

Navigate and Customize SAP Work Zone (Suppliers)

Overview:

Welcome to the **Navigate and Customize SAP Work Zone** process guide and QRG. You will learn:

- How to personalize the **Home** page of your **SAP Work Zone** by adding apps and sections
- How to search for apps in the **SAP Work Zone**

Audience: Union Pacific Service Suppliers




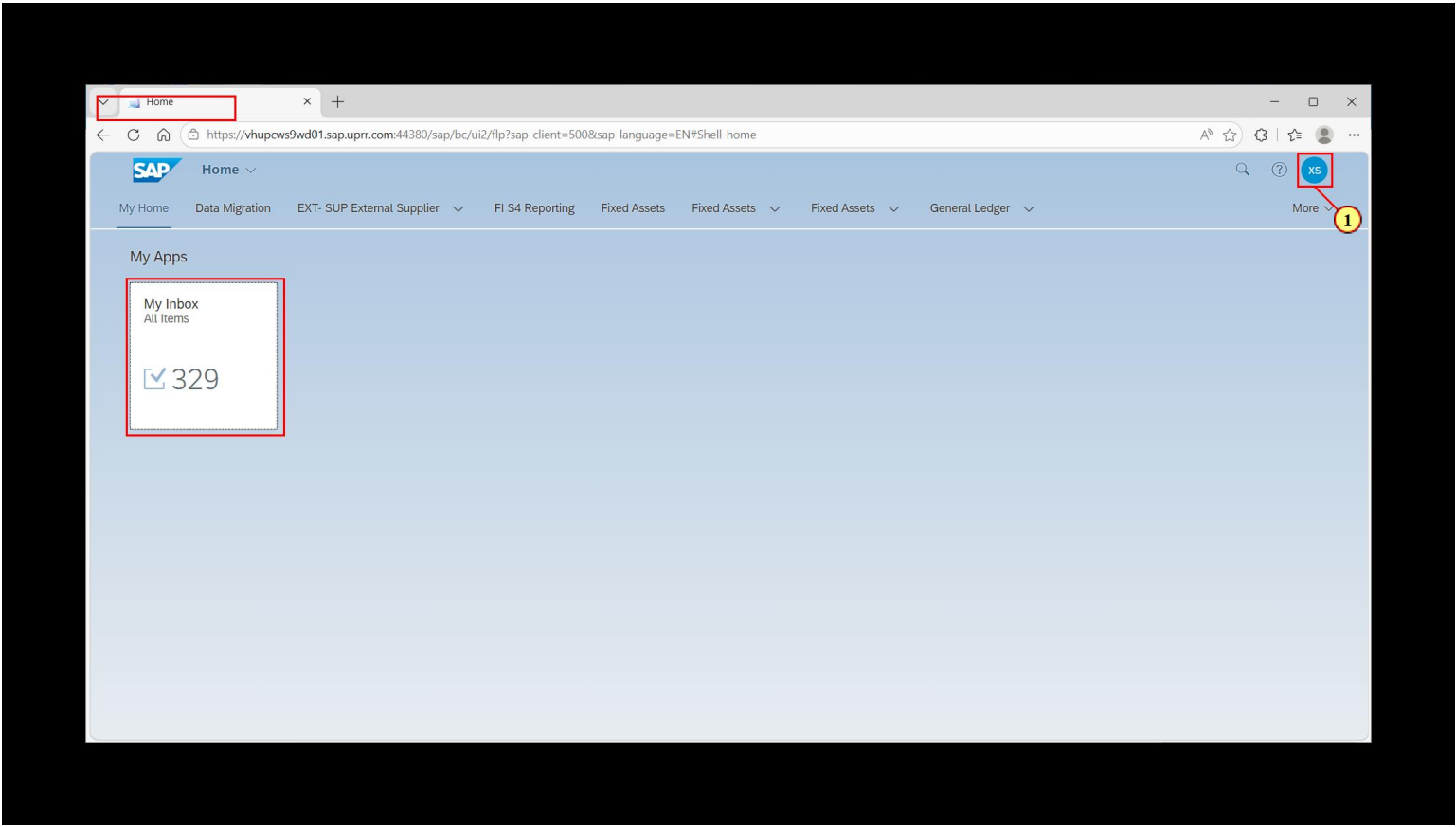
By default SAP Work Zone does not list the required tiles for Service Procurement and Exception Payments on your home page. This guide will walk you through how to search and find the required tiles. The list of tiles available in SAP Work Zone to facilitate Service Procurement processes and Exception Payments is listed below:

Work Zone Tiles
Accept POs (New and Change)
Create SES/Credit Memo
Search Contracts
Search SES & Credit Memo
Search POs
Request Retention Release

You can access SAP Work Zone by clicking the link found on the existing service supplier page of up.com.


Explanation	Screenshot
	<div data-bbox="607 309 2143 1179"> <h3>Work Zone and Tiles</h3> <p>SAP Work Zone is customizable for daily work!</p> <p>XMIE110's Favorites</p> <ul style="list-style-type: none"> Submit Shopping Cart Requisition (No Existing Contract) Submit Shopping Cart Requisition (Use Active Contract) Search Requisitions Search Contracts Search SES & Credit Memo Search POs Search Suppliers Release Retention Payment Release SES and Credit Memo <p>Apps</p> <ul style="list-style-type: none"> My Inbox (All Items): 117 <p>SAP Work Zone is made up of tiles that are used to process tasks in SAP. You can search and find tiles to add to your own Work Zone dashboard for quick access and navigation.</p> <p>Work Zone Introduction Back Next</p> </div>

