



# BEA WebLogic Portal™

## **WebLogic Portlets for SAP and SAP HRMS User Guide**

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# WebLogic Portlets for SAP and SAP HRMS User Guide

This guide, which shows you how to use the WebLogic Portlets for SAP, includes the following sections:

- [WebLogic Portlets for SAP Introduction](#)
- [Getting Started with WebLogic Portlets for SAP](#)
- [List of Customers Portlet](#)
- [Sales Order Portlet](#)
- [Return Order Portlet](#)
- [List of Customer Contact Persons Portlet](#)
- [Credit Details of Customer Account Portlet](#)
- [Customer Balances by Fiscal Period Portlet](#)
- [Customer Bank Details Portlet](#)
- [List of Billing Documents Portlet](#)
- [Material Availability Portlet](#)
- [List Of Service Notifications Portlet](#)
- [WebLogic Portlets for SAP HRMS Introduction](#)
- [Getting Started with WebLogic Portlets for SAP HRMS](#)
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- [Personal Data Portlet](#)
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- [Employee Emergency Address Portlet](#)

- [Employee Mailing Address Portlet](#)
- [Employee Family Member-Dependents Portlet](#)
- [Employee Bank Details Portlet](#)
- [Employee Health Benefits Portlet](#)
- [Employee Insurance Benefits Portlet](#)
- [Employee Expenses Portlet](#)
- [Employee Pay Checks](#)

## WebLogic Portlets for SAP Introduction

Since the dawn of World Wide Web users have been accessing one Web page at a time. And that's been just fine. At first, excitement over the ability to provide platform-agnostic content to all users with network access or an Internet connection overshadowed any drawbacks or inadequacies with the new technology. Later, emerging technologies such as Java, JavaScript, and application servers provided application functionality, usability, stability, and performance improvements that have been the mainstay of Internet computing.

Now organizations need more. They want to not only surface their legacy applications, processes, and data in a Web interface, but they want to be able to do so more than one page at a time. They want portals.

A portal is a powerful Web site that gives users a single point of access to applications and information in a unified interface. A portal lets users view each application or Web page in its own window, called a portlet, and a single browser window can contain multiple portlets. For example, a portal page can contain portlets for logging in, searching, displaying news feeds, and managing appointments with a calendar application, as shown in the following Figure.

Figure 1 Portal desktop Screen



Portlets are arranged or grouped on portal pages, and users can easily navigate among pages with page tabs, drop-down menus, or other mechanisms to access the portlets they want. The portal in Figure 1 contains three pages: Home, My Workspace, and HR, whose links appear just above the Login portlet.

SAP R/3- WebLogic Portlets for SAP automates change and product content propagation related business processes that span across SAP R/3 and WebLogic Portlets for SAP.

## Business Goals of WebLogic Portlets for SAP

Business Requirements addressed by WebLogic Portlets for SAP at a high level are:

- Integrating SAP R/3 with WebLogic Portlets for SAP.
- Facilitating real time collaborative practices between organization partners by transferring information from SAP R/3 to WebLogic Portlets for SAP.
- Ensuring a smooth and fast Product Content propagation in high volume transactions scenario.



## Key Features of WebLogic Portlets for SAP

Key design goals of WebLogic Portlets for SAP are:

- Easy to Deploy
- Easily Configurable to suit varying business needs
- Easy to Monitor
- Easy to Maintain with application upgrades

WebLogic Portlets for SAP supports the following business processes:

**Table 1 List of business processes for BEA WebLogic Portlets**

S.No.	Business Process
1.	Sales Orders (View, Edit, Create and Delete)
2.	Shipping Status (View, Edit and Delete)
3.	Material Availability (View)
4.	Billing Document List (View)
5.	Customer List with Addresses (info) (View and Edit)
6.	Customer Bank Details (View)
7.	List of Customer Contact Persons (View)
8.	Credit Details of Customer Account (View)
9.	List Service Notifications (View)
10.	Customer Balances by Fiscal Period (View)
11.	RMA (View, Edit and Delete)

## Acronyms, Abbreviations, and Definitions

**Table 2 List of Acronyms, Abbreviations, and Definitions for BEA WebLogic Portlets**

Acronym	Definition
BAPI	Business Application Programming Interface
ERP	Enterprise Resource Planning
RMA	Return Material Authorization

## Supported Platforms

- BEA WebLogic Suite 8.1
- Product Life Cycle Management Applications
- SAP version 4.6 C
- Operating Systems
- Windows NT, Windows 2000, Windows 2000 Server and Windows XP

## Process Flow

Follow the steps given below to complete the flow from BEA WebLogic Platform 8.1 to SAP Applications through WebLogic Portlets for SAP.

1. Start the web server.
2. Logon to WebLogic Portlets for SAP (Optional).
3. Viewing, Editing, and Deleting the Sales Orders, and so on, that are created from WebLogic Portlets for SAP and, which are to be transferred to SAP Applications instance.

Once the Sales Order is created successfully you can view the details in the SAP Applications instance.

## Getting Started with WebLogic Portlets for SAP

Open Internet Explorer and type in the following URL:

http://< WebLogic Portlets for SAPServer>:<port>/<project name>(example beaportal)/<Portal file> (example BEAPortalNet.portal).

And the login page appears.

**Note:** The parameters in the URL are to be replaced by actual values.

## Login Portlet

The login screen is used to authenticate the user. Only those users who have a valid authentication are allowed to login.

**Figure 2 WebLogic Portlets for SAP Login Screen**



### Username

Enter Username to log into the WebLogic Portlets for SAP.

### Password

Enter the Password details. The user may note that the password details entered are not visible instead an asterisk (\*) is displayed for each and every keystroke entered by the user. Since, this field is case sensitive the user should ensure that the Caps Lock key is set to off mode from the keyboard.

### Sign In

Click on Sign In after the Username and Password details are entered to successfully login to WebLogic Portlets for SAP.

In order to log into WebLogic Portlets for SAP system, the user should be of one of the following user type:

- Administrator

- Employee
- Customer

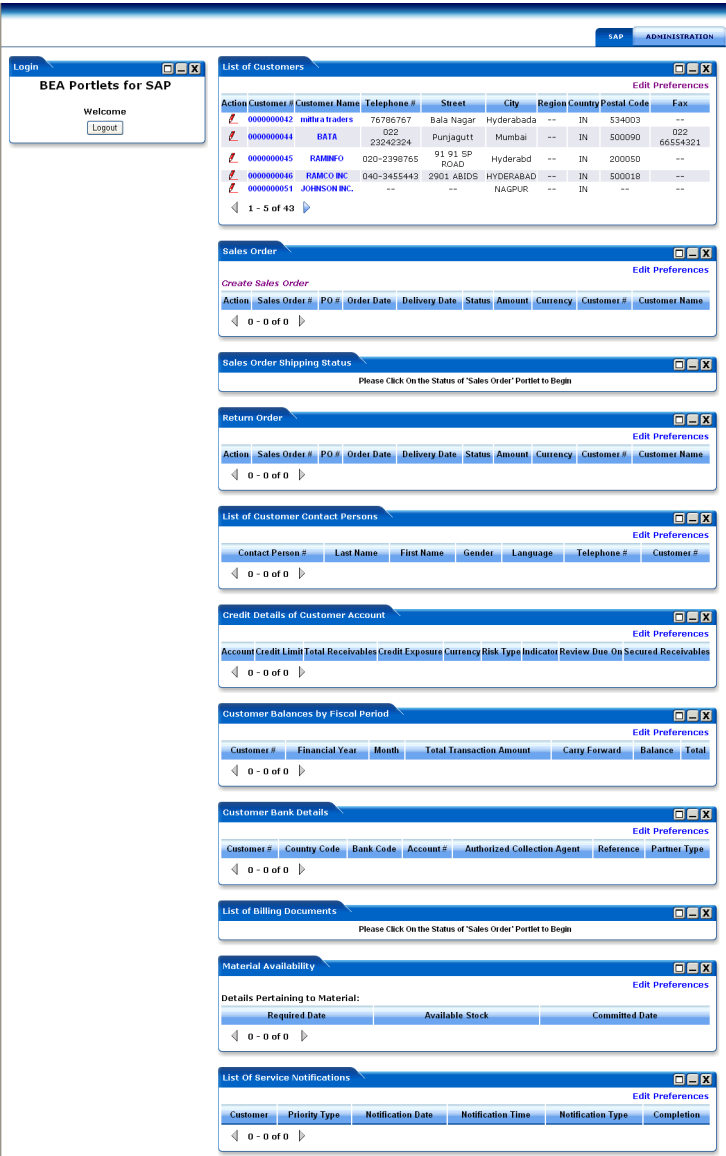
It is advised that the user refer to the BEA WebLogic Portlet Administration Guide. The guide details how to create a user, group assign privileges, and so on.

The privileges, which are available for an Administrator, are not available to Employee and Customer. The details displayed on the Portlets vary depending on the user type selected.

In this user guide we will select the user type as Employee, which will contain all the privileges of a Customer and some more details as compared to a Customer.

After successfully logging into the WebLogic Portlets for SAP a screen as illustrated in the following figure is displayed:

Figure 3 List of Portlets for the WebLogic Portlets for SAP Screen



Use scroll bar to navigate through the Portlets. The following is the list of Portlets for the WebLogic Portlets for SAP:

- List of Customers
- Sales Order
- Sales Order Shipping Status
- Return Order
- List of Customer Contact Persons
- Credit Details of Customer Account
- Customer Balances by Fiscal Period
- Customer Bank Details
- List of Billing Documents
- Material Availability
- List Service Notifications

The Portlets are discussed in the following pages. We begin with List of Customers Portlet:

## List of Customers Portlet

The operations that can be performed from the List of Customers Portlet are:

- To View an existing List of Customers
- To Edit / Update an existing Customer Address details

**Note:** The user may note that the List of Customers Portlet is the first Portlet displayed after valid authentication.

## Viewing an existing Customer details

Select and click Customer Number to view details for the required Customer from the Customer# column. A screen as illustrated in the following figure is displayed:

**Figure 4 WebLogic Portlets for SAP List of Customers Portlet Screen**

Action	Customer #	Customer Name	Telephone #	Street	City	Region	Country	Postal Code	Fax
	0000000042	mithra traders	76786767	Bala Nagar	Hyderabad	--	IN	534003	--
	0000000044	BATA	022 23242324	Punjabgutt	Mumbai	--	IN	500090	022 66554321
	0000000045	RAMINFO	020-2398765	91 91 SP ROAD	Hyderabad	--	IN	200050	--
	0000000046	RAMCO INC	040-3455443	2901 ABIDS	HYDERABAD	--	IN	500018	--
	0000000051	JOHNSON INC.	--	--	NAGPUR	--	IN	--	--
	0000000056	VSP	--	PLOT NO. 849	HYDERBAD	--	IN	500045	--
	0000000057	jasper inc	070-6995345	68 MG ROAD	NAGPUR	--	IN	--	--
	0000000062	VSP	--	458 GUNROCK	HYDERABAD	--	IN	--	--
	0000000066	Jensor	--	--	pune	--	IN	--	--
	0000000011	Sierra Customer 01	--	--	Fremont	CA	US	--	--
	0000000016	Sales Inc.	510 742 4157	--	Fremont	CA	US	--	510 742 4101
	0000000021	jaani	--	--	dublin	--	US	55555	--
	0000000022	Pentium Corporation Inc.	--	--	Fremont	CA	US	--	--
	0000000026	ACUS Customer Inc.	--	--	Fremont	CA	US	--	--
	0000000031	IBM	--	904 904 briar cliff	ATLANTA	GA	US	70302	--
	0000000036	COX INC	--	--	Atlanta	--	US	34349	--
	0000000041	Psoft	--	--	NJ	--	US	--	--
	0000000043	SUN Microsystems Inc.	--	#1-4-290 California	USA	--	US	37400	--
	0000000061	MACOS	--	6576	Atlanta	GA	US	83981	--
	0000000067	JAMES HOLDINGS	800-722- 5463	220-8W-01	St. Paul	MN	US	55144	--

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[Edit Preferences](#)

The above displayed screen can be divided into two parts:

The first part contains details like: Customer #, Customer Name, Telephone #, Street, City, Region, country, Postal Code and Fax, which are self explanatory from the above displayed screen.

The second part can be categorized as the actions that can be performed for List of Customers Portlet. Action buttons available are: Edit (Customer Information like address etc.), Maximize, Minimize, and Close. Edit preferences for the List of Customers Portlet.

Click on Edit preferences hyperlink. A screen as illustrated in the following figure is displayed:

**Figure 5 WebLogic Portlets for SAP List of Customers Edit Preferences Portlet Screen**

Use any one of the following in the search criteria:

- Enter the Customer Id and click search.
- Click Show All Customer Ids link.
- Click on a letter with which the customer id starts.

The list of Customers matching the search criteria are populated in the Customer Name drop down box.

### Maxrows

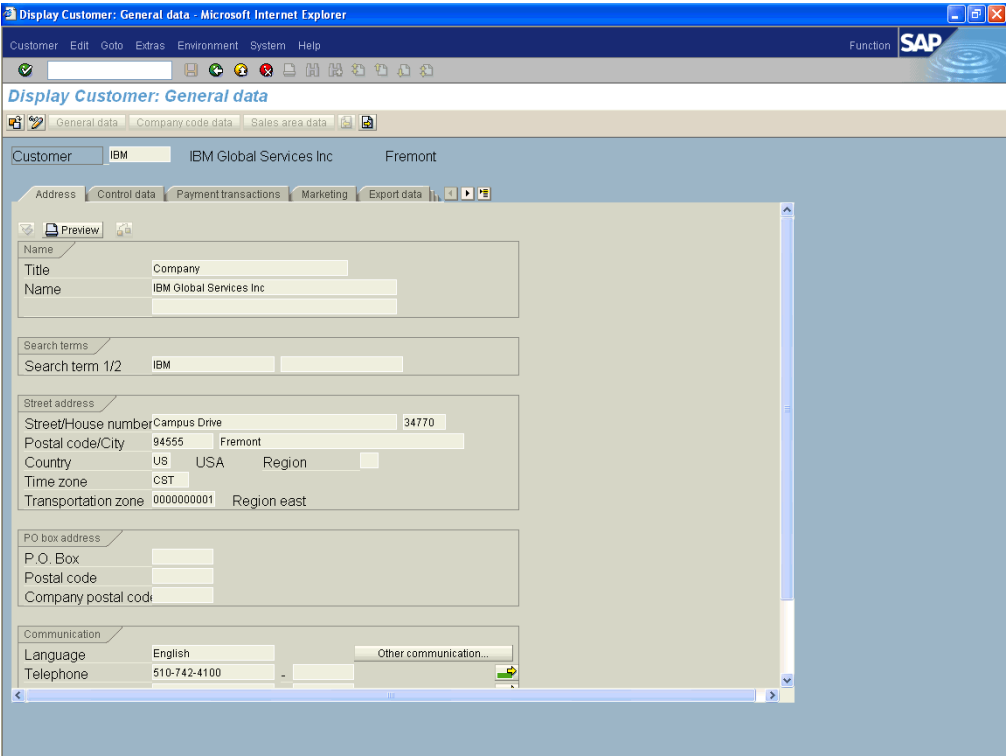
Depending on the value selected in the Maxrows field, the List of Customer portlet will only display the first few records (as per this setting) and the user can then navigate through rest of the records using Previous and Next buttons, which are available at the bottom left of the List of Customer portlet.

Action buttons available are: Maximize, Minimize, and Close. Click Back hyperlink to quit from the edit preferences screen.

Click the Customer Name hyperlink to view details for the required Customer. And the SAP screen for the Customer Data is displayed.



**Figure 6 WebLogic Portlets for SAP List of Customers – SAP Customer details Screen**



The fields displayed are self explanatory. After viewing the details click on close to quit from the SAP screen.

## Viewing an existing Customer

Click on Customer Number in List of Customers portlet (refer to the screen mentioned below) to view details for the required Customer from the Customer# column.

Figure 7 WebLogic Portlets for SAP List of Customers Portlet Screen

List of Customers									
Edit Preferences									
Action	Customer #	Customer Name	Telephone #	Street	City	Region	Country	Postal Code	Fax
	0000000042	mithra traders	76786767	Bala Nagar	Hyderabad	--	IN	534003	--
	0000000044	BATA	022 23242324	Punjabgutt	Mumbai	--	IN	500090	022 66554321
	0000000045	RAMINFO	020-2398765	91 91 SP ROAD	Hyderabad	--	IN	200050	--
	0000000046	RAMCO INC	040-3455443	2901 ABIDS	HYDERABAD	--	IN	500018	--
	0000000051	JOHNSON INC.	--	--	NAGPUR	--	IN	--	--
	0000000056	VSP	--	PLOT NO. 849	HYDERBAD	--	IN	500045	--
	0000000057	jasper inc	070-6995345	68 MG ROAD	NAGPUR	--	IN	--	--
	0000000062	VSP	--	458 GUNROCK	HYDERABAD	--	IN	--	--
	0000000066	Jensor	--	--	pune	--	IN	--	--
	0000000011	Sierra Customer 01	--	--	Fremont	CA	US	--	--
	0000000016	Sales Inc.	510 742 4157	--	Fremont	CA	US	--	510 742 4101
	0000000021	jaani	--	--	dublin	--	US	55555	--
	0000000022	Pentium Corporation Inc.	--	--	Fremont	CA	US	--	--
	0000000026	ACUS Customer Inc.	--	--	Fremont	CA	US	--	--
	0000000031	IBM	--	904 904 briar cliff	ATLANTA	GA	US	70302	--
	0000000036	COX INC	--	--	Atlanta	--	US	34349	--
	0000000041	Psoft	--	--	NJ	--	US	--	--
	0000000043	SUN Microsystems Inc.	--	#1-4-290 California	USA	--	US	37400	--
	0000000061	MACOS	--	6576	Atlanta	GA	US	83981	--
	0000000067	JAMES HOLDINGS	800-722- 5463	220-8W-01	St. Paul	MN	US	55144	--
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Click the Edit icon (pencil icon) to update the details.

**Figure 8 WebLogic Portlets for SAP List of Customers Portlet-Update Customer Info Screen**

**List of Customers** Home

**Update Customer Information**

Name:

Street:

City:

Region:

Country:

Postal Code:

Language:

Telephone #:

Fax:

The fields displayed are self explanatory. The only field, which cannot be updated, is Name. Once the changes are updated, click Submit. After validation a confirmation message screen as illustrated in the following screen is displayed along with the updated details:

**Figure 9 WebLogic Portlets for SAP List of Customers Portlet – Update Successful Message Screen**

**List of Customers** Home

**Updated Customer Information**

Name:

Street:

City:

Region:

Country:

Postal Code:

Language:

Telephone #:

Fax:

**Message**  
Successfully Updated

Click Home hyperlink and the control is returned back to the following screen:

Figure 10 WebLogic Portlets for SAP List of Customers Portlet Screen

List of Customers									
Edit Preferences									
Action	Customer #	Customer Name	Telephone #	Street	City	Region	Country	Postal Code	Fax
	000000042	nithra traders	76786767	Bala Nagar	Hyderabad	--	IN	534003	--
	000000044	BATA	022 23242324	Punjabgutt	Mumbai	--	IN	500090	022 66554321
	000000045	RAMINFO	020-2398765	91 91 SP ROAD	Hyderabad	--	IN	200050	--
	000000046	RAMCO INC.	040-3455443	2901 ABIDS	HYDERABAD	--	IN	500018	--
	000000051	JOHNSON INC.	--	--	NAGPUR	--	IN	--	--
	000000056	VSP	--	PLOT NO. 849	HYDERBAD	--	IN	500045	--
	000000057	Jasper Inc	070-6995345	68 MG ROAD	NAGPUR	--	IN	--	--
	000000062	VSP	--	458 GUNROCK	HYDERABAD	--	IN	--	--
	000000066	Jensor	--	--	pune	--	IN	--	--
	000000011	Sierra Customer 01	--	--	Fremont	CA	US	--	--
	000000016	Sales Inc.	510 742 4157	--	Fremont	CA	US	--	510 742 4101
	000000021	jaani	--	--	dubli	--	US	55555	--
	000000022	Pentium Corporation Inc.	--	--	Fremont	CA	US	--	--
	000000026	ACUS Customer Inc.	--	--	Fremont	CA	US	--	--
	000000031	IBM	--	904 904 904 briar cliff	ATLANTA	GA	US	70302	--
	000000036	COX INC	--	--	Atlanta	--	US	34349	--
	000000041	Pssoft	--	--	NJ	--	US	--	--
	000000043	SUN Microsystems Inc.	--	#1-4-290 California	USA	--	US	37400	--
	000000061	MACOS	--	6576	Atlanta	GA	US	83981	--
	000000067	JAMES HOLDINGS	800-722-5463	220-BW-01	St. Paul	MN	US	55144	--
	000000068	JARKS INC	800-535-3030	451	Baton Rouge	LA	US	70836	--
	000000069	JARDINE MATHESON INC	800-934-5679	115 Columbia Rd	Morristown	NJ	US	07962	--
	000000070	JANUS ASPEN INC	800-224-2724	7219 Hamilton Blvd.	Allentown	PA	US	18195	--
	000000071	JAG MEDIA INC	212-510-2053	190 Maiden Lane	New York	NY	US	10039	--
	000000072	JARDEN CORP	800-331-9200	11510 Data Dr.	Dallas	TX	US	75218	--
	000000073	JANE ASSOCIATES INC	877-564-2333	368 Breezewood Ln	Neenah	WI	US	54957-0368	--
	000000074	JACK KELLY INC	801-295-5511	643 S 800 W	Woods Cross	UT	US	84087	--
	000000076	test for idoc	--	street 1	New Jersey	--	US	50000	--
	000000081	24th Marine Expeditionary Unit	--	3115, Cherry Crossroads	Rocky Mount	NC	US	27802	--
	24THMARINE	24th Marine Expeditionary Unit	611 - 4561456	--	Rocky Mount	NC	US	27802	--
	000000086	SIERRA10	--	--	Mannipolis	NJ	US	12345	--
	000000087	SIERRA11	--	--	NEWJERCY	NJ	US	--	--
	24THECUST	SIERRA10	--	--	NEWJERCY	NJ	US	--	--
	PORTAL	UTILITY SOFTWARE INC	925 345-2346	55 ALADEN BLDV	LAS VAGES	CA	US	95111	925 345-2386
	NEWCUST	Anchor Technologies Inc	08812-253430	PARK STREET	AMALAPURAM	TX	US	53400	(322) 456-4400
	NEWCUST2	TEST CUSTMOER	--	ERWRW	WRERW	NJ	US	--	--
	000000091	SHIP-TO PARTY	2323232	1005 12-324-44	NEWYORK	NY	US	55555	34343434
	HELLO	Hello is my name	EEEEEE	--	amudalavaladsa	--	US	12345	EEEEEE
	SIERRA	Sierra Atlantic Inc	510-742-4100	34770 Campus Drive	Fremont	CA	US	94555	510-742-4101
	SIERRA1	AWDAD	--	--	WEW	--	US	--	--
	IBM	IBM Global Services Inc	510-742-4100	34770 Campus Drive	Fremont	--	US	94555	510-742-4101
	BEA	BEA Systems, Inc.	+14085708000	2315 North First Street	San Jose	CA	US	95131	+14085708901
	CAYMAS	Caymas test customer	--	1179 Caymas	Fremont	CA	US	55999	--
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The above displayed List of Customers portlet will display the updated details. In order to verify whether or not the changes are updated use Previous and Next buttons, which are available at the bottom left of the List of Customer portlet.

## Sales Order Portlet

The following operations that can be performed from the Sales Order Portlet:

- To View an existing Sales Order
- To Edit / Update an existing Sales Order
- To Create a new Sales Order and
- To Delete an existing Sales Order

**Note:** The user may note that the Sales Order Portlet is the first Portlet displayed after valid authentication.

## Viewing an Existing Sales Order

In order to view details for an existing Sales Order scroll to the Sales Order Portlet a screen as illustrated in the following figure is displayed:

**Figure 11 WebLogic Portlets for SAP Sales Order Portlet Screen**

**Sales Order** □ - X

[Create Sales Order](#) [Edit Preferences](#)

Action	Sales Order #	PO #	Order Date	Delivery Date	Status	Amount	Currency	Customer #	Customer Name
	0000000236	--	May 25, 2004	May 25, 2004	Not delivered	390.00	USD	BEA	BEA Systems, Inc.
	0000000217	1	May 20, 2004	May 20, 2004	Completed	180.00	USD	BEA	BEA Systems, Inc.
	0000000200	1	May 14, 2004	May 14, 2004	Partially delivered	540.00	USD	BEA	BEA Systems, Inc.
	0000000197	33	May 13, 2004	May 17, 2004	Completed	1,000.00	USD	BEA	BEA Systems, Inc.
	0000000196	--	May 13, 2004	May 17, 2004	Completed	6,600.00	USD	BEA	BEA Systems, Inc.

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---

**Sales Order Shipping Status** □ - X

Please Click On the Status of 'Sales Order' Portlet to Begin

Click the Sales Order # hyperlink to view details for the required Sales Order. And the SAP screen for the selected Sales Order is displayed.

