

# Advanced : navigating an ERP account

## Advanced Navigation - User profile

You can check your user profile and control some parts of how SAP looks and acts by setting your personal user defaults.

In the Address tab, all is grey and so cannot be modified directly

The screenshot shows the SAP user profile interface with the 'Address' tab selected. The 'Person' section includes fields for Title (Ms), Last name (GAUZENTE), First name (Stéphanie), Academic Title, Format (Stéphanie GAUZENTE), Function (SY-OTH / Other functions SIS), Department, Room Number, and Floor. The 'Communication' section includes fields for Language (English), Telephone, Extension, Mobile Phone, Fax, Extension, E-Mail (stephanie.gauzente@solway.com), and Comm. Meth. Two callout boxes are present: 'Name' pointing to the 'Person' section and 'Contact data' pointing to the 'Communication' section. The 'Address' tab is circled in blue.



if you are not able to find the solution here, please contact [SBS Support](#) via portal

- [Advanced Navigation - User profile](#)
- [Advanced Navigation – User settings](#)
- [Advanced Navigation - Reports](#)
- [Advanced Navigation – Selection Variants](#)
- [How to get help](#)

## Advanced Navigation – User settings


In the Defaults tab, you can control

- the language used.
- how decimal numbers, dates, and times are shown
- the printing settings

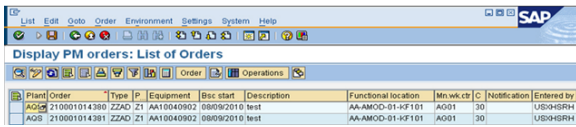
The screenshot shows the SAP user profile interface with the 'Defaults' tab selected. The 'Start menu' field is empty. The 'Logon Language' is set to FR. The 'Decimal Notation' is 1.234.567,89. The 'Date Format' is 1 DD.MM.YYYY. The 'Time Format (12/24h)' is 0 24 Hour Format (Example: 12:05:10). The 'Spool Control' section has 'OutputDevice' set to LOCL, and 'Output Immediately' and 'Delete After Output' are unchecked. The 'Personal Time Zone' section has 'of the User' and 'Sys. Time Zone' both set to CET.

## Advanced Navigation - Reports

A report is a transaction that displays or analyzes information from the SAP database according to criteria that you specify (list). Reports are often found in menu directories such as "List Editing", "Report Selection", or "Flexible Analyses". To execute a report:

1. Open the transaction (report) you wish to execute.
2. Enter the criteria for the data you wish to retrieve or analyze. The report will only return data that matches ALL of your criteria. Most reports allow you to refine your criteria by including or excluding multiple values, ranges, and/or relative values.
3. Click the Execute button  when you have entered all the criteria. This run the report - that is, search for the data you have requested and produce a results screen.

4. When you have finished with the report, click the Back button to return to the criteria selection screen.



Plant	Order	Type	P	Equipment	Basic start	Description	Functional location	Mn.wk.cty	Notification	Entered by
AGS	210001014380	ZZAD	Z1	AA10040902	09092010	test	AA-AMOD-01-KF101	AG01	30	US04SRH
AGS	210001014381	ZZAD	Z1	AA10040902	09092010	test	AA-AMOD-01-KF101	AG01	30	US04SRH

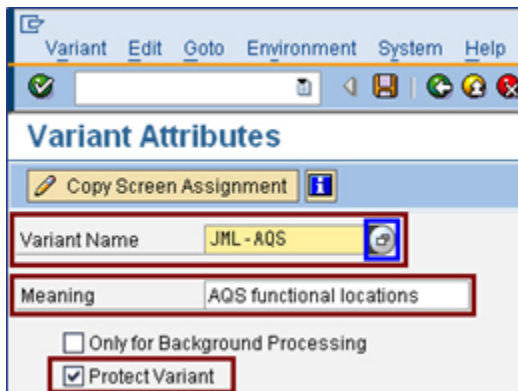
## Advanced Navigation – Selection Variants

Variants are sets of specifications that you create and save for repeated use. Each variant is tied to a specific report.