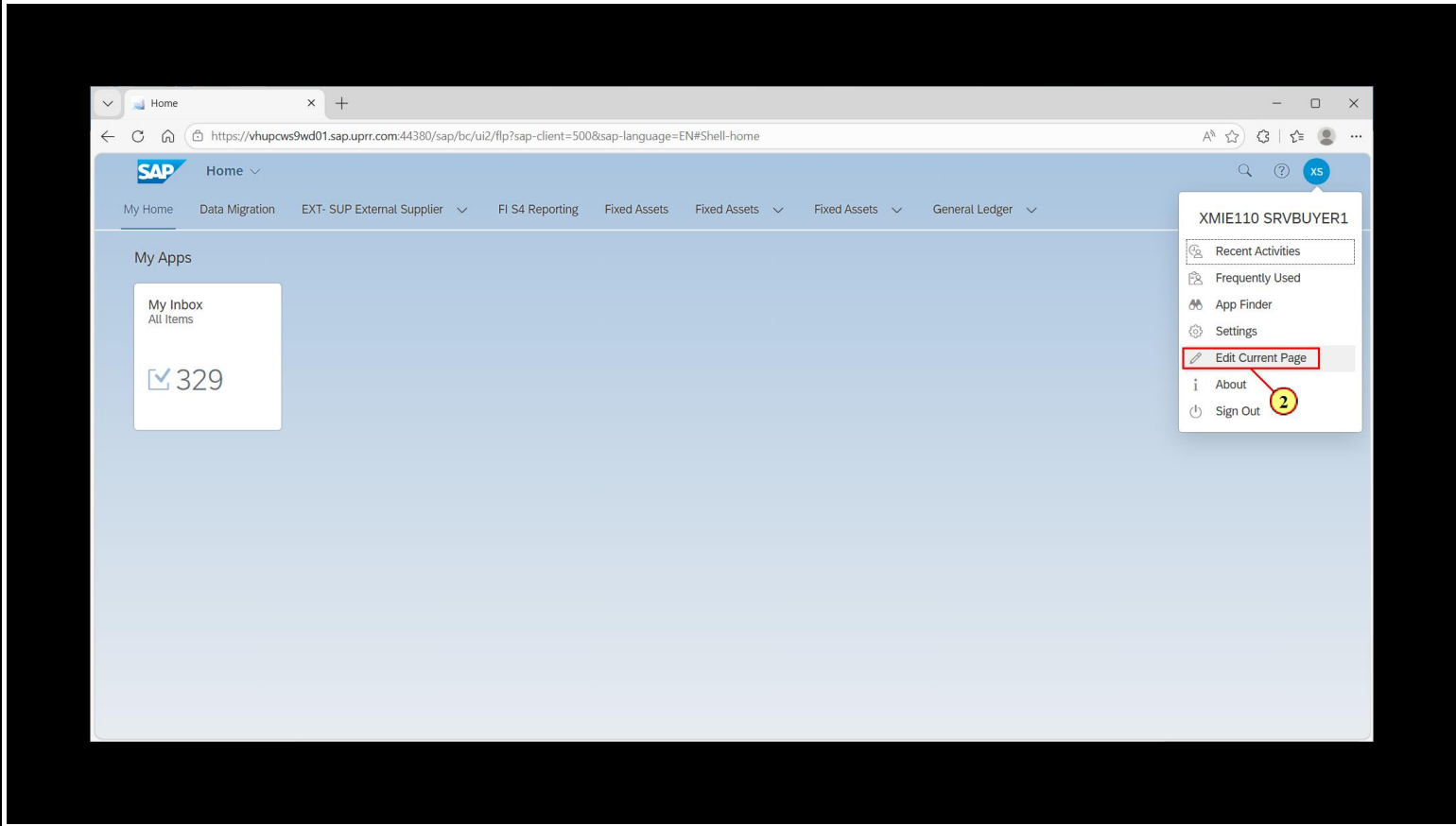
Add Tiles to Work Zone

Explanation	Screenshot
<p> The SAP Work Zone Home page is the starting point for accessing and organizing SAP tiles and applications. We are going to show you how to personalize your home screen and the tiles that are easily accessible by you.</p> <p> Notice on the screen there is a section called Apps that contains a tile called My Inbox. You can add tiles that you will work with in your job-role to this section. We'll show how to do that next.</p> <p>1. The Profile  icon is clicked to open.</p>	 <p>The screenshot shows the SAP Work Zone Home page in a browser. The browser address bar shows the URL: https://vhupcws9wd01.sap.uprr.com:44380/sap/bc/ui2/flip?sap-client=500&sap-language=EN#Shell-home. The page header includes the SAP logo, a 'Home' dropdown, and navigation links: My Home, Data Migration, EXT- SUP External Supplier, FI S4 Reporting, Fixed Assets, Fixed Assets, Fixed Assets, and General Ledger. In the top right corner, there is a search icon, a help icon, and a profile icon labeled 'XS' with a red circle and the number '1' next to it. Below the header, there is a 'My Apps' section containing a 'My Inbox' tile with the text 'All Items' and a checkmark icon followed by the number '329'. The 'My Inbox' tile is highlighted with a red border.</p>


Explanation

Screenshot

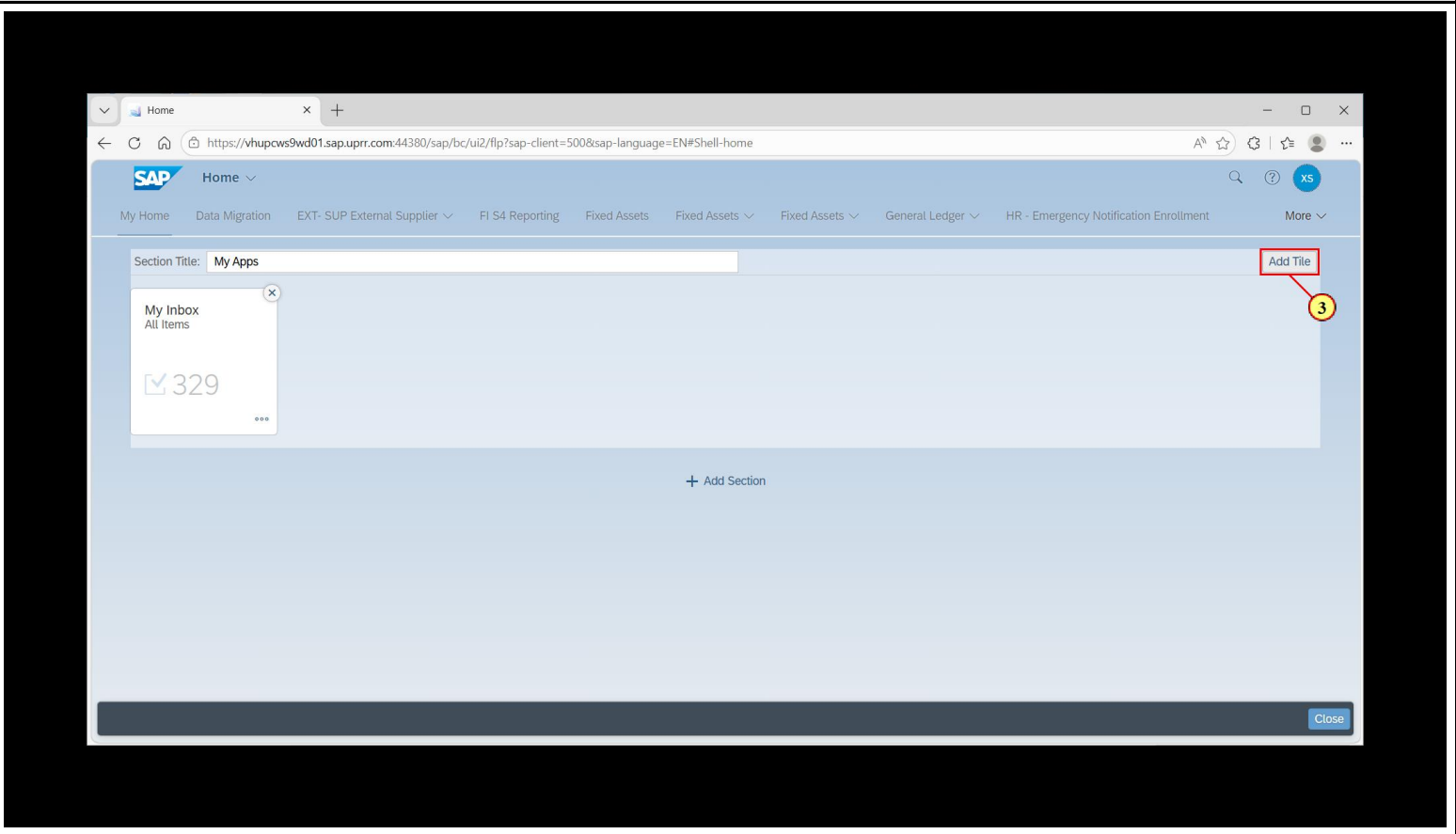
2. Click **Edit Current Page**
 **Edit Current Page** to edit the **Home** page.



Explanation

3. Click **Add Tile**  to add a **new tile**, also called an application to the **App** section of the **Home** screen.

Screenshot



Explanation



The **App Finder** screen shows the SAP menus on the left that the end-user logged in has access to and applications included are shown on the right. In this example, All is selected from the menu on the left and all the apps are shown on the right.

