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 <u>Access our systems page on SchoolsNet</u>.

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8) Enter your verification code and click Sign in.	Image: The security reasons, we require additional information to verify your accords the gound. Image: The verification code from your mobile app or hardware token. Verification code Enter your verification code Enter your verification code Sign in Image: The security response is sharing your screet.	
9) The Fiori Dashboard should now be displayed. The number of Apps displayed will differ dependant on your role and access.	SAP Home - My them: School (trput Transactions My theo: Completed Approvals My theo: Completed Approvals My theo: Completed Approvals School Input Transactions Completed Approvals School Input Transactions Example Frequently Used	
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.	F870 Enter Outgoing Invol FB12 Correspondence: Pril FBCJ Cash Journal FB00 Accounting Editing O FV50 ME23N Display Pril PA70 PA70 PC00_M99_CWTR PT91 S.AHR_6J016369 S.ALR_97012087. ZRHR_ESTINV ZSCHOO GET DA BA70 PA20 preponter PC00_M99_CWTR PT91 Absencer: For Multip S.AHR_6J016369 S.ALR_97012087. ZRHR_ESTINV ZSCHOO GET DA SU3 Massain Luser Profile ZINVOICE_STATUS ZINVOICE_STATUS Vision Profile Sign Out	

10)If the 'service not accessible' is displayed. Please contact your IT provider in the first instance.	SAML2 service not accessible wnat nas nappened? Calling of URL https://sapdev1.derbyshire.gov.uk&# was terminated during SAML2 processing Note • No RelayState mapping found for RelayState value oucxrfbtdwtovvdqoreeeobzbeoxfbyabbrxcwf HTTP 404 Not Found</th></tr><tr><th>Close the browser window displaying this message.</th><td>© 2001-2024. SAP SE SAML 2.0 Error × +</td></tr><tr><th>Return back to your desktop. Right click on the shortcut you have just created and click on Delete. The shortcut is no longer available.</th><th>Open Print Print Juid Send to > Cut Copy Create shortcut Delete Rename Properties</th></tr><tr><th></th><th></th></tr></tbody></table>
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Section 2 – Troubleshooting	
A) Unable to logon using Microsoft Edge browser – o	ption to use (New In private window)
If you have been unable to load the Fiori Dashboard using Mi Microsoft Edge New In private window.	crosoft Edge as a desktop shortcut, then you may wish to try using
 If you do not already have a Microsoft Edge browser open, then click on your Edge icon to open a new session. 	
 The Edge icon will now be displayed in the taskbar at the bottom of your screen. 	H: 😵 💽 🜌 💽
 Right-click the Microsoft Edge icon on your taskbar and select 'New InPrivate window'. 	New Tab HT New Window NN New InPrivate Window O'HN Toom 1000 to 2
 Copy and paste the URL provided below into the web address bar at the top of the screen. Please <u>do not enter</u> the URL into the Bing search in the middle of the screen. 	 New InPrivate tab x + Q Search or enter web address InPrivate search with Microsoft Bing
https://sap.derbyshire.gov.uk/sap/bc/ui2/flp	

5) Press enter on your keyboard.	ini ()	Private C (0 1 a	New InPr	ivate tab ://sap.d	erbyshir	× - e.gov.uk	⊢ /sap/bc/	ui2/flp
 The Multifactor Authentication (MFA) sign in page will now be displayed. 			Sign in to your account	× + line.com/429a5eb3-3210	-4e1a-aaa2-6ccde0dda	bc5/samI2?SAMLReque	st=f2LBTsMwEER%2FJfLd	Sew2LVhNpYoKqRigR8.	
Please remember to use the partner account details previously used to login to the RAP portal (see section 1 step 6 for more details).					Sign in Email, phone, Can't access you Tips: Never lee working in a p surroundings. completed wo	or Skype ir account? ive your equipment ur ublic environment be Akways log off after yc riking in Office 365.	Next Nattended. If aware of your uu have		
7) Continue with the MFA sign in process.	SAP Home +								
,	My Inbox School Input	outbox	t Transactions						
	All Items	Completed Approvals							
The Fiori Dashboard should now be displayed.		2 							
	FB70	FB12	F.61	FBCJ Cath Journal	FB00 Accounting Edition 0	FV50 Refs Gill Account Ite	ME23N Direlay Burchase Or	PA20 Dirolay HR Master D	PA30 Majorala LIR Master
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	Pest Entry	wage type reporter	Adsences: For Mullip	employee chi	List of vehoor addres	Essectment invent	GEI_LOAD Load Fi Budget	Maintain Organizatio	Busines workpade
	SU3 Manain User Profile	ZINVOICE_STATUS							

