

Logging into the Fiori Dashboard (Access to SAP and the new Fiori ordering system)

As from **02 April 2024** all transactions you currently use to perform your HR/Payroll, Finance and ordering activities will now be completed via the new Fiori Dashboard.

Please follow this step-by-step guide to setting up your access to the new Fiori Dashboard.

As we are aware that schools currently do use different browsers to access the RAP portal (SAP and OrderPoint) this guide provides details of how to set up your access using either Google Chrome or Microsoft Edge. Advice on troubleshooting initial logon issues is also included in the guide.

If you have not previously had access to SAP / OrderPoint but now require system access, then please refer to the guidance on the [Access our systems page on SchoolsNet](#).

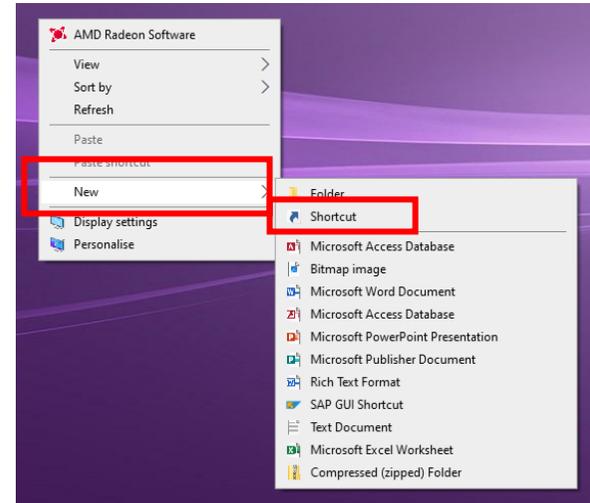
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Section 1 – Initial set up using a default browser shortcut.

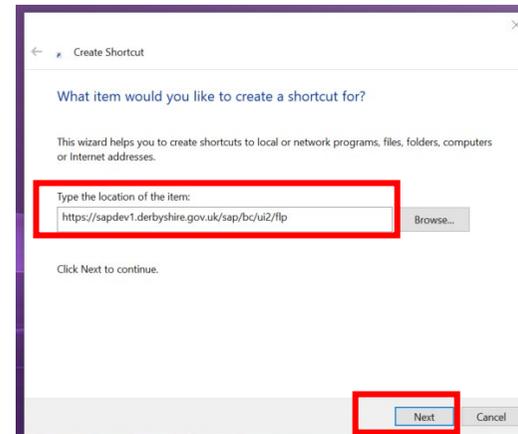
- 1) Right click on your desktop and select **New** then select **shortcut** from the dropdown menu.

(If you are unable to set up the desktop shortcut then please contact your IT provider for advice. In the meantime, you can still access the Fiori Dashboard by clicking on the URL provided at step 2 below).

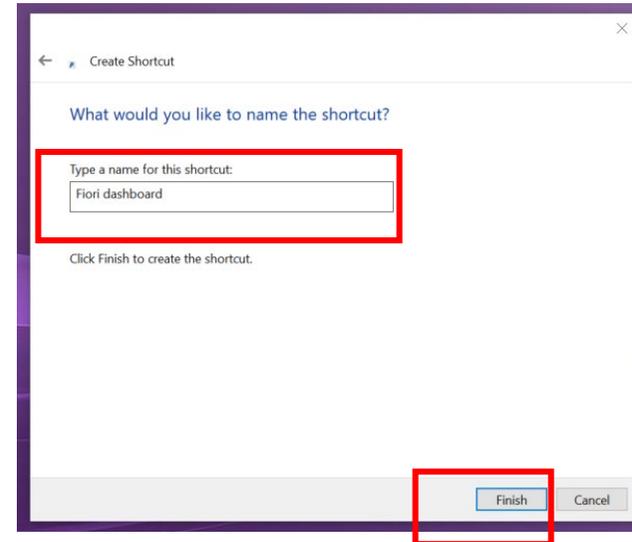


- 2) Copy and paste the URL provided below into the shortcut location box as shown and **click Next**.

<https://sap.derbyshire.gov.uk/sap/bc/ui2/flp>



3) Name your Shortcut 'Fiori Dashboard' and **click Finish.**



4) The Fiori Dashboard is now saved as a desktop icon and your default browser icon is displayed.

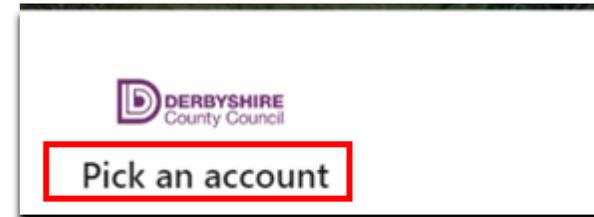
5) Double click on the desktop shortcut (**Please do ensure that you are not already logged into the RAP portal).**

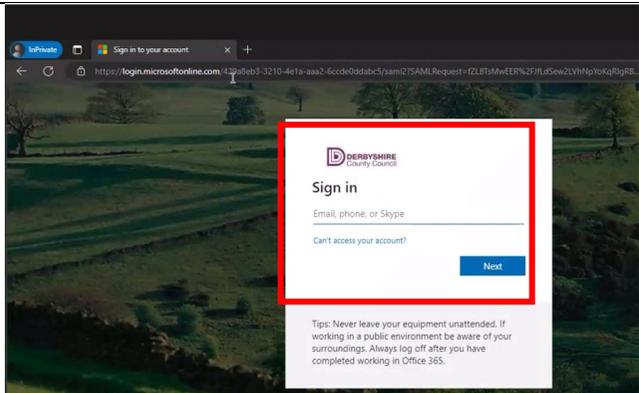


6) The Multifactor Authentication (MFA) sign in page is displayed.

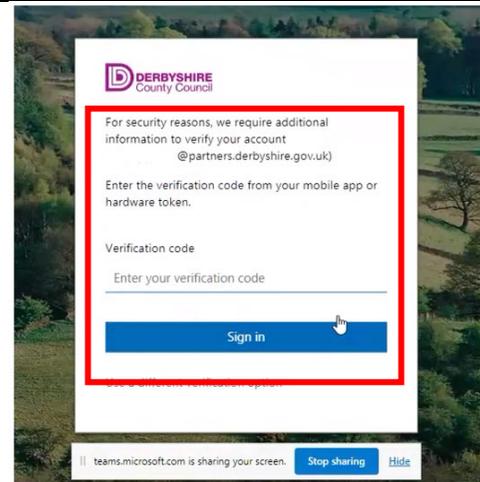
If you are provided with the option to **'pick an account'** then please ensure that you **select the partner account previously used to logon to the RAP portal.**

If the red error message is displayed or if the required account is not displayed in the list, then please click on **'use another Account'**.



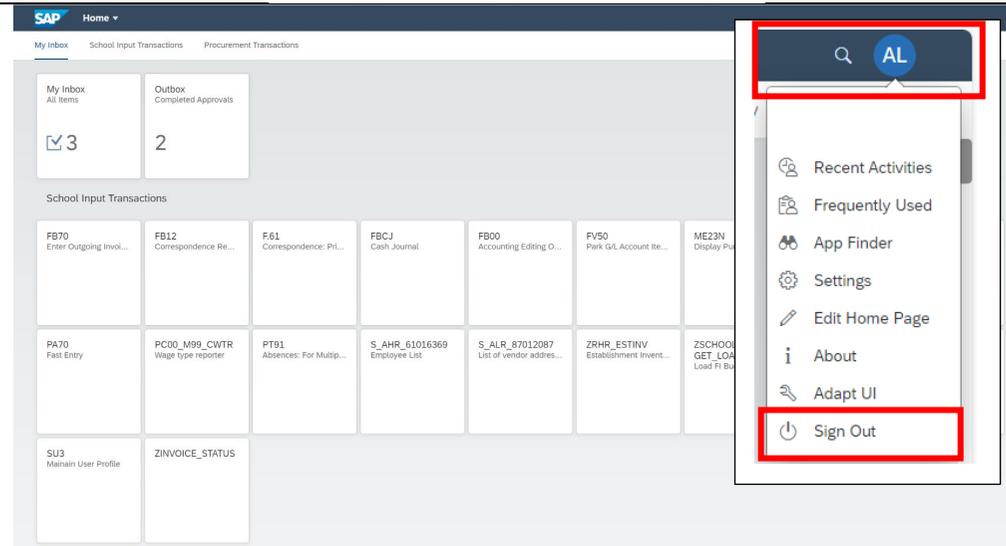
<p>Enter your partner account details and click Next.</p>	
<p>7) Enter your password and click Sign in.</p>	

8) Enter your verification code and **click Sign in.**



9) The Fiori Dashboard should now be displayed. The number of Apps displayed will differ dependant on your role and access.