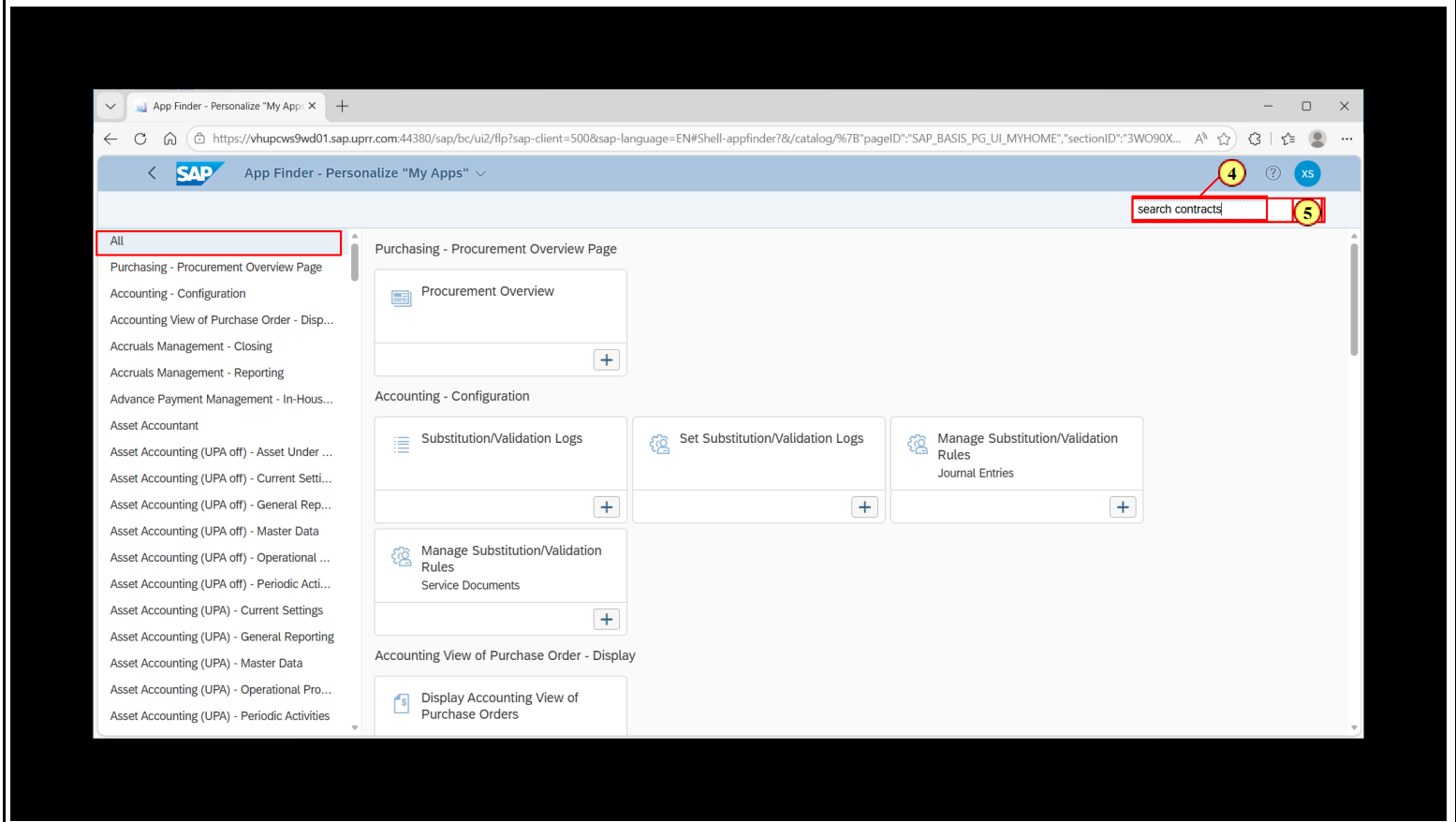


To make it simple to find an app, we will show you how to search for one, the **Search Contracts App**, instead of scrolling through the menus and applications.

4. The **Search** field is used to search for the **Search Contracts App**.


5. Click **Search** .

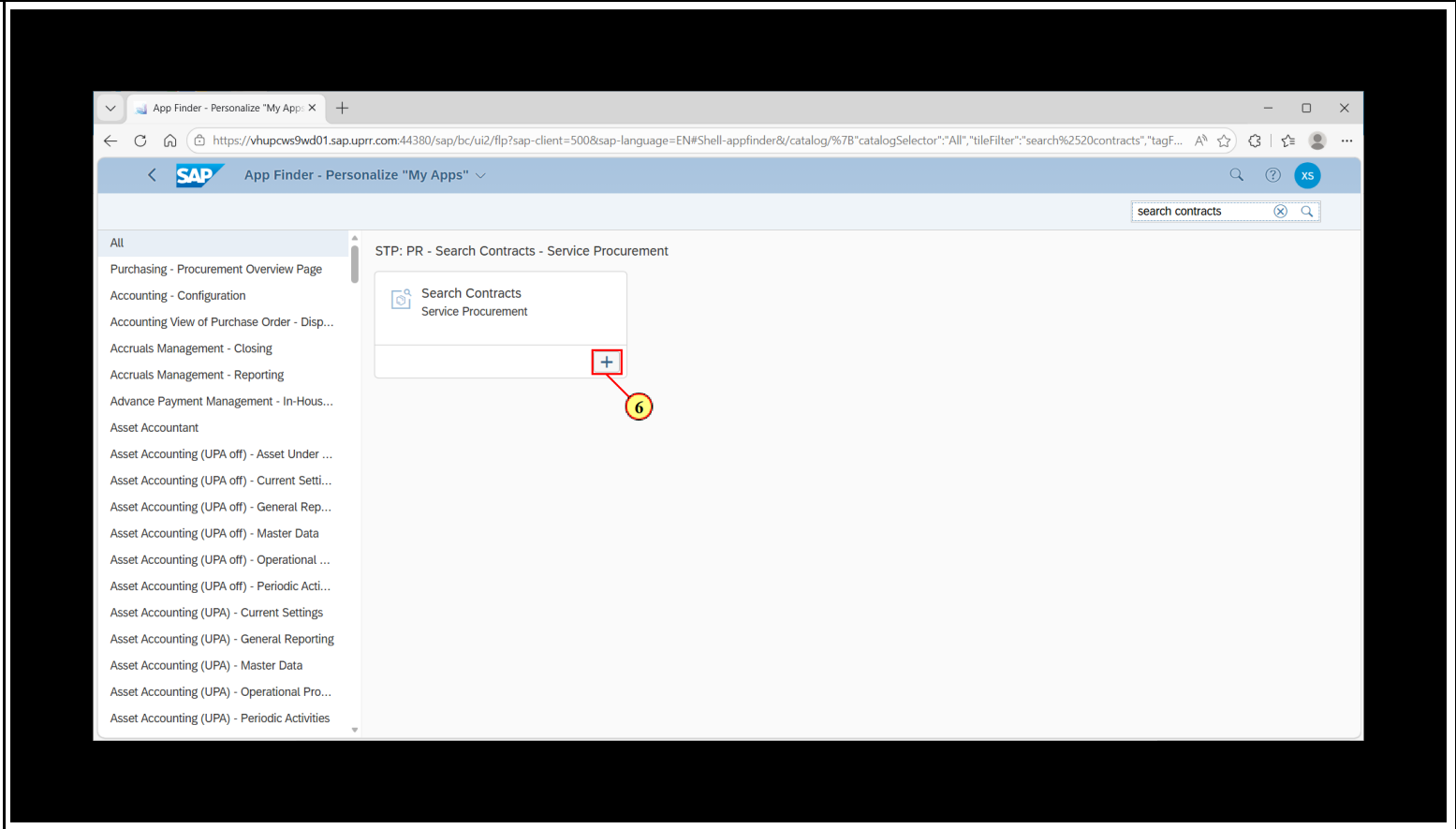
Screenshot



Explanation

Screenshot

6. The **Add to Section**  icon is clicked to add the **Search Contracts** App to the **Apps** section of the **Home** screen.



Explanation

Screenshot



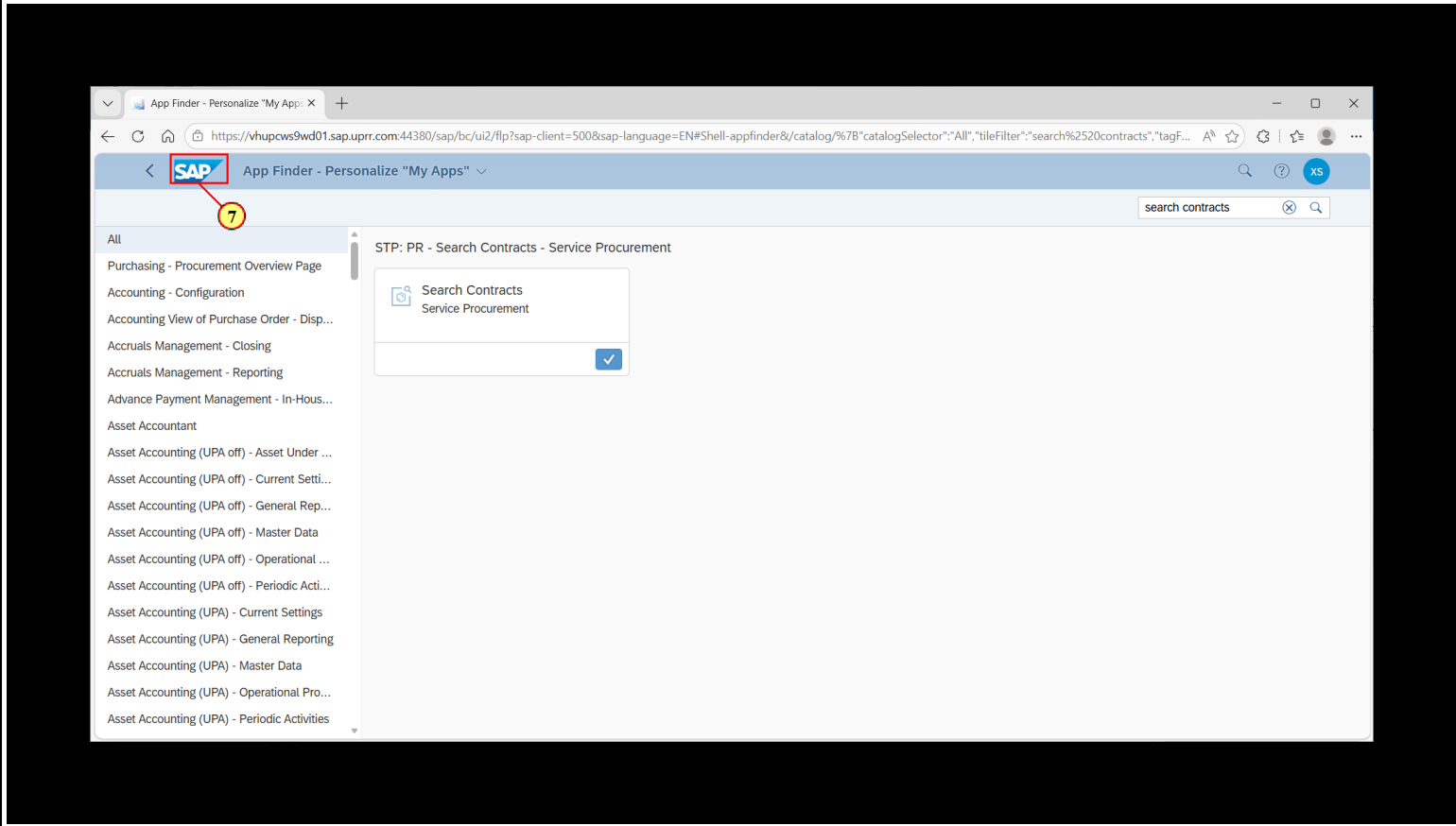
The App is now added to the Home screen.

