DIRECTORATE OF ADVANCED STUDIES

THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(Statutory Body under an Act of Parliament)

SAP Enable Now (SEN) Cloud Platform - SAP Course

NAVIGATION GUIDE

Member
SAP Student Academy Program

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THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

SAP Finance User Course: SAP Enable Now Cloud Portal - Course Navigation Guide

Settings and Requirements

A few changes are required to the settings in your browser so that it will work perfectly with this Portal. Independent from your preferred browser the playback functionalities require following settings:

Requirement	Why?
Enabled Javascript	All functionalities are based on the use of Javascript. You must enable it if it is disabled.
Deactivated Pop-up blocker	No matter which Pop-up blocker you use, **you must DISABLE the blocking of Pop-ups for the SAP Cloud Portal** and location you are loading your contents from.
Activated cookies	The attributes and settings for displaying and executing **Book Reader** and **Library etc** are stored in cookies. Therefore You should activate cookies in your browser to ensure that these functionalities run accurately.

Tip: In case it happens that Flash contents are not displayed correctly, please uninstall and reinstall the Flash Plugin (Only update may not work).

Browser Requirements

The following requirements are to be considered to ensure an error-free use of the Trainer, Library and Book Reader functionalities, thus ensuring that contents are played back successfully.

Browser	Version	Operating system
Microsoft Internet Explorer	11	Windows 10
Microsoft Edge	44	Windows 10
Mozilla Firefox	69	Windows 10, Mac OS X 10.5.x
Google Chrome	77	Windows 10, Mac OS X 10.5.x

Supported Mobile Platforms

Content playback has been tested for the system built-in browsers of the following mobile device platforms. Keep in mind, that playback on mobile devices usually requires an online connection to published contents (Content Management Platform or shared network storage).

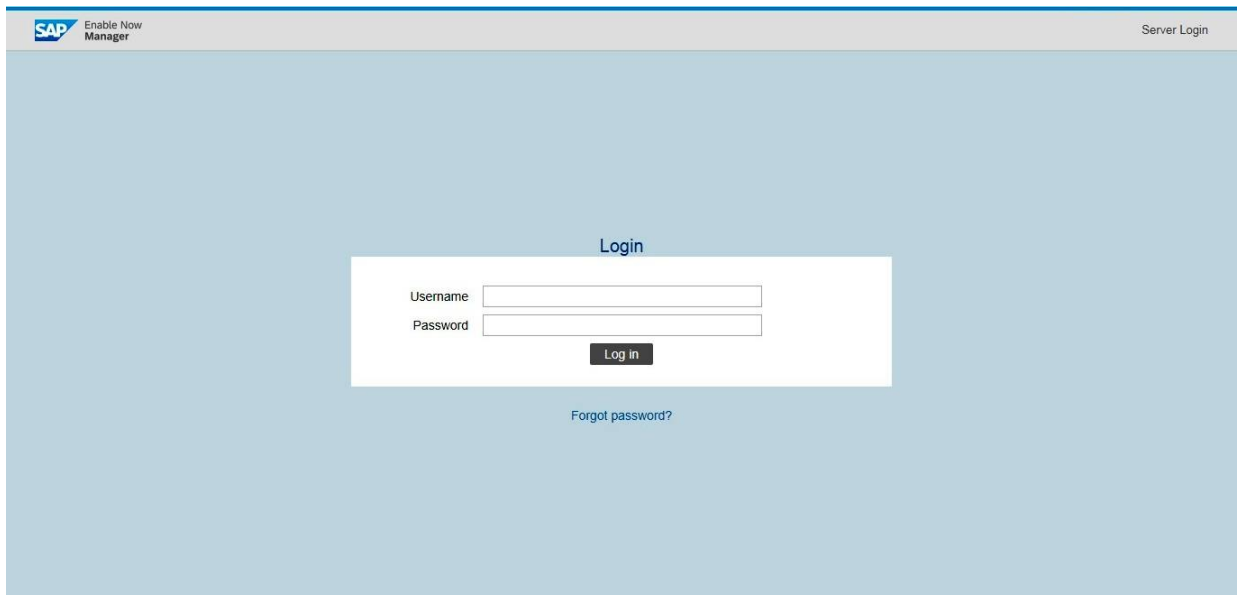**Note:** The playback on mobile devices is mainly supported for tablets.

Platform	OS Version	Browser
Apple iOS	10, 11	Safari Mobile
Google Android	7, 8	Stock Browser (AOSP) (with deactivated *Desktop View*)
Windows Mobile	10	Internet Explorer 11

NAVIGATION

1. Open the SAP Enable Now Cloud Portal through the URL link given below:
   https://icmai.enable-now.cloud.sap/index.htm