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Google Chrome browser.	Microsoft E	dge, tł	nen we	would	l recor	nmenc	d that y	you try	using the
 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). 			ې چې بې	New wind New Incog Google Cl Unpin fror Close wind	ow gnito window arome n taskbar dow	×	-		
 Copy and paste the URL below into the Chrome address bar and press Enter. https://sap.derbyshire.gov.uk/sap/bc/ui2/flp 		G	r (0	https:/	//sap.de	rbyshire	.gov.uk/	′sap/bc/	ui2/flp
 This should then prompt you to sign in using MFA. (See section 1 step 6 for more details). 	SAP Home - Ny inbox School Inpu My Inbox All Items	Completed Approvals	nt Transactions						
Enter your MFA password and verification code.	School Input Tran	2							
	FB70 Enter Outgoing Invol	FB12 Correspondence Re	F61 Correspondence: P6	FBCJ Cash-journal	FB00 Accounting Editing O	FV50 Park GrL Account ite	ME23N Ospisy Puchase Or	PA20 Display HR Mester D	PA30 Maintein HR Master
If the Fiori Dashboard is now be displayed, then please contact your IT provider to discuss whether a shortcut or									
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.	PA20 Fest Entry	PC00_M99_CWTR Wage type reporter	PT91 Absences: For Multip	S_AHR_61016369 Employee List	S_ALR_87012087 List of vendor addres	ZRHR_ESTINV Establishment Invent	ZSCHOOLBUD- GET_LOAD Load FI Budget	Z_PO10_HTML Maintain Organizatio	SBWP Business Workplace

C) Unable to logon using Google Chrome browser.										
If your default browser is Google Chrome and you have not been able for advice.	n to the	Fiori D)ashboa	ard, the	en plea	se con	tact you	ır IT provider	r	
If you do also have Microsoft Edge as a browser, then you may wish	to try usi	ng Micr	rosoft E	dge to	load th	ne Fiori	Dashb	oard.		
 If you do not already have a Microsoft Edge browser open, then click on your Edge icon to open a new session. 						2	_			
 Copy and paste the URL below into the Microsoft Edge address bar as shown below and press Enter. 	â		https:	//sap.d	erbyshi	re.gov.ı	uk/sap/	bc/ui2/	flp	
https://sap.derbyshire.gov.uk/sap/bc/ui2/flp										
 This should then prompt you to sign in using MFA (see section 1 step 6 for more details). 	My inbox All items	Transactions Procuremen Outbox Completed Approvate	t Transactions							
Enter your MFA password and verification code.		2 actions								
If the Fiori Dashboard is now be displayed, then please contact your IT provider to discuss whether a shortcut or	FB70 Enter Outgoing Invol	FB12 Correspondence Re .	F.61 Correspondence: Pri	FBCJ Cesh Journal	F800 Accounting Editing O	FV50 Park Gil Account Ite	ME23N Display Purchase Dr	P\20 Display HR Master D	PA30 Marrain HR Master	
favourite can be set up for your convenience.	PA70 Fest Entry	PC00_M99_CWTR Wage type reporter	PT91 Absences: For Multip	S_AHR_61016369 Employee List	S_ALR_87012087 List of vendor addres	ZRHR_ESTINV Establishment Invent	ZSCHOOLBUD- GET_LOAD Load FI Budget	Z_PO10_HTML Maintain Organizatio	SBINP Business Workplace	
	SU3 Menain User Profile	ZINVOICE_STATUS								

4) If the Service not accessible is displayed.	SAML2 service not accessible						
	What has happened? Calling of URL https://sapdev1.derbyshire.gov.uk&≡ was terminated during SAML2 processing						
Close the browser window displaying this message.	Note No RelayState mapping found for RelayState value oucxrfbtdwtovvdqoreeeobzbeoxfbyabbrxcwf						
Please do follow the steps in section 2A (Microsoft Edge – new in private window before escalating this issue to DCC	HTTP 404 Not Found © 2001-2024, SAP 5E						
Service Desk as detailed in section D below).	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 <u>Service.desk@derbyshire.gov.uk</u>