Login to UC Flex, Maintain User Profile and Set User Preferences
Perform this procedure the first time you login to UC Flex.

**PLEASE NOTE:** You must have the latest version of the SAP Logon (aka GUI: Graphic User Interface) downloaded on your computer BEFORE you get started. Contact your local IT or UCIT by calling 556-HELP (4357) to request assistance on downloading the most current version of SAP GUI.

1. Login to UC Flex portal at [https://www.ucflex.uc.edu](https://www.ucflex.uc.edu) with your Central Login credentials.

   **Tip:** Open Internet Explorer (UC Flex/SAP preferred browser) and go to [http://www.uc.edu/](http://www.uc.edu/). In the top banner, look for UC Tools and choose UC Flex/ESS to go directly to the UC Flex portal login screen.

   **Note:** UC Tools is helpful way to access Blackboard, UCMail (Outlook), Password Help (to change your Central Login) and UC VPN (Virtual Private Network) to gain access off campus to UC Flex and additional software within the UC Network.
Welcome to the UC Flex portal! This should look familiar from New Hire Orientation when logging in to Employee Self Service. Once you complete UC Flex Overview & Navigation prerequisite course, you will see within 1-2 business days the FI/HR/BW tab (see below).

2. Click FI/HR/BW tab.

3. Click Logon to R/3.

4. Click Open button.

UC Flex Financials

UC Flex Financials provides increased flexibility in completing financial business operations with a broad range of functionality and tools that incorporate current technology and best business practices.

Current Alerts and Notices:
Welcome to the UC Flex’s SAP Easy Access Menu!
This is where your role access folders are organized for your approved job responsibilities in UC Flex.

5. The first time you login, chances are you will see this GENERIC SAP Easy Access Menu, which does NOT show your name nor will it be personalized for your approved role access.

   Note: many are confused when they see this. Go to step 6 for your personalized user menu.

6. Click on for your SAP Easy Access USER MENU. This is personalized for your role access.

   Note: Check your User menu to ensure you have proper role access folder(s) at least 1-2 days after each UC Flex training class. If not, please take a screen shot of this menu and email it to UCFLEX@uc.edu

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7. To see transaction codes and names under each role folder, select from the top menu bar Extras ➔ Settings.

8. Check Display technical names and click continue icon.

Congratulations! You have learned how to login into UC Flex, activate the SAP Easy Access Menu, customize settings to ensure you are seeing your job responsibilities/roles and transaction codes within the role folders.

Now let’s move to reviewing your user profile in SAP and setting your preferences and additional suggestions in order to aid in utilizing UC Flex for your job responsibilities/roles.
Maintain Your User Profile

1. Select System→User Profile→Own Data.

2. Click the Defaults tab and ensure your settings look the same as below.

   ![User Profile Settings](image)

3. Select 1,234,567.89 from the dropdown in the Decimal Notation field.

4. Select MM/DD/YYYY from the dropdown in the Date Format field.

5. Select 24 Hour Format from the dropdown in the Time Format field.

6. Click on matchcode for OutputDevice to see if your local printer is listed. If not, you will need to work with your local IT department OR call UC Helpdesk at 556-HELP (4357) to get it set up.

   Type locl (or winlocl) in this field or within any transaction that has the OutputDevice field in UC FLEX to print to the local printer.

   **NOTE:** winlocl is a good substitute for the OutputDevice field if you are having issues with locl.

7. Click Output Immediately in the Spool Control section.

8. Click Delete After Output in the Spool Control section.

9. Click to Save your changes.
SAP GUI (Graphic User Interface) Setting Preferences

1. From the top menu bar click "

2. Select Options.

3. Open the folder: Visual Design

   In this area, you can specify color options (using the Theme drop down at the top of the screen), font sizes and type in order to customize to your preferences.

4. Open the folder: Interaction Design > Visualization 1

   We suggest under Controls below, uncheck "Show keys within dropdown lists.
   "Keys" are two letter codes for the description name of an item and in SAP they begin with the first letter of the German spelling of the word and also cannot be sorted by description name. You can check this later once you continue your UC Flex training and decide your preference.
5. Open the folder: **Interaction Design > Notifications**

   In this area, we suggest to not choose “extra” notifications under Messages below since SAP will always show all successful, cautionary/informational and error messages in the bottom left hand corner of the transaction screen.

![SAP GUI Options - RP1](image)

6. Open the folder: **Local Data > History**

   Ensure **On** is chosen under History Status to activate history in your SAP Easy Access Menu command field. This works similar to how websites are “remembered” in your browser.

![SAP GUI Options - RP1](image)

7. Click **OK** to save all these settings.

**Congratulations!**

You have completed setting up your user preferences.

Click ![logout](image) to logout of SAP Easy Access Menu.