The screenshot shows the SAP App Finder interface. On the left is a list of applications, and on the right is a preview of the 'Search Contracts' app. A red box highlights a notification message: "Search Contracts" added to section "My Apps" of page "My Home".



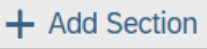
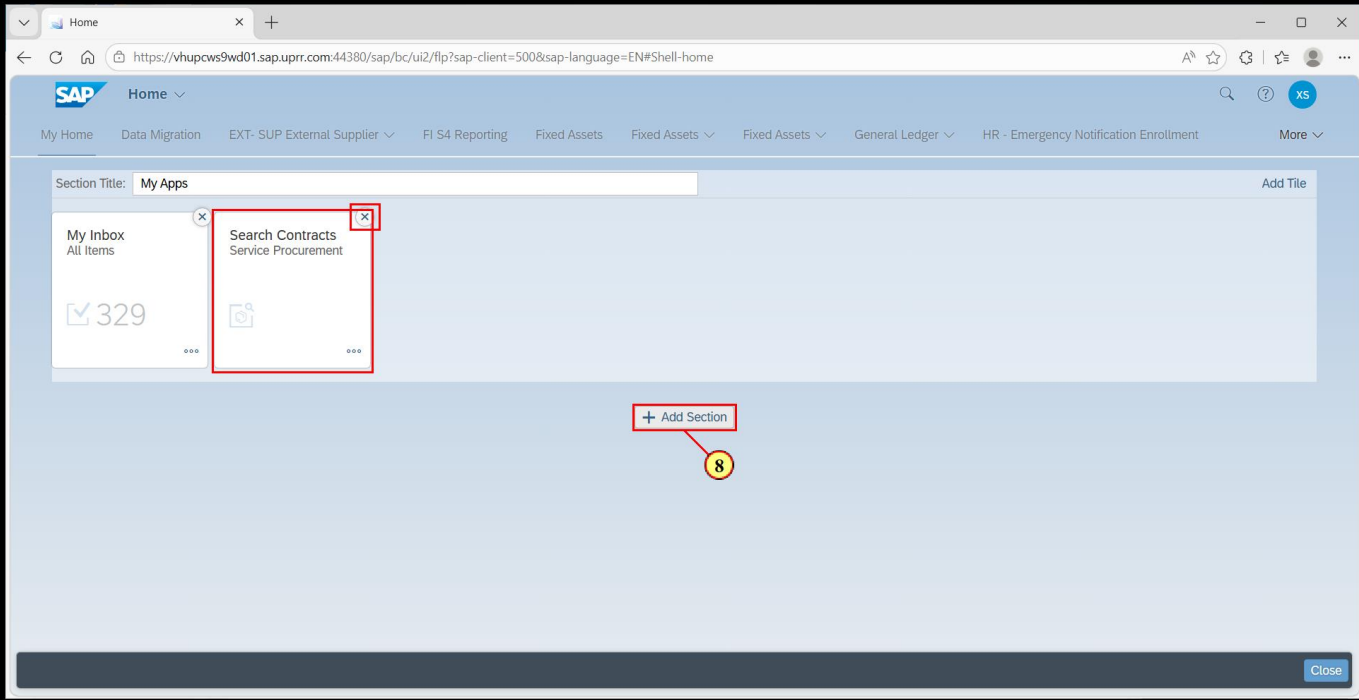
Explanation

7. Click  to return to the Home page.

Screenshot




Add a Section to SAP Work Zone

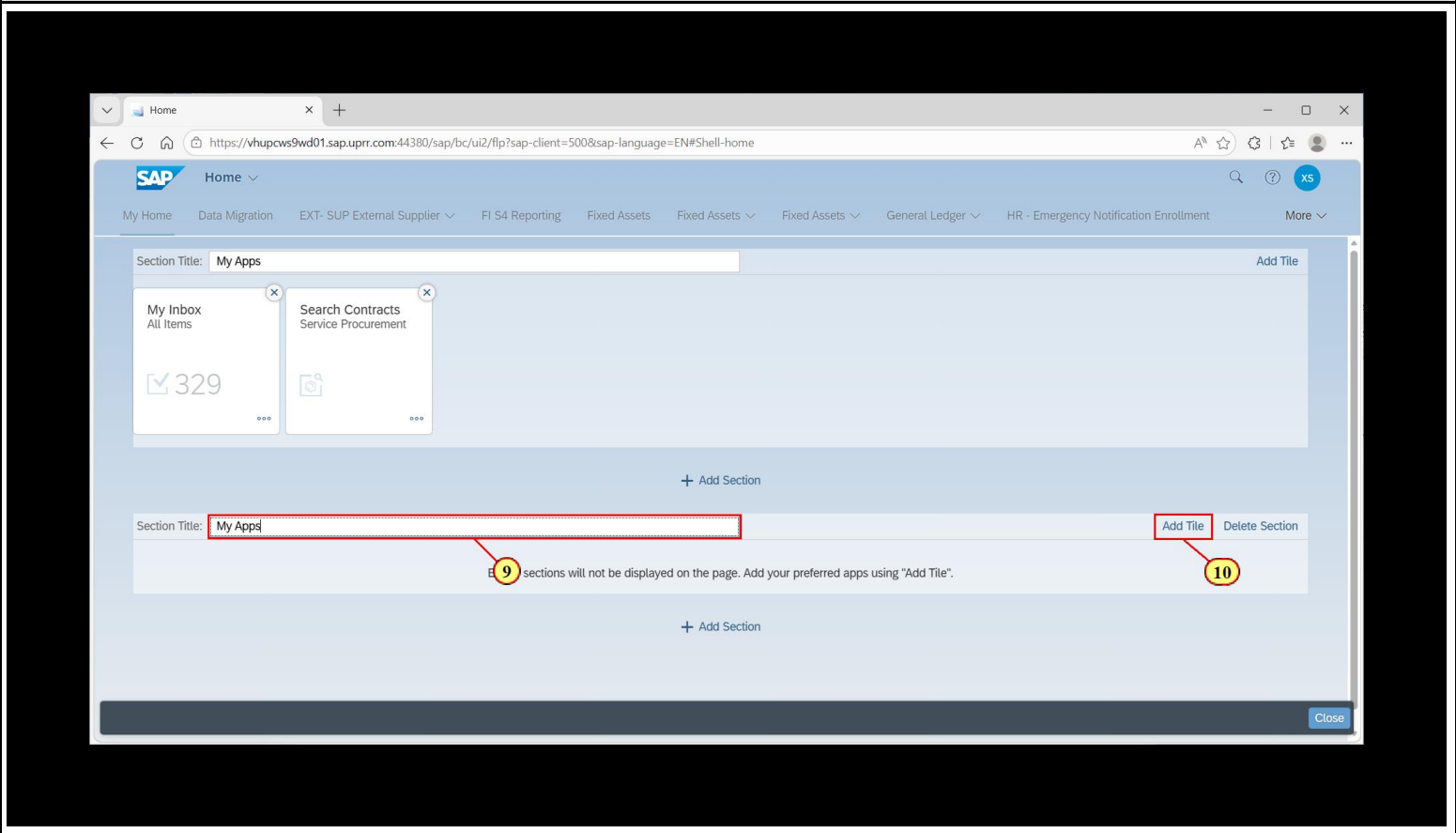
Explanation	Screenshot
<p> The Search Contracts app is now easily accessible from the Apps section of the Home screen. You would just double-click on the tile when ready to use.</p> <p> If you want to delete an app from a section, just click the X in the top-right corner of the tile. This only deletes it from the section, not from SAP Work Zone!</p> <p>8. Click Add Section</p> <p> in Edit Home Screen mode, to add your own personal section and tiles.</p>	 <p>The screenshot shows the SAP Home screen in 'Edit Home Screen' mode. The browser address bar shows the URL: https://vhupcws9wd01.sap.uprr.com:44380/sap/bc/ui2/flp?sap-client=500&sap-language=EN#Shell-home. The SAP logo and 'Home' dropdown are visible. The navigation bar includes: My Home, Data Migration, EXT- SUP External Supplier, FI S4 Reporting, Fixed Assets, Fixed Assets, Fixed Assets, General Ledger, HR - Emergency Notification Enrollment, and More. The main content area shows a section titled 'My Apps' with an 'Add Title' button. Two tiles are visible: 'My Inbox All Items' (with a checkmark and '329') and 'Search Contracts Service Procurement'. The 'Search Contracts' tile is highlighted with a red box, and its top-right corner 'X' icon is also highlighted. At the bottom right, there is a '+ Add Section' button highlighted with a red box and a yellow circle containing the number 8. A 'Close' button is visible in the bottom right corner of the screen.</p>

