**Exercises**

**Introduction to SAP for Maintenance**

*P*

CDOT

|  |
| --- |
| **Exercise One – Log On to SAP Portal and Access Work Order UI** |
| **Scenario** |
| You completed some "unexpected" work. You need to create a DOT1 Work Order in the SAP Portal using the Work Order User Interface. Log on to the system and access the Work Order UI.  **Instructions**  When you complete the exercise Do NOT log off of the system.  **User-Specific Data**  This section provides the user-specific data required to complete this exercise.   |  |  | | --- | --- | | **User** | **Username\*** | | **Instructor** | **sapuser102** | | 1 | sapuser51 | | 2 | sapuser52 | | 3 | sapuser53 | | 4 | sapuser54 | | 5 | sapuser55 | | 6 | sapuser56 | | 7 | sapuser57 | | 8 | sapuser58 | | 9 | sapuser59 | | 10 | sapuser60 | | 11 | sapuser61 | | 12 | sapuser62 | | 13 | sapuser63 | | 14 | sapuser64 | | 15 | sapuser65 | | 16 | sapuser66 | | 17 | sapuser67 | | 18 | sapuser68 | | 19 | sapuser69 | | 20 | sapuser70 | | 21 | sapuser71 | | 22 | sapuser72 | | 23 | sapuser73 | | 24 | sapuser74 | | 25 | sapuser75 | | 26 | sapuser76 | | 27 | sapuser77 | | 28 | sapuser78 | | 29 | sapuser79 | | 30 | sapuser80 | | 31 | sapuser81 | | 32 | sapuser82 | | 33 | sapuser83 | | 34 | sapuser84 | | 35 | sapuser85 | | 36 | sapuser86 | | 37 | sapuser87 | | 38 | sapuser88 | | 39 | sapuser89 | | 40 | sapuser90 | | 41 | sapuser91 | | 42 | sapuser92 | | 43 | sapuser93 | | 44 | sapuser94 | | 45 | sapuser95 | |

|  |
| --- |
| **Procedure** |

|  |  |
| --- | --- |
| 1. | Open the SAP Training Portal. |

|  |
| --- |
| SAP NetWeaver Portal - Windows Internet Explorer |

|  |  |
| --- | --- |
| 2. | Enter the following:   * Username\*: To be supplied by instructor * Password\*: Colorado1 |

|  |  |
| --- | --- |
| 3. | Click **Log on** button . |

|  |
| --- |
| Overview - SAP NetWeaver Portal - Windows Internet Explorer |

|  |  |
| --- | --- |
| 4. | Click **Maintenance** tab . |

|  |
| --- |
| Overview - SAP NetWeaver Portal - Windows Internet Explorer |

|  |  |
| --- | --- |
| 5. | Click **Expand** button  beside **Work Order** folder in *Detailed Navigation* pane. |

|  |
| --- |
| Overview - SAP NetWeaver Portal - Windows Internet Explorer |

|  |  |
| --- | --- |
| 6. | Click **Create Work Order** link. |

|  |
| --- |
| Overview - SAP NetWeaver Portal - Windows Internet Explorer |

|  |
| --- |
| **Questions** |
| Answer the question(s).   |  |  |  | | --- | --- | --- | |  | What user name and password do you use to access the Work Order UI through the SAP Portal? | Your CDOT user name and password. |  |  |  |  | | --- | --- | --- | |  | Under which tab do you find the Work Order UI? | Maintenance Tab | |

|  |
| --- |
| **Exercise Two – Create DOT1 Work Order** |

|  |
| --- |
| **Exercise Scenario** |
| There were some potholes on Route 92A that needed to be repaired. Yesterday, you spent seven hours repairing them. You have access to the SAP Portal today. Create a DOT1 CDOT Maintenance Work Order using the Work Order UI for yesterday’s work.  **Instructions**  When you complete the exercise Do NOT log off of the system. |

|  |
| --- |
| **Procedure** |

|  |  |
| --- | --- |
| 1. | Return to the *Create Work Order* screen from Exercise One. |

|  |
| --- |
| Create Work Order - SAP NetWeaver Portal - Windows Internet Explorer |

|  |  |
| --- | --- |
| 2. | Click **Collapse navigation panel** button . |

|  |
| --- |
|  |

|  |
| --- |
| Application For Work Order Creation |

|  |  |
| --- | --- |
| 3. | Click **Calendar Matchcode** button  for **Begin Date** field. |

|  |
| --- |
| Application For Work Order Creation |

|  |  |
| --- | --- |
| 4. | Select **Yesterday's Date** from the **Calendar**. |

|  |
| --- |
| Application For Work Order Creation |

|  |  |
| --- | --- |
| 5. | Enter the following:   * **End Date Yesterday’s Date** |

|  |  |
| --- | --- |
| 6. | Press "Enter" on your keyboard. |

|  |  |  |
| --- | --- | --- |
|  |  | You must press "Enter" when you are **in** the **Date** field to transfer the new dates to the **Operation Info** tab. |

|  |
| --- |
| Application For Work Order Creation |

|  |  |
| --- | --- |
| 7. | Enter the following:   * **Main Work Center R3S02P30** * **Planner Group 02L** * **PM Activity Type 152** |