Please log out of the Fiori Dashboard using the sign out option. This is available when you click on your initials in the top right-hand corner of the screen.



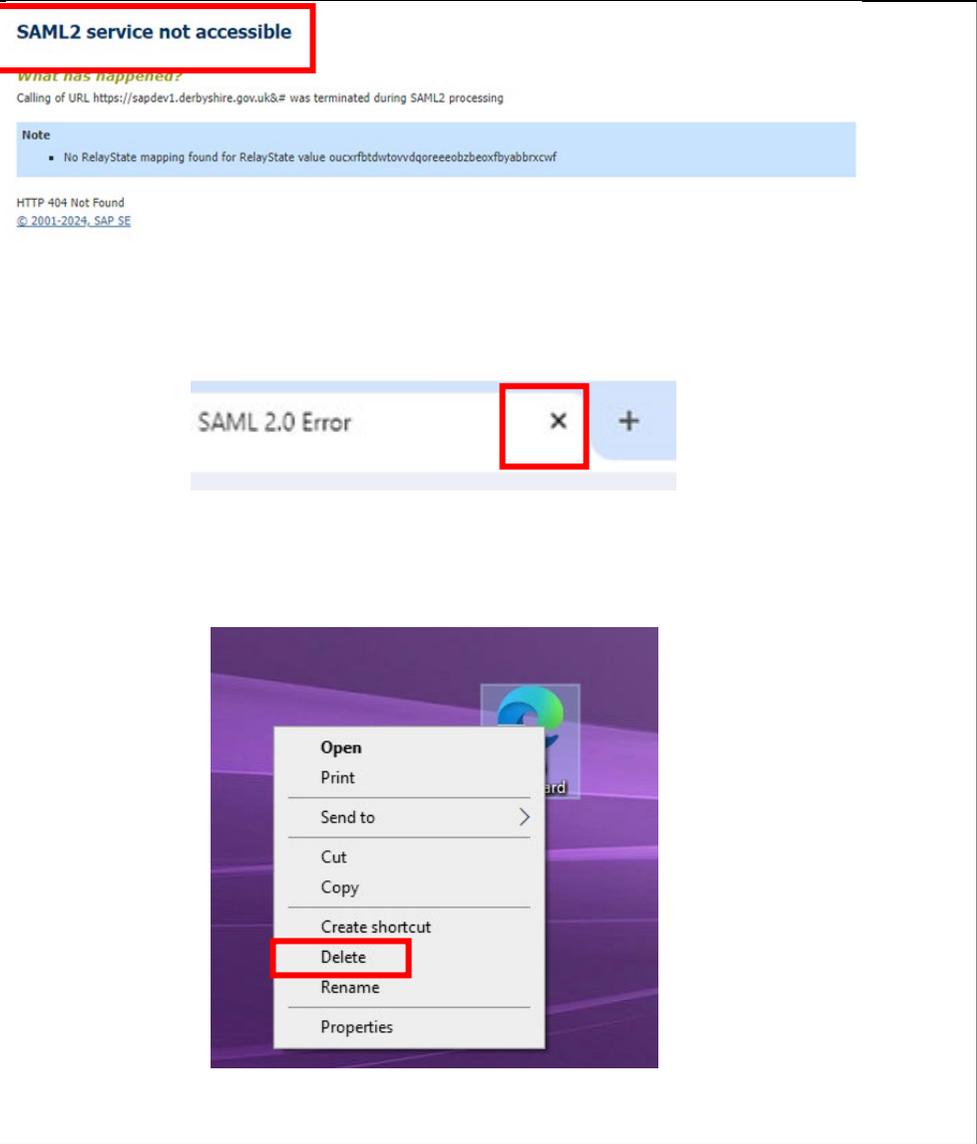
10) If the 'service not accessible' is displayed. Please contact your IT provider in the first instance.

