

Supplier Evaluation  
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Use



test

rest

My User



My Home

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My User

## Basic Settings in Launchpad

This flow helps you get familiar with your basic user settings.



Home ▾



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Learn how to personalize your user settings.  
Please click on your icon to get started.

*Duration ca. 2 mins.*

Basic Settings in Launchpad (Step 1 of 12)

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Click on 'Settings'.

Basic Settings in Launchpad (Step 2 of 12)

proTech DSP2

👤 Recent Activities

📅 Frequently Used

🔍 App Finder

⚙️ Settings

✎ Edit Home Page

ℹ About

🔌 Sign Out

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## Settings

User Account  
proTech DSP2

Appearance  
SAP Quartz Light

Home Page

Notifications

User Settings



proTech DSP2

Name: proTech DSP2

E-Mail: mbox\_nps-protech@da...

Server: int.proq.daimler.com

Here you can see the imported user data of your account. ×

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Basic Settings in Launchpad (Step 3 of 12)

Save Cancel

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## Settings

👤 User Account  
proTech DSP2

🎨 Appearance  
SAP Quartz Light

🏠 Home Page

🔔 Notifications

⚙️ User Settings

👤 proTech DSP2

Click on 'Appearance' to see all available themes.

Back

Basic Settings in Launchpad (Step 4 of 12)

Server: int.proq.daimler.com

Save Cancel

The screenshot shows the SAP S/4HANA Launchpad interface with the 'Settings' dialog open. The dialog has a left sidebar with options: 'User Account' (proTech DSP2), 'Appearance' (SAP Quartz Light), 'Home Page' (highlighted with an orange border), 'Notifications', and 'User Settings'. The main area is titled 'Appearance' and has two tabs: 'Theme' (selected) and 'Display Settings'. Under the 'Theme' tab, there is a list of themes with corresponding color swatches: 'SAP Belize' (light blue), 'SAP Belize Deep' (dark blue), 'SAP High Contrast Black' (blue icon), 'SAP High Contrast Black (SAP Belize)' (black), 'SAP High Contrast White' (blue icon), and 'SAP High Contrast White (SAP Belize)' (white). At the bottom right of the dialog are 'Save' and 'Cancel' buttons. An orange callout box on the left contains the text: 'Click on 'Home Page' to change the appearance of your landing page.' Below this, a smaller orange box says 'Click on 'Settings' in Launchpad (Step 5 of 12)'. In the bottom left corner, there is a clipboard icon with a '1' in a circle. The top right of the Launchpad shows a header with 'SAP' logo, 'Home' dropdown, and icons for help, notifications, and user profile. The bottom right has a vertical 'Self Help' button.

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## Settings

👤 User Account  
proTech DSP2

🎨 Appearance  
SAP Quartz Light

🏠 Home Page

🔔 Notifications

⚙️ User Settings

### Home Page

Home Page Display: ☒ Show all content  
☐ Show one group at a time

*The home page displays your tiles and links in groups. You can choose to show all your groups on a single page or show one group at a time. For large amounts of apps, the single-group display may be better.*

The apps are organized by groups. You can switch between 'Show all content' and 'Show one group at a time'.

Next

Basic Settings in Launchpad (Step 6 of 12)

Save Cancel

here to adjust your notification settings.

## Settings in Launchpad (Step 7 of 12)

My User



## My Home

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## Settings

User Account  
proTech DSP2

Appearance  
SAP Quartz Light

 [Home Page](#)

 Notifications User Settings[Home Page](#)

Home Page Display: ☒ Show all content  
☐ Show one group at a time

The home page displays your tiles and links in groups. You can choose to show all your groups on a single page or show one group at a time. For large amounts of apps, the single-group display may be better.

Save Cancel

## Self Help

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User Account

Switch this button to enable or disable the high priority alerts.

Next

Basic Settings in Launchpad (Step 8 of 12)

Home Page

Notifications

User Settings

Settings

Notifications

☐ NO Show High-Priority Alerts

| Notification Type                 | High Priority            | Enable                              |
|-----------------------------------|--------------------------|-------------------------------------|
| {TON_NOTIF_UPLD}                  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1                                 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| desc                              | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Pending confirmation to Contracts | <input type="checkbox"/> | <input type="checkbox"/>            |

Save Cancel

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Settings

User Account  
proTech DSP2

Appearance  
SAP Quartz Light

Home Page

Notifications

☐ NO Show High-Priority Alerts

| Notification Type                 | High Priority            | Enable                              |
|-----------------------------------|--------------------------|-------------------------------------|
| {TON_NOTIF_UPLD}                  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1                                 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| desc                              | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Pending confirmation to Contracts | <input type="checkbox"/> | <input type="checkbox"/>            |

Configure settings for your personal preferences by checking the according boxes.

Next

Basic Settings in Launchpad (Step 9 of 12)

Save Cancel

SAPHome

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here to configure your user settings.

Settings in Launchpad (Step 10 of 12)

User Account  
proTech DSP2

Appearance  
SAP Quartz Light

Home Page

Notifications

User Settings

Settings

Notifications

Show High-Priority Alerts

| Notification Type                 | High Priority            | Enable                              |
|-----------------------------------|--------------------------|-------------------------------------|
| {TON_NOTIF_UPLD}                  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1                                 | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| desc                              | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Pending confirmation to Contracts | <input type="checkbox"/> | <input type="checkbox"/>            |

SaveCancel

Self Help

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User Account



Please configure your preferred language, date, time and currency format settings.

Next

Basic Settings in Launchpad (Step 11 of 12)



Home Page



Notifications



User Settings

## Settings

### User Settings

#### Global Settings

Language: English ▾

Date format: MM/DD/YYYY ▾

Time format: 24 Hour Format ▾

Decimal Separator: 1,234,567.89 ▾

#### Email Notification



Save Cancel

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Settings

👤 User Account  
proTech DSP2

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SAP Quartz Light

🏠 Home Page

🔔 Notifications

⚙️ User Settings

User Settings

Global Settings

Language: English ▾

Date format: MM/DD/YYYY ▾

Time format: 24 Hour Format ▾

Decimal Separator: 1,234,567.89 ▾

Email Notification



Click on 'Save' once you are done. ✕

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Basic Settings in Launchpad (Step 12 of 12)

Save

Cancel

My Home test rest

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## Settings

👤 User Account  
proTech DSP2

🎨 Appearance  
SAP Quartz Light

🏠 Home Page

🔔 Notifications

⚙️ User Settings

### User Settings

#### Global Settings

▼  
▼  
▼  
▼

✓ ☒

Save Cancel

Now that you have learned the basic settings you can also try these flows:

**How to add apps & groups in your launchpad**

**How to remove apps and groups from your launchpad**

Self Help