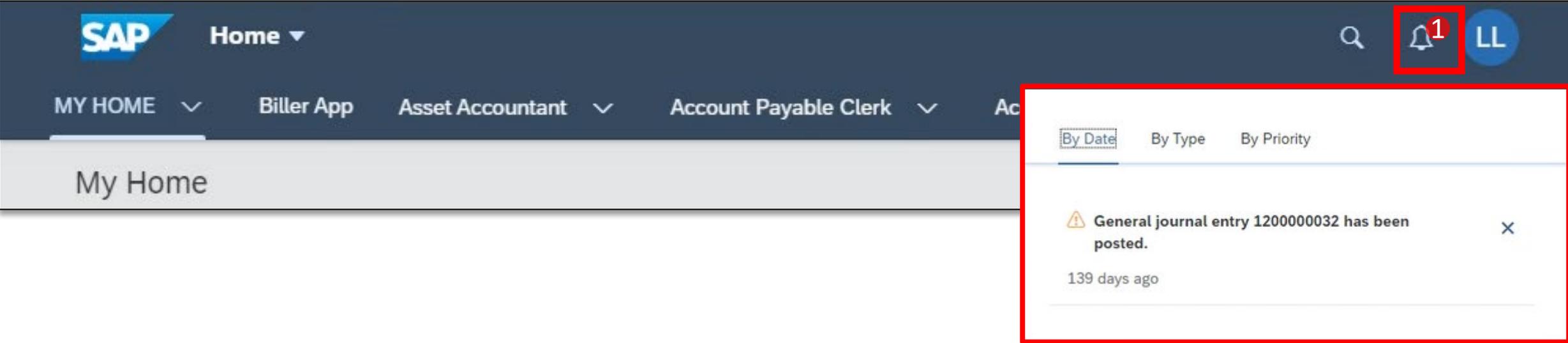
The screenshot displays the SAP Search interface. At the top, the SAP logo and 'Search' dropdown are visible. The search bar contains 'poles, inc' and a search icon. A red box highlights the search bar area, including the category dropdown set to 'All'. Below the search bar, the search results are displayed under the 'All' category. The results show 'POLES, INC. 15005273 | Supplier duplicate QE1010-VENDOR\_H~'. The details for this supplier are as follows:

Country: USA	Postal Code/City: 80829-2727 MANITOU SPRINGS	Street: 336 CLARKSLEY RD	Business Pa 15005273
Additional Name: -	Region: Colorado	Fax: -	Email: -
Tax Number: 200142466	VAT Registration Number: -	Industry: -	Supplier: <b>POLES, INC.</b>

At the bottom right of the results, there is a link: 'Display Supplier Item Change Log ^'.

