

SAP Implementation at IESCO

Training Document

SAP Navigation

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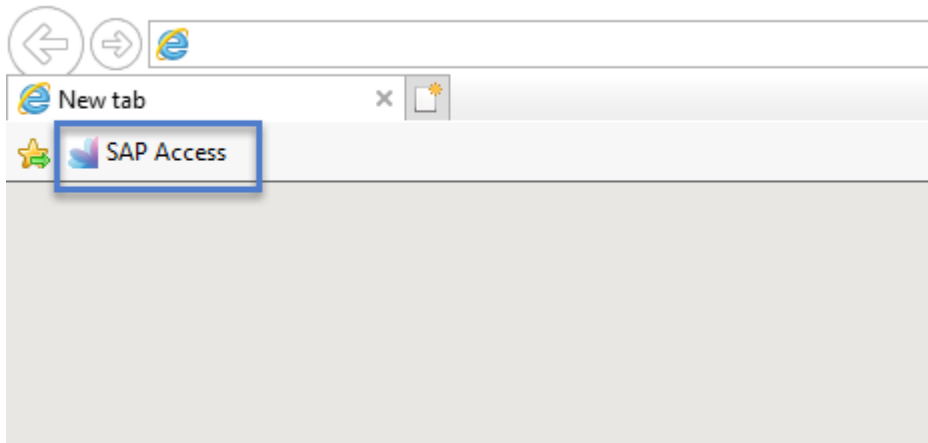
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1 Logging on to SAP

