SAP S/4HANA 1809 FPS01 & FPS02 Fully-Activated Appliance: SAP Screen Personas Demo Guide
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Document History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>&lt;2019-04-15&gt;</td>
<td>Release for customer</td>
</tr>
</tbody>
</table>
1 Where Can This Script Be Used?

This demo script has been written for usage with the SAP S/4HANA 1809 FPS01 & FPS02 Fully-Activated Appliance (in short “appliance” in this script), hence you will need such an appliance to make use of this guide.

The appliance can be brought up in two ways, and the demo scenario in this script is largely the same for both:

1. Via SAP Cloud Appliance Library (hosted on cloud providers)
   You need a cloud provider account at AWS, MS Azure, or GCP. With this, you can deploy the appliance within 1-2 hours from https://cal.sap.com > Solutions > SAP S/4HANA 1809 FPS01 & FPS02 Fully-Activated Appliance.

2. Via installing it on your own on-premise hardware.
   You need to provide your own hardware, and order & install the appliance as explained in SAP Note 2041140.

If you are new to the SAP S/4HANA Fully-Activated Appliance, introductory information can be found here: https://blogs.sap.com/2018/12/12/sap-s4hana-fully-activated-appliance-create-your-sap-s4hana-1809-system-in-a-fraction-of-the-usual-setup-time/

Important:
Before you start your demo, please read SAP S/4HANA Fully-Activated Appliance: Demo Scripts for information about necessary preparations, especially any post-deployment steps to ensure the full functionality of your appliance.

Besides this, you will also find links to all demo scripts on this page.
2 Demo Story: SAP Screen Personas

2.1 Background

The purpose of this section is to describe the best practices for general configuration steps required to create a flavor in SAP Screen Personas 3.0.

The goal of SAP Screen Personas is to allow you to personalize SAP screens, automate business processes, and run them on your phone, tablet, or desktop. It provides a simple drag and drop approach to modify most SAP GUI screens to improve usability and visual appeal. Standard documentation for development activities for SAP Screen Personas is available in the SAP Help Portal.

Preliminary Steps

Before you start developing a flavor there are a number of preliminary steps that you should progress through to determine user requirements and design a user interface that meets these requirements:

- Get familiar with the application or transaction, referencing for example, an SAP Best Practices process flow as a basis.
- Consult with a business user of the transaction or application and determine their requirements.
- Consult with a UI/UIX Designer to make design decisions for the flavor.
- Determination of needed/required screen elements for processing like:
  - Buttons
  - Input/output fields
  - Descriptions
  - Data fields
  - Tables
  - Tabs
  - Others
- Determination of unused, not needed and disabled screen elements
- Grouping screen element to be displayed by theme or functionality
- Get familiar with UI design guidelines and company branding rules

Once you have gone through these preparatory steps, you can start developing the flavor using SAP Screen Personas.

2.2 Creating a Flavor

<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access the SAP GUI:</td>
<td><img src="image" alt="SAP GUI Access" /></td>
</tr>
<tr>
<td>Client: 100</td>
<td><img src="image" alt="Client Access" /></td>
</tr>
<tr>
<td>User: S4H_PERS</td>
<td><img src="image" alt="User Access" /></td>
</tr>
<tr>
<td>Password: Welcome1</td>
<td><img src="image" alt="Password Entry" /></td>
</tr>
<tr>
<td>Choose URL—Personas</td>
<td><img src="image" alt="URL Selection" /></td>
</tr>
<tr>
<td><img src="image" alt="URL - Personas URL" /></td>
<td><img src="image" alt="URL Selection" /></td>
</tr>
<tr>
<td>/PERSONAS/TEMPLATES - Templates Maintenance</td>
<td><img src="image" alt="URL Selection" /></td>
</tr>
<tr>
<td>/PERSONAS/ADMIN - SAP Screen Personas Administration</td>
<td><img src="image" alt="URL Selection" /></td>
</tr>
<tr>
<td>/PERSONAS/FLAVORS - Flavor Maintenance</td>
<td><img src="image" alt="URL Selection" /></td>
</tr>
<tr>
<td>/PERSONAS/USERS - User Maintenance</td>
<td><img src="image" alt="URL Selection" /></td>
</tr>
<tr>
<td>/PERSONAS/LOGIN - Flavored Launch</td>
<td><img src="image" alt="URL Selection" /></td>
</tr>
<tr>
<td>What to Do</td>
<td>What You Will See</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>In your browser, logon again:</td>
<td><img src="image" alt="SAP NetWeaver" /></td>
</tr>
<tr>
<td>Client: 100</td>
<td><img src="image" alt="SAP NetWeaver" /></td>
</tr>
<tr>
<td>User: S4H_PERS</td>
<td><img src="image" alt="SAP NetWeaver" /></td>
</tr>
<tr>
<td>Password: Welcome1</td>
<td><img src="image" alt="SAP NetWeaver" /></td>
</tr>
</tbody>
</table>