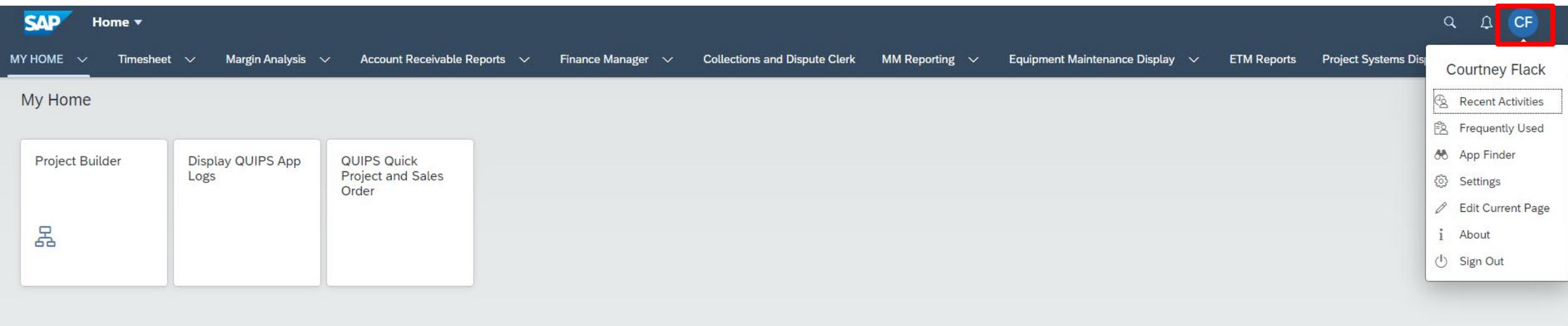
# Notifications

- 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



The screenshot displays the SAP user interface. At the top left is the SAP logo and a 'Home' dropdown menu. A navigation bar contains various application categories with dropdown arrows: MY HOME, Timesheet, Margin Analysis, Account Receivable Reports, Finance Manager, Collections and Dispute Clerk, MM Reporting, Equipment Maintenance Display, ETM Reports, and Project Systems Dis. On the right side of the navigation bar, there is a search icon, a notification bell icon, and a profile icon labeled 'CF' which is highlighted with a red box. A dropdown menu is open from the 'CF' icon, listing the following options: Courtney Flack, Recent Activities, Frequently Used, App Finder, Settings, Edit Current Page, About, and Sign Out. Below the navigation bar, the 'My Home' section is visible, featuring three white tiles: 'Project Builder' with a tree icon, 'Display QUIPS App Logs', and 'QUIPS Quick Project and Sales Order'.

# Profile – Recent Activities and Frequently Used

Quick Access

**Recent Activities** Frequently Used

Display Material Application	3 hours ago
ZC_FI_TRANS_CAT-carjrnlnrtry Application	3 hours ago
ZC_PS_TRANS_CAT-quiplog 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-financstatement 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

About

Sign Out

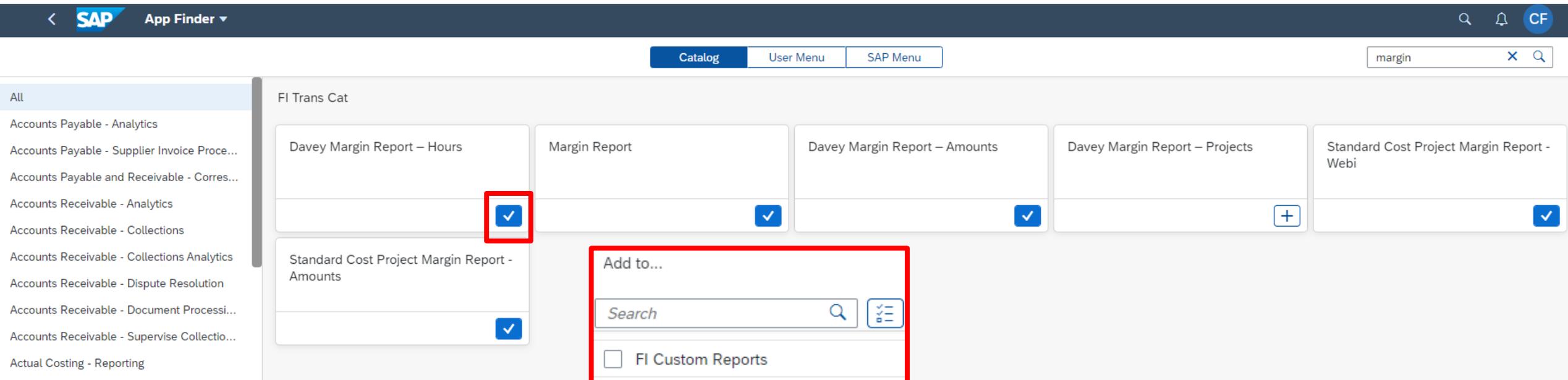
# Profile – App Finder

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

The screenshot displays the SAP App Finder interface. The top navigation bar includes the SAP logo, 'App Finder', and user initials 'CF'. Below the navigation bar, there are tabs for 'Catalog', 'User Menu', and 'SAP Menu'. A search bar on the right contains the text 'quips'. The main content area shows search results for 'PS Trans Cat', including 'QUIPS Quick Project and Sales Order' and 'Display QUIPS App Logs', both with checkmarks. On the left, a list of application categories is visible, with 'All' selected. On the right, a user profile menu is open, showing the user's name 'Courtney Flack' and various options: 'Recent Activities', 'Frequently Used', 'App Finder' (highlighted with a red box), 'Settings', 'About', and 'Sign Out'.

