



# Desk Guide

Fleet and Family Readiness SAP Portal on Fiori Launchpad









# Table of Contents

## SAP Portal Desk Guide

- I. Launching a Tile (Reports/Dashboards)
- II. Deleting a Tile From Your Home Page
- III. Resetting Your Groups
- IV. Adding a Tile To “My Home” Group (Drag and Drop)
- V. Adding a Tile From The Catalog
- VI. Adding a Group
- VII. Editing Group Titles

# Desktop Navigation Tools

Feature	Description
 App/Tile Finder	The app/tile finder lists all the tiles (Reports/Dashboards) available for your role that you may potentially use in your daily work.
 Home	Displays the home page with the tiles that you can launch.
 Edit Home Page	Enables you to access to the home page in edit mode so that you can organize your tiles to suit your daily tasks. Once you have completed your editing, save your changes and exit edit mode by clicking Done at the bottom of the home page or moving to the Me Area again and clicking Exit Edit
 Back	Navigates from an tile (Reports/Dashboards) back to your home page.

# I. Launching Tiles (Reports/Dashboards)

## Old Portal

**NFDMS Attendance Reports**

[NFDMS Attendance Summary](#)

An overview of all attendance pages within NFDMS based on a defined fiscal period/year.

This report will be selected for the majority of end-of-month reporting. This report rolls all attendance up.

Please keep in mind that this report excludes duplication of other attendance data.

---

**Activity Reports**

[Offered Activity Sessions](#)

An overview of activities (Scheduled Activities – Ex. Spin/Cycle or Mind & Body) based on a defined fiscal period/year

[Current & Prior Fiscal Year Attendance by Activity Session](#)

An overview of activity (provides Active Duty, Non-Active Duty and total attendance for scheduled Activities – Ex. Spin/Cycle or Mind & Body) attendance based on a defined fiscal period/year

[Attendance by Activity Session Trends](#)

Activity attendance for a rolling 12 months (same as about only provides a rolling 12 month view of Active Duty, Non-Active Duty and total attendance for scheduled Activities – Ex. Spin/Cycle or Mind & Body)

[Instructor Utilization](#)

An overview of an instructor(s) utilization based on a defined fiscal period/year (provides Instructor sessions, hours and attendance associated with scheduled Activities/events/lessons)

