

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 'Address' tab. It contains two main sections: 'Person' and 'Communication'. The 'Person' section includes fields for Title, Last name, First name, Academic Title, Format, Function, Department, Room Number, and Floor. The 'Communication' section includes fields for Language, Telephone, Mobile Phone, Fax, E-Mail, and Comm. Meth. A box labeled 'Name' points to the 'Last name' field, and a box labeled 'Contact data' points to the 'E-Mail' field.



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

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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

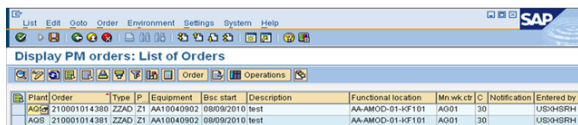
The screenshot shows the SAP User Profile 'Defaults' tab. It contains several sections: 'Start menu' with a text field; 'Logon Language' with a dropdown set to 'FR'; 'Decimal Notation' with a dropdown set to '1.234.567,89'; 'Date Format' with a dropdown set to '1 DD.MM.YYYY'; 'Time Format (12/24h)' with a dropdown set to '0 24 Hour Format (Example: 12:05:10)'; 'Spool Control' with 'OutputDevice' set to 'LOCL' and checkboxes for 'Output Immediately' and 'Delete After Output'; and 'Personal Time Zone' with 'of the User' and 'Sys. Time Zone' both set to 'CEI'.

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 runs 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.



The screenshot shows the SAP 'Display PM orders: List of Orders' screen. It features a menu bar with 'List', 'Edit', 'Goto', 'Environment', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a table with the following data:

Plant	Order	Type	P	Equipment	Desc start	Description	Functional location	Mn.wk.ct	C	Notification	Entered by
AGS	210001014380	ZZAD	Z1	AA10040902	0809/2010	test	AA-AMOD-01-KF101	AG01	30		UB04BRH
AGS	210001014381	ZZAD	Z1	AA10040902	0809/2010	test	AA-AMOD-01-KF101	AG01	30		UB04BRH

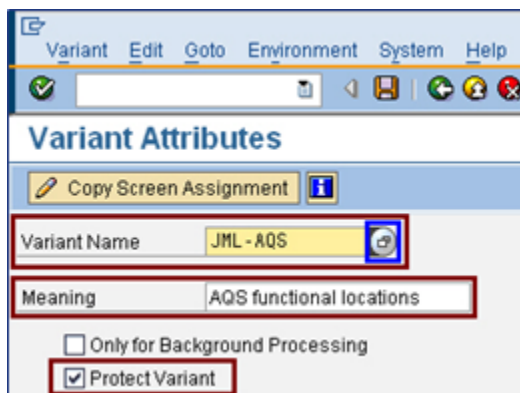
Advanced Navigation – Selection Variants

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.

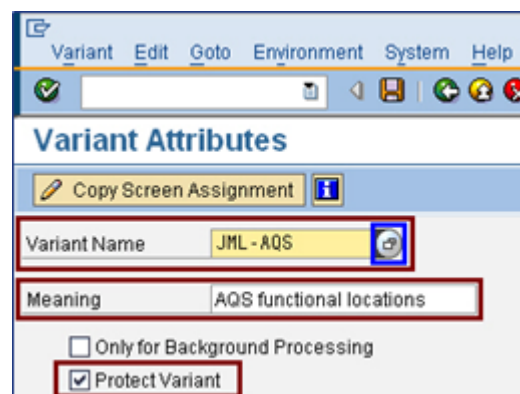
To save a selection variant:

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.



The screenshot shows the 'Variant Attributes' dialog box in SAP. It has a menu bar with 'Variant', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains the following fields and checkboxes:

- Variant Name: JML - AQS
- Meaning: AQS functional locations
- ☐ Only for Background Processing
- ☒ Protect Variant



This is a duplicate of the previous screenshot, showing the 'Variant Attributes' dialog box in SAP. It has a menu bar with 'Variant', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains the following fields and checkboxes:

- Variant Name: JML - AQS
- Meaning: AQS functional locations
- ☐ Only for Background Processing
- ☒ Protect Variant

[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

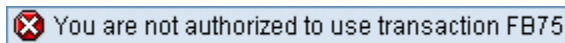
Authorization problem

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](#)

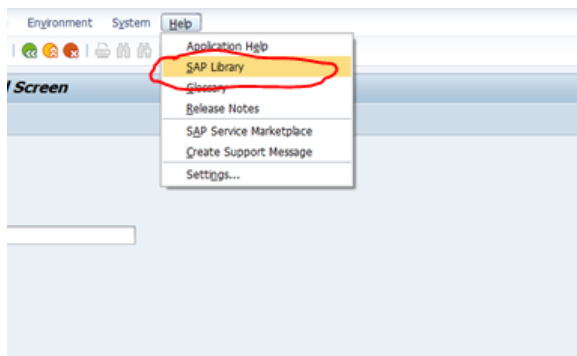
Use the ERP Documentation when you need help understanding SAP or completing a transaction.

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](#)