   You will see the following screen:
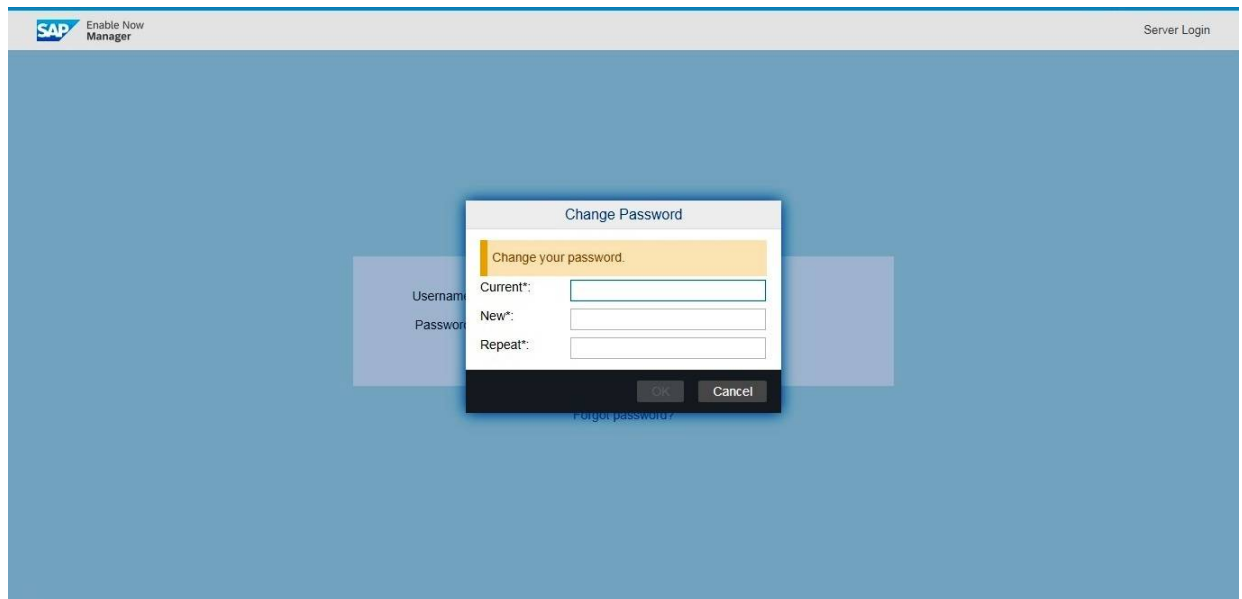
(Please refer to the official SAP course registration mail sent you by ICAI or SAP for your User Id and Password)

ENTER your **User Id** in the Username field

ENTER your **Password** in the Password field *(Note: This is case sensitive field)*

2. On FIRST time login or On the Password Expiry (as per SAP/ICAI Password Policy) you will be asked to change the password
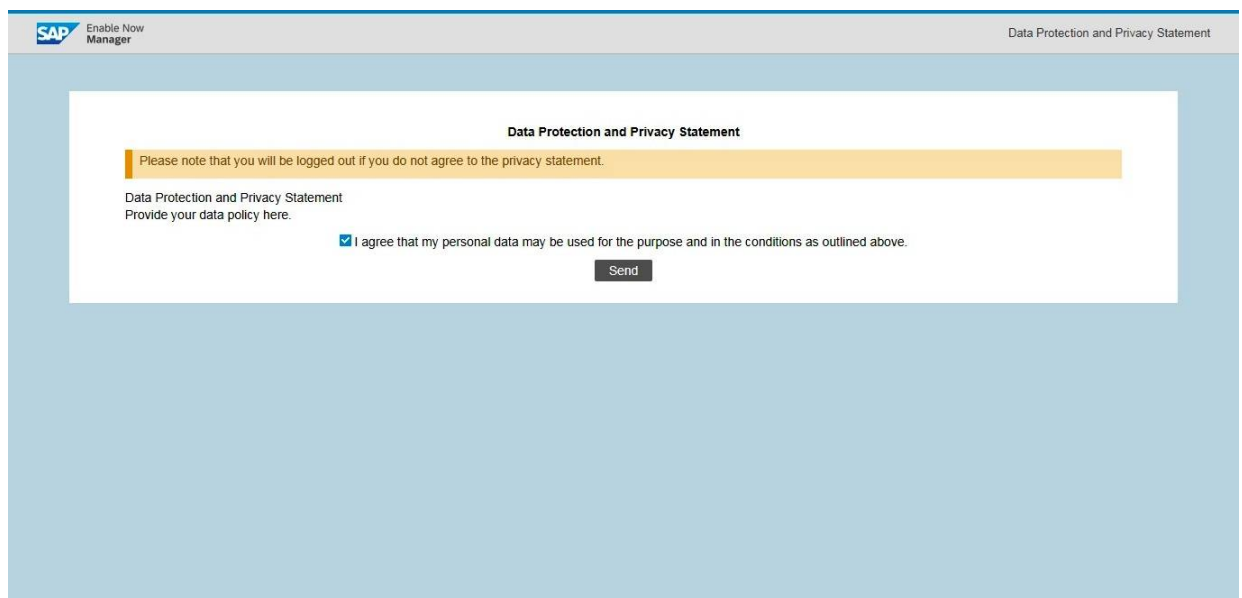

ENTER your **Existing Password** in the Current Password field *(Note: Case sensitive field)*
ENTER your **NEW Password** in the New Password field *(Note: Case sensitive field)*
REENTER your **NEW Password** in the Repeat Password field *(Note: Case sensitive field)*

