

# SAP FIORI PORTAL

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HANDLING APPS WITH THE SAP FIORI PORTAL

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# These instructions are intended to help you familiarize yourself with the general features of the new SAP Fiori interface.

#### Notice:

- This user manual solely describes the handling of applications with the new SAP Fiori Launchpad and the App Finder
- Should you have any questions regarding your personnel master data (personnel number, address, bank details, etc.), please contact your personnel office.
- For all software-related questions (e.g. portal or app not accessible), please contact SAP support:
  - Telephone: 089/2108-2222 Email: it-helpdesk@gv.mpg.de
- When the portal was activated, you were granted the required access rights to use the Fiori Portal. All of the Institute's active staff members who have a valid staff number are granted access in principle.
- The portal is available in German and English. Please adjust your browser language settings accordingly. Your subsequent new registration will then be carried out in the selected language version. Further details can be found in your browser settings.
- Access to the portal is currently available only within the MPG network/administration network and, if applicable, via VPN. External access (from outside the VPN) will be implemented at a later date.



### 1. Logging in to the ESS/MSS portal 1.1 Login without SSO 1.2 Login for employees who have not previously had online access

Customizing your start page 2. 2.1 Finding an app 2.2 Integrating an app

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(STRG + CLICK FOR DIRECT ACCESS)

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					GESELLSCHAFT
•	0		1. L	OGGING IN TO THE ESS/MSS	1.1.1  Login without SCO  (1/1)
0	0		ΡΟΙ	RTAL	• 1.1. Login without SSO (1/1)
0	0				
0	٥		#RE	GULAR LOGIN	
0	0	0	0		
0	0	0	0	If the Single-Sign-On procedure is not in	use at your Institute, registration to the portal is carried out as described below.
٥	٥	0	0	Otherwise, you will automatically be logge	ed in after accessing the portal page <u>https://sbportal.sap.mpg.de/irj/portal</u> without the
٥	0	0	0	need to enter a user ID and password.	
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0	0	0	ο	Desistration without single sign on is servi	ad aut via the web nextel bitney / abnextel can mug de /ivi /nextel2com/2_disabled wing
0	0	0	o	Registration without single sign-on is carrie	ed out via the web portal <u>https://soportal.sap.mpg.de/irj/portal?sami2=disabled</u> using

Registration without single sign-on is carried out via the web portal <u>https://sbportal.sap.mpg.de/irj/portal?saml2=disabled</u> using your personnel ID (6 digits, add a zero in front, if necessary) and an individual password. If you already have access to the portal (e.g. Arbeitssicherheit "ASi" or eProcurement), please log in using the access data you are already familiar with.

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0	0		ΡO	RTA	L	• 1.2.	Login for employees wi	to have not previously had o	
0 0	0 0		#N	EW	ACCOUNT				
0	0	0	0						
0	0	0	0						
0 0	0 0	0 0	0 0	•	First of all, please visit <u>https://sbportal.</u>	.sap.mpg.	de/irj/portal?saml2=disa	ibled.	
0 0	0 0	0 0	0 0	•	After that, click the "Support" button:				
o	0	0	o	•	Then enter your 6-digit personnel num	ber and e	mail address in the respo	ective fields and confirm with	"Send":
0	0	0	0						
0 0	0 0	0 0	0 0	0 0	Logon Help				SAP Ne
					Personal information  Confirmation				
					Having trouble logging in?			E	User * Password *

Provide the following information to receive a new password

Cancel

• 1.2. Login for employees who have not previously had online access (1/2)

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	SAP NetWeaver	
MAX-PLANCK-GESELLSCHAFT	User * Password * Log On Logon Problems? <u>Get Support</u>	
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Logon ID:\* E-Mail:\* Submit

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0	0	1. LOGGING IN TO THE ESS/MSS
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**#GENERATING YOUT PASSWORD** 

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• 1.2. Login for employees who have not previously had online access (2/2)

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  - An initial password is sent by email to the email address stored in the PVS personnel management system:

) 0 ) 0 ) 0	0 0 0	0 0 0			Dear Your password has been reset. Your new password is
o o	0	o			iNwML34B\$taQ\$S
) O	0	0			
0 0	0	0			Link to SAP Portal: <u>https://sbportal.sap.mpg.de/irj/portal</u>
			Note: An automatic reset and dispatch of your password can only be effected if		***Please do not respond, this is an automatically generated mail***
			your current email address and user ID are correctly registered in the personnel		If your problem still persists please contact SAP-Support:
			administration system (PVS). Please contact your personnel office directly if you have any queries or problems		Mail:
			have any queries of problems.		sap-helpdesk@gv.mpg.de
					Phone:
				0 0	089-2108-2222 (HuR)
				0 0	089-2108-2000 (PVS)
				0 0	089-8578-3242 (ASI)

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					GESELLSCHAFT
0	0		2.	CUSTOMIZING YOUR START	
0	0				• 2.1 Finding an app (1/1)
0	0			PAGE	
0	0				
0	0			#FINDING AND APP	
0	0	0	0		
0	0	0	0	Before you can use any of the application	s ("apps"), you first need to customize your start page. As part of the personalization
0	0	0	0	routine the most frequently used apps are	stored on the start nage and displayed in a tile design
0	0	0	0	routine, the most nequently used upps are	
0	0	0	0	Please proceed as follows:	Q
0	0	0	0		
0	0	0	0	<ul> <li>Please log on to the portal as described</li> </ul>	under no. 1.
0	0	0	0	Click the button	
0	0	o	0		
0	0	0	0	• Then open the "App Finder".	িত্র Recent Activi
				1 I I I I I I I I I I I I I I I I I I I	



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0	0		2.	CUSTOMIZING YOUR START
0	0			
0	0			PAGE
0	0			
o	0			#INTEGRATING AN APP
0	0	0	0	
0	0	0	0	If you select the tile directly, the applic
0	0	0	0	to place the application on your start pa
0	0	0	0	to place the application on your start pa
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## • 2.2 Integrating an app (1/1)

cation/app will start immediately. Select the "pushpin" and add it to the group "My Home"

to place the application on your start page.	PVS HR Services								
	Arbeitsplatz Reisender	My Data display		My Inbox Extension					
	8		*			*			
	X. My Leave Requests	C9 My Outby	Add to Grou	ups	Calendar				
	manage	Completed	New Group	>	am				
			My Home						
	*		PVS HR Services			\$			
	My Travel Reguests	Mu Troug	Identity Management				0 0	) o	
	v.2	Travel Exp				e	0 0	, o	
				Close			0 0	) 0	
						0 0	0 0	) 0	
After pressing the button you can position the application on your star	rt page. You can also de	efine you	r own group:	s. Your ap	ops will	0 0	o o	• •	
then be displayed under the respective group that you have defined ar	nd created.	-				0 0			
						0 0	0 0	) O	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

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E-Mail: it-helpdesk@gv.mpg.de• • •	0 0	0	0	0	0	•	0 0	0 0	0	0	0	0	• •	0	0	0	•	• •	0	0	0	0	0	0	0	0 0	) O
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