# Profile – App Finder

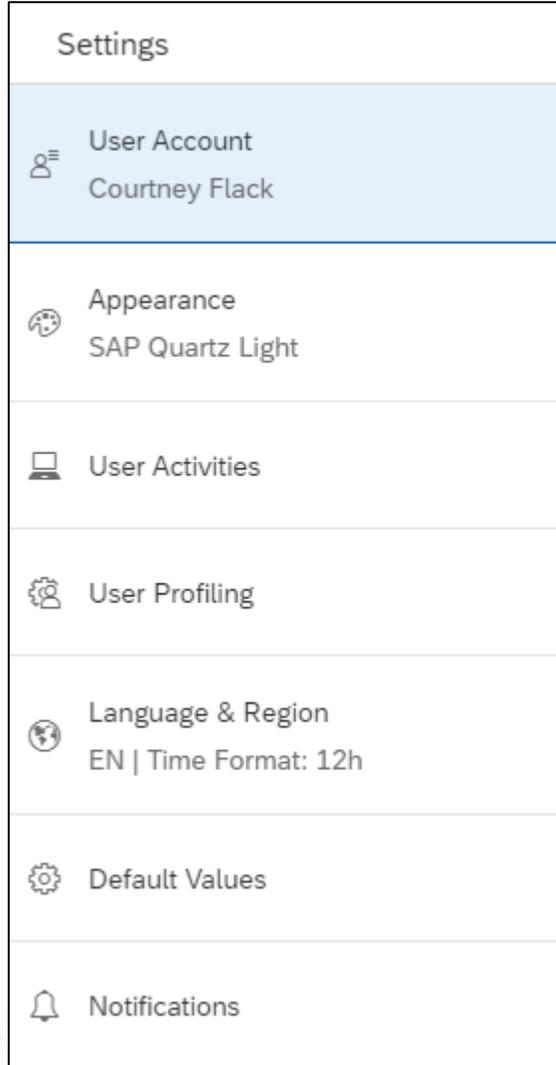
- A  designates the tile exists in one of your assigned Spaces
- Click on the  to see the location of the tile



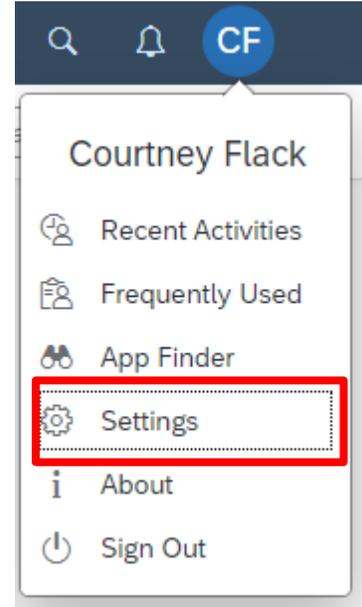
The screenshot displays the SAP App Finder interface. The top navigation bar includes the SAP logo, 'App Finder', and search icons. Below the navigation bar, there are tabs for 'Catalog', 'User Menu', and 'SAP Menu'. A search bar on the right contains the text 'margin'. The main content area shows a grid of application tiles under the heading 'FI Trans Cat'. The tiles are: 'Davey Margin Report – Hours' (with a blue checkmark icon), 'Margin Report' (with a blue checkmark icon), 'Davey Margin Report – Amounts' (with a blue checkmark icon), 'Davey Margin Report – Projects' (with a plus icon), and 'Standard Cost Project Margin Report - Webi' (with a blue checkmark icon). A red box highlights the blue checkmark icon on the 'Davey Margin Report – Hours' tile. An 'Add to...' dialog box is open in the foreground, also highlighted with a red box. It contains a search field, a list of categories with checkboxes, and 'Add' and 'Cancel' buttons at the bottom. The categories and their states are: 'FI Custom Reports' (unchecked), 'Margin Analysis' (checked), 'DT Margin Analysis' (checked), 'DT Controlling - Projects' (unchecked), 'MM Reporting' (checked), and 'Inventory' (unchecked).