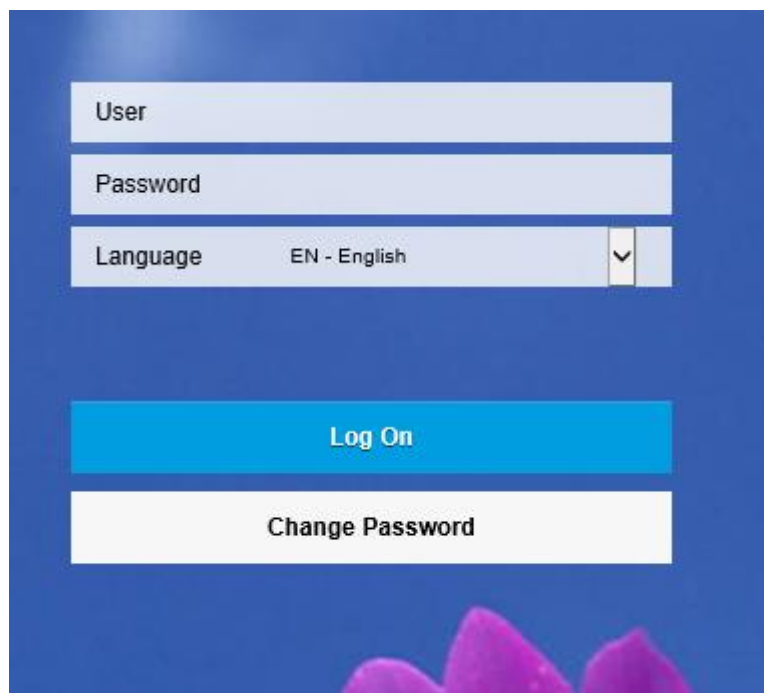
- Open Web Browser



- Click on SAP Access Favorite

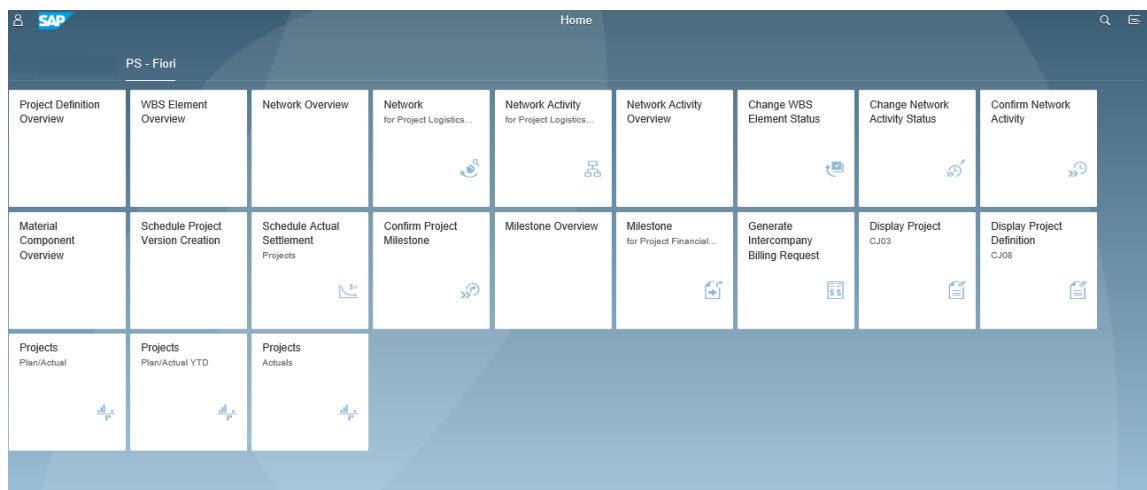


- A screen appears in which you can see User Name, Password and Language

The screenshot shows the SAP login screen. It has a blue background with a purple flower-like graphic at the bottom. There are three input fields: 'User', 'Password', and 'Language'. The 'Language' field is a dropdown menu currently showing 'EN - English'. Below the input fields are two buttons: a blue 'Log On' button and a white 'Change Password' button.

Field	Required	Description
User Name	Required	Example : USER_XYZ
Password	Required	Example : *****
Language	Optional	Example : EN

- Press “Log On” after entering user name and password
- SAP Fiori Launchpad will appear.

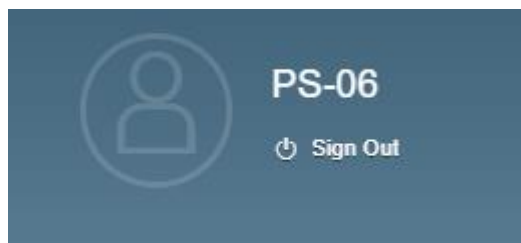


1.1 How to log off from the SAP system

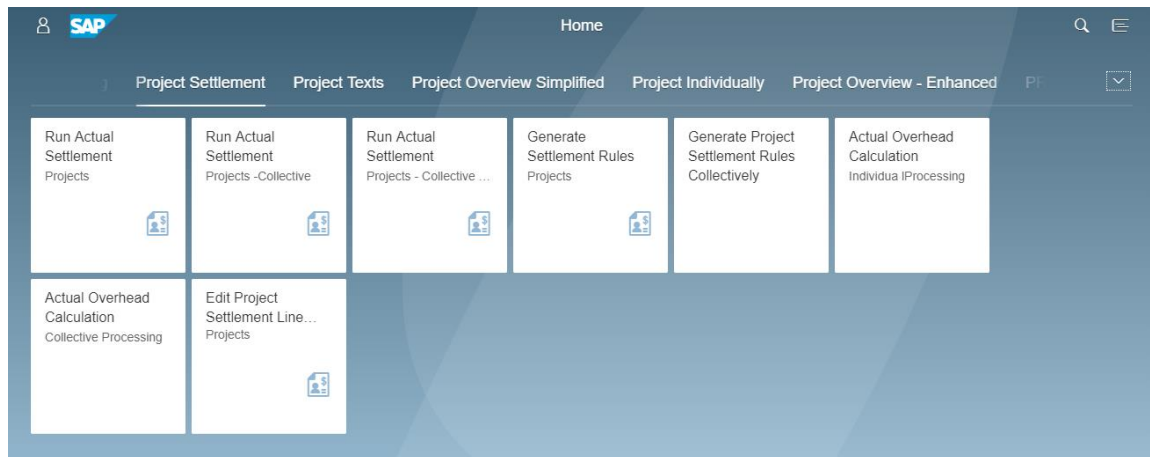
Click on User Menu:



Press “Sign Out” Button



2 Navigation Components



- **Tiles:** Tiles are “Apps” through which you can execute any Transactional and/or reporting tasks.
- **Groups:** Multiple apps of similar nature are grouped together under one group so that relevant area/domain of work can be performed by staying at one place.
- **Search Menu:** An app can be searched through search menu by entering its description.

3 Me Area

There are different options available in Me Area. This area shall be visible after clicking on the user menu button as under:

1. Sign Out – This option will terminate the Fiori Launchpad.
2. Recent Activity – Recently used apps appears in the recent activity menu.
3. Frequently Used – Most commonly used apps are available under frequently used menu.