You can create a flavor for any SAP Transaction code such as `VA01 – Create`. Navigate to `VA01` by choosing **SAP Menu → Logistics → Sales and Distribution → Sales → Order → VA01 - Create**.

Choose **SAP Screen Personas** to open the Flavor Manager (see note below).

**Note:** The **SAP Screen Personas** button is visible after rolling over the blue header line at the top of the screen. The button will appear in the center at the top of the browser window. It is displayed as an icon with the SAP Screen Personas logo: The icon has the tooltip **SAP Screen Personas**.

Choose **Create New Flavor** to create your own flavor.
<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the Create New Flavor dialog box, make the following entries and choose Create:</td>
<td><img src="image" alt="Create New Flavor dialog box" /></td>
</tr>
<tr>
<td>Name: <code>&lt;flavor name&gt;</code></td>
<td><strong>Name</strong>: Enter flavor name</td>
</tr>
<tr>
<td>Description: <code>&lt;your description&gt;</code></td>
<td><strong>Description</strong>: Enter flavor description</td>
</tr>
</tbody>
</table>

**Best practices for this transaction exist**

- **Create**
- **Cancel**

<table>
<thead>
<tr>
<th>In the Edit area, double-click the Order Type field.</th>
<th><img src="image" alt="Edit area with Order Type field" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>In the One-line Text Field dialog box, make the following entry and choose Done:</td>
<td><strong>Data</strong>: OR</td>
</tr>
<tr>
<td>Data: OR</td>
<td><strong>Length</strong>: 4</td>
</tr>
</tbody>
</table>

**Note:**
Do not wait until you have completely edited the flavor before saving the flavor.

Due to time-out issues with the browser session, we recommend adopting a “Save early and save often” approach.

![Message indicating to save early](image)
<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>All possible actions or changeable attributes are enabled in Screen Personas menu bar. For example, you can do the following for the selected element:</td>
<td><img src="image" alt="Screen Personas menu bar" /></td>
</tr>
<tr>
<td>• Hide items</td>
<td></td>
</tr>
<tr>
<td>• Drag and drop an item to a different screen area</td>
<td></td>
</tr>
<tr>
<td>• Add custom text to a button by double clicking into the button and enter the new button text.</td>
<td></td>
</tr>
<tr>
<td>• Resize the screen element by stretching the frame or entering values into the positioning field of the menu bar</td>
<td></td>
</tr>
<tr>
<td>• Change Font attributes for labels and fields</td>
<td></td>
</tr>
</tbody>
</table>

Choose the Insert tab to insert additional screen elements to the flavor:  
• Labels  
• Group Boxes  
• Images  
• Buttons  
• Boxes  
• Fields  

Note: You can use a Group Box to optically arrange screen elements. To do this, create a Group Box and place the screen elements into this Group Box.

