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| FIORI Introduction Video ScriptDocument version 5.0April 23, 2020 |

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Target Audience: SAP Users within the Engineering Change Management team.

FIORI INTRODUCTION

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| **Num** | **Voice Over** |  | **Description of Visual** |
| 00 | FIORI Introduction | Time Stamp | Title image |
| 01 | Welcome to the Introductory Training for the ECM FIORI Application. Today, we will provide an overview of the FIORI launchpad. We’ll learn that the tiles in the FIORI launchpad are the same applications you use in the ECM portal. We’ll discuss the need to setup an unplanned substitute who can work on tasks if you’re out of the office unexpectedly. You’ll learn the differences between a planned and an unplanned substitute. |  |  |
| 02 | FIORI is the new front end for ECM users.It uses tiles to represent the applications and links you’re accustomed to seeing elsewhere. It collects those tools into a launchpad with a similar look for all applications. |  |  |
| 03 | Currently, FIORI does not change any of the underlying processes, users may see minor differences while navigating the IN BOX~~.~~ | 54 sec | Record new screen capture |
| 06 | **Title: How to Login to FIORI** |  |  |
| 07\_v2(revert to 07) | To login to FIORI, use the link shown here: <https://fiorip.mts.com/sap/bc/ui5_ui5/ui2/ushell/shells/abap/FioriLaunchpad.html#Shell-home> | About 1:00 | Remove names. |
| 08 | After logging in, you arrive at the FIORI Launchpad where you will see tiles with names that correspond to the ECM processes’, such as requesting new material, creating an Engineering Change Notification, and Maintain New Material List.  |  |  |
| 09 | To view your tasks, click **My ECM Inbox** (located in the ECM Workspace group). This tile corresponds to the **My Work** section of the ECM Portal. Clicking on **My ECM Inbox** will show the tasks that the user needs to execute.  |  | Record new screen capture |
| 10 | The tiles in the Fiori Launchpad correspond to options in the ECM Portal. For example, by selecting the tile **Request New Material**, you will launch the familiar **REQUEST NEW MATERIAL** form. |  |  |
| 11 | Some of the Tiles in Fiori are NEW, such as the **ECN Status** tile. | About 2:00 |  |
| 12 | To see the **History** of an ECN, you can access the tile that is located in the **My Work** menu section of the ECM Portal. In FIORI, you can select the **Worklist Notifications History** tile. |  |  |
| 13 | You will find the ECM QUERY and the VIEW ECN PLAN under the section referred to as **ECM Reports** Group |  |  |
| 14 | For convenience, tasks that are normally found on the ECM portal under **Manufacturing Release Process and SAP Queries** have been combined in the launchpad section called **ECM SAP Queries.**   |  |  |
| 15 | In addition, a link to the **ERC Home Page** has been added to the **ECM Others** group within the launchpad. |  |  |
| 15a | Title: Classification Search |  |  |
| 15b | You can use the FIORI Classification Search tile to search for the appropriate class code for your material master. | About 3:00 |  |
| 15c | If you know the class code, enter the class code into the search field and press **Enter**. |  |  |
| 15d | If you don’t know the class code, click the icon for the fly-out window to see the keyword-search menu. |  |  |
| 15e | Enter the keyword search term and then click the binocular icon to search for the term. |  |  |
| 15f | Either double-click the row that contains your desired class or, with the row highlighted, click the green checkmark to select the class. The class code will auto-populate the search field. |  |  |
| 15g\_v2 | Press **Enter** in the class code field to see the class information. If class information characteristics have been defined for this class, the details of the characteristics will display below the class code data. |  | New screen capture needed |
| 15h\_v3 | If characteristics do not exist, click **Find in initial class** to display materials for the class code selected. |  |  |
| 15ha | If characteristic values exist, input the search parameters by entering the characteristic values as needed, and then click **Find in initial class**. |  |  |
| 15i | Notice the number of hits found (shown in the lower right). |  |  |
| 15j | The result can be customized to show all the required fields by following the steps below. |  |  |
| 15k | And note: The following is a one-time setting for the selected class. |  |  |
| 15l | 1. Click on the colored cube icon and select the Change Layout option.