Explanation

9. The **Section Title** field is filled out with the name **My Apps** which will be the name of the new section.

10. Click **Add Tile** .

Screenshot

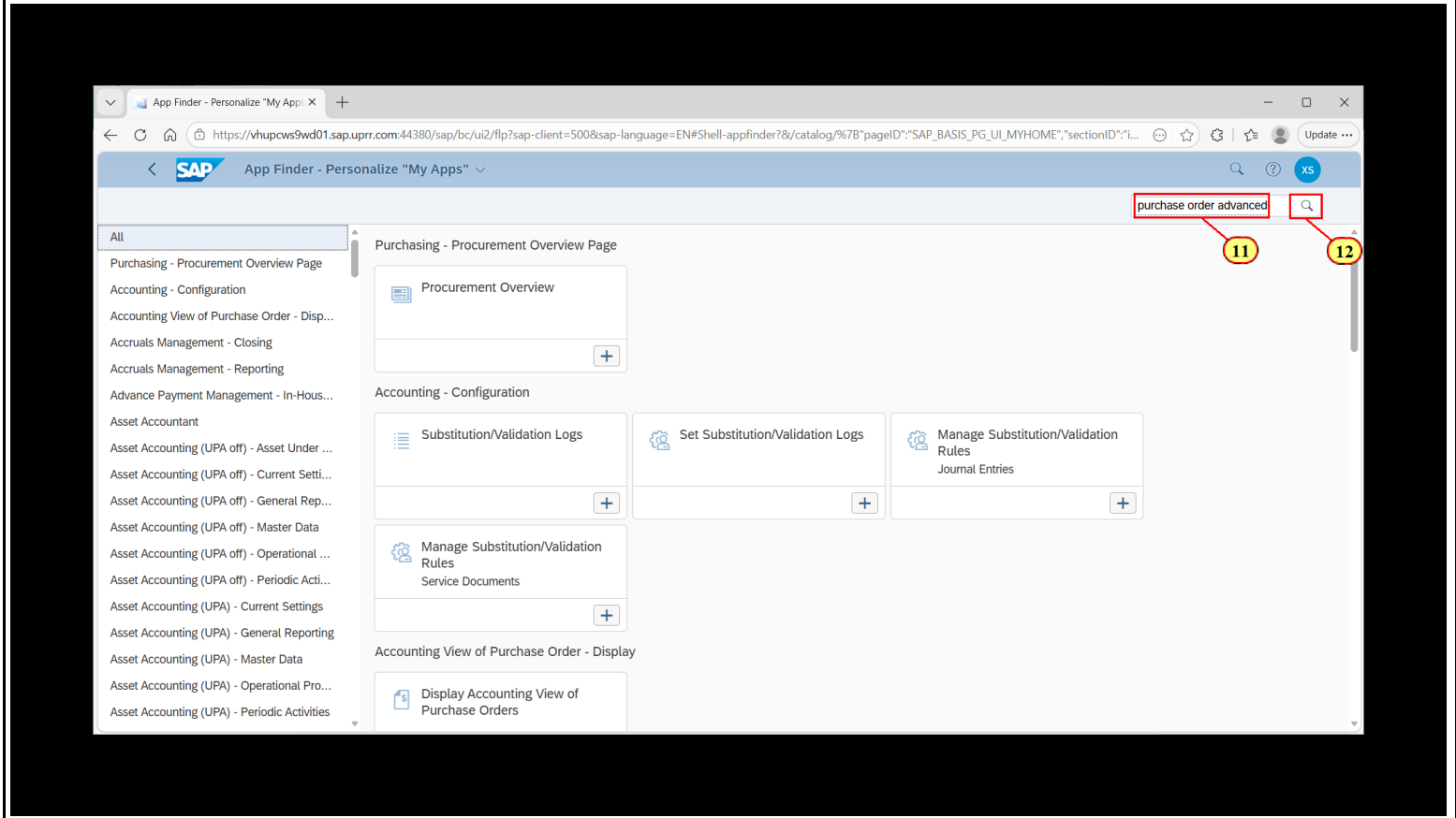


Explanation

Screenshot

11. The **Search in catalog** field is filled out with the next app we will search for, **Display Purchase Order Advanced**.

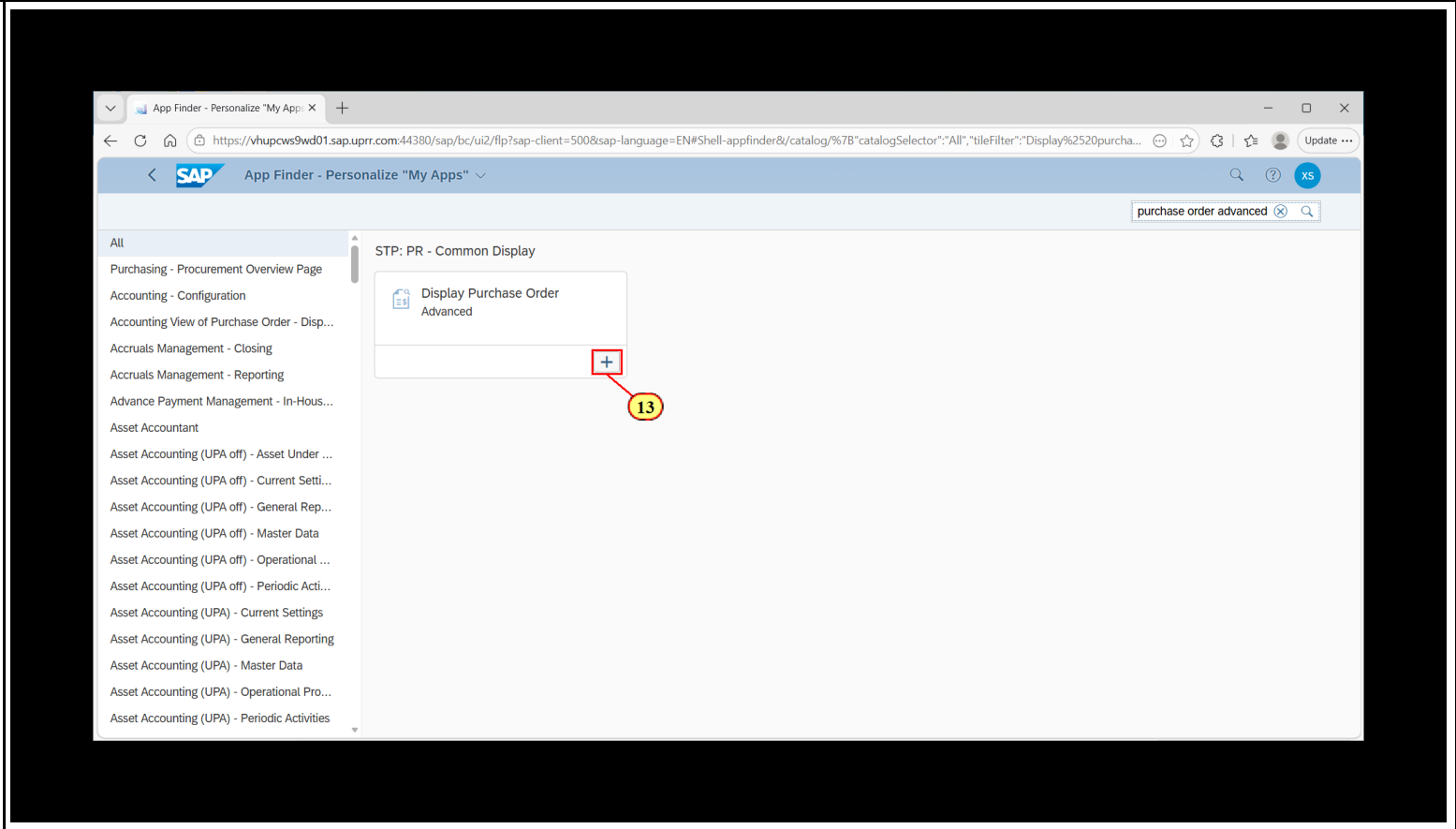
12. Click **Search** .



Explanation


Screenshot

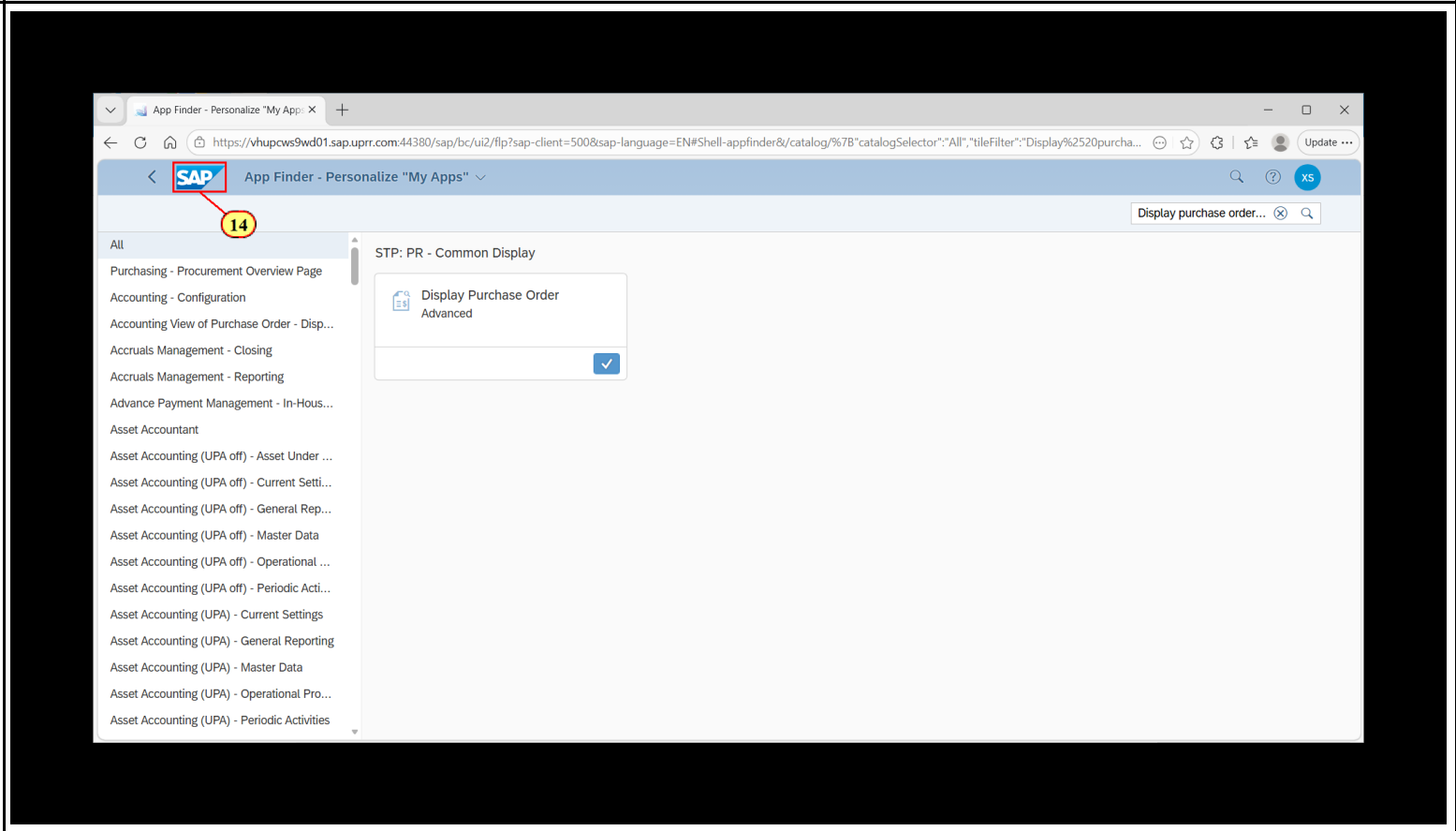
13. Click **Add to Section** icon to add the app to the new section called **My Apps**.



Explanation

Screenshot

14. Click  to return to the Home page.



Explanation

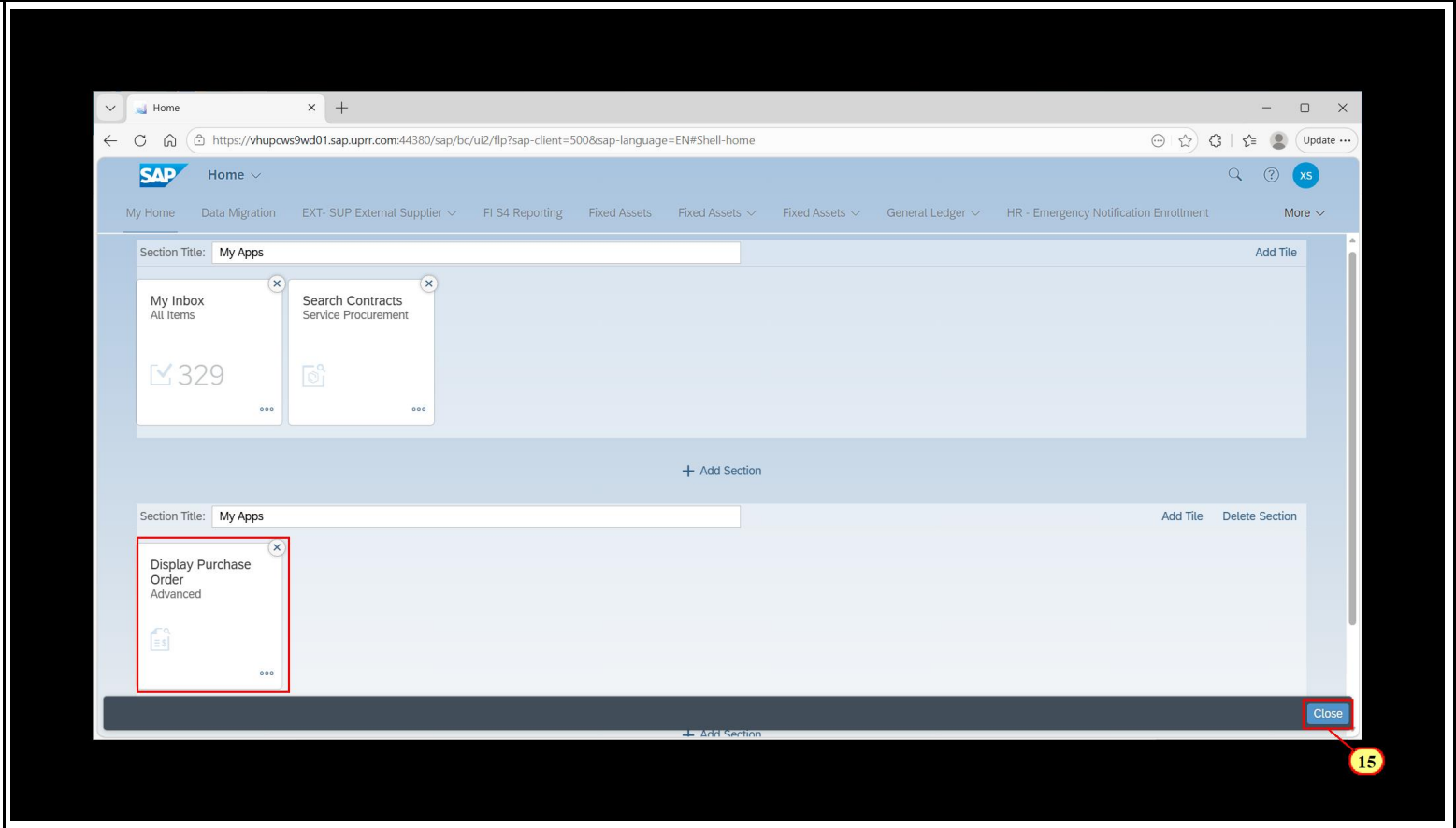
Screenshot



The Display Purchase Order Advanced **app** is now **added** to the **My Apps** section of the Home screen.