In the Tables tab, these actions are available:  
• Hiding  
• Moving  
• Changing header text
### 2.3 Sharing a Flavor

**Purpose**
Once you have created a flavor, this flavor is available for you to edit and execute. To allow other users to either edit or execute the flavor, you must share the flavor with the user or assign the flavor to a role to which the user is assigned.

*Recommendation:* To allow another user to edit a flavor, it is recommended that you share the flavor directly with the user.

**Procedure**

<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
</table>
| Access the SAP GUI:  
  **Client:** 100  
  **User:** S4H_PERS  
  **Password:** Welcome | ![SAP GUI screen](image)  
  **Client:** 100  
  **User:** S4H_PERS  
  **Password:** Welcome  
  **Available Clients:**  
  **SAP S/4HANA 1809 FPS02 fully**  
  **Available Clients:**  
  **Client 100 - Fully-activated trial cli** |
### What to Do | What You Will See
--- | ---
Choose **/PERSONAS/FLAVOR S – Flavor Maintenance.** | ![Favorites](image)

- **/PERSONAS/TEMPLATES - Templates Maintenance**
- **/PERSONAS/ADMIN - SAP Screen Personas Administration**
- **/PERSONAS/FLAVORS - Flavor Maintenance**
- **/PERSONAS/USERS - User Maintenance**
- **/PERSONAS/LAUNCH - Flavor Launcher**
- **/PERSONAS/RESOURCES - Resource Maintenance**

Choose the radio button for the **Name** field and enter the `<flavor name>`.

Choose **Search**.

**Note:**
You can search by **ID** or **Owner** as well.

Choose **Change**.

In the **Assignments** tab, choose the **Add User** button.

Enter the **User** name and choose the **Assigned** checkbox.

Choose **Save**.

You have shared the flavor with another user. The user can execute the flavor, and if they have the authorization to edit flavors, can also edit the flavor.

### 2.4 Copying a Flavor

**What to Do**

- Access the SAP GUI:
  - **Client:** 100
  - **User:** S4H_PERS
  - **Password:** Welcome

**What You Will See**

![SAP GUI](image)
Sometimes it may be necessary to make a copy of a flavor because you want to try something, or you want to have a setup point or fall back when developing the flavor further on.

There are two options to do this:

1. **Using the browser**
   - The following steps create a copy of a flavor:
     - Select the flavor to be copied.
     - Choose Create New Flavor on Screen Personas Menu bar.
     - In the input field Name, enter `<flavor name>`.
     - In the input field Description, enter `<description text>`.
     - Check base on flavor `<source flavor name>` checkbox and choose **Create**.

### What to Do

<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Access the SAP GUI:</strong></td>
<td><img src="image" alt="SAP GUI Access" /></td>
</tr>
<tr>
<td><strong>Client:</strong> 100</td>
<td><img src="image" alt="SAP Client 100" /></td>
</tr>
<tr>
<td><strong>User:</strong> S4H_PERS</td>
<td><img src="image" alt="SAP User S4H_PERS" /></td>
</tr>
<tr>
<td><strong>Password:</strong> Welcome1</td>
<td><img src="image" alt="SAP Password" /></td>
</tr>
<tr>
<td><strong>Choose <code>/PERSONAS/FLAVORS</code> – Flavor Maintenance.</strong></td>
<td><img src="image" alt="SAP GUI: Choose Flavor Maintenance" /></td>
</tr>
<tr>
<td><strong>Choose the radio button for the Name field and enter the <code>&lt;flavor name&gt;</code></strong></td>
<td><img src="image" alt="SAP GUI: Search for Flavor Name" /></td>
</tr>
<tr>
<td><strong>Choose Search.</strong></td>
<td><img src="image" alt="SAP GUI: Click Search" /></td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td><img src="image" alt="SAP GUI: Note Icon" /></td>
</tr>
<tr>
<td>You can search by <strong>ID</strong> or <strong>Owner</strong> as well.</td>
<td><img src="image" alt="SAP GUI: Search Options" /></td>
</tr>
<tr>
<td><strong>Choose Copy.</strong></td>
<td><img src="image" alt="SAP GUI: Copy Button" /></td>
</tr>
</tbody>
</table>
You can change the name and description to your liking.