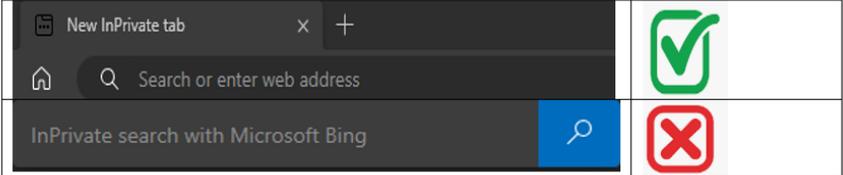
Close the browser window displaying this message.

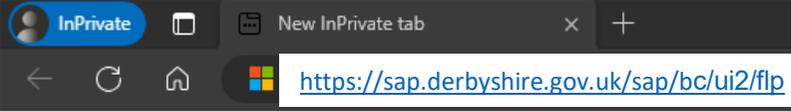
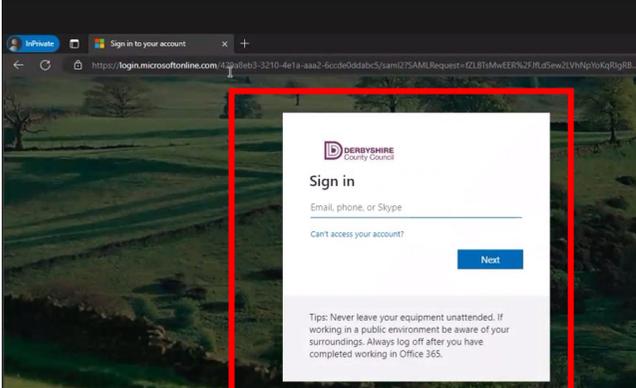
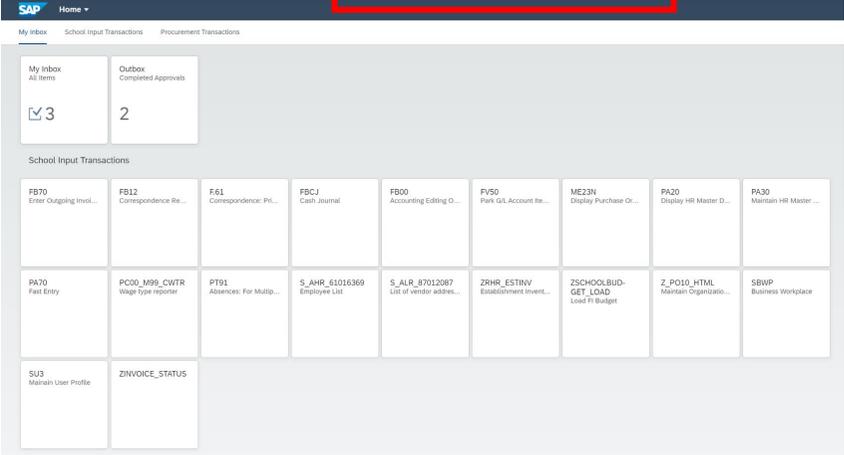
Return back to your desktop. Right click on the shortcut you have just created and click on **Delete**.

The shortcut is no longer available.

See troubleshooting options in section 2 below.

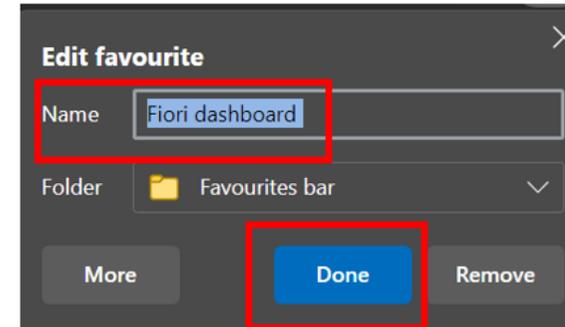
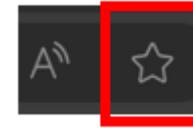