## New Portal

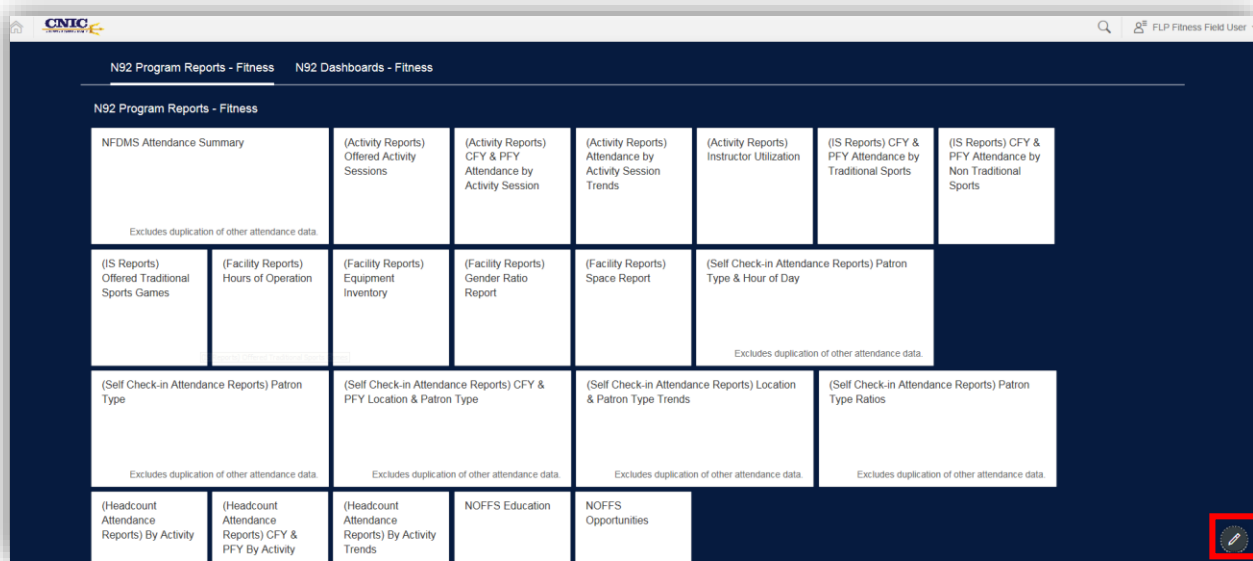
**N92 Program Reports - Fitness**

<a href="#">NFDMS Attendance Summary</a>	(Activity Reports) Offered Activity Sessions	(Activity Reports) CFY & PFY Attendance by Activity Session	(Activity Reports) Attendance by Activity Session Trends	(Activity Reports) Instructor Utilization
--	---	---	---	--


Excludes duplication of other attendance data.


All reports and dashboards for your specific role should default to your home page. Simply select the tile to launch the report/dashboard.


## II. How To Delete Tiles From The Home Page

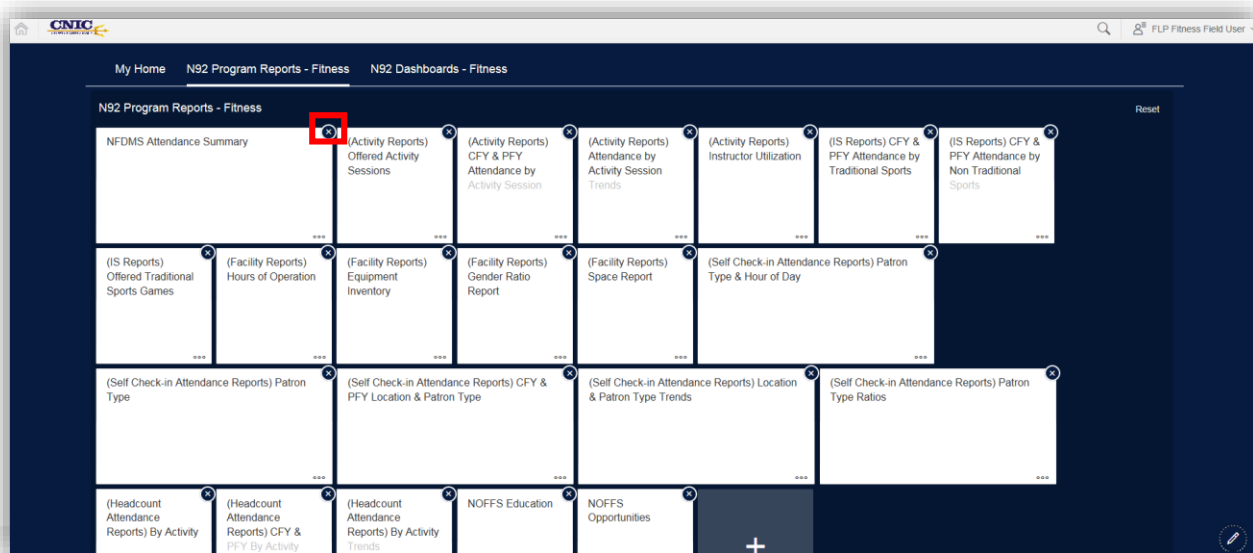


If there are reports or dashboards that you don't use, you now have the ability to delete the tile by following the steps below. The tiles can easily be added back if you need them in the future.

