

# CHANGE AGENT UPDATE: SUMMER 2016



## P&F Goes Live, EAM Project Nears Start, New Tips & Tricks

In this summer edition, we have information on:

- **Project Updates**
  - **Processes & Forms Phase 1 Launched**
  - **P&F Assistance**
  - **P&F Online Documentation**
  - **Enterprise Asset Management (EAM) Update**
- **Tips & Tricks**
  - **User Interface Shortcuts**
  - **How to Create a T-Code Shortcut on your Desktop**



Our next update for fall will be issued the second week of September.

+ Charlie

## Project Updates

### Processes & Forms Phase 1 is Live, Phase 2 Go-Live on 6/15

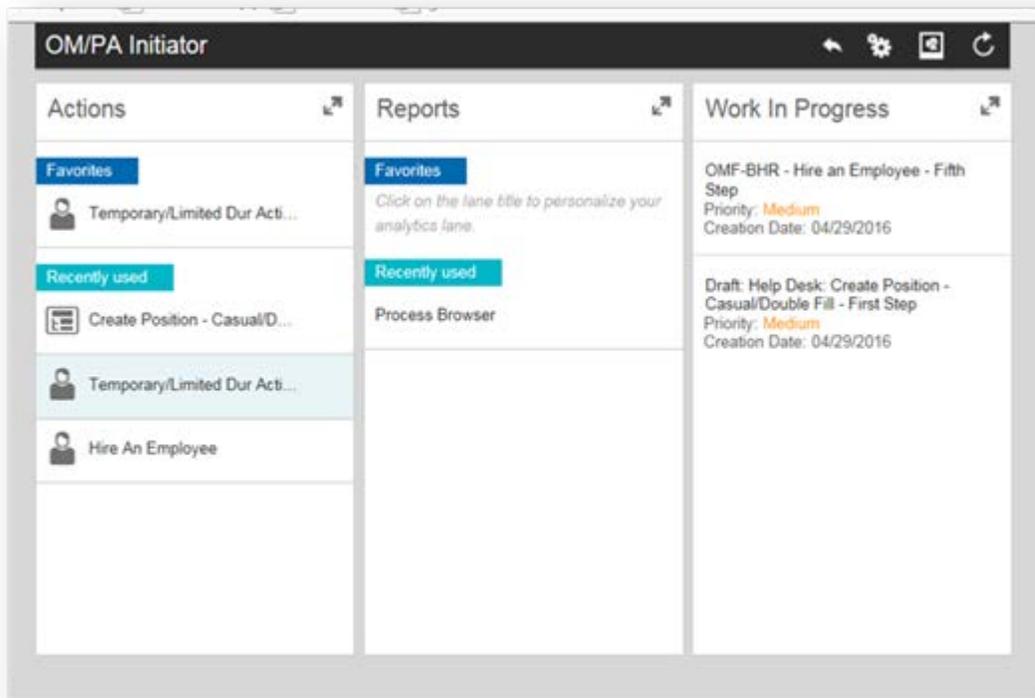
Phase 1 bureaus now have access to P&F's electronic forms. Phase 1 bureaus include:

- **All OMF Bureaus & Divisions (except BRFS-Procurement)**
- **Portland Water Bureau**
- **Portland Bureau of Transportation**
- **Portland Police Bureau**

HR & PY Services will process paper PAR forms only for pay period (12), May 19th through June 1st or before. P&F electronic forms will be available for the Phase I Go-Live bureaus to use starting today. Bureaus should plan to create forms using P&F electronic forms for pay period (13).

Phase 2 bureaus will go live on June 15. Phase 2 bureaus include:

- **OMF-BRFS-Procurement**
- **All other bureaus not included in Phase 1 (noted above).**




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## P&F Assistance

There are multiple ways to get help with P&F electronic form processing.

Bureaus can contact HR & PY Services for assistance.

**Call Kellie Le at x. 34175 or  
Wayne Ferrell at x. 33512 or  
E-mail "Inbox, SAP BHR".**

Submit tickets to **"BTS Help Desk"** by calling **x. 35199** or e-mail, if your bureau has gone live and you do not see your P&F role tab. Include in any correspondence (whether Help Desk tickets or emails) the acronym "P&F" so we can identify P&F problems and take care of them quickly.

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## P&F Online Documentation

Online now, there is a variety of training materials, job aids, and videos for P&F available in the SAP Learning Center.

P&F Section	Print Instructions	Video Instructions
<a href="#">Main Page</a>	<a href="#">Work Instructions</a>	<a href="#">Video Links</a>

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## Enterprise Asset Management (EAM)

The EAM project is in the RFP stage. Two vendors came and presented to the Evaluation Committee members and a group of Technical Advisors from around the City. An Intent to Award should be posted this week to select a vendor. Contract drafting and negotiations will begin after the Intent to Award is posted.



This project will feature a mobile solution that integrates with Plant Maintenance with initial use by OMF Facilities Services. Our goal would be to allow for mobile work order processing, asset maintenance, time entry, and bar code scanning.

It also features integration to the City's ESRI GIS system for land owned by the City. This integration would initially be available to all City of Portland property managers that currently have access to the City Properties website.

#### [EAM Project Page](#)

- [Project Details](#)

## SAP Tips & Tricks

### User Interface Shortcuts

You may already know about these handy text shortcuts in SAP. But there's probably one or two from this list that you may not know about. Check out this list and try these out sometime if you're not already using them. They will make your day using SAP a lot faster.

(This list is also attached in PDF for or can be found [here](#). Please share with your SAP users.)