<h2>Section 2 – Troubleshooting</h2>	
<h3>A) Unable to logon using Microsoft Edge browser – option to use (New In private window)</h3>	
<p>If you have been unable to load the Fiori Dashboard using Microsoft Edge as a desktop shortcut, then you may wish to try using Microsoft Edge New In private window.</p>	
<p>1) If you do not already have a Microsoft Edge browser open, then click on your Edge icon to open a new session.</p>	
<p>2) The Edge icon will now be displayed in the taskbar at the bottom of your screen.</p>	
<p>3) Right-click the Microsoft Edge icon on your taskbar and select 'New InPrivate window'.</p>	
<p>4) Copy and paste the URL provided below into the web address bar at the top of the screen. Please do not enter the URL into the Bing search in the middle of the screen.</p> <p>https://sap.derbyshire.gov.uk/sap/bc/ui2/flp</p>	

<p>5) Press enter on your keyboard.</p>	
<p>6) The Multifactor Authentication (MFA) sign in page will now be displayed.</p> <p>Please remember to use the partner account details previously used to login to the RAP portal (see section 1 step 6 for more details).</p>	
<p>7) Continue with the MFA sign in process.</p> <p>The Fiori Dashboard should now be displayed.</p>	

The Fiori Dashboard can now be set up as a favourite. **Click on the favourite's icon** next to your web address bar.

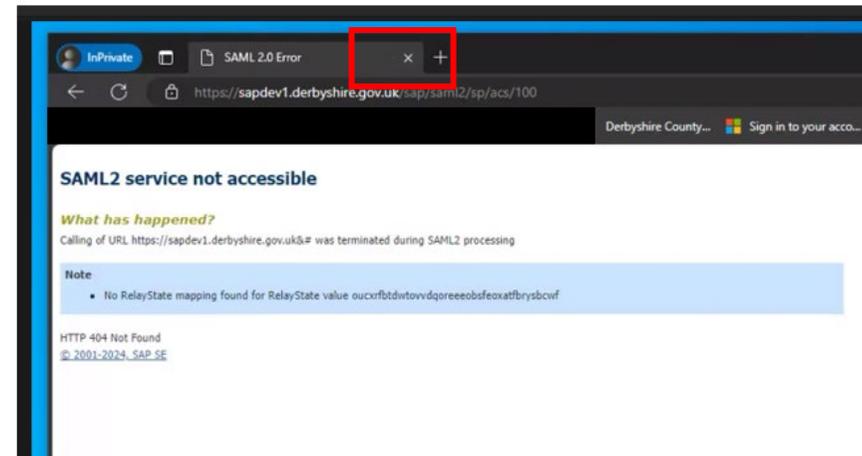
Name your favourite 'Fiori Dashboard' and **click Done**.



8) If the 'service not accessible' is displayed.

Close the browser window displaying this message.

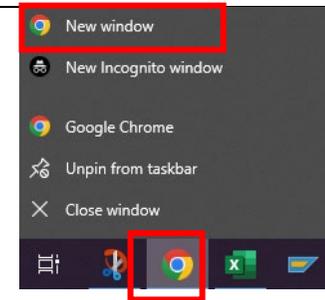
See section 2B below.



B) Unable to logon using Microsoft Edge browser - option to use Google Chrome

If you have been unable to load the Fiori Dashboard using Microsoft Edge, then we would recommend that you try using the Google Chrome browser.

1) Open Google Chrome (if you already have a Chrome browser session open, then please open a new browser session by right clicking on the Chrome icon in the task bar at the bottom of the screen and select new window).



2) Copy and paste the URL below into the Chrome address bar and **press Enter**.

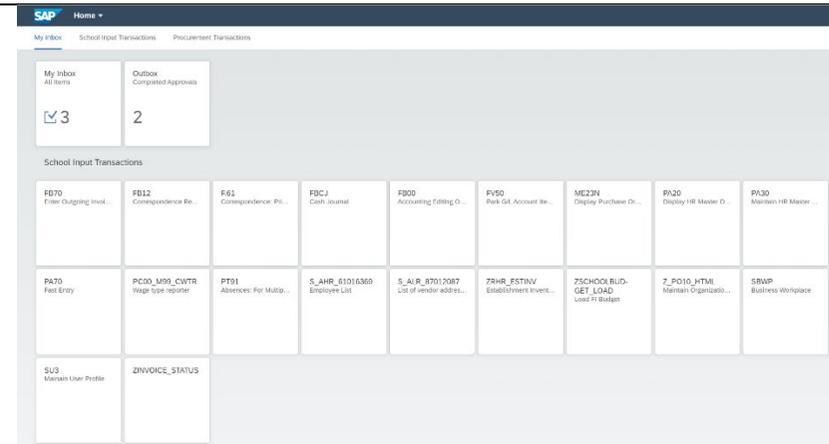
<https://sap.derbyshire.gov.uk/sap/bc/ui2/flp>