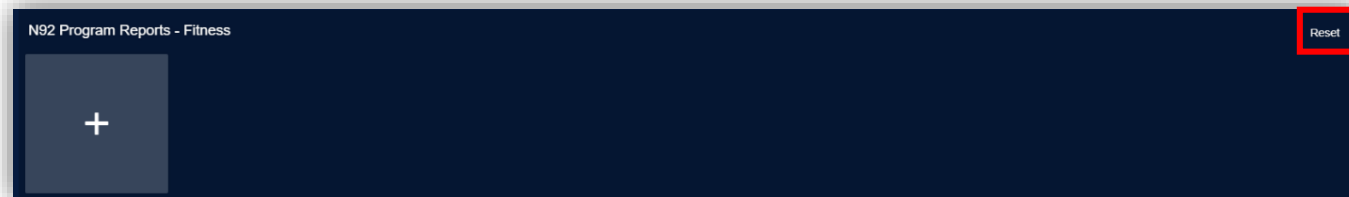
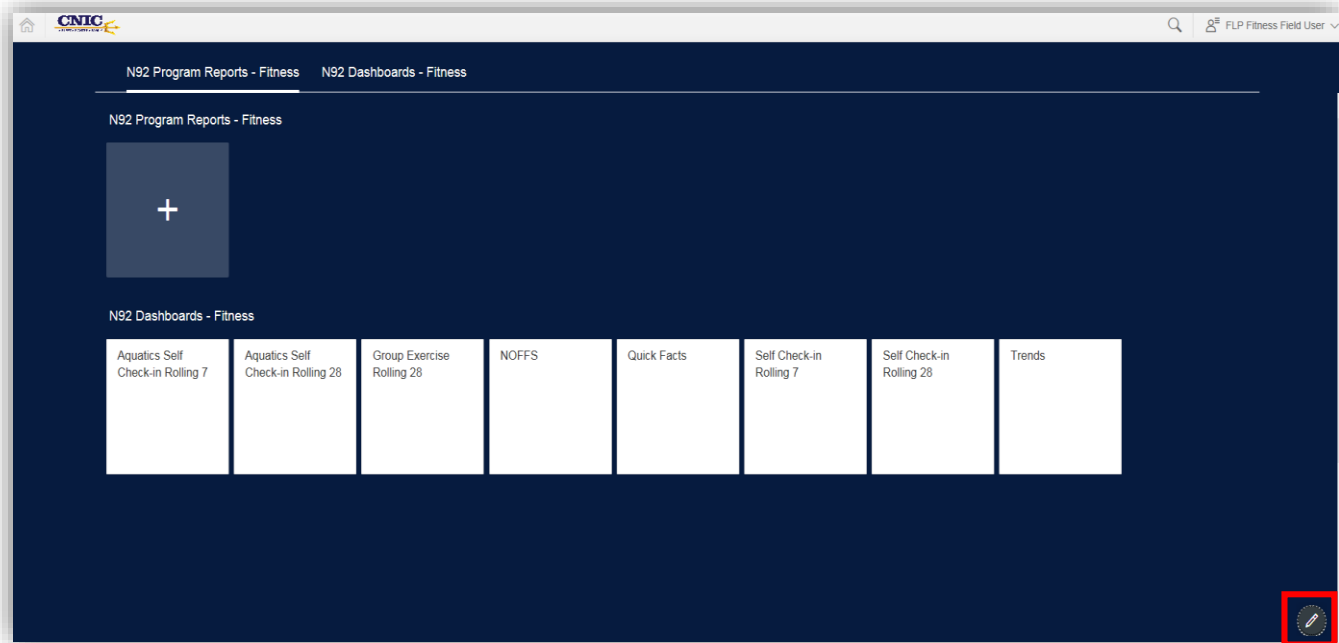
First select the  icon found in the bottom right hand corner.

Select the  icon to delete any of the tiles that you do not want displayed on your desktop.

Once you are finished deleting select the  icon to exit the editing mode.




# III. Resetting Groups




First select the  icon found in the bottom right hand corner.

Select 


Once you are finished select  to exit editing mode.

Note: The reset option is only for groups predefined to your role. You will only have a delete option for groups that you manually added.