**Figure 12 WebLogic Portlets for SAP Sales Order Portlet – SAP Sales Order details Screen**

Display Standard order 236: Overview - Microsoft Internet Explorer

Sales document Edit Goto Extras Environment System Help Function **SAP**

**Display Standard order 236: Overview**

Standard order 236 Net value 390.00 USD

Sold-to party BEA BEA Systems, Inc. / 2315 North First Street / San J

Ship-to party BEA BEA Systems, Inc. / 2315 North First Street / San J

Purch.order no. PO date

Sales Item overview

Req. deliv. date 25.05.2004 Deliver. plant

Complete div. Total weight 200 KG

Delivery block Volume 0.000

Billing block Pricing date 25.05.2004

Payment card Exp. date

Payment terms 0001 Pay immediately Incoterms CIF Fremount

Order reason

Sales area ACUS / AU / AU Sales Org for ACUS, Dist.Chnl ACUS, Div. fc

Item	Material	Order quantity	SU	S	Description	Customer material no.	ItCa	DGI	Hg
10	SSMAT02	2 EA			Sriram's finished material for Sal		TAN		

The fields displayed are self-explanatory. After viewing the details click close to quit from the SAP screen.

## Viewing an existing Customer

In order to view details for an existing Customer scroll to the Sales Order Portlet a screen as illustrated in the following figure is displayed:

Figure 13 WebLogic Portlets for SAP Sales Order Portlet Screen

Sales Order

Create Sales Order

Edit Preferences

Action	Sales Order #	PO #	Order Date	Delivery Date	Status	Amount	Currency	Customer #	Customer Name
	0000000236	--	May 25, 2004	May 25, 2004	Not delivered	390.00	USD	BEA	BEA Systems, Inc.
	0000000217	1	May 20, 2004	May 20, 2004	Completed	180.00	USD	BEA	BEA Systems, Inc.
	0000000200	1	May 14, 2004	May 14, 2004	Partially delivered	540.00	USD	BEA	BEA Systems, Inc.
	0000000197	33	May 13, 2004	May 17, 2004	Completed	1,000.00	USD	BEA	BEA Systems, Inc.
	0000000196	--	May 13, 2004	May 17, 2004	Completed	6,600.00	USD	BEA	BEA Systems, Inc.

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Sales Order Shipping Status

Details pertaining to Sales Order Number: 0000000236

Add New Line Item

Back

Action	Sales Document	Item #	Material	Order Quantity	Sales Unit	Net Value	Currency	Req Delivery Date	Delivery Status	Quantity Delivered
	0000000236	000010	SSMAT02	2.00	EA	390.00	USD	May 25, 2004	Not yet processed	0.00

1 - 1 of 1

Click the Customer Name hyperlink to view details for the required Customer. And the SAP screen for the selected Customer is displayed.

**Figure 14 WebLogic Portlets for SAP Sales Order Portlet – SAP Customer details Screen**

The screenshot displays the SAP Customer details screen. At the top, there is a menu bar with options: Customer, Edit, Goto, Extras, Environment, System, Help. On the right, there is a 'Function' button and the SAP logo. Below the menu bar, there is a search bar and a toolbar with various icons. The main title is 'Display Customer: General data'. Below this, there are tabs for 'General data', 'Company code data', and 'Sales area data'. The 'General data' tab is selected. The customer name is 'BEA Systems, Inc.' and the location is 'San Jose'. Below this, there are tabs for 'Address', 'Control data', and 'Payment transactions'. The 'Address' tab is selected. The address details are as follows:

Name	
Title	Company
Name	BEA Systems, Inc.

Search terms:

Search term 1/2	
BEA SYSTEMS, INC.	

Street address:

Street/House number	2315 North First Street
Postal code/City	95133 San Jose
Country	US USA Region CA California
Time zone	PST

P.O. box address:

P.O. Box	
Postal code	
Company postal code	

Communication:

Language	English	Other communication...
Telephone	+14085708000	
Fax	+14085708901	

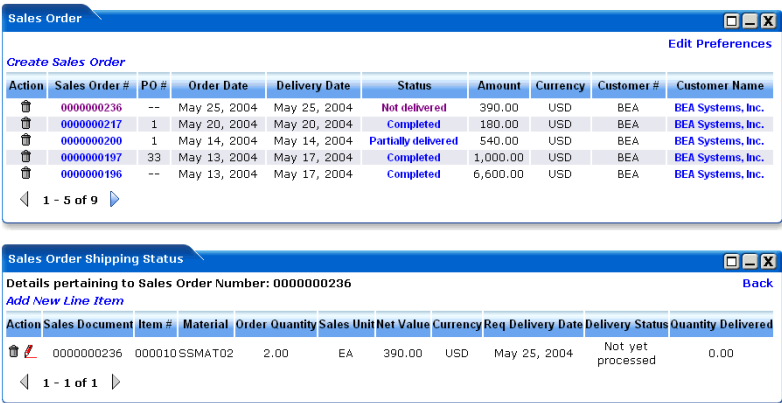
The fields displayed are self-explanatory. After viewing the details click Close to quit from the SAP screen.

## To Edit / Update an existing Sales Order Shipping Status

In order to update details for the Sales Order Shipping Status scroll to the Sales Order Portlet and then click Status hyperlink. A screen as illustrated in the following figure is displayed:



Figure 15 WebLogic Portlets for SAP – Sales Order Shipping Status Portlet Screen



The above displayed screen displays Sales Order Shipping Status details pertaining to the selected Sales Order in the Sales Order Shipping Status portlet.

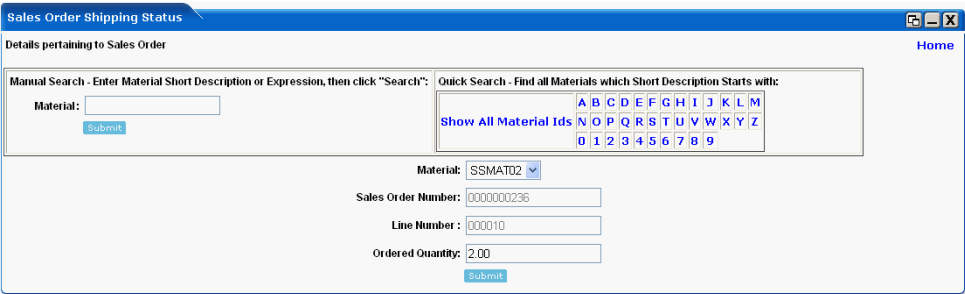
The above displayed screen can be divided into two parts:

The first part contains details like: Sales Document, Item #, Material, Order Quantity, Sales Unit, Net Value, Currency, Req Delivery Date, Delivery Status and Quantity Delivered, which are self explanatory.

The second part can be categorized as the actions that can be performed from Sales Order Shipping Status Portlet. Action buttons available are: Edit, Delete, Maximize and Minimize.

Click the Edit icon (pencil icon) to update the Sales Order Shipping Status details.

Figure 16 WebLogic Portlets for SAP Sales Order Shipping Status Portlet – SO details Screen



Use any one of the following in the search criteria:

- Enter the Material and click search.
- Click Show All Material Ids link.
- Click on an alphabet with which the material name starts.

The list of Materials matching the search criteria are populated in the Material drop down box.

### Sales Order Number

This field displays the Sales Order Number. This field is not updatable.

### Line Number

This field displays the Line Number attached to the Sales Order. This field is not updatable.

### Ordered Quantity

This field displays the ordered quantity. This field is updatable.

Once the changes are updated, click Submit. After validation a confirmation message screen as illustrated in the following screen is displayed:

**Figure 17 WebLogic Portlets for SAP – Sales Order Shipping Status Portlet – SO details Update Successful Message Screen**

The screenshot shows a web application window titled "List of Customers". Inside, there's a section "Updated Customer Information" with a "Home" link in the top right. The form contains the following fields:

- Name: BEA Systems, Inc.
- Street: 2315 North First Street
- City: San Jose
- Region: CA
- Country: US
- Postal Code: 95133
- Language: E
- Telephone #: +14085708000
- Fax: +14085708901

At the bottom, a blue message bar displays "Message" and "Successfully Updated".

The above displayed screen confirms the update.

## Adding a new line item for the Sales Order Shipping Status

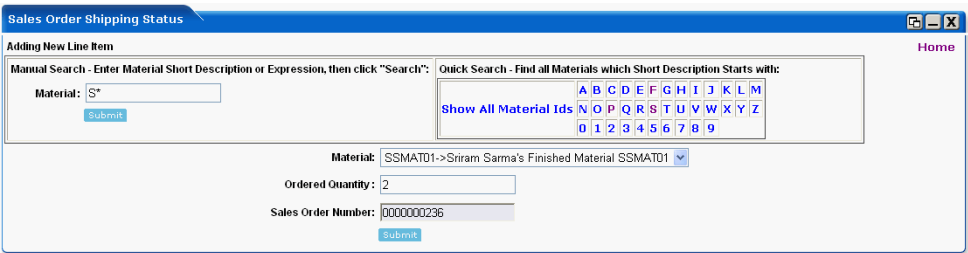
In order to add a new line item details for the Sales Order Shipping Status. Scroll to the Sales Order Portlet and then click Status hyperlink. A screen as illustrated in the following figure is displayed:

Figure 18 WebLogic Portlets for SAP Sales Order Shipping Status Portlet Screen



Click Add New Line Item hyperlink from the Sales Order Shipping Status Portlet a screen as illustrated in the following figure is displayed:

Figure 19 WebLogic Portlets for SAP – Sales Order Shipping Status Portlet – Add new Line Item Screen



Use any one of the following in the search criteria:

- Enter the Material and click search.
- Click Show All Material Ids link.
- Click on an alphabet with which the material name starts.