|  |
| --- |
| Application For Work Order Creation |

|  |  |
| --- | --- |
|  |  |

|  |  |
| --- | --- |
| 8. | Press "Enter" on your keyboard.  You must press "Enter" to autopopulate additional fields in the Work Order. |

|  |  |  |
| --- | --- | --- |
|  |  | The WBS Element is composed of the Region, the Section, the PM Activity Type Group (MPA) and the Supervisor’s Area. In this example, that makes is Region 3, Section 2, 150 Maintenance Program Area and  Lincoln L or R3S02150L. |

|  |
| --- |
| Application For Work Order Creation |

|  |  |
| --- | --- |
| 9. | Enter the following:   * **Route: 092A** * **Begin Point 6** * **End Point 6.5** |

|  |  |
| --- | --- |
| 10. | Click **Functional Location** button . |

|  |  |  |
| --- | --- | --- |
|  |  | This automatically calculates the **Functional Location** for the entered Route and Begin/End Points. |

|  |  |  |
| --- | --- | --- |
|  |  | Depending on the selected **PM Activity Type**, additional data may be required. Consult the *PM Field Manual* to determine if additional data is required. In this example, no additional data is required. |

|  |  |
| --- | --- |
| 11. | Click **Operation Info** tab .  On the Operation Info tab, the Operation Type in the first line defaults to Employee. If needed, use the Operation Type drop-down menu to change this field to Patrol or Equipment. |

|  |
| --- |
| Application For Work Order Creation |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| 12. | Enter the following:   * **Work Center 50001563** * **Description Chris – Repair Pothole** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  | The **Description** field autopopulates from the selected **PM Activity Type**. Change this field to identify the selected **Work Center**. | |
|  |  | | | You may need to use the **Vertical** and **Horizontal** **Scrollbar** to view the Create Work Order button. |

|  |
| --- |
| Application For Work Order Creation |

|  |  |
| --- | --- |
| 13. | Enter the following:   * **Start Time 0900** * **End Time 1630** |

|  |  |  |
| --- | --- | --- |
|  |  | The **Start/End Times** must be entered for all employees listed in the Work Order. CDOT uses military time to record **Start/End Times**. |

|  |  |
| --- | --- |
| 14. | **Click Horizontal Scrollbar at the bottom of the table, if required.** |

|  |
| --- |
| Application For Work Order Creation |

|  |  |
| --- | --- |
| 15. | Enter the following:   * **Number 1** * **Duration 7** |

|  |  |  |
| --- | --- | --- |
|  |  | The **Number** field identifies how many people  there are in the Work Center (usually one) and the **Duration** field identifies how long each of them worked. |

|  |
| --- |
| Application For Work Order Creation |

|  |  |
| --- | --- |
| 16. | Click **Create Work Order** button . |

|  |
| --- |
| Application For Work Order Creation |

|  |  |
| --- | --- |
| 17. | You have entered data in the Work Order UI and created a DOT1 Work Order.  **Do NOT LOG OFF of the system.** |

|  |
| --- |
| **Exercise Questions** |
| **Questions**  Answer the following question(s).   |  |  |  | | --- | --- | --- | |  | Why do you press "Enter" after entering a new start or end date? | Transfers the date to the Operations Info Tab |  |  |  |  | | --- | --- | --- | |  | To search for data in the system, what button must you select? | Matchcode button |  |  |  |  | | --- | --- | --- | |  | What symbol is used for a "wildcard" search in SAP? | Asterisk (\*) |  |  |  |  | | --- | --- | --- | |  | What is the purpose of a drop-down button? | Lets you select data from a pre-defined list. |  |  |  |  | | --- | --- | --- | |  | What is the number of your Work Order |  | |

|  |
| --- |
| **Exercise Three – Enter and Release Time in Timesheet (CAT2)** |
| **Exercise Scenario** |
| You created a Preventive Work Order in the Work Order UI. As with all TM1’s, you must enter all your working time to a Work Order in CAT2. Enter your first hour of the day to a Preventive Work Order set up for inspection.  One other thing, you’re going to the doctor on Thursday. You’re going to take two hours of sick leave, enter this in your Timesheet too.  **Instructions**  **Do NOT LOG OFF of the system when you complete this Exercise.** |

|  |
| --- |
| **Procedure** |
| Create Work Order - SAP NetWeaver Portal - Windows Internet Explorer | |

|  |  |
| --- | --- |
| 1. | Click **Expand navigation panel** button . |

|  |
| --- |
| Create Work Order - SAP NetWeaver Portal - Windows Internet Explorer |

|  |  |
| --- | --- |
| 2. | Click **Expand** button beside  **Time Management** folder. |

|  |
| --- |
| Create Work Order - SAP NetWeaver Portal - Windows Internet Explorer |

|  |  |
| --- | --- |
| 3. | Click **Time Sheet Entry** link. |

|  |
| --- |
| Time Sheet Entry - SAP NetWeaver Portal - Windows Internet Explorer |

