Getting Started with SAP® Business ByDesign®
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This document covers the basics of the SAP Business ByDesign solution to get you started working with the solution quickly. You can read up on basic topics of the solution and use the exercises to start with some basic tasks in the solution.

PREREQUISITES

To launch the SAP Business ByDesign application, you enter your user and password on the logon screen. SAP Business ByDesign screens allow you to identify and to complete your tasks easily and quickly.

STEP 1: NAVIGATE IN THE SAP BUSINESS BYDESIGN SOLUTION

Having logged on to the system, your start point in the SAP Business ByDesign solution is the Overview view of the Home work center. In the navigation area, from the work center view and common task menu, you can directly open a work center view or common task of a work center.

Exercise: Navigate to the Self-Service Overview view of the Home work center

1. From the Overview view of the Home work center, in the navigation area at the top of your screen, mouse over the Home work center. The work center view and common task menu appears.
2. From the menu, under Self-Services, choose Self-Services Overview. The Self-Services Overview view opens in the content area

In the SAP Business ByDesign solution, you work with different screen types for different purposes. The basic screen types are as follows:

Worklists

A worklist contains a list of business documents, such as contacts, quotes, requests, sales orders, production orders, or invoices. When you select a business document, the worklist displays more detailed information of the business document at the bottom.

From a worklist, you can open the link of a business document overview for more information. You can also directly work on the business document with action buttons such as Edit, New, and Release.
A business document overview contains the most essential information of a business document. To edit the business document, from the business document overview, you click *Edit* or *View All*. When applicable, you click *You can also* to work on related business tasks or edit output settings.

**Editors**

In an editor, you can view and edit all details of the business document. From a business document overview or a quick activity, you click *View All* to go to the editor.

To work on related business tasks or edit output settings, you click *You can also*. 
Quick activities

A quick activity allows you to perform a business task on one screen. In a quick activity, you can create a business document quickly by entering the most essential information.

To maintain more detailed information, you can use the editor. To save your changes and close the screen, you can click the first button on the left, usually the button Save and Close.

Guided Activities

A guided activity guides you through each step of a business task on a series of screens. In a guided activity, you can create a business document by following the steps to enter all required information for the business document.

In a guided activity, you click Next to go to the next step of the activity.

Exercise: Edit Your Contact Data

1. From the Self-Services Overview view of the Home work center, under the Company Address Book section, click Edit My Contact Data. The Edit My Contact Data guided activity opens.
2. In the Edit My Contact Data guided activity, in step Edit Communication Data, enter your phone number in the Phone field and your e-mail address in the E-Mail field. Click Next to go to the next step.
3. We want to skip all other steps here. Click Finish to confirm your contact data.
4. Click Close.
STEP 2: SET PREFERENCES FOR YOUR SAP BUSINESS BYDESIGN SOLUTION

You can personalize your SAP Business ByDesign solution with your personal preferences. Your personalization changes in the system are only visible to you.

You can personalize your system settings, such as data and time formats in My Settings from the Personalize menu.

Exercise: Personalize the System Settings

1. From the title bar on the top of the screen, click Personalize and then choose My Settings from the menu.
2. In the My Settings screen, under Regional Settings, you can change the current settings for the date format, decimal notation, time zone, time format, and so on.
3. If you want to change the current password, click Change Password, and in the Change Password screen, enter your current password and your new password twice.
   - If you want to save the new passwords, click Save and Close.
   - If you want to cancel the password change, click Close. A confirmation dialog box appears, asking if you want to save the changes. Click No to cancel the changes.

In the My Settings screen, click Save and Close to save your changes and exit the screen.

You can also personalize the background image of your SAP Business ByDesign solution.

Exercise: Personalize the Background Image

1. From the Personalize menu, select My Background Image.
2. To upload your background image, in the My Background Image window, click Browse and choose an image file from your local computer. The image file should be in .png or .jpg format.
3. Adjust the position of your background image to your taste.
4. Adjust the transparency of the sidebars to your taste.
5. To save your changes, click OK. Your new background image and the relevant settings are displayed immediately.

In addition, you can personalize the Overview views, add work center views and common tasks as shortcuts in the taskbar, and personalize content in business documents such as fields, tables, and mashups.

STEP 3: FIND HELP INFORMATION AND SOLVE PROBLEMS

The SAP Business ByDesign solution provides you with context-sensitive help documents about general concepts in the solution and task-oriented knowledge for all business areas.

When you need information about how to work with a certain screen, open the Help Center in the infobar on the right of the screen. The help documents related to the current screen are available.

For each work center view, a quick guide provides overview and business background information as well as a list of tasks. Complex tasks are described in a separate document and linked to the quick guide. These task documents can be easily identified by the imperative verb in the title, for example, Create a Shopping Cart. You can also go the SAP Business ByDesign community from the Help Center and ask your questions in forums.

Exercise: Find help documents about self-services

1. Go to the Self-Services Overview view of the Home work center.
2. Click Help Center in the infobar. The Help Center opens on the right side of the content area.
3. In the Help Center, in the Help Resources section, click the Self-Services Overview document link. The Self-Services Overview document opens in a new window.
4. In the document, all information about the functions and services you can use in the Self-Services Overview screen is available.
The SAP Business ByDesign solution also provides you with context-sensitive incident reporting. When you encounter a problem while working with a certain screen, you can search existing knowledge bases for a solution. If no solution is available, you can request help by reporting an incident to your key user.