In this chapter, you’ll get started with SAP’s new user interface: SAP Fiori. Following click-by-click instructions, you’ll learn how to log in and out of the system, customize the appearance, navigate the SAP Fiori launch-pad, and find, run, and manage SAP Fiori applications.
Chapter 6
First Steps with SAP Fiori

We welcome you to the user interface of SAP in the 21st century. Be curious because a lot has changed compared to SAP GUI! Perhaps you’ve already been able to catch a glimpse of it through door-to-door conversations with colleagues or through technical articles that include screenshots. While SAP newbies probably think: “Cool design—I like that,” experienced SAP users will be surprised at their first encounter with the new design; after all, everything looks different at first glance! But don’t worry, the core remains the same. Starting in this chapter, we’ll explore the new SAP system with you in a structured, step-by-step manner. Have fun!

What You’ll Learn

- How to log in and log out
- How to optimize the appearance of SAP Fiori on your screen
- How an SAP Fiori screen is structured
- How to find and launch your apps
- How to add and remove apps

We assume that you’ve read through Chapter 1 and have already performed your initial logon in SAP GUI, because we’ll now build on that.

6.1 Log On and Off with SAP Fiori

“All roads lead to Rome”—yes, and two lead to SAP Fiori: the first from SAP GUI and the second from your Windows desktop.

Are you ready? In this section, you’ll learn everything chronologically from login to logout. Here we go!

6.1.1 Log On from SAP GUI

If the SAP system is configured accordingly, you can jump from SAP GUI directly to the SAP Fiori launchpad using Transaction /UI2/FLP (SAP Fiori Launchpad).
Let’s walk through the steps:

1. In Chapter 1, you learned how to log on to the system using \( \text{SAP Logon} \) on your Windows desktop. Repeat the procedure described in Chapter 1, Section 1.1.

2. In the SAP Easy Access screen, you’ll see the command field at the top left. This is familiar to you from Chapter 1 as a launching pad to all transactions within the SAP system. Enter "/n/UI2/FLP" in the command field, as shown in Figure 6.1, and confirm your entry with the \( \text{(Enter)} \) key. After a short moment of waiting, your browser will open and display the SAP Fiori launchpad, as shown in Figure 6.2 (for details on SAP Fiori launchpad, see Section 6.3).

3. Done? Then either press the \( \text{(Enter)} \) key or click the Log On button. Now SAP Fiori will check your data, and if everything is correct, it will grant you access to the SAP Fiori launchpad.

Which Browser Can I Use?
You can use all popular browsers, such as Mozilla Firefox, Google Chrome, Windows Edge, or Apple Safari (on macOS). On mobile devices, Apple Safari on iOS or Google Chrome on Android work. Note that enterprises often mandate the use of a specific browser.

6.1.3 Change Your Password
If you want to change your existing password, this is also very easy! In the completed SAP Fiori logon screen (see step 2 of the preceding section), this time don’t click the Log On button, but click Change Password below it, and the window for changing the password will appear, as shown in Figure 6.4.
You’ll now be prompted to define a new password. You can click , and SAP Fiori will switch from masked display to plain text display. Confirm your entry when you’re done by clicking the **Change Password** button. This way, you’ll immediately land in the SAP Fiori launchpad. The password change is valid for your user and also for the logon in SAP GUI.

### Multiple Logins
In contrast to SAP GUI, SAP Fiori allows logging in on multiple PCs. On the same PC, another login via the browser causes an additional tab to be opened in the browser.

### 6.1.4 Log Off
Logging out is a function that you’ll need no later than your lunch break. Follow these steps:

1. Click in the upper-right corner to open the **user menu**, as shown in Figure 6.5.

   ![Figure 6.5 User Menu](image)

2. Click on the last menu item, **Sign Out**, as shown in Figure 6.6

   ![Figure 6.6 Logout Confirmation](image)

3. If you’re sure that you won’t lose any data that hasn’t yet been saved by logging off from the system, you can confirm without worrying by clicking **OK**. You’ll then be logged off from the SAP system. If you’re not sure, click **Cancel**.

   **When Logging Out, Avoid Closing the Window with the Icon**

   Logging out by simply closing the browser window with (Close Window) is a quick and convenient way to log out. But do you just let the front door of your home fall into the lock, or do you prefer to lock it properly? Locking properly is safer, and that also applies to the internet! Therefore, always use the menu item **Sign Out**, as this is the only way to reliably cut the data connection.

### 6.2 Customize the Appearance
Appearance is defined as an external image of someone or something that affects the viewer. So, it’s about what you see—and what you see can be customized in SAP Fiori through various settings. We’ll explore your options in this section.