We recommend using the second option, to ensure that a consistent copy/version of the flavor is created.

### 2.5 Changing a Flavor

**Procedure**

<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log on to the development system using a web browser.</td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
<tr>
<td>Start the transaction for which you want to change a flavor.</td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
<tr>
<td>Choose the <strong>SAP Screen Personas</strong> button to open the flavor manager.</td>
<td><img src="image3.png" alt="Image" /></td>
</tr>
<tr>
<td>Choose the flavor you want to edit and choose the <strong>Edit Flavor</strong> button.</td>
<td><img src="image4.png" alt="Image" /></td>
</tr>
</tbody>
</table>

**Note:**
You can edit any flavor to which you are assigned, not just those that you created. Likewise, any user who has Personas editor authorizations and has the flavor assigned to them can edit a flavor that you have created.
## 2.6 Deleting a Flavor

### Procedure

<table>
<thead>
<tr>
<th>What to Do</th>
<th>What You Will See</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log on to the development system using a web browser.</td>
<td></td>
</tr>
<tr>
<td>Start the transaction for which you want to change a flavor.</td>
<td></td>
</tr>
<tr>
<td>Choose the SAP Screen Personas button to open the flavor manager.</td>
<td></td>
</tr>
<tr>
<td>Choose the flavor you want to edit and choose the Delete Flavor button.</td>
<td></td>
</tr>
<tr>
<td>In the dialog box, choose Yes.</td>
<td></td>
</tr>
</tbody>
</table>

**Results**

You have deleted a flavor so that this is no longer displayed in the flavor bar. The flavor can no longer be chosen to be edited or executed.

**Note:** The flavor has not been deleted in the backend system. Instead, a deletion flag has been set for the flavor and this action can be reversed. To irretrievably remove the flavor from the backend system, the system administrator must complete the activity to permanently delete the flavor. For further guidance on this, refer to *Permanently Delete Flavors, Resources, or Themes* in the configuration guide *Administration Guide for SAP Screen Personas* (building block UPG).

## 2.7 Working with Resources

### Purpose

A resource refers to an object that is uploaded to the Mime repository of the system for use in SAP Screen Personas, for example, images uploaded as .jpg or .png files. You can upload the image in the Personas editor tool.

### 2.7.1.1 Uploading an Image

**Procedure**

1. Place your cursor on the area of the screen where you wish to add an image.
2. Choose Insert → Image.
3. In the *Insert Image from Image Gallery* dialog box, choose Upload Image.
4. In the *Upload Image from File* dialog box, select Choose Files.
5. Choose the file that you want to upload from your local drive or server.
6. In the *Upload Image from File* dialog box, choose Upload Image.

**Results**

You have uploaded an image and can use this in your flavors, for example as a background picture.
2.7.2 Sharing Resources with Other Personas Developers

Use
When you upload an image, this is only available for you to include in a flavor, unless you make this resource public. If the image is not made public, the image is visible to all end users who use the flavor that you have developed, but it does not appear in the list of images to use for other developers when they insert images into flavors that they are developing. This may result in one image being uploaded several times by different developers.

Procedure
1. Logon to the system using SAP Logon.
2. Access the transaction using the following navigation path:

   | Transaction Code | /PERSONAS/RESOURCES |

3. Enter your search criteria for the required flavors in the options in the SAP Screen Personas Resource Maintenance screen; for example, in the selection field Resource Owner enter your user name.
5. In the SAP Screen Personas Resource Maintenance – Mass Maintenance screen, select a resource.
6. Choose Open.
8. In the Resource section, select Public.
9. Choose Save.

Results
You have shared the resource with all other developers in this system, and they can use the image when creating their own flavors.

2.8 Appendix

2.8.1.1 Additional Resources

When you are working with SAP Screen Personas, you may find the following resources helpful for you:

- SAP Community Network SAP Screen Personas