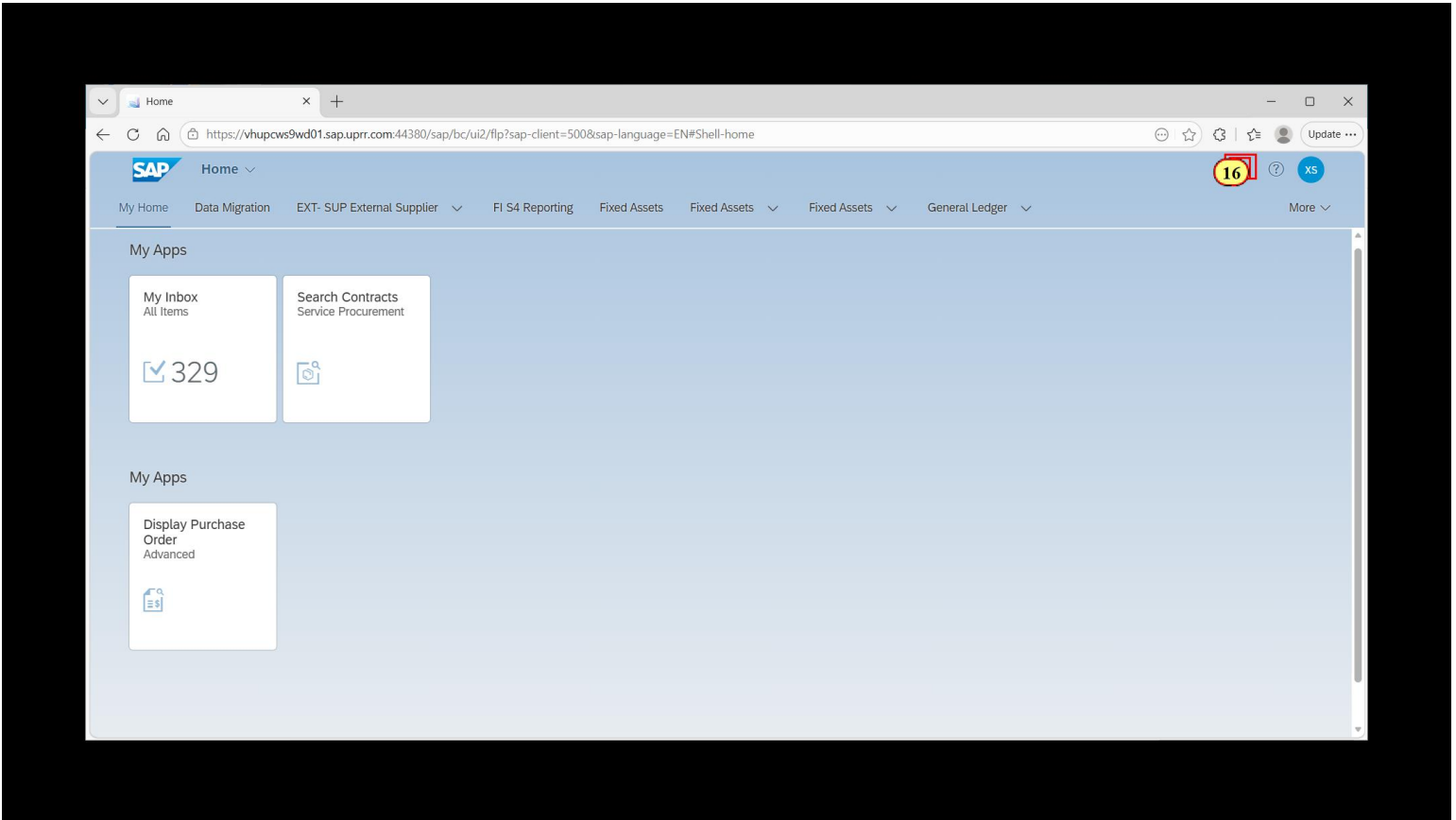


15. Click



15

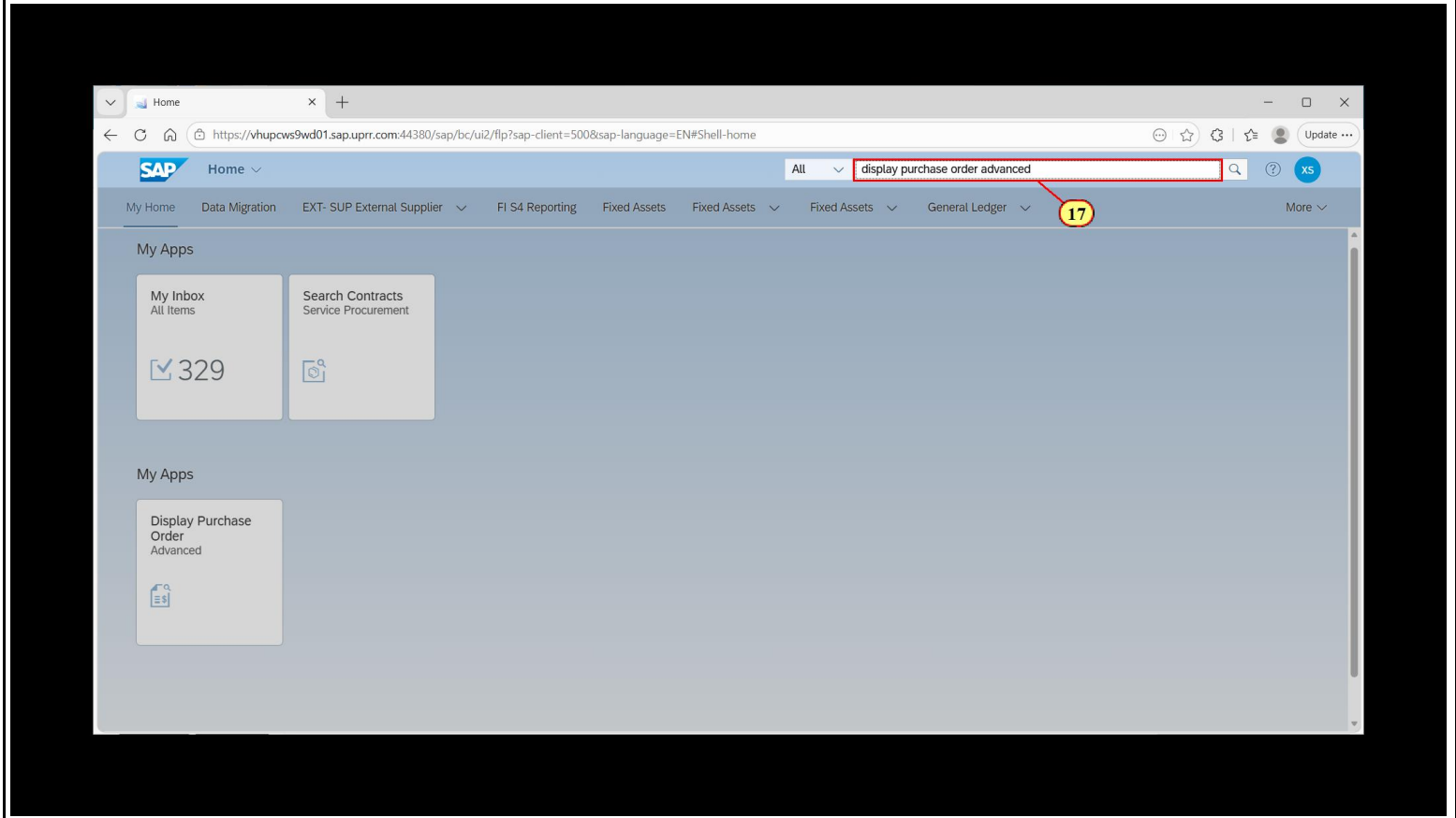
Search for Tiles

Explanation	Screenshot
<p data-bbox="107 550 145 582"></p> <p data-bbox="91 598 600 778">The Open Search icon can also be used at the top-right of the Home screen to search for apps, without adding them to your Home screen. We'll show you how to do this next.</p> <p data-bbox="91 821 510 901">16. Click Open Search  to search for an app.</p>	 <p>The screenshot shows the SAP Home interface. At the top right, there is a navigation bar with the SAP logo and a 'Home' dropdown menu. To the right of the 'Home' menu is a yellow circle containing the number '16', which is highlighted with a red box. Below the navigation bar, there are several menu items: 'My Home', 'Data Migration', 'EXT- SUP External Supplier', 'FI S4 Reporting', 'Fixed Assets', and 'General Ledger'. The main area of the screen displays 'My Apps' with three tiles: 'My Inbox All Items' (329 items), 'Search Contracts Service Procurement', and 'Display Purchase Order Advanced'.</p>