 | About 4:00 |  |
| 15m | 1. Select the field not needed by clicking on it and clicking the icon shown. This will move the unwanted fields to the right.
 |  |  |
| 15n | 1. Select the fields that need to be displayed by highlighting them and clicking on the icon shown. This will move the fields to the left. Click the green check.
 |  |  |
| 15o | The display now shows all the characteristics in the search result. |  |  |
| 15p | d. Click **Save Layout**. |  |  |
| 15q | Note: Using the classification search, CL30N is an effective way to also look for duplicate part numbers. |  | Add text animation |
| 16 | **Title: Who Will be Your Backup?** |  |  |
| 17 | Fiori allows you to specify who can work on your tasks when you unavailable. These backup employees are referred to as “Substitutes” within FIORI. |  |  |
| 18 | There are two types of substitutes: a planned substitute and an unplanned substitute. Any substitutes setup already in the ECN Portal will automatically be carried over to FIORI as Unplanned Substitutes. However, the unplanned substitute needs to make a onetime setting to be able to receive the sender’s tasks. We will go over this setting in a moment. | About 5:00 |  |
| 19 | **Title: How to Setup Unplanned and Planned Substitutes in FIORI.** |  |  |
| 20 | In this section, we will discuss the following:* How to setup an unplanned substitute (the preferred method)
* How to setup a planned substitute
 |  |  |
| 21 | **Title: How to Create an Unplanned Substitute (preferred)**  |  |  |
| 22 | 1. In the ECM Workspace group, click **My ECM Inbox.**
 |  |  |
| 23 | 1. Click the profile icon.
 |  |  |
| 24 | 1. Click **Manage My Substitutes.**Note that this option will be not visible unless you are in the **My ECM Inbox** Scenario.
 | About 6:00 |  |
| 25 | 1. Click **Unplanned** in the top-left corner.
 |  |  |
| 26 | 1. Click **Add New Substitute** in the lower-right corner.
 |  |  |
| 27 | 1. Type the name of the Substitute into the search field, click the search button, and then select the appropriate person from the list of employees.
 |  |  |
| 28 | 1. Click **ECM Process** and click save. The name of the substitute will appear along with the start date, which is the date of its creation.
 |  |  |
| 29 | 1. Click **Save** (located in the lower right).This will create a substitute who has permission to view your tasks. A one-time email will be sent out informing the substitute that they have the ability to view your tasks. However, the substitute will not see the tasks until they toggle on the views. The steps to toggle on or off task viewing by an Unplanned Substitute will be covered shortly.

 |  |  |
| 29b | Note: When adding more than one substitute, the displaying of employee names can glitch and not display. If this occurs, back out of the screen and click on Manage My substitutes again – the names will appear correctly. | About 7:00 |  |
| 29c | **Also NOTE**: The Unplanned substitute will be able to view your tasks until the unplanned substitute is deleted from the list of substitutes. |  |  |
| 30 | To delete a substitute, select the icon for the substitute from the list of substitutes, and click **Delete** (located in the lower right). |  |  |
| 31\_v2(remove word “dashboard”) | Once completed, the unplanned substitute will receive your tasks until either you delete the employee from the substitute list or the employee toggles off the ability to see your tasks from within their own FIORI settings. |  |  |
| 32 | **Title: How to Toggle On or Off Seeing the Tasks of Another Employee Who Has Configured You as Their Unplanned Substitute** |  |  |
| 33 | If you have been assigned as an Unplanned Substitute, and you need to start seeing their tasks because they are out of the office, you need to toggle on the viewing of their tasks. | About 8:00 |  |
| 34 | If you have been assigned as a substitute and, for whatever reason, you no longer need to see the other employee’s tasks, you can also toggle off this ability to see their tasks. |  | Need to edit spelling of Their |
| 35 | To toggle on or off seeing someone’s tasks, do the following: |  |  |
| 36 | 1. In the ECM Workspace group, click **My ECM Inbox.**
 |  |  |
| 37 | 1. Click the profile icon.