#### 6.2.1 Select Themes
In SAP Fiori 3, you have several **themes** to choose from. SAP Quartz Light is set as the default, which is what we used for the screenshots in this book.

You can change the theme by following these steps:

1. Start SAP Fiori using the browser you trust.
2. Click in the upper-right corner to open the user menu, as shown in Figure 6.7.

   ![Figure 6.7 Opening the User Menu](image)
3. Click the (Settings) menu item. The Settings window opens.
4. Click (Appearance) in this window, as shown in Figure 6.8.

5. The appearance settings are divided into two tabs in the right part of the window: Theme and Display Settings.

   Currently, the Theme tab is open. All available themes are listed here. You can identify the currently selected theme by the fact that it’s highlighted and has a on the far right.

6. Click on the SAP Quartz Light theme to select it. Don’t click Save or Cancel yet, because the next section continues with the Display Settings tab.

### Suitable Themes for Every Occasion

The SAP High Contrast Black and SAP High Contrast White themes can be a good choice in case of light sensitivity or extreme lighting conditions. The dark themes are recommended in dark environments such as poorly lit factory floors.

### 6.2 Customize the Appearance

#### Oops, I See More Themes

It’s possible that you have more themes to choose from besides the default ones. Companies can create their own company-specific themes in SAP Fiori. However, to make it easier for you to work with this book, we recommend the SAP Quartz Light theme, at least for the beginning.

#### 6.2.2 Display Settings

You can make more settings for the appearance. You can optimize SAP Fiori for touch input by following these steps:

1. You’re still in the appearance settings? Great, then now switch to the Display Settings tab with one click, as shown in Figure 6.9.

   ![Figure 6.9 Display Settings](image)

2. If you navigate in SAP Fiori with an end device such as a smartphone or a tablet that is operated by touch input, activate the Optimized for Touch Input setting. SAP Fiori then automatically increases the distances between the individual elements. This allows you to navigate to individual elements more easily with your fingertip.

3. You may now save your changes by clicking Save at the bottom right. After the click, the window will close, and SAP Fiori will signal the successful saving of changes with its own message.
6.3 Your New Home: The SAP Fiori Launchpad

What you could see after the successful login is called the SAP Fiori launchpad. Like any system user interface, the SAP Fiori launchpad consists of several components that you should know and understand to use it. Therefore, in this section, we’ll give you a brief theoretical introduction and overview. Later, you’ll explore the individual functions in detail.

SAP describes the SAP Fiori launchpad and apps as follows:

- **Role-based**
  This means that only those applications are available to you for which you also have the necessary user roles and privileges.

- **Personalizable**
  With a few tricks and a few clicks, you can customize SAP Fiori launchpad to your needs and wishes.

- **Responsive**
  That means you can access the SAP Fiori launchpad and real SAP Fiori apps regardless of device or browser, even with mobile devices such as smartphones or tablets.

- **Coherent**
  A coherent app structure means that the apps are built according to the same rules.

6.3.1 SAP Fiori Launchpad Start Page

The start page of the SAP Fiori launchpad (another term: homepage) is what you see immediately after successfully logging in, as shown in Figure 6.10. You could also call this page the heart of the SAP Fiori launchpad, comparable to the SAP Easy Access window in the SAP GUI.

The launchpad homepage consists of the following elements:

- **Shell bar**
  Bar at the top of the screen showing different icons.

- **Group selection bar**
  Bar just below the shell bar for faster navigation to the desired tile, but is only displayed if there are multiple groups.

- **Tile groups**
  Grouping of tiles and links with a title (e.g., S4H00 – Master Data, as shown in Figure 6.10) that you use to launch your apps.

We’ll present these screen elements in more detail in the following sections.

6.3.2 Tiles

We’ll start, contrary to the arrangement on the screen, with the tiles, because they are the most exciting image elements for you. Square, practical, and simple, each tile usually represents an app. In addition, some tiles contain additional information in the form of a small graphic (another term: micro chart) or a key figure (another term: key performance indicator [KPI]) that provides you with interesting information right on the SAP Fiori launchpad homepage. For example, the Manage Sales Orders tile (see Figure 6.11) shows the number of orders as a KPI.

From a user perspective, a tile in SAP Fiori corresponds to an entry in the Favorites menu of SAP GUI, and an SAP Fiori app corresponds to a transaction.