The list of Materials matching the search criteria are populated in the Material drop down box.

**Material**

Material description can be selected from the drop down list. Click on the drop down list and a list of valid material descriptions are displayed. Select the required description.

## Ordered Quantity

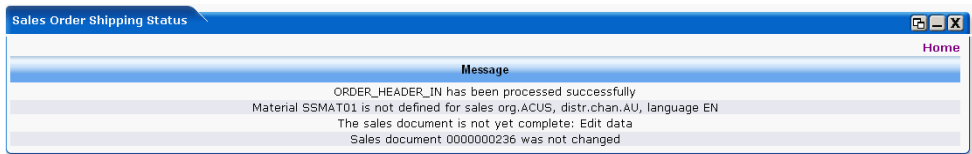
Enter the required ordered quantity.

## Sales Order Number

This field displays the Sales Order Number. This field is not updatable.

After entering the details, click Submit. After validation a confirmation message screen as illustrated in the following screen is displayed:

**Figure 20 WebLogic Portlets for SAP – Sales Order Shipping Status Portlet – Addition of new Line Item confirmation message Screen**

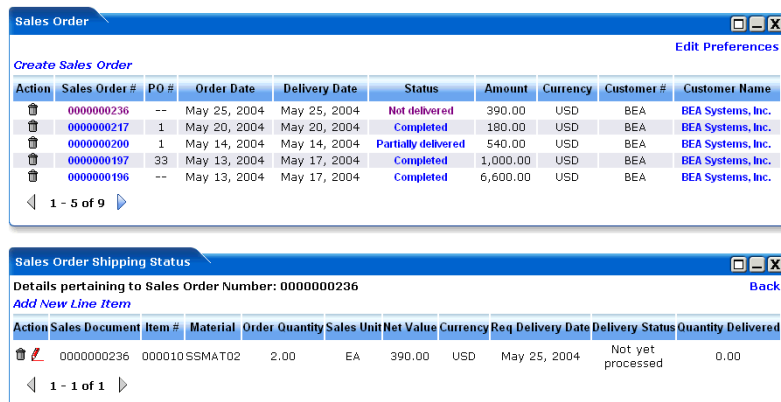


The above displayed screen confirms addition of new line item.

## Deleting an existing Sales Order Shipping Status

To delete details for the Sales Order Shipping Status scroll to the Sales Order Portlet and then click Status hyperlink a screen as illustrated in the following figure is displayed:

**Figure 21 WebLogic Portlets for SAP – Sales Order Shipping Status Portlet Screen**



The above displayed screen displays Sales Order Shipping Status details pertaining to the selected Sales Order in the Sales Order Shipping Status portlet.

The above displayed screen can be divided into two parts:

The first part contains details like: Sales Document, Item #, Material, Order Quantity, Sales Unit, Net Value, Currency, Req Delivery Date, Delivery Status and Quantity Delivered, which are self explanatory.

The second part can be categorized as the actions that can be performed from Sales Order Shipping Status Portlet. Action buttons available are: Edit, Delete, Maximize and Minimize.

Click the Delete icon (trash can icon) To delete Sales Order Shipping Status details.

**Figure 22 WebLogic Portlets for SAP – Sales Order Shipping Status Portlet – Deleting a Line Item Screen**

The screenshot shows a web browser window titled "Sales Order Shipping Status". Inside the portlet, there are three input fields: "Sales Order Number:" with the value "0000000236", "Item Number:" with the value "000010", and "Item Name:" with the value "SSMAT02". Below these fields, there is a confirmation message: "Do You Want To Really Delete : [Yes](#) [No](#)".

### **Sales Order Number**

Displays the Sales Order Number.

### **Line / Item Number**

Displays the Line Number attached to the Sales Order.

### **Item / Material Name**

This field displays the existing material description.

To delete the selected Sales Order Shipping Status Line Item click on the “Yes” hyperlink.

After validation a confirmation message screen as illustrated in the following screen is displayed:

**Figure 23 WebLogic Portlets for SAP – Sales Order Shipping Status Portlet – Deletion of a Line Item Confirmation Message Screen**

The screenshot shows a web browser window titled "Sales Order Shipping Status". Inside the portlet, there is a message box with the title "Message". The message text reads: "ORDER\_HEADER\_IN has been processed successfully", "ITEM\_IN has been processed successfully", "The sales document is not yet complete: Edit data", "The sales document is not yet complete: Edit data", and "Standard order 0000000236 has been saved". There is a "Home" link in the top right corner of the portlet.

The above displayed screen confirms the deletion.

## Creating a new Sales Order

In order to create a new Sales Order scroll to the Sales Order Portlet a screen as illustrated in the following figure is displayed:

**Figure 24 WebLogic Portlets for SAP – Sales Order Portlet Screen**



**Sales Order**

[Create Sales Order](#) [Edit Preferences](#)

Action	Sales Order #	PO #	Order Date	Delivery Date	Status	Amount	Currency	Customer #	Customer Name
	0000000236	--	May 25, 2004	May 25, 2004	Not delivered	390.00	USD	BEA	BEA Systems, Inc.
	0000000217	1	May 20, 2004	May 20, 2004	Completed	180.00	USD	BEA	BEA Systems, Inc.
	0000000200	1	May 14, 2004	May 14, 2004	Partially delivered	540.00	USD	BEA	BEA Systems, Inc.
	0000000197	33	May 13, 2004	May 17, 2004	Completed	1,000.00	USD	BEA	BEA Systems, Inc.
	0000000196	--	May 13, 2004	May 17, 2004	Completed	6,600.00	USD	BEA	BEA Systems, Inc.

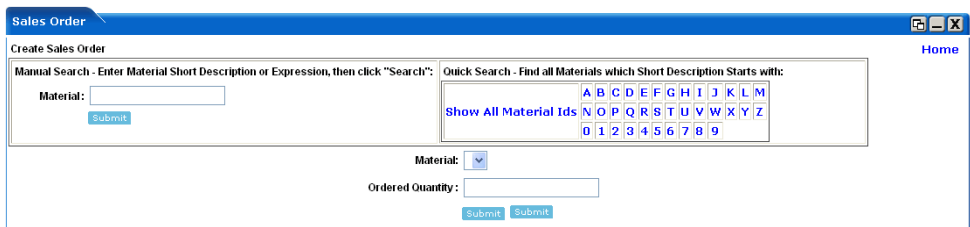
1 - 5 of 9

**Sales Order Shipping Status**

Please Click On the Status of 'Sales Order' Portlet to Begin

Click Create Sales Order hyperlink from the Sales Order Portlet a screen as illustrated in the following figure is displayed:

**Figure 25 WebLogic Portlets for SAP – Sales Order Portlet – Addition of new Sales Order Screen**



**Sales Order**

[Create Sales Order](#) [Home](#)

Manual Search - Enter Material Short Description or Expression, then click "Search":

Material:

Quick Search - Find all Materials which Short Description Starts with:

Show All Material Ids

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z
0	1	2	3	4	5	6	7	8	9			

Material:

Ordered Quantity:

Use any one of the following in the search criteria:

- Enter the Material and click search.
- Click Show All Material Ids link.
- Click on an alphabet with which the material name starts.

The list of Materials matching the search criteria are populated in the Material drop down box.

### Material

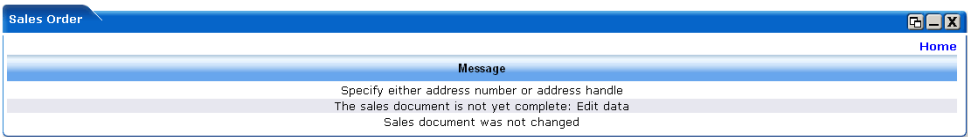
Material description can be selected from the drop down list. Click on the drop down list and a list of valid material descriptions are displayed. Select the required description.

### Ordered Quantity

Enter the required ordered quantity.

After entering the details, click Submit. After validation a confirmation message screen as illustrated in the following screen is displayed:

**Figure 26 WebLogic Portlets for SAP – Sales Order Portlet – Addition of new Sales Order confirmation message Screen**

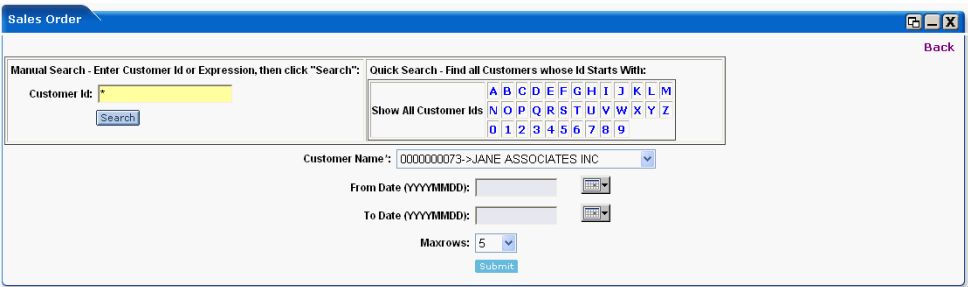


The above displayed screen confirms Sales Order creation.

### Preferences for the Sales Order

Click on Edit preferences hyperlink from the Sales Order Portlet. A screen as illustrated in the following figure is displayed:

**Figure 27 WebLogic Portlets for SAP – Sales Order Portlet – Edit Preferences Screen**



Use any one of the following in the search criteria:

- Enter the Customer Id and click search.
- Click Show All Customer Ids link.
- Click on an alphabet with which the user’s login name starts.

The list of Customers matching the search criteria are populated in the Customer Name drop down box.

From Date and To Date entry is not mandatory; this will reduce the number of rows to be retrieved.

### Maxrows

Depending on the value selected in the Maxrows field, the List of Customer portlet will only display the first few records (as specified for maxrows) and the user can then navigate for rest of the records using Previous and Next buttons, which are available at the bottom left of the List of Customer portlet.

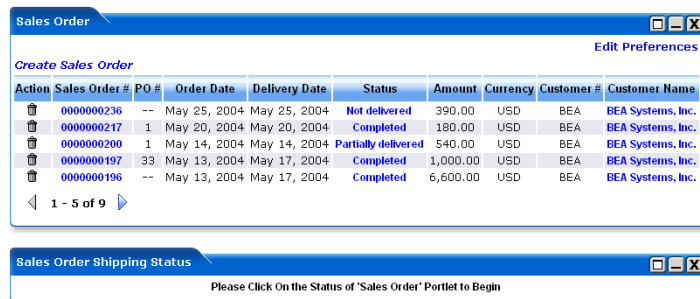
Action button available are: Maximize, Minimize, and Close.

Click Back hyperlink to quit from the edit preferences screen.

## Deleting a Sales Order

In order to delete details for the Sales Order scroll to the Sales Order Portlet as illustrated in the following figure is displayed:

**Figure 28 WebLogic Portlets for SAP – Sales Order Portlet Screen**



The screenshot shows a web application interface. The top portlet is titled 'Sales Order' and contains a table with columns: Action, Sales Order #, PO #, Order Date, Delivery Date, Status, Amount, Currency, Customer #, and Customer Name. There are five rows of data. Below this portlet is another portlet titled 'Sales Order Shipping Status' with a message: 'Please Click On the Status of 'Sales Order' Portlet to Begin'.

Action	Sales Order #	PO #	Order Date	Delivery Date	Status	Amount	Currency	Customer #	Customer Name
	0000000236	--	May 25, 2004	May 25, 2004	Not delivered	390.00	USD	BEA	BEA Systems, Inc.
	0000000217	1	May 20, 2004	May 20, 2004	Completed	180.00	USD	BEA	BEA Systems, Inc.
	0000000200	1	May 14, 2004	May 14, 2004	Partially delivered	540.00	USD	BEA	BEA Systems, Inc.
	0000000197	33	May 13, 2004	May 17, 2004	Completed	1,000.00	USD	BEA	BEA Systems, Inc.
	0000000196	--	May 13, 2004	May 17, 2004	Completed	6,600.00	USD	BEA	BEA Systems, Inc.

1 - 5 of 9

**Sales Order Shipping Status**  
Please Click On the Status of 'Sales Order' Portlet to Begin

The above displayed screen can be divided into two parts:

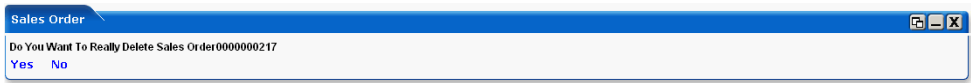
The first part contains details like: Sales Order #, PO #, Order Date, Delivery Date, Status, Amount, Currency and Customer Name.

The second part can be categorized as the actions that can be performed from Sales Order Portlet. Action buttons available are: Delete, Maximize and Minimize and Edit preferences.

Click the Delete icon to delete Sales Order details.



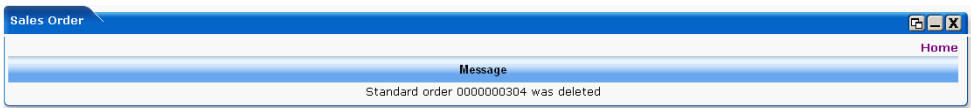
Figure 29 WebLogic Portlets for SAP – Sales Order Portlet – Delete Screen



To delete the selected Sales Order, click on the “Yes” hyperlink.

After validation a confirmation message screen as illustrated in the following screen is displayed:

Figure 30 WebLogic Portlets for SAP – Sales Order Portlet – Deletion of Sales Order confirmation message Screen



The above displayed screen confirms the deletion.

# Return Order Portlet

The following operations that can be performed from the Return Order Portlet:

- To View an existing Return Order
- To Edit / Update an existing Return Order
- To Delete an existing Return Order

## Viewing an existing Return Order

In order to view details for an existing Return Order scroll to the Return Order Portlet a screen as illustrated in the following figure is displayed:

Figure 31 WebLogic Portlets for SAP – Return Order Portlet Screen

Action	Return Order #	PO #	Order Date	Delivery Date	Status	Amount	Currency	Customer #	Customer Name
<a href="#">Details</a>	0060000110	11	May 20, 2004	May 20, 2004	Being processed	180.00	USD	BEA	BEA Systems, Inc.
<a href="#">Details</a>	0060000106	--	May 14, 2004	May 14, 2004	Being processed	4,500.00	USD	BEA	BEA Systems, Inc.
<a href="#">Details</a>	0060000104	--	May 7, 2004	May 7, 2004	Not delivered	14,250.00	USD	BEA	BEA Systems, Inc.

The above displayed screen can be divided into two parts:

The first part contains details like: Return Order #, PO #, Order Date, Delivery Date, Status, Amount, Currency, Customer # and Customer Name, which are self explanatory from the above displayed screen.

The second part can be categorized as the actions that can be performed for Return Order Portlet. Action buttons available are: Delete, Details, Maximize, Minimize, and Close. Edit preferences for Return Order Portlet.

Click on Edit preferences hyperlink. A screen as illustrated in the following figure is displayed:

**Figure 32 WebLogic Portlets for SAP – Return Order Edit Preferences Portlet Screen**

Use any one of the following in the search criteria:

- Enter the Customer Id and click search.
- Click Show All Customer Ids link.
- Click on an alphabet with which the customer id starts.

The list of Customers matching the search criteria are populated in the Customer Name drop down box.

### Maxrows

Depending on the value selected in the Maxrows field, the Return Order portlet will only display the first few records (as specified for maxrows) and the user can then navigate for rest of the records using Previous and Next buttons, which are available at the bottom left of the Return Order portlet.

Action buttons available are: Maximize, Minimize, and Close.

Click Back hyperlink to quit from the edit preferences screen.

Click the Details button from the Return Order Portlet in order to view details pertaining to that particular Return Order. A screen as illustrated below is displayed:

**Figure 33 WebLogic Portlets for SAP – Return Order Portlet – Details Screen**

Action	Return Order #	Item #	Material	Order Quantity	Sales Unit	Net Value	Currency	Req Delivery Date	Delivery Status	Quantity Delivered
	0060000110	000010	PORTALMAT	1.000	EA	180.00	USD	May 20, 2004	Completely processed	1.000

The above displayed screen displays Return Order details for the selected Return Order in the Return Order portlet.

The above displayed screen can be divided into two parts:

The first part contains details like: Return Order #, Item #, Material, Order Quantity, Sales Unit, Net Value, Currency, Req Delivery Date, Delivery Status and Quantity Delivered, which are self explanatory.

The second part can be categorized as the actions that can be performed from Return Order portlet. Action buttons available are: Edit, Delete, Maximize, Minimize and Close.

Click the Edit icon to update Return Order details. A screen as illustrated below is displayed:

**Figure 34 WebLogic Portlets for SAP – Return Order Portlet –Edit Screen**

Details Pertaining to Return Order

Manual Search - Enter Material Short Description or Expression, then click "Search":  
Material:

Quick Search - Find all Materials which Short Description Starts with:  
  
[Show All Material Ids](#)

Material:

Return Order Number:

Line Number:

Ordered Quantity:

Use any one of the following in the search criteria:

- Enter the partial Material name and click search.
- Click Show All Material Ids link.
- Click on an alphabet with which the material name starts.

The list of Material matching the search criteria are populated in the Material drop down box.

The fields Material and Ordered Quantity are only updatable.

**Material**

This field displays the material description. This field is updatable.

### Return Order Number

This field displays the Return Order Number. This field is not updatable.

### Line Number

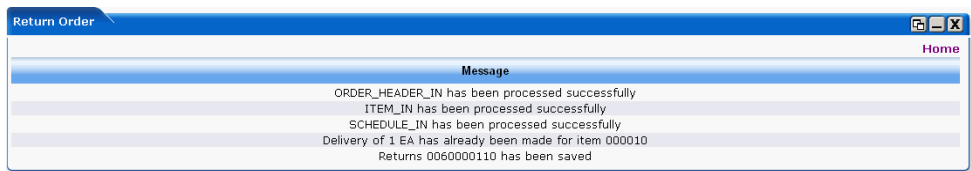
This field displays the Line Number attached to the Return Order. This field is not updatable.

### Ordered Quantity

This field displays the ordered quantity. This field is updatable.

Once the changes are updated, click Submit. After validation a confirmation message screen as illustrated in the following screen is displayed:

**Figure 35 WebLogic Portlets for SAP – Return Order Portlet –Edit Confirmation Screen**



The above displayed screen confirms the update.

## Adding a new line item for the Return Order Shipping Status

In order to add a new line item details for the Return Order scroll to the Return Order Portlet.

Click the Details button from the Return Order Portlet in order to view details pertaining to that particular Return Order. A screen as illustrated below is displayed:

**Figure 36 WebLogic Portlets for SAP – Return Order Portlet – Details Screen**

Action	Return Order #	Item #	Material	Order Quantity	Sales Unit	Net Value	Currency	Req Delivery Date	Delivery Status	Quantity Delivered
	0060000110	000010	PORTALMAT	1.000	EA	180.00	USD	May 20, 2004	Completely processed	1.000

Click Add New Line Item hyperlink from the Return Order portlet a screen as illustrated in the following figure is displayed:

**Figure 37 WebLogic Portlets for SAP – Return Order Portlet –Add New Item Screen**

Return Order

Adding New Line Item

Manual Search - Enter Material Short Description or Expression, then click "Search":

Material:

Quick Search - Find all Materials which Short Description Starts with:

Show All Material Ids

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z
0	1	2	3	4	5	6	7	8	9			

Material:

Return Order Number:

Ordered Quantity:

Home

Use any one of the following in the search criteria:

- Enter the partial Material name and click search.
- Click Show All Material Ids link.
- Click on an alphabet with which the material name starts.

The list of Material matching the search criteria are populated in the Material drop down box.

The fields Material and Ordered Quantity are only updatable.

### Material

Material description can be selected from the drop down list. Click on the drop down list and a list of valid material descriptions are displayed. Select the required description.

### Return Order Number

This field displays the Return Order Number. This field is not updatable.

### Ordered Quantity

Enter the required ordered quantity.

After entering the details, click Submit. After validation a confirmation message screen as illustrated in the following screen is displayed:

**Figure 38 WebLogic Portlets for SAP – Return Order Portlet –Add Confirmation Screen**

Return Order

Message

ORDER\_HEADER\_IN has been processed successfully

Material SSMAT01 is not defined for sales org.ACUS, distr.chan.AU, language EN

Sales document 0060000110 was not changed

Home

The above displayed screen confirms addition of new line item.

## Deleting an existing Line Item

In order to delete details for the Return Order Shipping Status scroll to the Return Order Portlet and then click Status hyperlink a screen as illustrated in the following figure is displayed:

**Figure 39 WebLogic Portlets for SAP – Return Order Portlet – Details Screen**

Action	Return Order #	Item #	Material	Order Quantity	Sales Unit	Net Value	Currency	Req. Delivery Date	Delivery Status	Quantity Delivered
	0060000110	000010	PORTALMAT	1.000	EA	180.00	USD	May 20, 2004	Completely processed	1.000

The above displayed screen can be divided into two parts:

The first part contains details like: Return Order #, Item #, Material, Order Quantity, Sales Unit, Net Value, Currency, Req. Delivery Date, Delivery Status and Quantity Delivered.

The second part can be categorized as the actions that can be performed from Return Order Portlet. Action buttons available are: Delete, Edit, Maximize, Minimize, and Close. Edit preferences.

Click the Delete icon to delete Return Order details.

**Figure 40 WebLogic Portlets for SAP – Return Order Portlet – Delete Screen**

Return Order Number:

Item Number:

Item Name:

Do You Want To Really Delete  
[Yes](#) [No](#)

### Return Order Number

Displays the Return Order Number.

### Line / Item Number

Displays the Line Number attached to the Return Order.

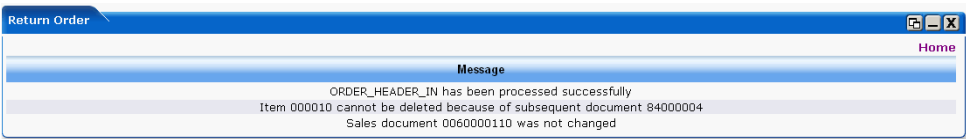
### Item / Material Name

Displays the material description.

To delete the selected Return Order, click on the “Yes” hyperlink.

After validation a confirmation message screen as illustrated in the following screen is displayed:

**Figure 41 WebLogic Portlets for SAP – Return Order Portlet – Item Delete confirmation Screen**



The above displayed screen confirms the deletion.

## Deleting a Return Order

In order to delete details for the Return Order scroll to the Return Order Portlet as illustrated in the following figure:

**Figure 42 WebLogic Portlets for SAP – Return Order Portlet – Details Screen**

Return Order

Edit Preferences

Action	Return Order #	PO #	Order Date	Delivery Date	Status	Amount	Currency	Customer #	Customer Name
Details	0060000110	11	May 20, 2004	May 20, 2004	Being processed	180.00	USD	BEA	BEA Systems, Inc.
Details	0060000106	--	May 14, 2004	May 14, 2004	Being processed	4,500.00	USD	BEA	BEA Systems, Inc.
Details	0060000104	--	May 7, 2004	May 7, 2004	Not delivered	14,250.00	USD	BEA	BEA Systems, Inc.

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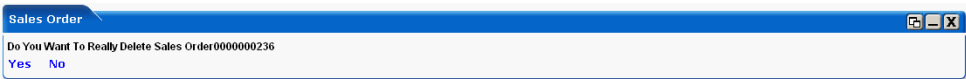
The above displayed screen can be divided into two parts:

The first part contains details like: Return Order #, PO #, Order Date, Delivery Date, Status, Amount, Currency and Customer Name.

The second part can be categorized as the actions that can be performed from Return Order Portlet. Action buttons available are: Delete, Details, Maximize, Minimize, and Close. Edit preferences.

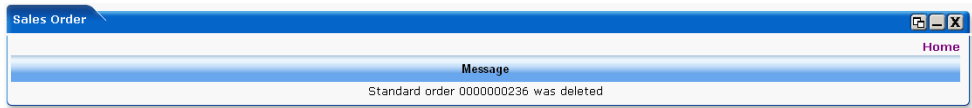
Click the Delete icon to delete Return Order details.

**Figure 43 WebLogic Portlets for SAP – Return Order Portlet – Delete Screen**



To delete, click on the “Yes” hyperlink.

After validation a confirmation message screen as illustrated in the following screen is displayed:

**Figure 44 WebLogic Portlets for SAP – Return Order Portlet – Delete Confirmation Screen**

The above displayed screen confirms the deletion.

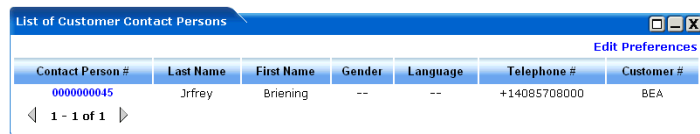
## List of Customer Contact Persons Portlet

The following operations that can be performed from the List of Customer Contact Persons Portlet:

- To View List of Customer Contact Persons

## List of Customer Contact Persons

In order to view details for List of Customer Contact Persons scroll to the List of Customer Contact Persons portlet. And a screen as illustrated in the following figure is displayed:

**Figure 45 WebLogic Portlets for SAP – List of Customer Contact Persons Portlet Screen**

The above displayed screen can be divided into two parts:

The first part contains details like: Contact Person #, Last Name, First Name, Gender, Language, Telephone # and Customer #, which are self explanatory from the above displayed screen.