Selection variants are useful if you repeatedly run the same report with basically the same criteria. You want to include information that will rarely or never change, but exclude criteria that changes frequently.

### To save a selection variant:

1. Open the report.
2. Fill in only the criteria that you wish to save as a selection variant.
3. Follow the menu path: Goto > Variant > Save as Variant.
4. Variant Name field: enter a code for the selection variant.
5. Meaning field: Enter a brief description of the selection criteria you are saving.
6. Protect Variant checkbox: already selected, meaning that only you will be able to modify the variant. Save the data.



Variant Attributes

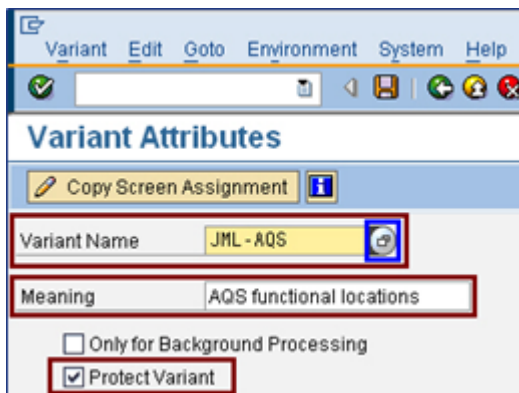
Copy Screen Assignment

Variant Name: JML - AQS

Meaning: AQS functional locations

Only for Background Processing

Protect Variant



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[How to get help](#)

For problems inside SAP, including authorizations for transactions, there are three sources of help:

- ERP Documentation
- Key Users
- SBS portal Freshdesk

### Logon problems

Call or create a ticket to [Freshdesk](#) if :

- You can not find SAP on your computer

Refer first to the instructions on opening SAP before you call the IS Support.

- You can not connect to SAP.

That is, if you click on the icon or link but the connection is not made.

- Your log-on fails even though you have authorization.
- You may have forgotten your password or locked yourself out through too many failed logon attempts.

If you can not connect because your user ID is not authorized for SAP, ask your manager to request access

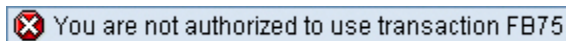
### Authorization problem

**While working in SAP**, if you find that you need to use a transaction or function but do not have the authorization, you need to submit a Freshdesk ticket.

In case of problem, to request transaction authorization:

1. Attempt to open the transaction.

You should receive a failure notice on the Status Bar.



2. Check with your manager to get the authorization to have these accesses
3. **Create a ticket to [Freshdesk](#)**

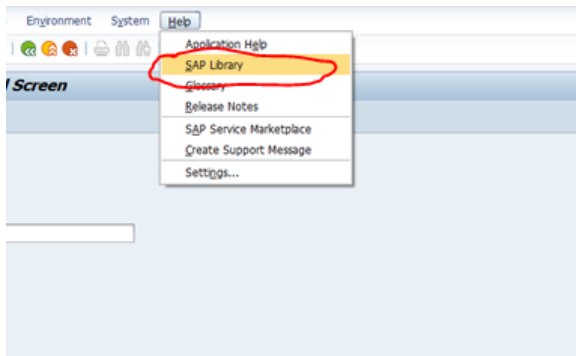
Use the ERP Documentation when you need help understanding SAP or completing a transaction.

This is a large pool of documents, written by Solvay personnel, that are intended to help you with SAP.

These documents take many forms: Word documents, PowerPoints, Captivates (simulations), spreadsheets...

The documents are stored on a site managed by the IS Application Team

**To open general ERP Documentation:**



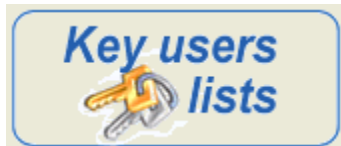
- From the menu screen, click the ERP Documentation button
- From anywhere in SAP, including the Menu Screen, use the menu path:

Key Users List (**Only on PF1**) :

If written documentation is not answering your questions, you can call a key user for help.

To find a Key User:

On the menu screen, click the Key Users Lists button to open the Key Users List.



For further assistance or help : [SBS Support](#)