Give it a try by clicking on any tile on the SAP Fiori launchpad homepage. A different screen will appear, and you’re immediately in the corresponding app. In the shell bar, you’ll now see the app’s name, as shown in Figure 6.12.
Click \( \text{(Back)} \) in the upper-left corner of the screen to go back to the homepage. You'll only see this icon if you're not on the SAP Fiori launchpad homepage.

---

**Show More Tiles**

You want to see more tiles in the screen for a better overview? In contrast to the SAP GUI under Windows, this works very elegantly and quickly in SAP Fiori because you're in a browser and can therefore zoom. Move the mouse wheel toward yourself while holding down the \( \text{Ctrl} \) key: with the reduced zoom, you'll immediately see more tiles. You can also change the zoom level with the shortcuts \( \text{Ctrl} + \text{+} \) or \( \text{Ctrl} + \text{-} \) or with a setting in the browser.

---

### 6.3.3 Tile Groups and Group Selection Bar

In practice, users often have dozens of tiles on the SAP Fiori launchpad homepage. For a better overview, tiles are bundled into tile groups. The names of the groups are displayed individually horizontally in the **group selection bar**. This is located directly below the shell bar, as shown in Figure 6.13. If you click on one of the entries in the bar, you can easily access the tiles of the respective group. Alternatively, you can also scroll down in the screen display if there is a corresponding preset.

---

**Can't See Header Lines for Tile Groups?**

If you don't see headings for the tile groups as shown in Figure 6.14, that's not a bug! On the **Home Page** tab in your settings, you only have the **Show One Group at a Time** option enabled. This ensures that only one tile group is displayed to you at a time. To switch to another group, click on the respective group in the group selection bar with this setting.

---

### 6.3.4 Links

As on a smartphone, there are apps in SAP Fiori that you need much more rarely than others. In SAP Fiori, the tiles of these apps can be turned into space-saving links, and thus more fits on the screen, as shown in Figure 6.15. Each group includes its own optional area for links below its tiles. For now, there are no links in the SAP Live Access training system. In Chapter 10, Section 10.2.2, you'll learn how to create links.
6.3.5 Shell Bar

Now we’re moving on to the top bar—the shell bar—of the beautiful SAP Fiori interface! It’s your most loyal companion while working with SAP Fiori because no matter which app you’re in and how far down you scroll, the shell bar always remains fixed at the top of your browser.

In Figure 6.16, you can see the shell bar almost fully configured. You probably won’t see all the icons as this depends on the configuration of your system. We’ll start on the right:

1. **(User Menu)**: User menu with various commands, for example, for logging off.
2. **(Notifications)**: Notifications, for example, about an order that is waiting for your approval.
3. **(Open Help)**: To display the definition of fields, for example.
4. **(Submit Feedback)**: To send written feedback.
5. **(Search)**: To search for data or apps.
6. **Navigation Menu**: To display the navigation history with the last opened windows since the start of the last app. When you’re in an app, the stations of your journey are displayed.
7. **(Navigate to Home Page)**: To return to the homepage when you’re outside of the homepage. If your admin hasn’t placed another image, you can admire the SAP logo here. With one click, you travel—no matter where you’re—directly to the SAP Fiori launchpad homepage.

**Figure 6.16 Shell Bar Icons**

After this overview of the shell bar, you’ll now get an overview of the user menu. We’ll discuss the important functions of the shell bar in more detail later.

6.3.6 User Menu

By clicking on **(User Menu)**, a menu will open, as shown in Figure 6.17. It contains a colorful mixture of commands that you’ll need more often.

**Can’t See All the Menu Items**

You’ll only see the **Edit Home Page** menu item if you’re in the SAP Fiori launchpad homepage. In addition, the **Contact Support** and **Give Feedback** menu items are only listed if they have been enabled by your administration.

**Figure 6.17 User Menu**

The following is a brief overview of the functions of each menu item. Don’t worry, more detailed information on this will also follow in the course of the book.

- **(Recent Activities)**: Opens a window with a listing of up to 30 of your most recently accessed apps in reverse chronological order.
- **(Frequently Used)**: Opens a window with a list of the apps you’ve used most frequently in the past 30 working days.
- **(App Finder)**: Opens the App Finder. This lists all the apps that have been enabled for you.
- **(Settings)**: Opens a window where you can make settings regarding your user, the start page, or the appearance.
- **(Edit Home Page)**: Switches to the edit mode of the SAP Fiori launchpad homepage. This mode allows you to personalize the homepage. For example, you can use it to create your own tile groups or change the tile descriptions.
- **(Contact Support)**: Opens a window that allows you to contact your support directly. An input field offers the possibility to describe the problem.
- **(Give Feedback)**: Opens a window that allows you to evaluate your personal SAP experience and send it as written feedback.
- **(About)**: Opens a window that contains all sorts of technical information, such as the version number of SAP S/4HANA and the technical name of the app you’re in.
- **(Sign Out)**: Logs you out of the system.