 |  |  |
| 38 | 1. Click **Substitute for.**A list of employee(s) who have assigned you as their substitute will appear next to a sliding toggle button.
 |  |  |
| 39\_v2 | 1. Slide the toggle to the on position to enable seeing their tasks and then click **Done**.
 |  | New Screen capture needed. |
| 40\_v2 | Note: If you need to disable seeing the tasks, you can toggle off the ability to see their tasks at any time. You will be able to toggle their task visibility on or off as long as you are setup as a substitute for them. If they delete you as a substitute, you will no longer see these options nor will you be able to view their tasks. | About 9:00 | New Screen capture needed. |
| 41 | Click on the **Home** button to return to the FIORI Launchpad home screen. |  |  |
|  | **Title: How to Setup a Planned Substitute** |  |  |
| 42 | A Planned Substitute is usually someone who you want to work on your tasks while you are out of the office. A Planned Substitute can see your tasks during the date range you specify without the substitute needing to toggle task viewing on. To configure a planned substitute within FIORI, do the following: |  |  |
| 43 | 1. Click the profile icon (located in the ECM Workspace group).
 |  |  |
| 44 | 1. Click **Manage My Substitutes.**
 |  |  |
| 45 | 1. If **Planned** is not highlighted, click **Planned** in the top-left corner.
 |  |  |
| 46 | 1. Click **Add New Substitute** in the lower-right corner.
 |  |  |
| 47 | 1. Type the employee’s name into the search field, click the search button, and then select the appropriate person from the list of employees.
 | About 10:00 |  |
| 48 | 1. Click **ECM Process** to open the calendar-date-selector window, and select a start and end date for the planned period.
 |  |  |
| 49 | 1. Click **Save** to complete the process.
 |  |  |
| 50 | Morethan one substitute can be set up. We recommend you setup your manager and at least one of your peers as your substitutes. |  |  |
| 51 | To create an additional substitute, repeat the process to create a substitute and select a different employee. When you save the second substitute, both substitutes will appear in your list. Both substitutes will be able to see your tasks during the dates you setup for them.Add 29b after this. |  |  |
| 52 | An automatic email will be dispatched to alert substitutes that they will be able to view your tasks during your absence.  |  |  |
| 53 | **Title: How to Change or Delete Substitutes or Dates** | About 11:00 |  |
| 54 | If you need to change the dates for a substitute, you should delete the substitute from the substitution list and re-add the substitute with the modified dates. To delete a substitute, select the icon for the substitute from the list of substitutes, and click **Delete** (located in the lower right). |  |  |
| 55 | Once configured, the substitute will receive notification of your tasks during the date period specified or until the substitute setting that includes the employee is deleted. |  |  |
| 56 | Note: Managers should verify that their employees have properly configured substitutes for their planned absences.  |  |  |
| 57 | **Title: Thanks for Watching** |  |  |
| 58\_v2(remove word dashboard) | Thanks for watching this video on the ECM Fiori launchpad. I hope you will take away the following important points from this video:* The tiles you see in the ECM FIORI launchpad make it easy to find your forms to request new materials, create an ECN , maintain new material list and to find your most-used SAP applications.
* The SAP transactions and processes you launch in FIORI are the same ones you would have launched from the ECM Portal.
* You should have at least one Unplanned Substitute setup in FIORI (preferably two unplanned substitutes), so that person can toggle on the ability to view your tasks in case you are out for a period of time.
* You can setup a planned substitute (setting up two substitutes is better) who can view your tasks over a pre-defined date range for things like PTO.
* The various FIORI documents are available on the ERC HOME PAGE.
 | About 12:00 |  |
| 59 | Thanks again. Together we can build a better, safer, more sustainable world. |  |  |
|  | **END** |  |  |