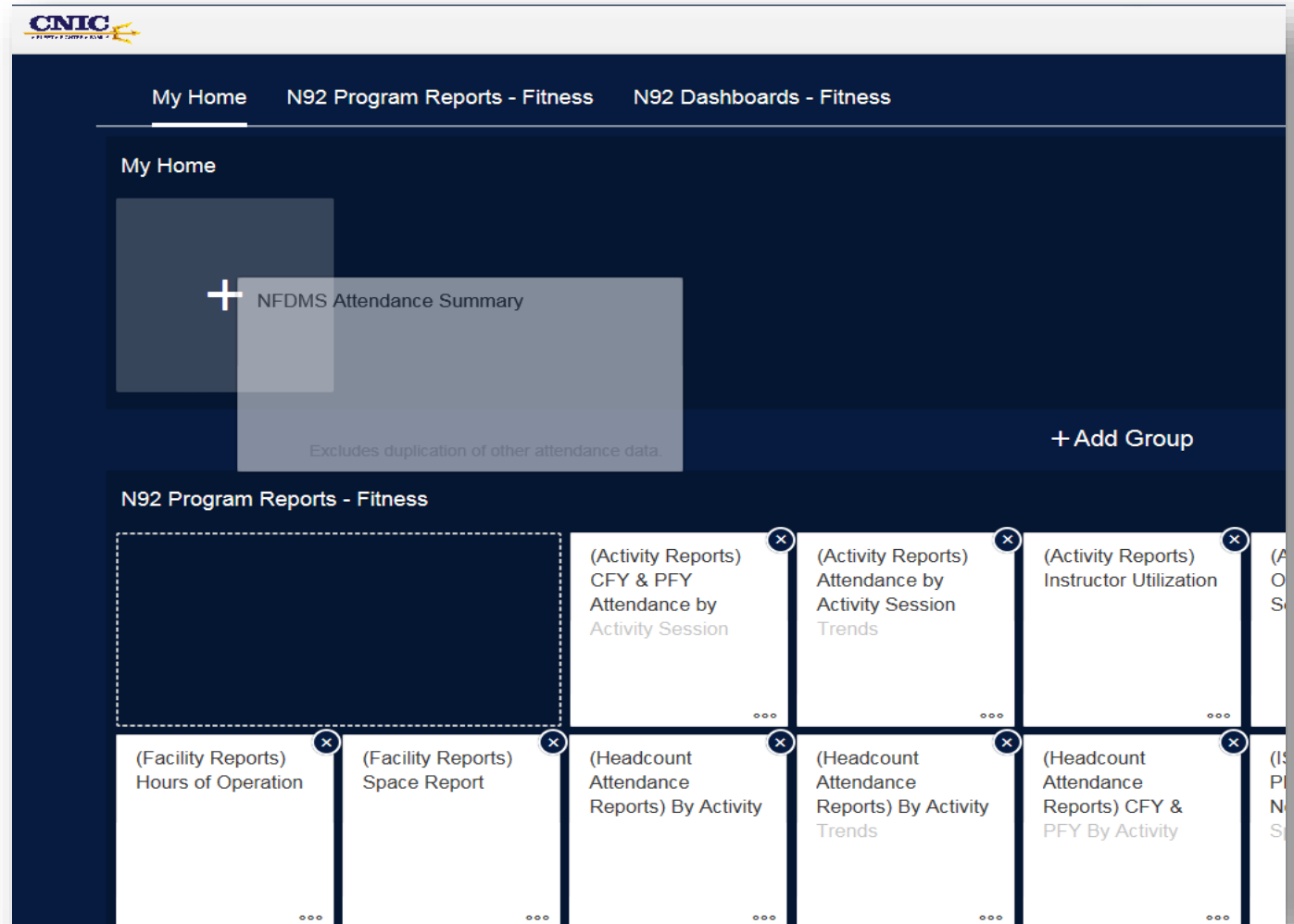
# IV. Adding A Tile To The “My Home” Group (Drag and Drop)

First select the  icon found in the bottom right hand corner.

Then click and drag the Tile you want to the “My Home” section.