# Profile – Settings

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



- 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  to return to the **My Home** page in preparation for the next demonstration
11. What questions do you have?

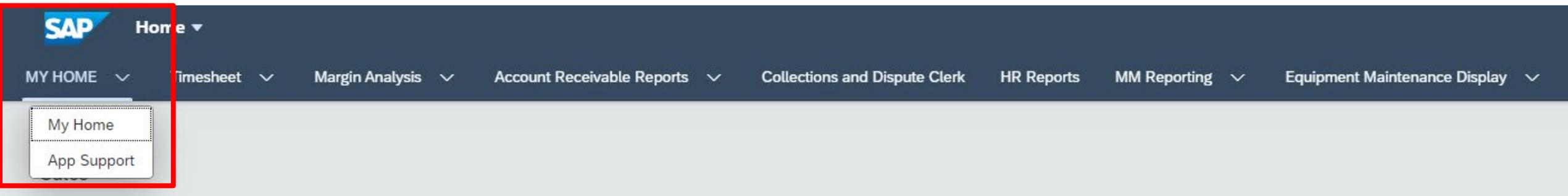


**Set Up The  
"MY HOME" Page**

# 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**

The screenshot displays the SAP My Home interface. At the top left, the SAP logo and 'Home' dropdown are visible. The navigation bar contains several menu items: 'MY HOME', 'Timesheet', 'Margin Analysis', 'Account Receivable Reports', 'Finance Manager', 'Collections and Dispute Clerk', 'MM Reporting', 'Equipment Maintenance Display', 'ETM Reports', and 'Project Systems Dis'. The 'MY HOME' menu item is highlighted with a red box. On the right side, a user profile dropdown menu is open, showing the user's name 'Courtney Flack' and a profile icon with 'CF' inside a red box. The dropdown menu includes options: 'Recent Activities', 'Frequently Used', 'App Finder', 'Settings', 'Edit Current Page' (highlighted with a red box), 'About', and 'Sign Out'. Below the navigation bar, the 'My Home' section is visible, showing a 'Margins' category with two report tiles: 'Margin Report' and 'Davey Margin Report – Amounts'.

# Setting Up My Home Page – Adding Sections

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

The screenshot displays the SAP My Home interface. At the top, there is a navigation bar with the SAP logo, a 'Home' dropdown, and a search bar. Below this, a menu lists various SAP modules: MY HOME, Timesheet, Margin Analysis, Account Receivable Reports, Finance Manager, Collections and Dispute Clerk, MM Reporting, Equipment Maintenance Display, ETM Reports, Project Systems Display, and Sales Management. The main content area is titled 'My Home' and features a 'Section Title' input field with the placeholder text 'Enter a section title'. To the right of this field are three buttons: 'Add Tile', 'Hide Section', and 'Reset Section'. Below the input field, a 'Project Builder' tile is visible, containing a grid icon and a close button. A red box highlights a '+ Add Section' button located below the first section. The second section has a 'Section Title' input field containing the text 'Margins'. To its right are three buttons: 'Add Tile', 'Hide Section', and 'Delete Section', with the latter two highlighted by a red box. Below this section, two tiles are shown: 'Margin Report' and 'Davey Margin Report – Amounts', each with a close button. A second red box highlights another '+ Add Section' button at the bottom of the page.

