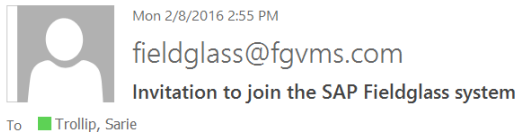


# Supplier (Worker): Create worker account and complete onboarding items

## Step 1: Create worker account

- After the work order has been activated by SAP, the supplier worker will receive an e-mail notification with a link to **create an account** in Fieldglass
- To create the account, click on **Create Your Account** link



**i** If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

sarielast, sariefirst,

Please create your account with SAP Fieldglass, the resource management system used by **SAP** and **Manpower**. All you need to do is click the button below and fill out your account details, and you're ready to start submitting your time and expenses!

**Create Your Account**

This registration invite will expire on 29/02/2016.

**Not sarielast, sariefirst?** Click on your email client's Forward button to forward this message to sariefirst.

Click on the link below (or copy/paste into your web browser) to register.

[Click here](#)

**If you have any problems, please contact SAP Fieldglass support**

By Email  
[fieldglasshelp@sap.com](mailto:fieldglasshelp@sap.com)

By Phone:  
1-866-467-4833

- Complete basic account set up settings on your worker account
  - Username, password
  - Secret question and answer
  - Time-zone
  - Date format
  - Time format
  - Number format
  - Language
  - Calendar start day



- Click **Save** to save the account settings and complete the account set up account set up

The screenshot shows the SAP Fieldglass account setup interface. On the left, there is a sidebar with navigation options: 'Create Expense Sheet', 'Select Favorite Tasks', and 'View Time Sheets'. Below these is a 'Time Sheet Hours' section which currently displays 'No data to display'. The main content area is titled 'Welcome sarielast, sariefirst' and contains a welcome message: 'Welcome to SAP Fieldglass! Your registration is complete. Feel free to change the following fields according to your preferences. Save your changes and proceed to the next page.' Below the message is the 'Locale Preferences' section, which includes several dropdown menus: 'Email' (set to 't.trollip@sap.com'), 'Time Zone' (set to 'US/Central'), 'Date Format' (set to 'MM/DD/YYYY'), 'Time Format' (set to '12 Hour Clock'), 'Number Format' (set to '#,##9.99'), 'Language' (set to 'English (United States)'), and 'Calendar Start Day' (set to 'Monday'). At the bottom of the preferences section, there is a checkbox labeled 'Don't show this window again' and a blue 'Save >>' button, which is circled in red.

- The worker account homepage is displayed. From this page, the worker has to:
  - Complete onboarding items
  - Capture timesheets
  - Create expense sheets

The screenshot shows the SAP Fieldglass worker account homepage. The top navigation bar includes 'View' and 'Create' options. The main content area is titled 'Welcome sariefirst sarielast' and features a sidebar with navigation options: 'Create Expense Sheet', 'Select Favorite Tasks', and 'View Time Sheets'. Below these is a 'Time Sheet Hours' section. The main content area displays a notification for 'SAP Fieldglass Release Notes - Click here to see what's new' and a table titled 'Work Items to Act Upon' with the ID 'SAPXWK0000503'. The table has columns for 'Information / Reason', 'ID', 'Status', and 'Period'. The rows in the table are:
 

| Information / Reason  | ID             | Status  | Period                  |
|---|----------------|---------|-------------------------|
| <a href="#">Enter hours in Time Sheet</a>   | SAPXTS00004571 | Draft   | 02/08/2016 - 02/14/2016 |
| <a href="#">External Worker Checklist for C-User (External Worker Checklist for C-User)</a> | -              | Pending | 01/25/2016              |
| <a href="#">External Worker Firewall Training (External Worker Firewall Training)</a>       | -              | Pending | 01/25/2016              |
| <a href="#">External Worker Security Guidelines (External Worker Security Guidelines)</a>   | -              | Pending | 01/25/2016              |

 At the bottom right of the table, there is a link: '[Don't see your Time Sheet?](#)'.

## Step 2 : Complete onboarding items

Welcome sarielast

SAP Fieldglass Release Notes - Click here to see what's new

Work Items to Act Upon SAPXWK00000503

| Information / Reason  | ID             | Status  | Period                  |
|---|----------------|---------|-------------------------|
| <a href="#">Enter hours in Time Sheet</a>   | SAPXTS00004571 | Draft   | 02/08/2016 - 02/14/2016 |
| <a href="#">External Worker Checklist for C-User (External Worker Checklist for C-User)</a> | -              | Pending | 01/25/2016              |
| <a href="#">External Worker Firewall Training (External Worker Firewall Training)</a>       | -              | Pending | 01/25/2016              |
| <a href="#">External Worker Security Guidelines (External Worker Security Guidelines)</a>   | -              | Pending | 01/25/2016              |

[Don't see your Time Sheet?](#)

- There are 3 onboarding items to complete. The onboarding items status remains **Pending** until onboarding items are marked as completed. To complete an onboarding item, follow the steps below:
  1. Click on the link to open the onboarding item (or document) which needs to be read/completed/signed
  2. Click on **Upload** to attach documents
  3. When the onboarding item has been completed, click **Mark as Completed**

Continue the steps above for all onboarding items listed

3. **Onboarding Item**

| Actor Worker | Due        | Status  | Action                               | Code                                 | Worker                              | Work Order     |
|--------------|------------|---------|--------------------------------------|--------------------------------------|-------------------------------------|----------------|
|              | 02/01/2016 | Pending | External Worker Checklist for C-User | External Worker Checklist for C-User | sarielast, sarielast SAPXWK00000503 | SAPXWO00000712 |

**Mark as Completed**

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Details

| Posting Information                 |                                      | Details         |   |
|-------------------------------------|--------------------------------------|-----------------|---|
| Persons who have received Work Item | <a href="#">sarielast, sarielast</a> | Completion Type | Worker - Attachment   |
| Additional Email Address            |                                      | Usage           | Optional  |
| Send Work Items On                  | 01/25/2016                           | Prerequisite    | (No Value)  |
| Escalate On when Not Completed      |                                      | Frequency       | Once  |
|                                     |                                      | Description     | Please reference the attached external worker checklist to ensure all activities are completed during suggested timeline. |

1. **Attachments**

| Name  | Person   | Visibility | 2. Upload Completed Documents |
|---|--|------------|-------------------------------|
| <a href="#">PW [FG] Onboarding Checklist worker.xlsx (8.1 KB)</a> | Administrator, Fieldglass<br>04/09/2015 03:11 PM | Public     | <b>Upload</b>                 |

Description: