Logging onto the SAP Web Client

This document should be used as an additional aid when following the provided instructions to complete the assigned SAP exercises in your test. Below you will find instructions on how to log in to the SAP system on the Web Client. The interface is slightly different than the instructions. These differences are outlined in this document as well. Be sure to follow both the instructions closely. Your userid, password and client number will differ from those used in this example.

Login Instructions:

Follow this link to access the correct SAP System. http://ucc.uwm.edu/Public/ITS.aspx

Select the GB2 system to complete your exercises. You will be directed to the login screen. Enter 200 for the Client number. Then click the Log On button.
You will then receive the Authentication Required Prompt. Enter the User Name and Password provided to you. Then click OK.

You will be brought to a screen to create a new password. Enter the new password and then click Change.
You will be brought to a screen that tells you your password was changed successfully. You will then be prompted to enter your logon information again. Do this, and then click OK.

You will see this screen as the system loads. Your logon is now complete.
General Tips:

- Anytime you see ###, this means to enter your 3-digit number (the second half of your User Name).
- Closely follow the instructions provided. Do not rush through, you will most likely miss something and receive an error.
- Be sure to record the number of a document you create when prompted to (For example, a purchase order). You may need this number later on to complete the exercise.
- The interface you will see after you have logged on will be slightly different than what you will see in the instructions, but the functionality and the exercise itself is the same. Key differences between the instructions and working on the Web Client are outlined below.

Key Differences:

- When prompted to click the Enter icon (shown as a green checkmark), simply hit the enter button on your keyboard.
- When prompted to hit the Save button, select either the Save button or the Post button located on the toolbar at the top of the screen. The Save and Post buttons are interchangeable. Do not be confused by this. The web interface accounts for the fact that sometimes saving requires the information that you entered to be posted elsewhere.
- The Exit icon is also located on this toolbar.
- In fact, all of the action buttons you will be prompted to click such as “Process Open Items” will be located on the toolbar at the top of this screen as demonstrated below.

Post Outgoing Payments: Header Data

| Menu | Post | Back | Exit | Cancel selection | System | Process open items |
• If you are prompted to select an icon that you do not see located on the toolbar, select the “More” button located all the way to right of the toolbar. You will find the option you need in the drop down menu.

• In some cases, the default settings on the Web Client may be different than in the instructions. When this is the case, use the selection icon to the right to change the setting to match the instructions.

For example, when searching for the material in the first exercise, you will have to change the search category to Material by Material Type to match the instructions.