Shortcut	What it does.
<code>/n</code>	Takes the user to the root SAP Easy Access menu from anywhere.
<code>/n + [T-code]</code>	Takes the user directly to the desired T-code from anywhere. For example, <code>/nVA01</code> will take the user directly to the Create Sales Order screen.
<code>/* + [T-code]</code>	Like <code>/n + [T-code]</code> , but takes the user directly into the desired T-code with the last values used. For example, <code>/*XD02</code> will take the user directly into change mode screen for the last customer you were changing.
<code>/nex</code>	Closes all windows for the current system/client and logs off of SAP.
<code>/o</code>	It also allows you to open a new session.

**/o + [T-code]**

When used as a prefix to a transaction code, it will open the target transaction in a new window. For example, “/ova01” will open up the Create Sales Order screen in a new window.

**Ctrl-Y**

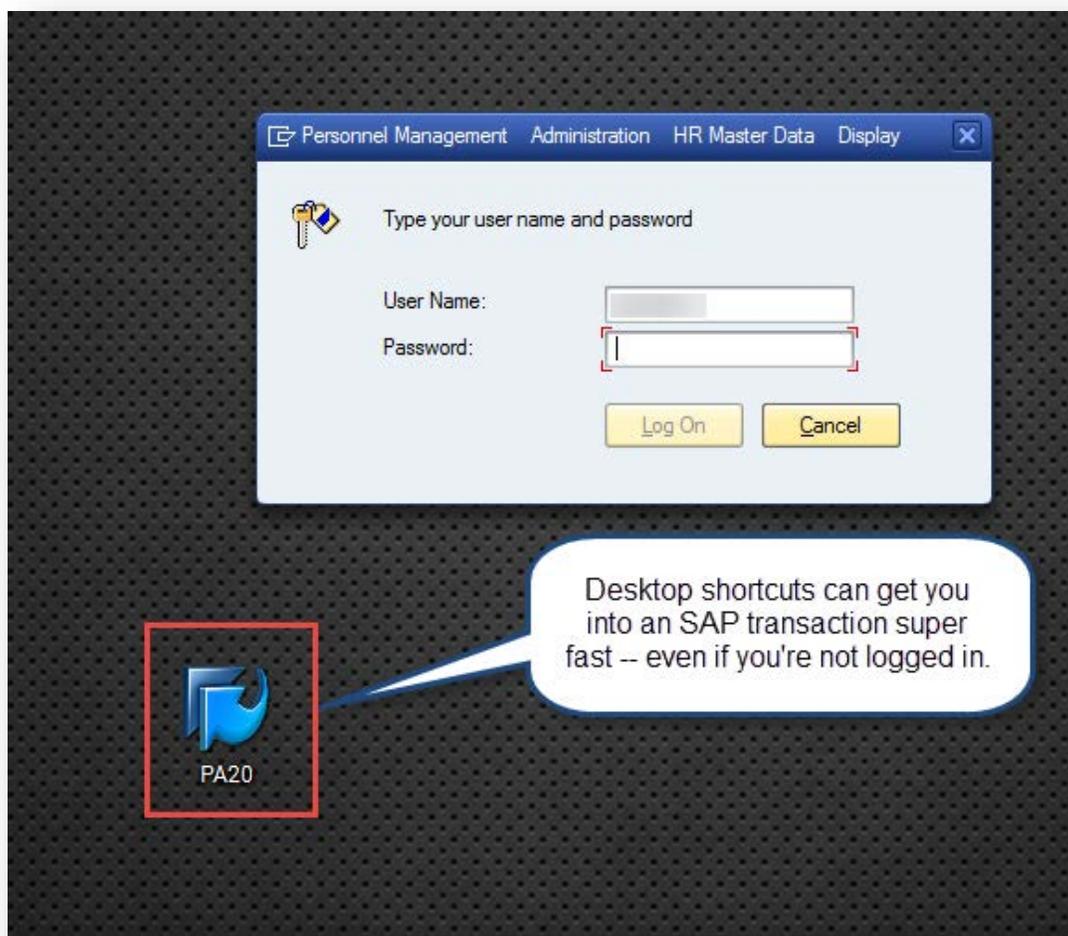
Use this key combination on a variety of screens to grab several lines of text or several cells of values in a table. Results can be pasted just about anywhere including Word, Excel, and Outlook. After you hit Ctrl-Y, you will see the mouse pointer turn to a cross-hair. You can then select values from tables, SAPscript reports, etc.

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## Creating a Transaction Code Shortcut on Your Desktop

Many of you go into specific transactions over and over during a day. While it's easy enough to login to SAP and then click on one of your favorites, did you know that you can also create a desktop shortcut out of a transaction favorite? With a simple double-click on such a shortcut, you can log directly into that specific transaction in SAP. Super fast. Super easy.

Watch [this video](https://youtu.be/E7R3hajnr6k) to learn how: <https://youtu.be/E7R3hajnr6k>



## Online Resources: Change Agents

► [Bureau Change Agents](#)

▶ [Change Agent Guide](#)

▶ [Change Agent Resource Page](#)

### Online Resources: All Users

▶ [SAP Documentation](#)

## EBS Contacts

**SAP Manager:**  
Satish Nath

**Training & Development Officer:**  
Charlie Dudley, J.D.

If you have any questions,  
please contact Charlie,  
[charles.dudley@portlandoregon.gov](mailto:charles.dudley@portlandoregon.gov).

**FILO Team Lead:**  
Cindy Delozier

**HCM Team Lead:**  
Kate Schmidt

▶ [Complete Team Contact List](#)