Explanation

Screenshot

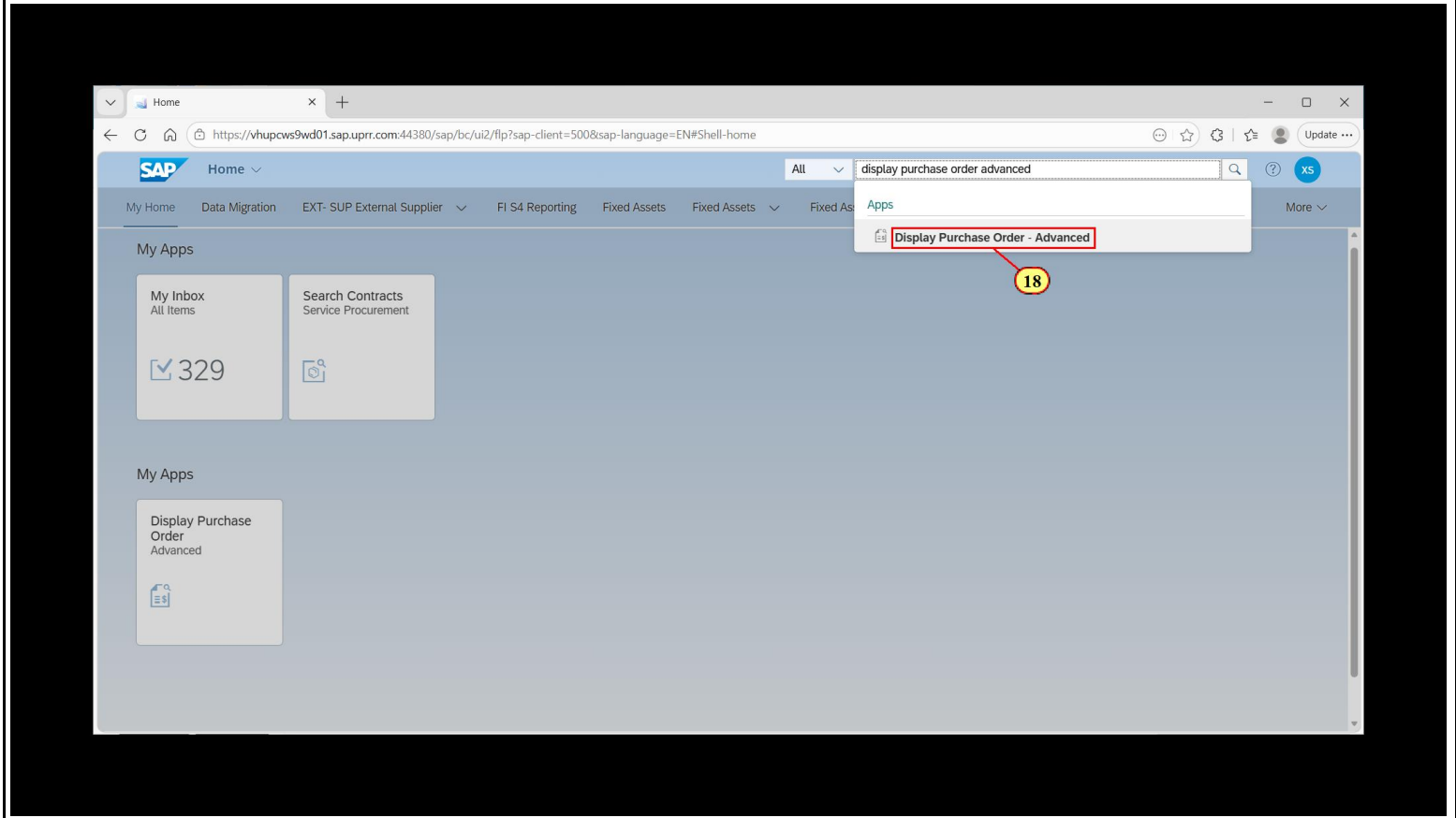
17. The **Open Search** field is filled out. In this example, Display Purchase Order Advanced app is searched.



Explanation

Screenshot

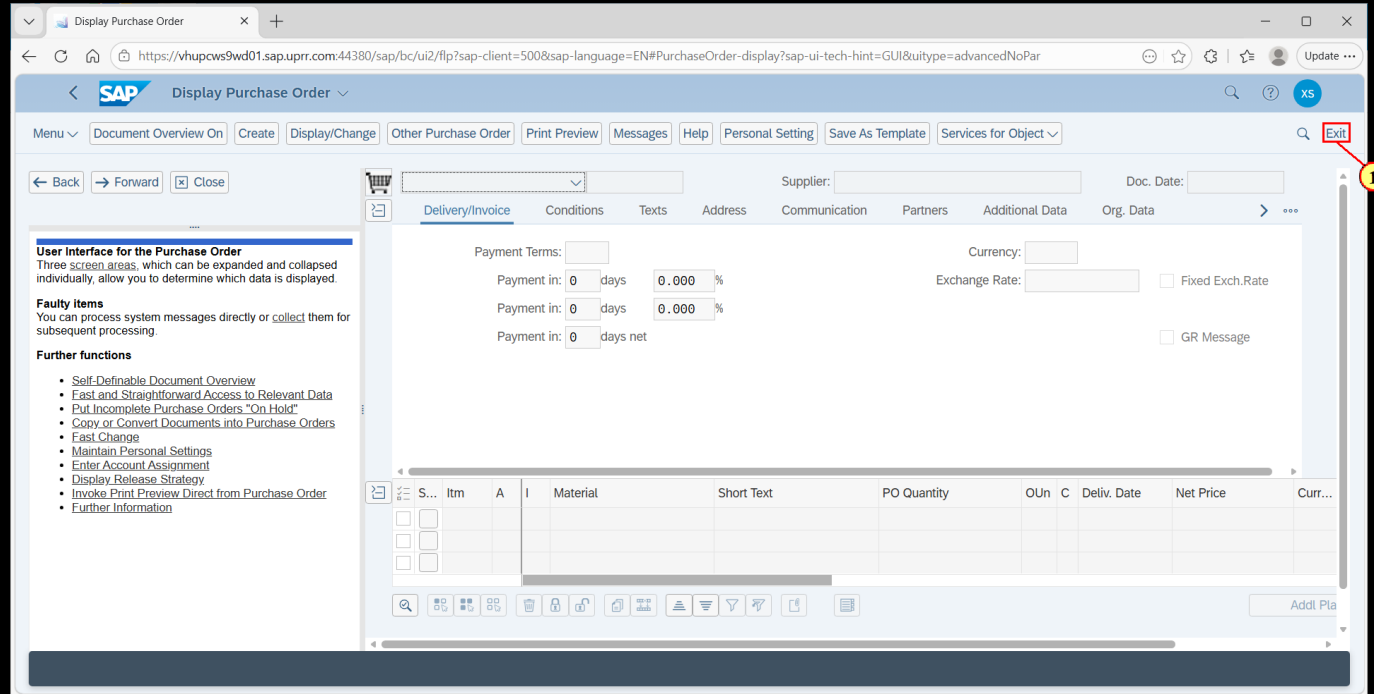
18. Click to select **Display Purchase Order - Advanced** as the tile name appears.



Explanation

Screenshot

19. Click **Exit** to exit the app and return to the **Home** screen.



Explanation

Screenshot



This concludes our tutorial on **searching for apps and adding to the Home screen**. We hope this showed how easy it is to log in to the **SAP Work Zone** and personalize it for your job needs!

