
UK_100

IRIS Awareness and Navigation

Practice Guide

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UK_100 Practice Guide Overview

This Practice Guide is intended to accompany the UK_100 IRIS Awareness and Navigation web course. It provides all the procedures necessary to practice the key topics addressed in the online course in the IRIS Training Sandbox.

Enter your answers to the questions asked in this Practice Guide in the online **UK_100 Exercises and Course Completion Notification** form and submit it to IRIS Training. (Note: The information found in the Training Sandbox is “dummy data” and used for training purposes only.)



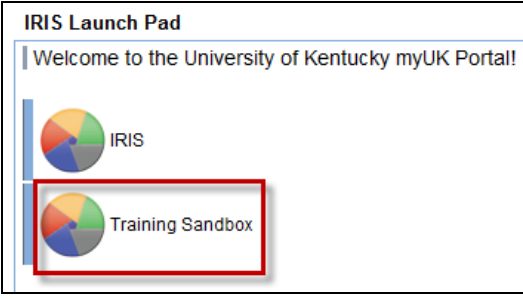
If you would like to check each step as you complete it, a checkbox is included next to the step number for your convenience.

The way to get comfortable with IRIS is through practice, practice, and more practice. The IRIS Training Sandbox is available 24/7 for you to practice the exercises contained in this practice guide as many times as you like.

Exercise 1 – Signing on to myUK and the Training Sandbox

Scenario

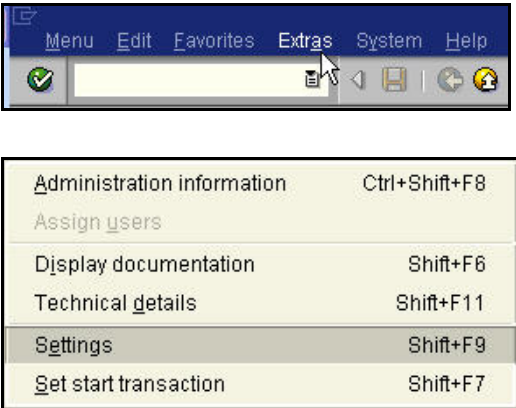
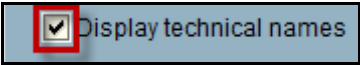

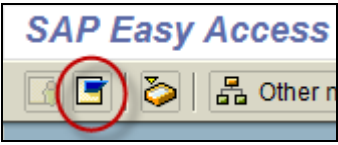
You need to sign on to the myUK web portal and access the IRIS **Training Sandbox** in order to complete the UK_100 IRIS Awareness and Navigation web course.

Step	Explanation	
1. <input type="checkbox"/>	Double-click on the myUK University of Kentucky icon on your computer's desktop	 myUK University of Kentucky
2. <input type="checkbox"/>	Enter your link blue User ID and Password , then click on the Sign On pushbutton or press the Enter key	
3. <input type="checkbox"/>	Click on the Training Sandbox icon The SAP Easy Access screen will display. Be sure it says Training System in green font under the IRIS logo on the right side of the screen!	

Exercise 2 – Displaying Transaction Codes

Scenario

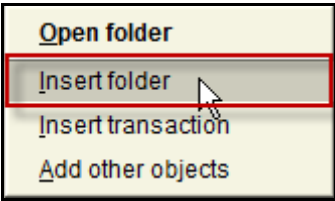
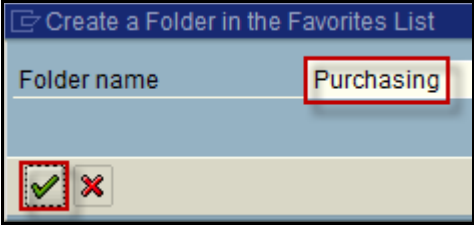
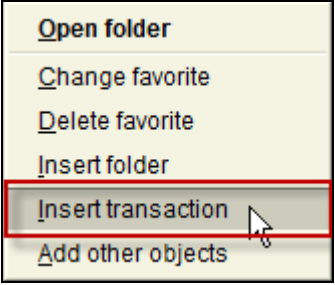
You want to see the transaction code next to each transaction in the **Favorites** and **SAP menu** folders. This is a one time process.