# Setting Up My Home Page – Adding Tiles

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

The screenshot displays the SAP My Home interface. At the top, there is a navigation bar with the SAP logo, a 'Home' dropdown, and search, notification, and user profile icons. Below this is a secondary navigation bar with various menu items like 'MY HOME', 'Timesheet', 'Margin Analysis', etc. The main content area is titled 'My Home' and features a section titled 'Projects'. This section has a text input field for the section title, which currently contains the word 'Projects'. To the right of the input field are three buttons: 'Add Tile', 'Hide Section', and 'Reset Section'. The 'Add Tile' button is highlighted with a red rectangular box. On the left side of the 'Projects' section, there is a floating tile for 'Project Builder' with a close button in the top right corner and a menu icon in the bottom right corner.

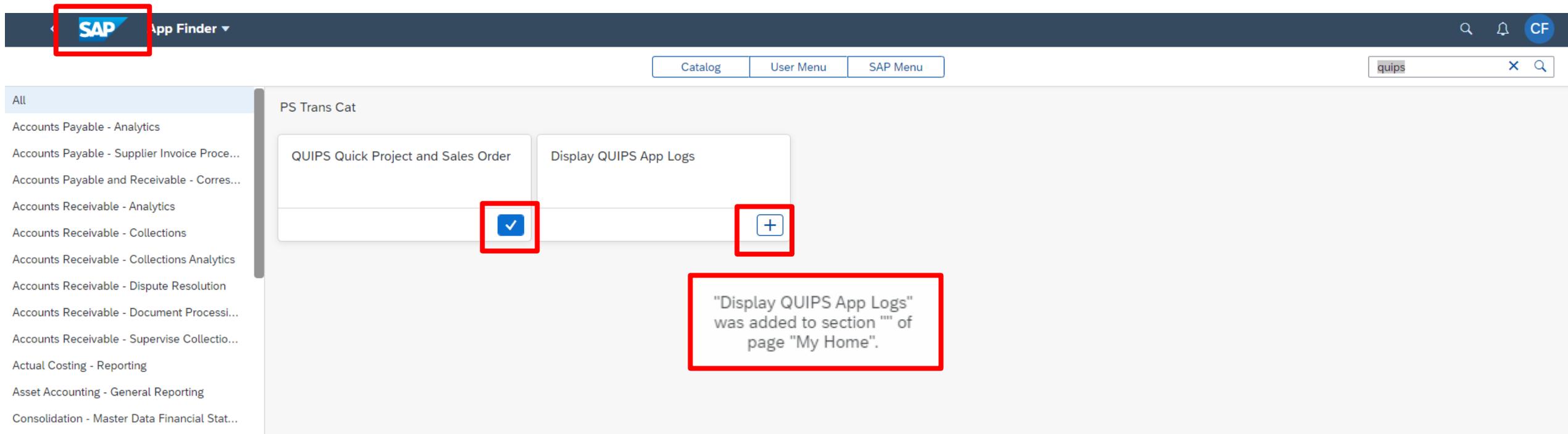
# Setting Up My Home Page – Adding Tiles With App Finder

- Clicking “Add Tile” prompts the **App Finder** to open
- Use the **App Finder** function to search for apps by key words or search by role/function using the scrollbar located in the left-hand panel

The screenshot displays the SAP App Finder interface. At the top left, the SAP logo and 'App Finder' are visible. The top right contains search, notification, and user profile icons. Below the header, there are tabs for 'Catalog', 'User Menu', and 'SAP Menu'. A search bar on the right contains the text 'quips'. On the left, a vertical list of application categories is shown, with the 'All' category selected and highlighted by a red box. The main area displays search results for 'quips' under the heading 'PS Trans Cat'. Two application tiles are visible: 'QUIPS Quick Project and Sales Order' and 'Display QUIPS App Logs'. Each tile has a blue '+' button at the bottom right corner.

# Setting Up My Home Page – Adding Tiles With App Finder

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



The screenshot shows the SAP App Finder interface. The top navigation bar includes the SAP logo (highlighted with a red box), 'App Finder', and search icons. Below the navigation bar are tabs for 'Catalog', 'User Menu', and 'SAP Menu'. A search bar on the right contains the text 'quips'. On the left, a list of application categories is visible, including 'Accounts Payable - Analytics', 'Accounts Payable - Supplier Invoice Proce...', 'Accounts Payable and Receivable - Corres...', 'Accounts Receivable - Analytics', 'Accounts Receivable - Collections', 'Accounts Receivable - Collections Analytics', 'Accounts Receivable - Dispute Resolution', 'Accounts Receivable - Document Processi...', 'Accounts Receivable - Supervise Collectio...', 'Actual Costing - Reporting', 'Asset Accounting - General Reporting', and 'Consolidation - Master Data Financial Stat...'. The main content area displays two tiles under the heading 'PS Trans Cat': 'QUIPS Quick Project and Sales Order' and 'Display QUIPS App Logs'. The first tile has a blue checkmark icon (highlighted with a red box), and the second has a blue plus icon (highlighted with a red box). A notification box at the bottom right states: "Display QUIPS App Logs" was added to section "" of page "My Home".

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

# Setting Up My Home Page – Adding Tiles With App Finder

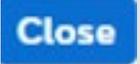
- Click **Close** to save your changes to **My Home** page
- Drag and drop tiles to reorder your sections

The screenshot shows the SAP My Home configuration page. At the top, there is a navigation bar with the SAP logo and a 'Home' dropdown menu. Below this is a horizontal menu with various application categories like 'MY HOME', 'Timesheet', 'Margin Analysis', etc. The main area is titled 'My Home' and contains two sections. The first section has a title field 'Enter a section title' and three tiles: 'Project Builder', 'QUIPS Quick Project and Sales Order', and 'Display QUIPS App Logs'. The second section has a title field 'Margins' and two tiles: 'Margin Report' and 'Davey Margin Report – Amounts'. Each tile has a close button (X) and a menu icon (three dots). At the bottom right of the configuration area, there is a blue 'Close' button highlighted with a red border.

Close

## 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  to return to the **Edit Current Page** function
5. Click  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  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

The screenshot displays the SAP user interface. At the top left is the SAP logo and a 'Home' dropdown menu. Below this is a navigation bar with 'MY HOME' (highlighted with a red box and a dropdown menu showing 'My Home' and 'App Support'), 'Timesheet', 'Margin Analysis', 'Account Receivable Reports', 'Collections and Dispute Clerk', and 'HR Reports'. The main content area features five tiles, each outlined in red:

- Evaluate Authorization Check SU53**: Used by Support to troubleshoot security errors
- Maintain Users Own Data SU3**: Used to set a default printer
- Output Controller Spool Request**: Allows you to search for spools and view print requests
- Overview of job selection**: View status of jobs you set up to run in the background
- Schedule Background Job**: Used to schedule jobs to run in the background

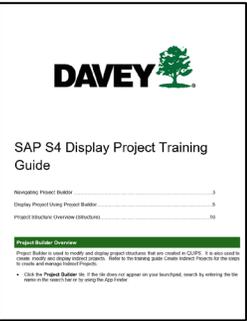
<b>Evaluate Authorization Check SU53</b>	<b>Maintain Users Own Data SU3</b>	<b>Output Controller Spool Request</b>	<b>Overview of job selection</b>	<b>Schedule Background Job</b>
<b>Used by Support to troubleshoot security errors</b>	<b>Used to set a default printer</b>	<b>Allows you to search for spools and view print requests</b>	<b>View status of jobs you set up to run in the background</b>	<b>Used to schedule jobs to run in the background</b>

# 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](mailto:heather.arana@davey.com)



**Instructional Material:** Review Knowledge Base for available training guides

Questions about the training material? Email [change@davey.com](mailto:change@davey.com)



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

## 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



# 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