3. On next step you will be asked for your consent and acceptance to the **Data protection and Privacy Statement and Terms**
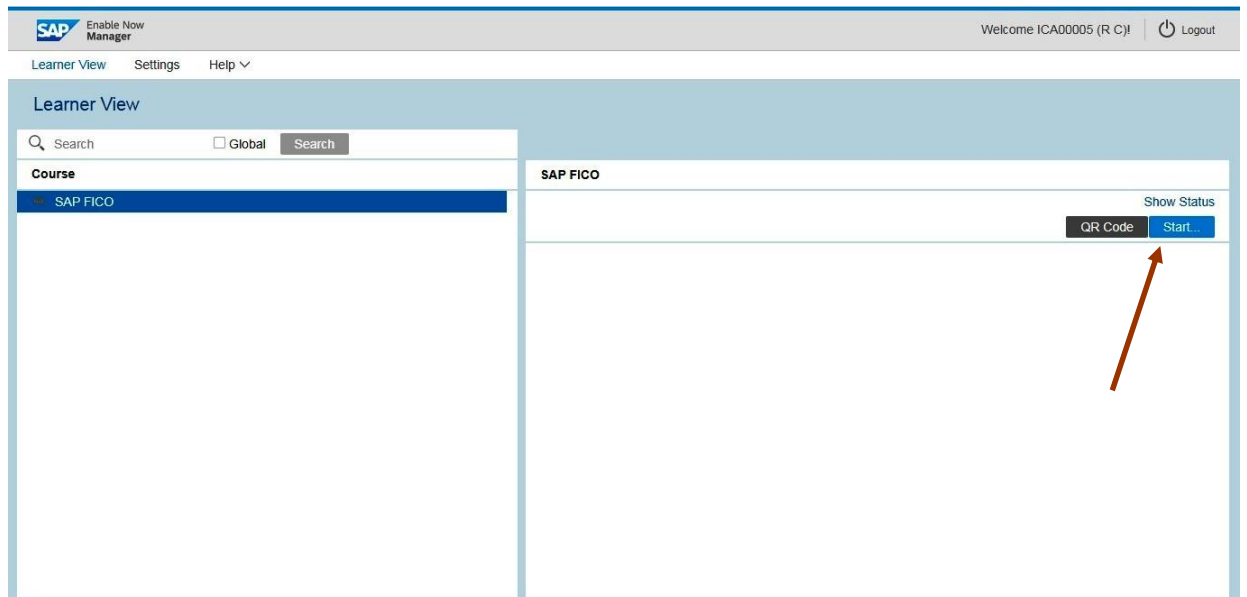

If you ready and want to give your consent and acceptance to the terms, please Select / **Tick the Check Box** of "I agree …."

If you give your consent and accept the terms you can continue to the next steps.

If you don't want to give your consent or accept the terms, you can log out of the portal.

4. After successful Login, you will see the **Leaner View** screen

On the Right panel, in the course section, you can see the Course you are enrolled in.

On the Left panel, you will see the "**Start**" Button / Link.

To Start Course navigation please **Click on** the "**Start**" Button / Link.
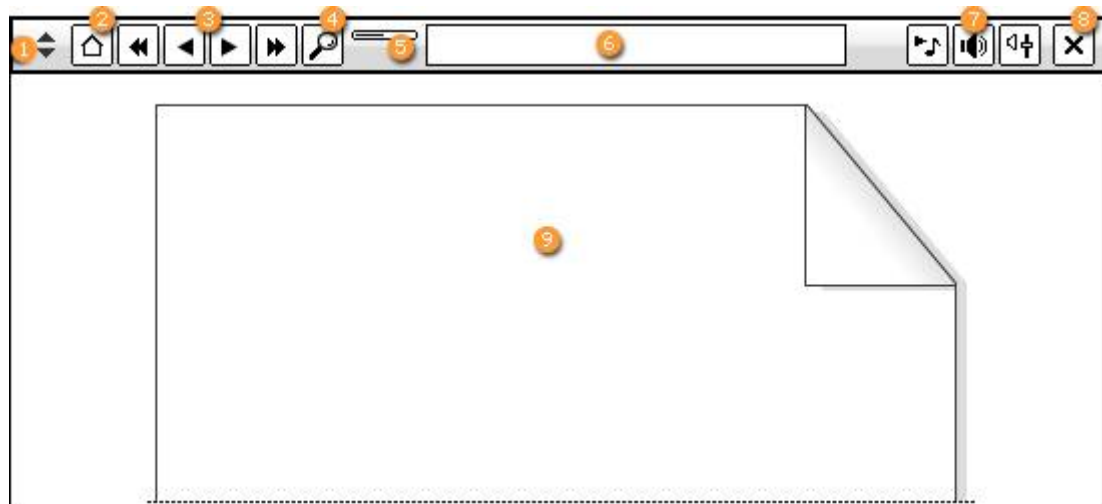
5. The **Course Screen** (**Book Reader**) will Pop-up (Open) in a **NEW TAB** in browser

Note: Please make sure to UNBLOCK the Pop-ups for SAP and SAP Cloud Platform
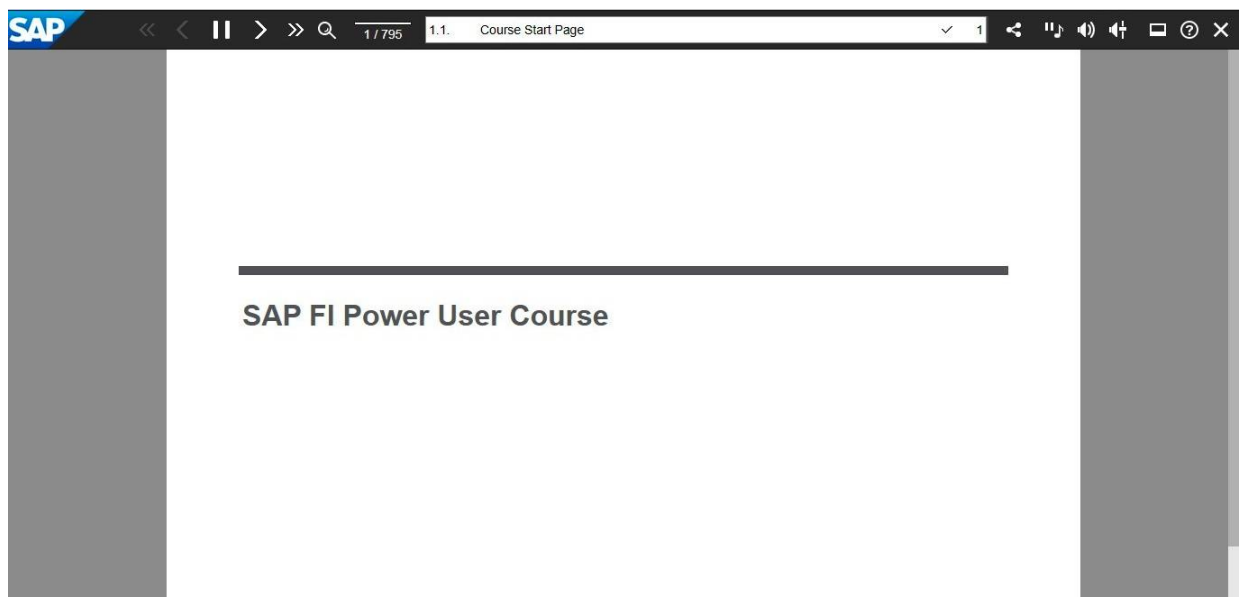
6. Course Screen **(Book Reader)** Architecture and Components

The **Book Reader** comprises the control bar and window for displaying the book page.