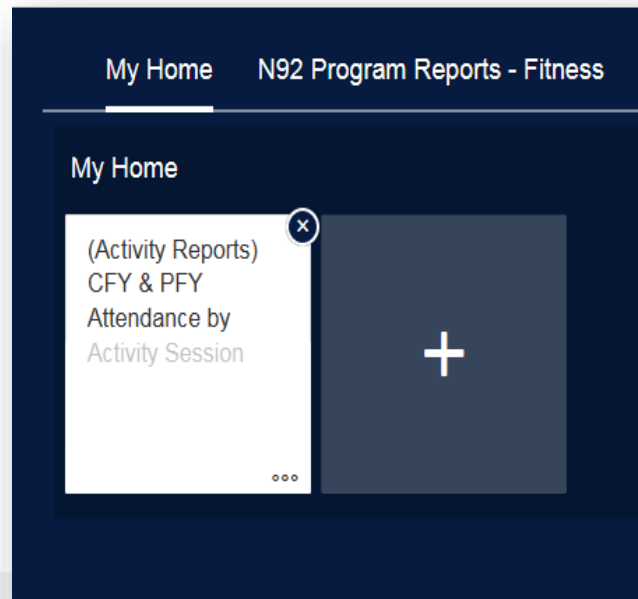
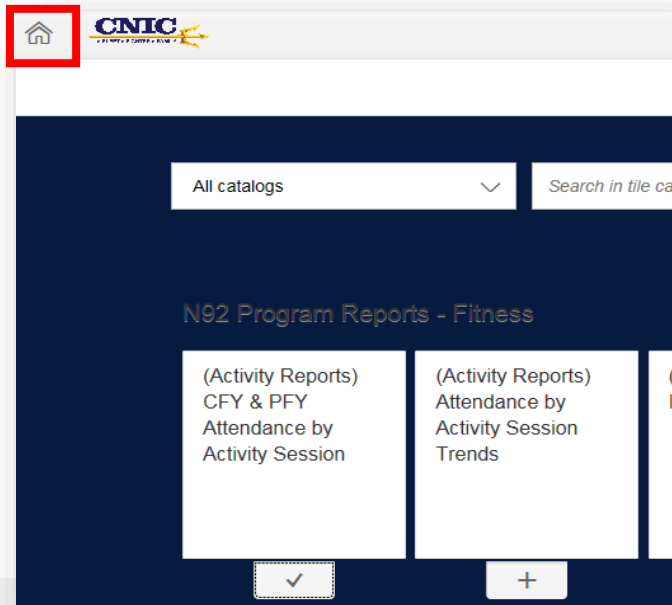
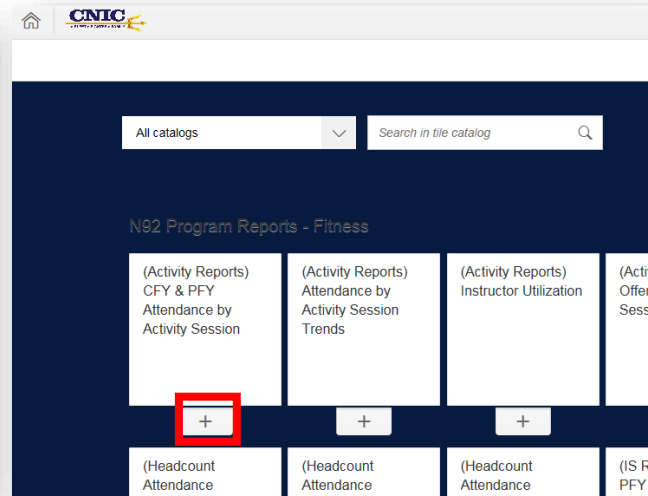
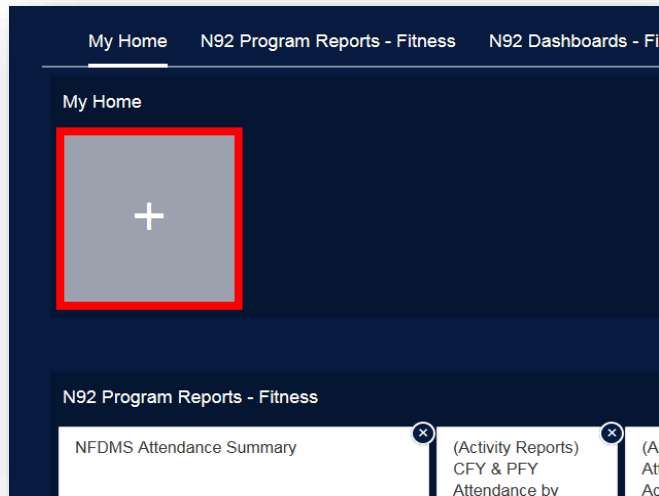
Once you are finished select  to exit the editing mode.


Note: You can replace the Tile that was take from another group by using the reset option.








# V. Adding a tile from the Catalog




First select the  icon found in the bottom right hand corner

Then select  under “My Home” which will then take you to the tile catalog.


Select the  below the tile you want added.

Select  in the top left hand corner.

Once you are finished deleting select the  icon to exit editing mode.





# VI. Adding a Group

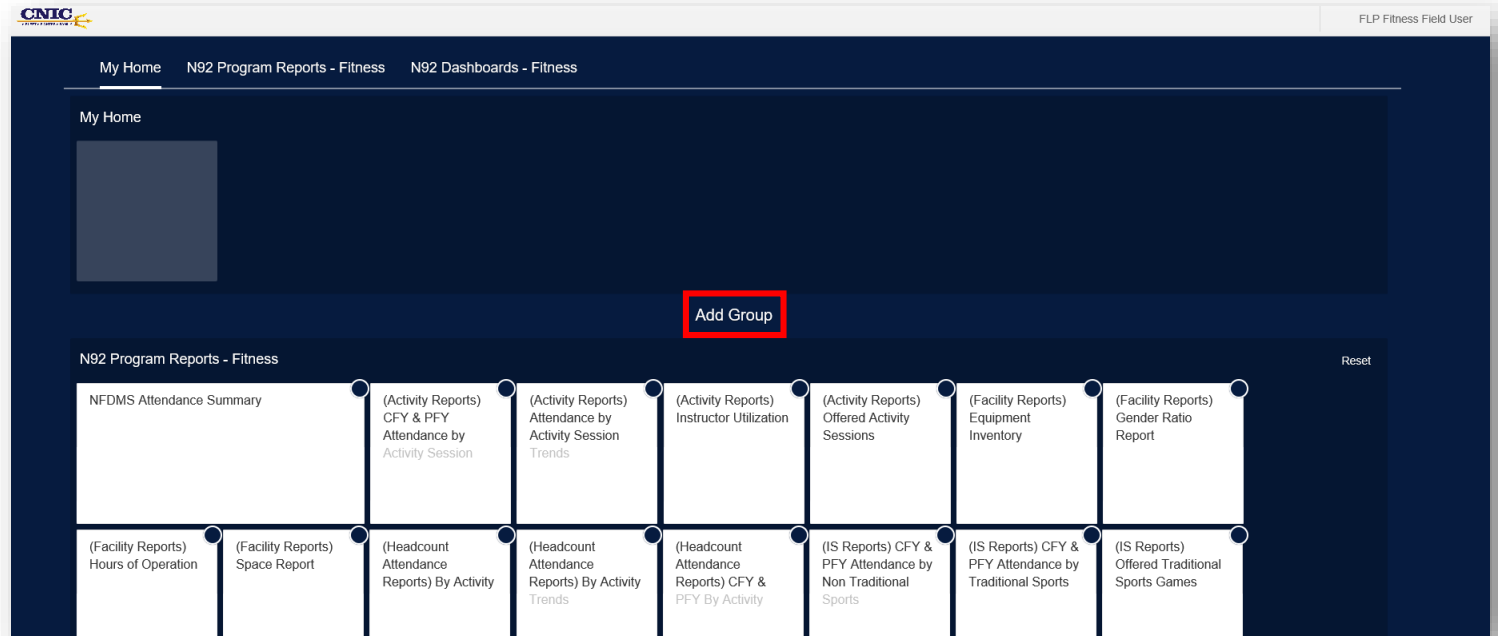
First select the  icon found in the bottom right hand corner