6.3.7 Footer Toolbar

You don’t see a **footer toolbar** on the homepage in the last line of the window? Neither do we. You’ll only see it when you need it! To do this, launch any app. Most apps have a footer toolbar; if this is the case, it will automatically appear at the bottom of the screen.
In our example, we’ve started the Manage Business Partner Master Data app. In Figure 6.18, you can immediately see the typical components of a footer toolbar:

- All actions such as Continue, Save, or Cancel are always located on the right.
- On the left, you’ll find messages. Whenever you see a message in the footer, be sure to pay attention—SAP Fiori wants to tell you something! The number right next to the icon shows you the number of messages. You can easily view the messages by clicking on the icon.

(Follow these steps:)

1. Start SAP Fiori in the browser, and click (User Menu). The user menu you’re already familiar with will open, as shown in Figure 6.19.

2. Click the (App Finder) menu option. This will take you out of the SAP Fiori launchpad and allow you to take a first look at the App Finder screen, as shown in Figure 6.20.

3. This is a divided window. In the left part of the window, you see a list of all catalogs. As soon as you click on one of these catalogs, the right part of the window is filtered and will only show you the apps of the respective selected catalog. A catalog is a group of apps. Grouping apps into catalogs allows you to search for apps by topic and subject in a bundle.

In the following instructions, you’ll search for the Customer Master app via the App Finder. It works much like the Apple App Store or Google Play, in that you’ll find all the apps listed here that you have permission to use and that you can launch in SAP Fiori.

(Figure 6.18 Footer Toolbar with Message Icon at the Bottom Left)

6.4 Find and Run SAP Fiori Apps

After your first login to SAP Fiori, you’ll probably see some preselected apps in the SAP Fiori launchpad. Usually, these also cover the needs in the company that you need for your daily work. However, sometimes some are missing! In this section, you’ll learn how to find more apps.

Frequently Used SAP Fiori Apps

This section simply tells you how to find and run an app. If an app is in frequent use, it deserves a place on your homepage. To learn how to add an app to your home page, see Section 6.5.
Why Can’t I See the Left Part of the Window?

If you don’t see the left part of the window with the list of all catalogs, it’s because either the browser window is too narrow or you’re accessing SAP Fiori with a tablet/smartphone. To show the left part of the window, simply click (Show Menu) directly below the shell bar on the left.

4. You now want to search all catalogs for apps that allow you to view and maintain customer data. Therefore, click the All entry in the upper-left corner.

5. Directly below the shell bar on the far right is the (Search in Catalog) field, as shown in Figure 6.21. Enter the name or part of the name of an app in the field, in our case, “Customer”.

4. Click (Search) or alternatively press the (Enter) key. The App Finder screen will then display the search results, as shown in Figure 6.22.

The App Finder Isn’t Finding Anything?

If you don’t have permission for an app, it won’t be displayed for you. The app then isn’t included in any of the catalogs available to you. Another possible reason is that only the catalog selected in the left part of the screen is searched. If you want to search all catalogs, scroll all the way up on the left, and click the All entry at the top, as shown in Figure 6.22.

7. To launch the app, simply click on it (in our example, it’s the Customer Master app, as shown in Figure 6.23). Voilà! You’ve now completed your first search for an app and successfully launched it.

8. Click (Back) in the upper-left corner of the screen to return from the app to the launchpad homepage.

How Can I Find the SAP Fiori Apps for My SAP GUI Transactions?

Depending on the launchpad homepage implementation, the App Finder screen is divided into three sections: Catalog, User Menu, and SAP Menu. With the User Menu and SAP Menu buttons, you can find your favorite transactions as apps in the corresponding menu trees of SAP GUI. These buttons can also be disabled depending on the configuration of your SAP system.

SAP has already turned many, but not all, SAP GUI transactions into apps. However, you can’t use smartphones or tablets to access the apps created directly from SAP GUI transactions via the SAP Fiori launchpad homepage. If you launch the launchpad homepage on a mobile device such as a phone, these apps aren’t displayed.

Find More Apps in the SAP Fiori Apps Reference Library

With the App Finder, you only see the apps for which you’re authorized. In contrast to SAP GUI with its complete SAP Menu, there is no way within SAP Fiori to see what other exciting apps are available for your area of expertise. However, there is a freely accessible
You can use the App Finder to find and run apps. But you can also use it to add apps as tiles to your personal SAP Fiori launchpad homepage, as we’ll discuss next in Section 6.5.