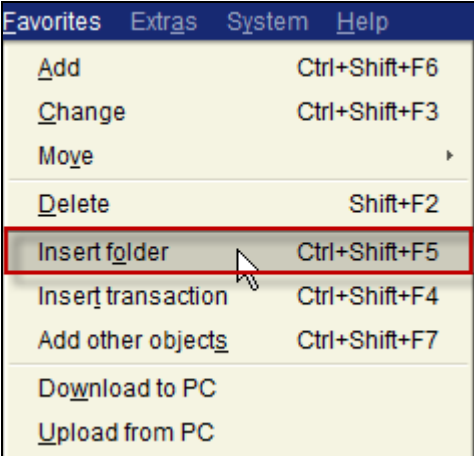
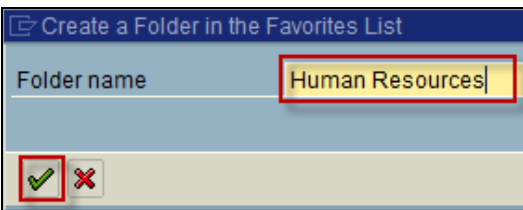
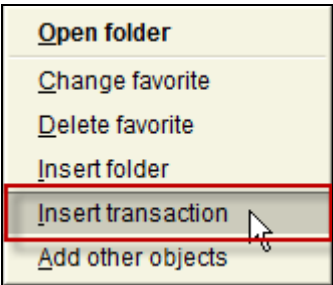
Step	Explanation	
1. <input type="checkbox"/>	Select Extras → Settings from the menu bar	
2. <input type="checkbox"/>	Click in the checkbox next to Display technical names	
3. <input type="checkbox"/>	How many other setting options are available in the Settings pop-up window?	
4. <input type="checkbox"/>	Click on the Continue icon	
5. <input type="checkbox"/>	Under the SAP menu folder, click on the following sub-folders: Logistics → Plant Maintenance → Management of Technical Objects → Functional Location	
6. <input type="checkbox"/>	What is the transaction code for the transaction that would allow you to display information on a particular functional location?	
7. <input type="checkbox"/>	Under the Student Lifecycle Management sub-folder, what is the transaction code for the transaction that would display a student's file?	
8. <input type="checkbox"/>	Click on the SAP menu icon in the Application toolbar to collapse all the SAP menu sub-folders	

Exercise 3 – Establishing Favorites

Scenario

You wish to insert three sub-folders and frequently used transaction “shortcuts” in the **Favorites** folder on the **SAP Easy Access** window.

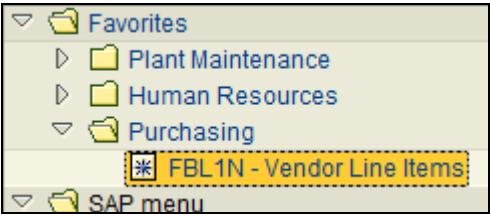

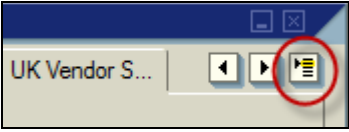
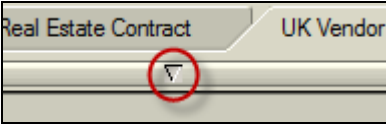
Step	Explanation	
1. <input type="checkbox"/>	Right-click on the Favorites folder and select Insert folder from the drop-down menu	
2. <input type="checkbox"/>	Folder name – Delete the New folder text and replace it with Purchasing Then click on the Continue icon or press the Enter key	
3. <input type="checkbox"/>	Right-click on the new Purchasing folder and select Insert transaction from the drop-down menu	
4. <input type="checkbox"/>	Transaction Code	FBL1N
5. <input type="checkbox"/>	What is the title of this transaction?	
6. <input type="checkbox"/>	Click once on the Favorites folder to select	