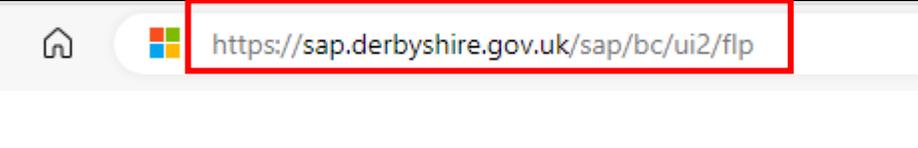
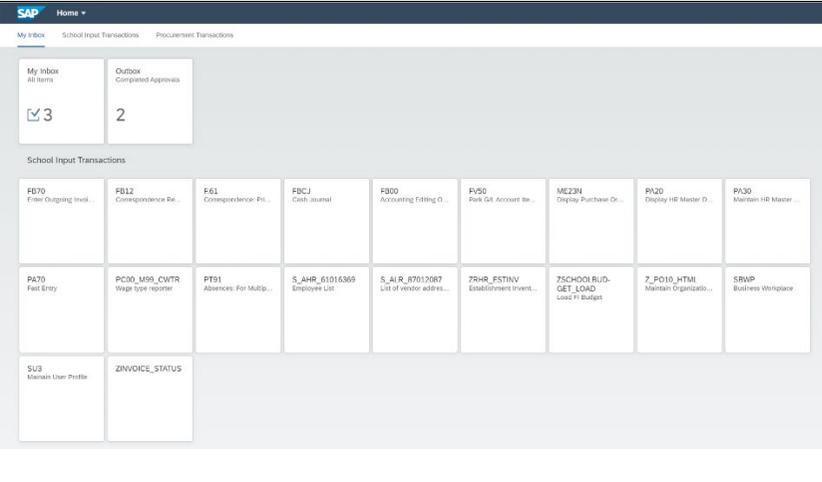


3) This should then prompt you to sign in using MFA. (See section 1 step 6 for more details).

Enter your MFA password and verification code.

If the Fiori Dashboard is now be displayed, then please contact your IT provider to discuss whether a shortcut or favourite can be set up for your convenience.



<p>C) Unable to logon using Google Chrome browser.</p>	
<p>If your default browser is Google Chrome and you have not been able to logon to the Fiori Dashboard, then please contact your IT provider for advice.</p>	
<p>If you do also have Microsoft Edge as a browser, then you may wish to try using Microsoft Edge to load the Fiori Dashboard.</p>	
<p>1) If you do not already have a Microsoft Edge browser open, then click on your Edge icon to open a new session.</p>	
<p>2) Copy and paste the URL below into the Microsoft Edge address bar as shown below and press Enter.</p> <p>https://sap.derbyshire.gov.uk/sap/bc/ui2/flp</p>	
<p>3) This should then prompt you to sign in using MFA (see section 1 step 6 for more details).</p> <p>Enter your MFA password and verification code.</p> <p>If the Fiori Dashboard is now be displayed, then please contact your IT provider to discuss whether a shortcut or favourite can be set up for your convenience.</p>	

4) If the Service not accessible is displayed.

Close the browser window displaying this message.

Please do follow the steps in section 2A (Microsoft Edge – new in private window before escalating this issue to DCC Service Desk as detailed in section D below).

SAML2 service not accessible

What has happened?

Calling of URL <https://sapdev1.derbyshire.gov.uk&#> was terminated during SAML2 processing

Note

- No RelayState mapping found for RelayState value oucxrftdwtovvdqoreeeobzbeoxfbyabbrxcwif

HTTP 404 Not Found
© 2001-2024_SAP_SE

SAML 2.0 Error



D) Additional support

If you are still unable to load the Fiori Dashboard having followed all of the above steps, then please contact the Derbyshire County Council Service Desk for further assistance.

Telephone 01629 537777 **Option 3** or e-mail Service.desk@derbyshire.gov.uk