Then select 

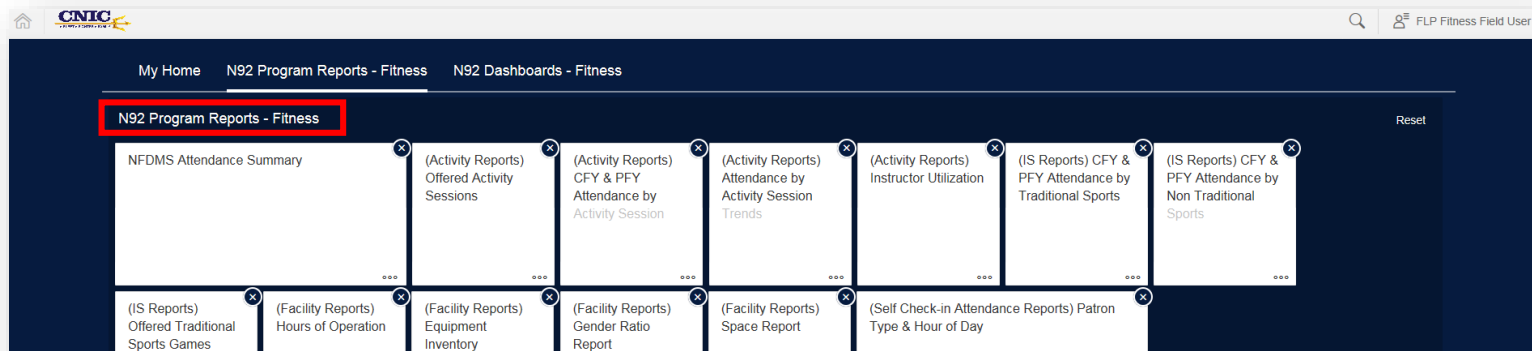
Enter the title you want


Add the tiles you want in the group by clicking 

Once you are finished with the new group select the  icon to exit editing mode.

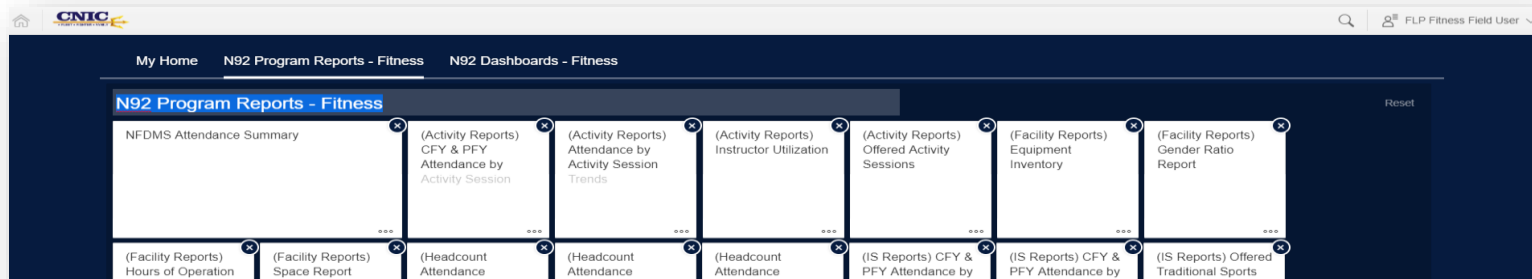


# VII. Editing Group Titles




First select the  icon found in the bottom right hand corner

Click on the Title you would like to edit



Enter the title you want

Once you are finished editing group select the  icon to exit editing mode.