### 6.5 Add and Remove SAP Fiori Apps

In the previous section, you learned how to find and run apps using the App Finder. However, this procedure is only practical for apps that you rarely need! Some apps deserve a permanent place on your SAP Fiori launchpad homepage because of their frequent use. We’ll discuss how to add SAP Fiori apps, move them, and remove them in this section.

#### 6.5.1 Add an SAP Fiori App from the App Finder

In the following steps, we’ll use the Customer Master app to show you how to permanently add an app to your SAP Fiori launchpad homepage.

Follow these steps:

1. Click (User Menu) to open the user menu, and select the command (App Finder) in it.
2. As described in Section 6.4, you’ll now search for the app you want to add using (Search in Catalog), as shown in Figure 6.24. In our example, we’ll search for the Customer Master app. Of course, you’re welcome to search for another app from your field of activity to follow these instructions.

   ![Figure 6.24 App Finder: Search in Catalog](image)

3. After you’ve found the appropriate app, click (Add Tile) to add the app to your SAP Fiori launchpad homepage.
4. A menu will open where you can select a group or groups to which you want to add the app as a tile, as shown in Figure 6.25.

   ![Figure 6.25 Adding the App to a Group](image)

5. Select one or more tile groups as desired. To do this, simply click on the names of the respective groups. As soon as you’ve selected a group as a target, you’ll see a checkmark (✓) in front of the respective name of the group.

How Can I Realize if an SAP Fiori App Is Already Assigned to a Group?

You can realize that an app is already assigned to a group by the fact that the box next to the group’s name already has a checkmark (✓). In addition, the pin gets a colored background.

6. To successfully complete your task and save the change, click the Close button. SAP Fiori will signal the successful change to you as usual with its own message, for example, “Customer master was added to 2 groups.”

What Does the Entry “New Group” Mean?

If you click on the New Group entry, you can create a new tile group directly from the App Finder and also assign the app to it directly.

7. Click on the logo icon from the shell bar, and you’ll be back on the SAP Fiori launchpad homepage.
6.5.2 Move Tiles

Don’t like the order of the apps? Drag a tile to the desired place with the left mouse button pressed and—once there—release the mouse button again. You may also move tiles from one group to another.

6.5.3 Remove Tiles with the App Finder

Now you know how to add apps in the form of tiles to your SAP Fiori launchpad homepage. Next, we’ll show you how to remove unnecessary tiles from it.

Follow these steps:

1. Click (User Menu) and select (App Finder) to open the catalog, as shown in Figure 6.26.

![Figure 6.26 Opening the Catalog](image)

2. Select an app that you want to remove from the SAP Fiori launchpad homepage; for example, in the SAP Live Access training system, select the Confirm Production Order Operation app with the search term “Confirm Production”.

3. You can tell if an app already exists as a tile on your SAP Fiori launchpad homepage by the fact that the icon has a colored background. Now simply click on this pin. The Add to Groups menu will open, as shown in Figure 6.27.

![Figure 6.27 View Groups](image)

4. In this window you can not only add apps but also move them to another group or remove them from a group:
   - To move a tile to another group, uncheck the old group and check the new group instead.
   - To remove a tile from a group and thus from the launchpad homepage, simply remove all checkmarks.

When you’re done, click the Close button. You’ve now successfully moved the tile or removed it completely from your SAP Fiori launchpad homepage!

6.5 Add and Remove SAP Fiori Apps

How to Make Your SAP Fiori Launchpad Homepage Faster

Are you counting the seconds until the SAP Fiori launchpad homepage on your screen finally shows all the tiles? This may be because you’re using a lot of tiles and especially a lot of tiles with KPIs, that is, with additional up-to-date information. When loading the launchpad homepage, the KPIs are recalculated each time. Even the fastest database needs time for this if the KPIs are calculated from many data sets.

The SAP Fiori launchpad homepage will be faster and more organized if you remove all the tiles you don’t need.

Still too slow? Open the user menu by clicking in the upper-right corner, and click on (Settings). Select the Home Page option on the left, and then click the Show One Group at a Time on the right. This will allow you to speed up the loading process of the start page once again.

Click on the logo from the shell bar, and you’ll be back on the SAP Fiori launchpad homepage.
6.6 Summary

You’ve now gotten started with SAP Fiori and seen what SAP’s new user interface has to offer. After reading the next chapter, you’ll be well prepared to start your daily practice and use SAP Fiori apps to display and maintain data.
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