- o **Orientation**
  This function allows the position of the **Book Reader** bar to be manipulated.

- o **Start page**
  If a book page is defined as the start page then you can call it directly using the *Start page* button. For example, the book page can contain introductory information or a table of contents.

  The button makes it easier for you to reach the start page directly at any time without having to resort to the book page selection.

- o **Buttons for scrolling within the book pages**
  The buttons allow you to scroll within the book pages. This is how you go forward or backward one book page at a time as well as how you use the external buttons to switch between chapters.

- o **Keyword search**
  This button opens a dialog in which you can search the book's book pages for a specific book page.

- o **Progress display**
  The progress display shows how many pages in a book have already been worked through. Moving the cursor over the progress display with the mouse shows you the number of book pages and current book page number.

- o **Book page selection**
  The book pages contained in the book can be selected by means of a dropdown list box, which displays an overview of the book pages. If the dropdown list box is closed, you can see the title of the chosen book page.

- o **Audio Controls**
  Play/Stop Audio
  Using this button allows you to start and stop background music or an audio commentary on a book page.

  On/Off Audio
  This button allows you to activate and deactivate the page sound for a book.

  Volume
  This function allows you to control or deactivate audio file volume and bubble effects. Clicking on the button opens a selection menu from which the volume can be controlled and the sound deactivated by means of a selection field.

- o **Close**
  The *Close* button is used to close the **Book Reader**

- o **Window for displaying the book page:**
  The chosen book page is displayed below the **Book Reader** control bar. You can now open the modes or documents, view a media file or work through some more content.
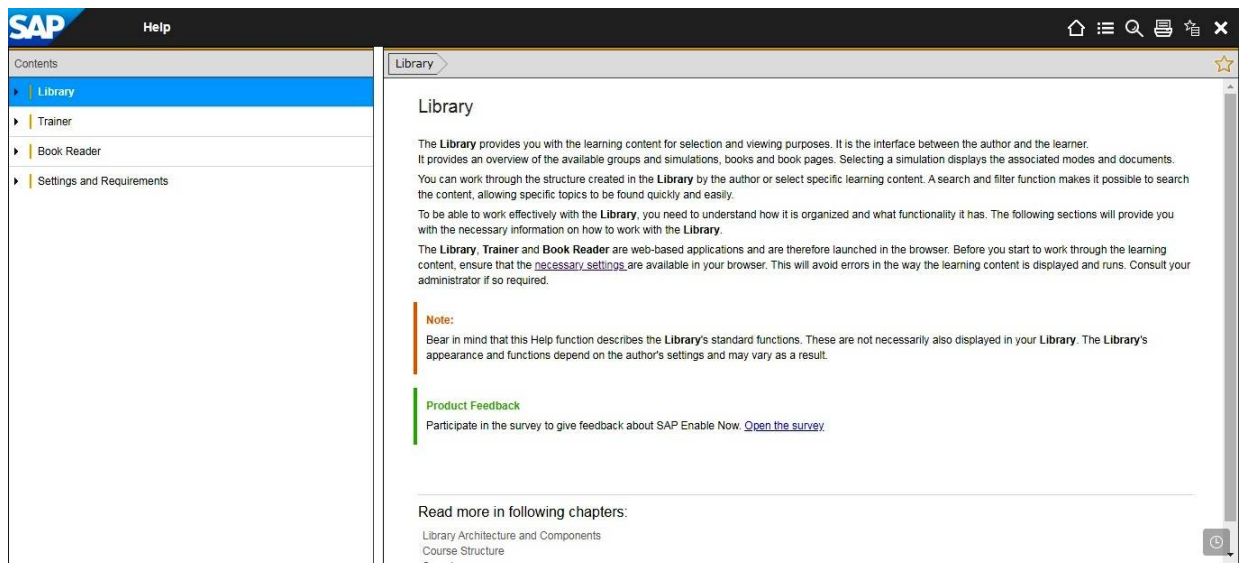
Note:

This Help describes the **Book Reader's** standard functions. These may not necessarily be displayed in your **Book Reader**. The **Book Reader's** appearance and functions depend on the administrator settings and may vary as a result.

7. **Book Reader** Help

You can click the '?' button *(On the Top-Left side of the Book Reader screen)* to take Help and guidance for the Navigation and using the book reader.
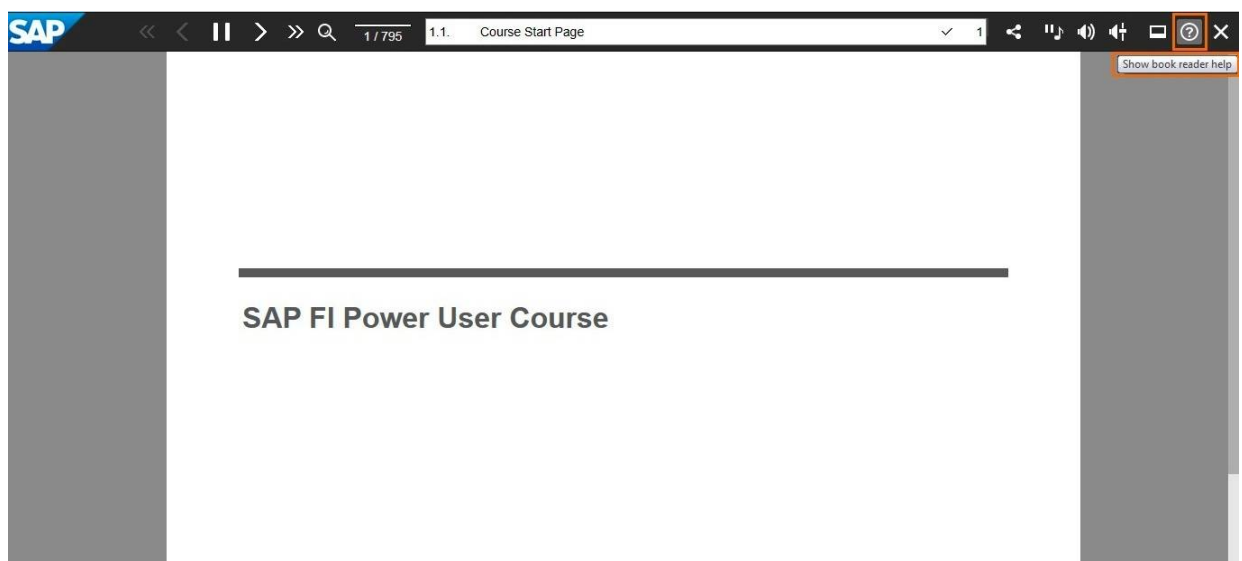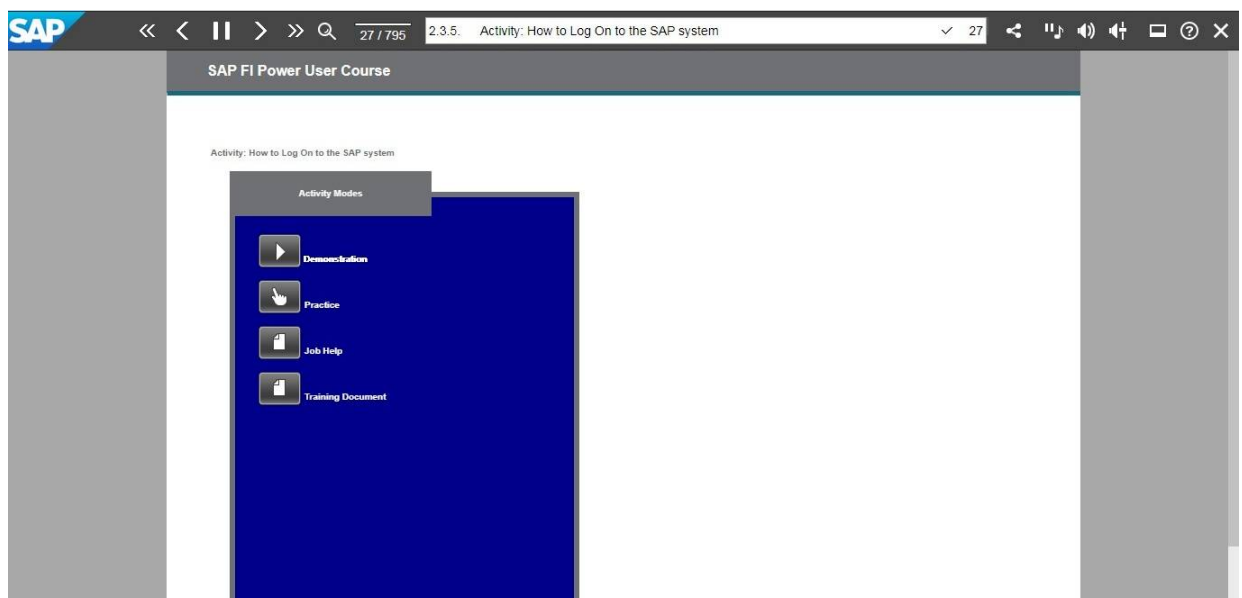
You will see the following type of Help screen

You can go through various help and guidance notes in this section.

8. Using the **Book Reader** you can pursue your assigned SAP Course
   Enjoy your course!

9. Within the course, you will find the **Activity Pages** for **SAP System Demonstration and Practice**

10. **Click** on the **Demonstration** Button to see the Demonstration of the SAP Process leant in course

You will see the following type of screen
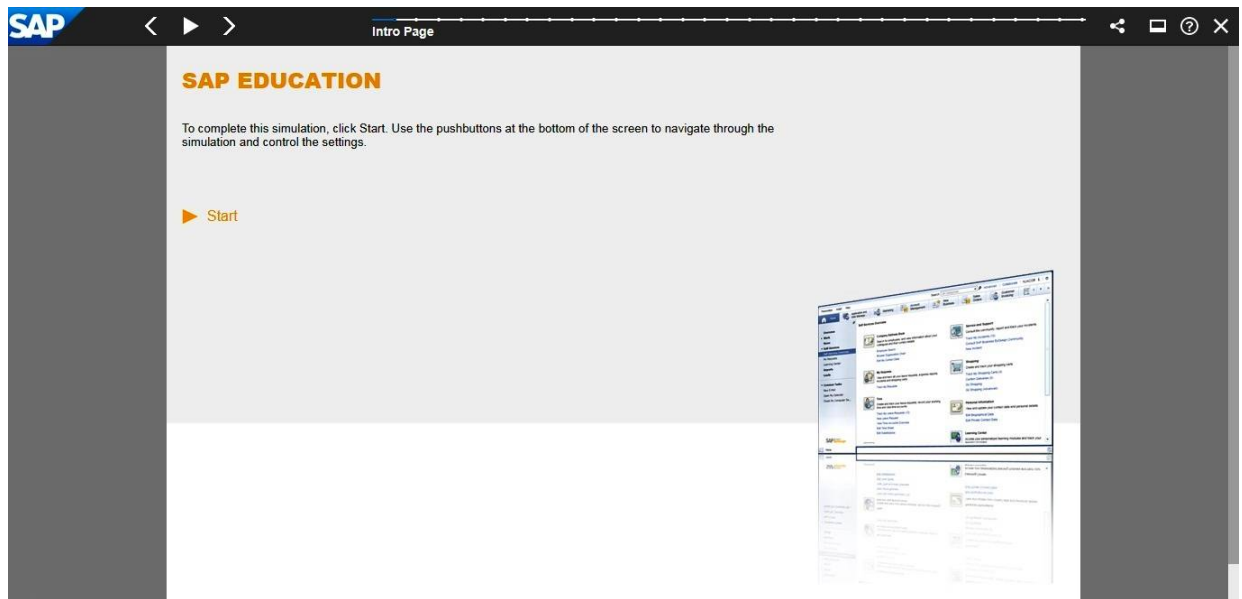
Click on the **START** Button to see the Demonstration of the SAP Process leant in course

You will see the SAP System/Process screen/page of the Demonstration.
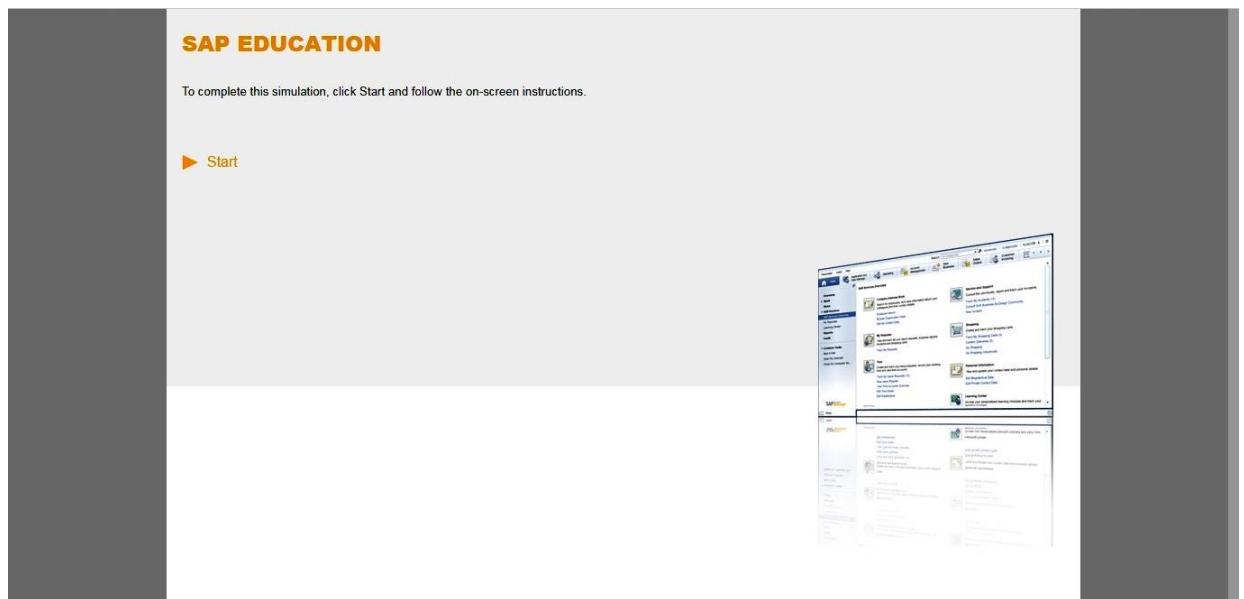
Illustration of Screen:

Go through the Demonstration and understand the SAP Process.

11. **Click** on the **Practice** Button to do the Hands-on Practice of the SAP Process leant in course and seen in Demonstration
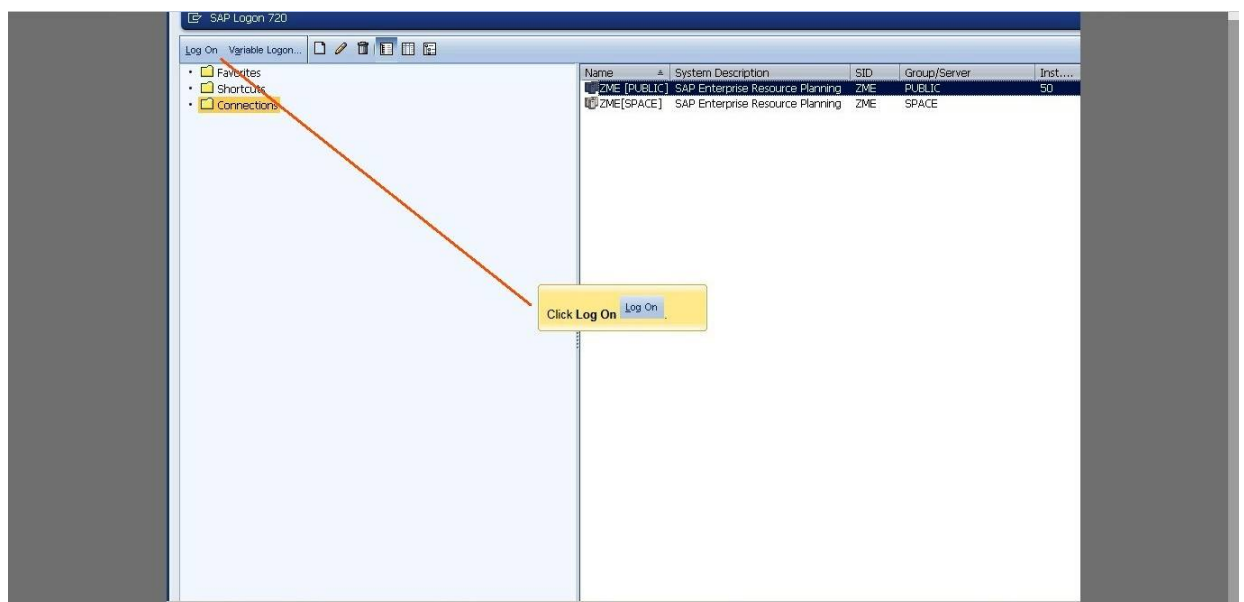
You will see the following type of screen

Click on the **START** Button to do the Practice of the SAP Process leant in course

You will see the SAP System/Process screen/page for the Practice
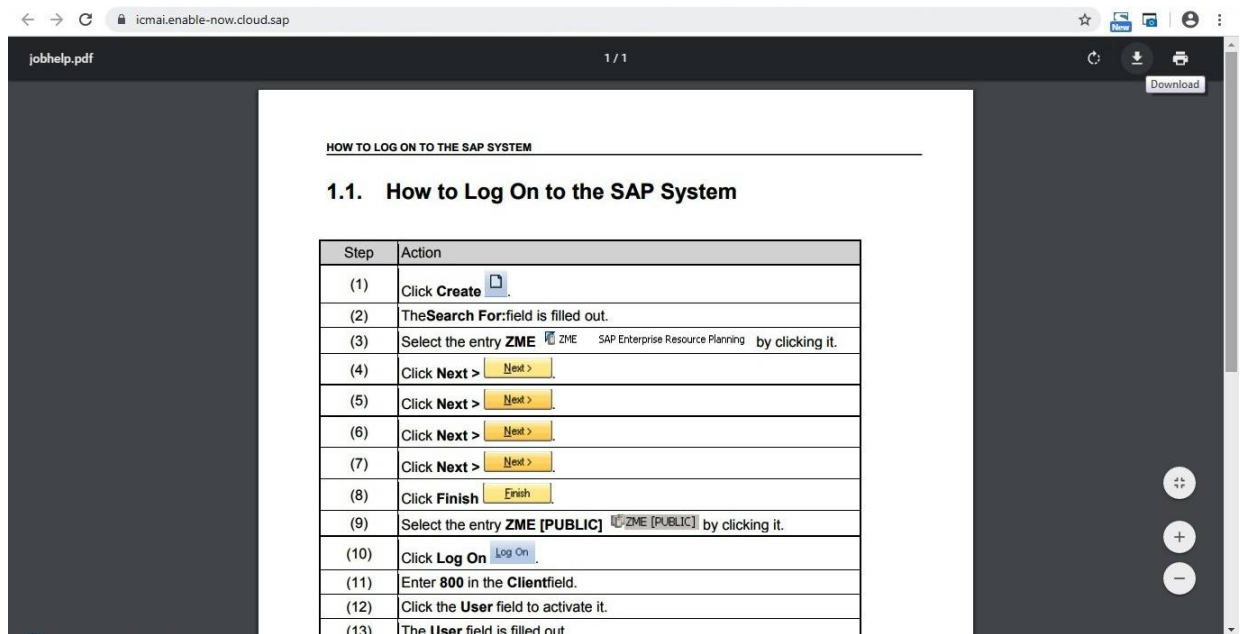
Illustration of Screen:

You have to enter/input the Values and Data or do the activity as mentioned and asked in the Practice session.

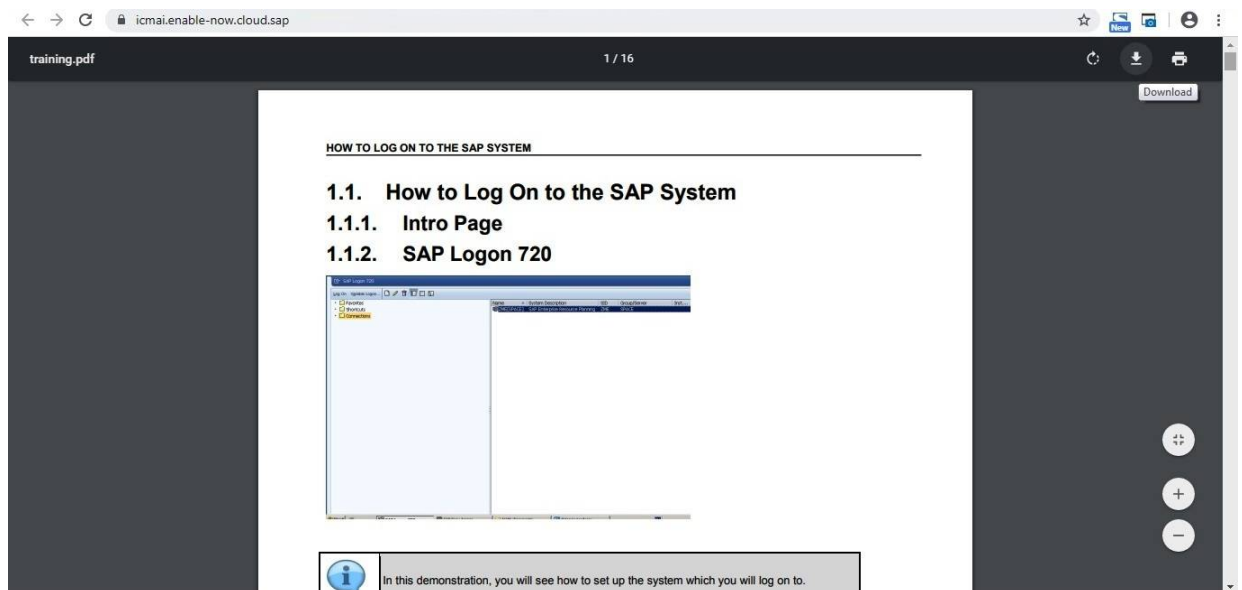Do the Practice and understand the SAP Process.

12. **Click** on the **Job Help** Button to see and download the Activity/Job-Help document the SAP Process

    You will see the following type of screen

13. **Click** on the **Training Document** Button to see and download the Training document the SAP Process
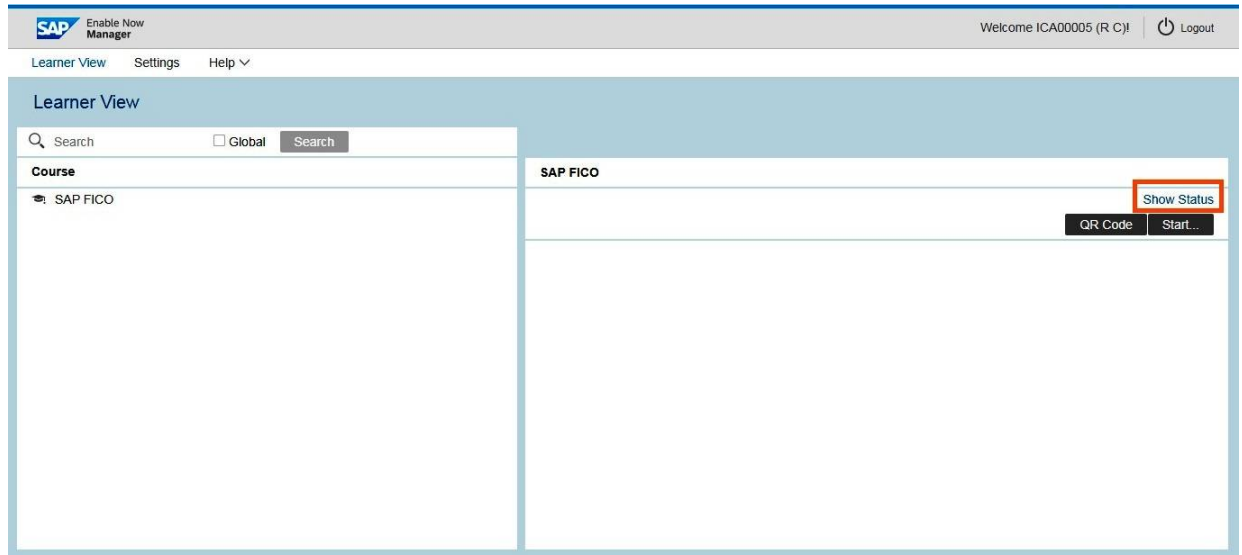
    You will see the following type of screen

Others

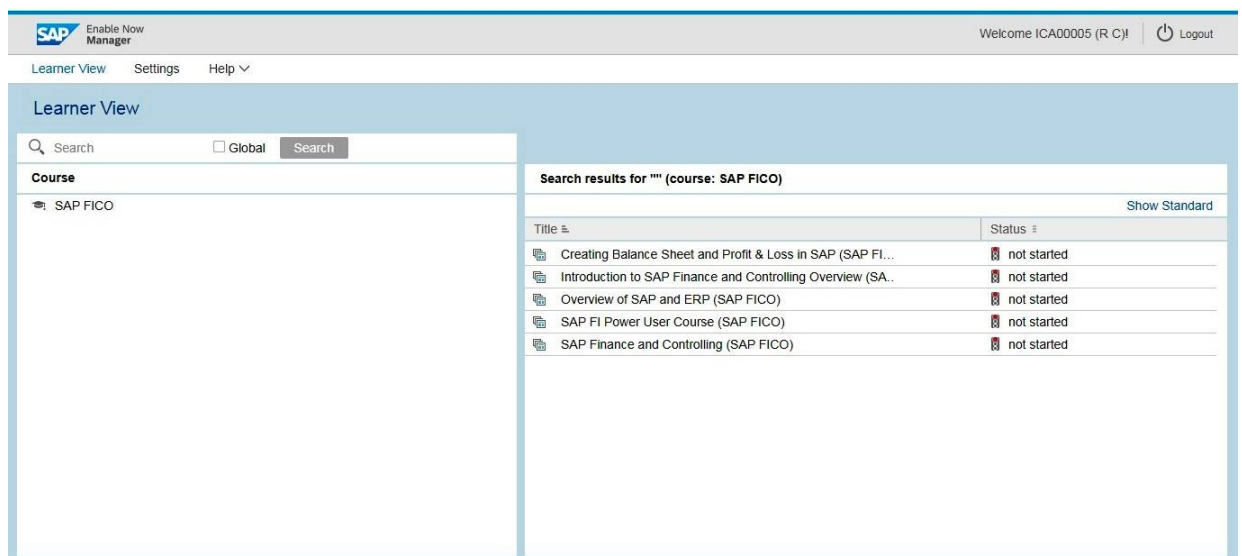14. You can also check the status of your training on the '**Leaner View**' Screen

   (The screen which you see/get after the Login to the SAP Enable Now cloud platform; Refer to the screen as given in the point 4 of this document)

   Click on the **SHOW STATUS** link.

15. Now you can see/check the Status of your Training

   You will see the following type of screen

   For any queries and help please contact on <u>sap.advstudies@icmai.in</u>