|  |  |
| --- | --- |
| 4. | Click **Collapse navigation panel** button . |

|  |
| --- |
| Time Sheet: Data Entry View |

|  |  |
| --- | --- |
| 5. | Enter the following:   * **Rec. Order 1000016400** |

|  |
| --- |
| Time Sheet: Data Entry View |

|  |  |
| --- | --- |
| 6. | Click **Ac**... **(Activity)** field. |

|  |
| --- |
| Time Sheet: Data Entry View |

|  |  |
| --- | --- |
| 7. | Click **Matchcode** button  for **Ac...** field. |

|  |  |  |
| --- | --- | --- |
|  |  | The **Matchcode** button ONLY displays if the field is selected. |

|  |
| --- |
| Operation/Activity (1) 4 Entries found |

|  |  |
| --- | --- |
| 8. | The *Operation/Activities* dialog box displays. Double-click **Op/Ac (Operation Activity) - 0010 - Inspection - Chris**. |

|  |  |  |
| --- | --- | --- |
|  |  | If the selected Work Order has multiple **Operation Activities**, they all display. Select the correct one for your Work Center or Patrol. If your Work Center or Patrol does not display, double-check your Work Order number. |

|  |
| --- |
| Time Sheet: Data Entry View |

|  |  |
| --- | --- |
| 9. | Enter the following:   * **Work cr 50001563** * **A/ … (Attendance/Absence Type) 010N** |

|  |
| --- |
| Time Sheet: Data Entry View |

|  |  |
| --- | --- |
| 10. | Place cursor over **Horizontal Scrollbar** until Wednesday displays (WE  MM/DD). Click in **Horizontal Scrollbar**. |

|  |  |  |
| --- | --- | --- |
|  |  | This takes you directly to the displayed day/date in the *Data Entry Area****.*** |

|  |
| --- |
| Time Sheet: Data Entry View |

|  |  |
| --- | --- |
| 11. | Enter the following:   * **From (Start time on WE) 7** * **To (End time on WE) 8** |

|  |  |
| --- | --- |
| 12. | Click **Enter** button . |

|  |
| --- |
| Time Sheet: Data Entry View |

|  |  |  |  |
| --- | --- | --- | --- |
|  | |  | SAP calculates the total hours for the line item entry and the work week (in the **** row) in the **Total** column. |
| 13. | Click **A/ ... (Absence/Attendance Type)** field for next line item**.** | | |

|  |
| --- |
| Time Sheet: Data Entry View |

|  |  |
| --- | --- |
| 14. | Enter the following:   * **A/ … (Attendance/Absence Type) 120P** * **From (Start time on TH) 15:30** * **To (End time on TH) 17:30** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | |  | You ONLY need to enter the Absence/Attendance type for a Leave entry.  SAP automatically identifies, but does not display, the correct Cost Center and Functional Area for your entry. This information does not display on your Timesheet. |
| 15. | Click **Enter** button . | | |

|  |
| --- |
| Time Sheet: Data Entry View |

|  |  |
| --- | --- |
| 16. | Click **Check Entries** button . |

|  |
| --- |
| Information |

|  |  |
| --- | --- |
| 17. | Click **Continue** button . |

|  |  |  |
| --- | --- | --- |
|  |  | If errors were found in your Timesheet, the system would display them. You would not be able to release and save your Timesheet until these errors had been corrected. |

|  |
| --- |
| Time Sheet: Data Entry View |

|  |  |  |  |
| --- | --- | --- | --- |
|  | |  | The system displays the message "No errors were found" in the status bar. |
| 18. | Click **Release view** button . | | |

|  |
| --- |
| Time Sheet: Release View |

|  |  |
| --- | --- |
| 19. | Click **Select All** button . |

|  |  |  |
| --- | --- | --- |
|  |  | Your unreleased time entries display in blue. |

|  |
| --- |
| Time Sheet: Release View |

|  |  |  |  |
| --- | --- | --- | --- |
|  | |  | Your selected entries are highlighted in orange. |
| 20. | Click **Release** button . | | |

|  |
| --- |
| Time Sheet: Release View |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | |  | The system displays the message “2 times were released” in the status bar. | |
| 21. | Click **Save** button . | | |

|  |
| --- |
| SAP Screen |

|  |  |  |  |
| --- | --- | --- | --- |
|  | |  | The system displays the message "Your data has been saved" in the status bar. |
| 22. | You have entered and released time in an SAP Timesheet.  **LOG OFF of the system.** | | |

|  |
| --- |
| **Exercise Questions** |
| **Questions**  Answer the following question(s).   |  |  |  | | --- | --- | --- | |  | When a Work Order is entered in the line item, what displays when you click the **Matchcode** button for the **A … (Activity**) field? | A list of all the Operation Activities in the Work Order. If your Work Center or Patrol do not display, check that you have the correct Work Order. |      |  |  |  | | --- | --- | --- | |  | What happens when you place your cursor over the **Horizontal Scrollbar**? | The entry fields displays. When the right column (field) displays you can go directly to it in the Data Entry Area. |  |  |  |  | | --- | --- | --- | |  | True or False. You do NOT need to enter the Cost Center and Functional Area for a Leave entry. | True | |