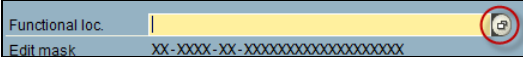
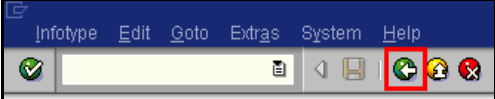
7. <input type="checkbox"/>	Select Favorites → Insert folder from the menu bar	
8. <input type="checkbox"/>	<p>Folder name – Delete the New folder text and replace it with Human Resources</p> <p>Then click on the Continue icon or press the Enter key</p>	
9. <input type="checkbox"/>	Right-click on the new Human Resources folder and select Insert transaction from the drop-down menu	
10. <input type="checkbox"/>	Transaction Code	PA20
11. <input type="checkbox"/>	Using either method listed above, insert a third folder and name it Plant Maintenance	
12. <input type="checkbox"/>	Insert Transaction Code IL03 in the new Plant Maintenance folder	
13. <input type="checkbox"/>	What is the name of the menu option used to change the title of a transaction in the Favorites folder(s)?	

Exercise 4 – Using the Possible Entries Icon

Scenario

You need to use the **Possible Entries** icon to find specific vendors and functional location information.

Step	Explanation	
1. <input type="checkbox"/>	Double-click on the FBL1N shortcut in your Favorites folder	
2. <input type="checkbox"/>	Click on the Possible Entries icon next to the Vendor account field	
3. <input type="checkbox"/>	Using the Tab List icon, select the UK Vendor Search tab	
4. <input type="checkbox"/>	Enter the appropriate search criteria to find all of the vendors in the City of Boston	
5. <input type="checkbox"/>	How many vendors were found?	
6. <input type="checkbox"/>	What is the Vendor account number for The Mellen Company ?	
7. <input type="checkbox"/>	Click on the Show/Hide icon just below the tabs to show the search fields screen once again	
8. <input type="checkbox"/>	Enter the appropriate search criteria to find all of the vendors in Lexington whose name begins with the letter L	
9. <input type="checkbox"/>	How many vendors were found?	
10. <input type="checkbox"/>	If sorted by name in ascending order, what is the first vendor listed? (Tip: Click on the Name 1 column header box)	
11. <input type="checkbox"/>	Search once again and locate the vendor Great Editions . What state is the vendor located in?	

12. <input type="checkbox"/>	Double-click on the Great Editions vendor line to select and return to the Vendor Line Item Display window.	
13. <input type="checkbox"/>	Without leaving this transaction, change to transaction IL03 . What text would you need to enter in the Command Field to make this change?	
14. <input type="checkbox"/>	Click on the Possible Entries icon next to the Functional loc. Field	
15. <input type="checkbox"/>	Using the Text (= Description) tab, find all functional locations in the IRIS Project Building (Tip: Enter *iris* in the Description field)	
16. <input type="checkbox"/>	Double-click on the Room 107 location to select and return to the Display Functional Location: Initial screen	
17. <input type="checkbox"/>	What is the Functional loc. code for this room?	
18. <input type="checkbox"/>	Press Enter to open the Display Functional Location: Master data window	
19. <input type="checkbox"/>	What is the Street address for this functional location?	
20. <input type="checkbox"/>	On the Organization tab screen, what is the basic definition of Company Code ? (Tip: Place cursor in field, press F1 key)	
21. <input type="checkbox"/>	Close the Performance Assistant window	
22. <input type="checkbox"/>	Place cursor in the Business Area field	
23. <input type="checkbox"/>	How many "possible" Business Areas are there? (Tip: Possible Entries icon or F4)	
24. <input type="checkbox"/>	What Business Area is identified with the value 0111 ?	
25. <input type="checkbox"/>	Close the Business Area window	
26. <input type="checkbox"/>	How many Planning plants are in the system?	
27. <input type="checkbox"/>	Click on the Back icon to return to the SAP Easy Access window	

Exercise 5 – Additional Course Questions

	Question	
1. <input type="checkbox"/>	What is the name of the icon that is used to stop/cancel a transaction that may be taking a long time to execute/process?	
2. <input type="checkbox"/>	What is the name of the white, rectangular box on the left side of the Standard Toolbar, which is one method used to access a transaction?	
3. <input type="checkbox"/>	Which type of system message do you read and then press the Enter key to acknowledge and continue? (Informational, Warning or Error)	
4. <input type="checkbox"/>	What is the maximum number of IRIS sessions you can have open at one time?	
5. <input type="checkbox"/>	From the main IRIS myHelp web site, which link would you click on to access the Level 200 Module Overview courses?	