The second part can be categorized as the actions that can be performed for List of Customer Contact Persons portlet. Action buttons available are: Maximize, Minimize, and Close. Edit preferences for List of Customer Contact Persons portlet.

Click on Edit preferences hyperlink. A screen as illustrated in the following figure is displayed:



Figure 46 WebLogic Portlets for SAP – List of Customer Contact Persons Portlet Edit preferences Screen

Manual Search - Enter Customer Id or Expression, then click "Search":  
Customer Id:   
Search

Quick Search - Find all Customers whose Id Starts With:  
Show All Customer Ids  
A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
0 1 2 3 4 5 6 7 8 9

Customer Name: 0000000073->JANE ASSOCIATES INC  
Maxrows: 5  
Submit

Back

Use any one of the following in the search criteria:

- Enter the Customer Id and click search.
- Click Show All Customer Ids link.
- Click on an alphabet with which the customer id starts.

The list of Customers matching the search criteria are populated in the Customer Name drop down box.

**Maxrows**

Depending on the value selected in the Maxrows field, the List of Customer Contact Persons portlet will only display the first few records and the user can then navigate for rest of the records using Previous and Next buttons, which are available at the bottom left of the List of Customer Contact Persons portlet.

Action buttons available are: Maximize, Minimize, and Close.

Click Back hyperlink to quit from the edit preferences screen.

**Viewing an existing Customer Contact Person**

In order to view details for List of Customer Contact Persons scroll to the List of Customer Contact Persons portlet. And a screen as illustrated in the following figure is displayed:

Figure 47 WebLogic Portlets for SAP – List of Customer Contact Persons Portlet Screen

Contact Person #	Last Name	First Name	Gender	Language	Telephone #	Customer #
0000000045	Jrfrey	Briening	--	--	+14085708000	BEA

1 - 1 of 1

Edit Preferences

Click the Contact Person # hyperlink to view details for the required Contact Person. And the SAP screen for the Contact Person is displayed.

**Figure 48 WebLogic Portlets for SAP – List of Customer Contact Persons SAP Screen**

The screenshot displays the SAP 'Contact Person Display' interface. At the top, there's a menu bar with options like 'Contact persons', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below this is a toolbar with various icons. The main area is titled 'Contact Person Display' and shows the following data:

- Customer:** BEA, BEA Systems, Inc., San Jose
- Contact person:** 0000000045
- VIP:** [empty]
- Department:** 0003 Sales
- Function:** 03 Head of Sales
- Gender:** unknown
- Date of birth:** [empty]
- Marital status:** [empty]
- Power of att.:** [empty]
- Higher partner:** [empty]
- Rep. number:** 0
- Call frequency:** [empty]
- Advertising mat:** [empty]
- Buying habits:** [empty]
- Remarks:** [empty]

Below the main data, there are two expandable sections:

- Person:** Includes fields for Title, Last name (Jrfe), First name (Briening), Acad. title, Format (Briening Jrfe), Function, Department, Room no., Floor, and Building.
- Communication:** Includes fields for Language, Telephone no., Fax, Internet mail, and Comm. type. There are also buttons for 'Other communication...' and 'Print'.

The fields displayed are self-explanatory. After viewing the details click Close to quit from the SAP screen.

## Credit Details of Customer Account Portlet

The following operations that can be performed from the Credit Details of Customer Account Portlet:

- To View Credit Details of Customer Account

# Credit Details of Customer Account

In order to view details for Credit Details of a Customer account scroll to the Credit Details of Customer Account portlet. And a screen as illustrated in the following figure is displayed:

**Figure 49 WebLogic Portlets for SAP – Credit Details of Customer Account Portlet Screen**

Account	Credit Limit	Total Receivables	Credit Exposure	Currency	Risk Type	Indicator	Review Due On	Secured Receivables
BEA	150000.0000	30,780.00	0.00	USD	001	--	0000-00-00	0.00

The above displayed screen can be divided into two parts:

The first part contains details like: Account, Credit Limit, Total Receivables, Credit Exposure, Currency, Risk Type, Indicator, Review Due On and Secured Receivables, which are self explanatory from the above displayed screen.

The second part can be categorized as the actions that can be performed for Credit Details of Customer Account portlet. Action buttons available are: Maximize, Minimize, and Close. Edit preferences for Credit Details of Customer Account portlet.

Click on Edit preferences hyperlink. A screen as illustrated in the following figure is displayed:

**Figure 50 WebLogic Portlets for SAP – Credit Details of Customer Account Portlet Edit Preferences Screen**

Manual Search - Enter Customer Id or Expression, then click "Search":  
Customer Id:

Quick Search - Find all Customers whose Id Starts With:  
[Show All Customer Ids](#)

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z
0	1	2	3	4	5	6	7	8	9			

Customer Name\*: 0000000073->JANE ASSOCIATES INC

Maxrows: 5

[Back](#)

Use any one of the following in the search criteria:

- Enter the Customer Id and click search.
- Click Show All Customer Ids link.
- Click on a letter with which the customer id starts.

The list of Customers matching the search criteria are populated in the Customer Name drop down box.

## Maxrows

Depending on the value selected in the Maxrows field, the Credit Details of Customer Account portlet will only display the first few records and the user can then navigate for rest of the records using Previous and Next buttons, which are available at the bottom left of the Credit Details of Customer Account portlet.

Action buttons available are: Maximize, Minimize, and Close.

Click Back hyperlink to quit from the edit preferences screen.

## Viewing an existing Credit Details of a Customer

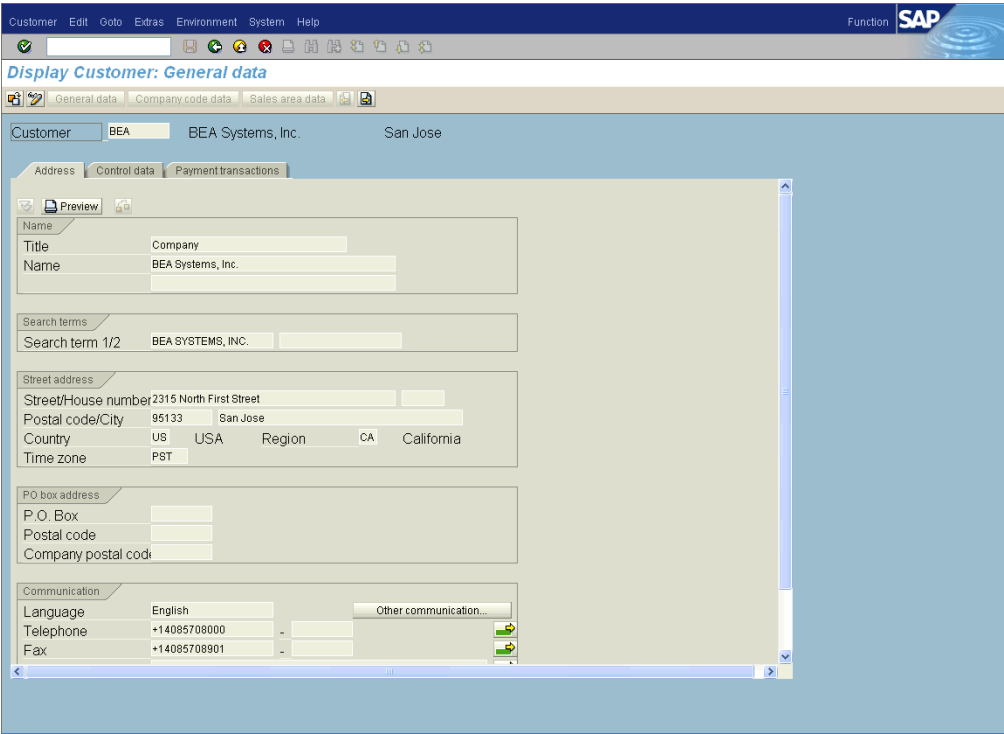
In order to view details for Credit Details of a Customer account scroll to the Credit Details of Customer Account portlet. And a screen as illustrated in the following figure is displayed:

**Figure 51 WebLogic Portlets for SAP – Credit Details of Customer Account Portlet Screen**

Account	Credit Limit	Total Receivables	Credit Exposure	Currency	Risk Type	Indicator	Review Due On	Secured Receivables
BEA	150000.0000	30,780.00	0.00	USD	001	--	0000-00-00	0.00

Click the Account hyperlink to view Credit details for the required Customer. And the SAP screen for the Customer is displayed.

**Figure 52 WebLogic Portlets for SAP – Credit Details of Customer Account SAP Screen**



The fields displayed are self-explanatory. After viewing the details click Close to quit from the SAP screen.

## Customer Balances by Fiscal Period Portlet

The following operations that can be performed from the Customer Balances by Fiscal Period Portlet:

- To View Customer Balances by Fiscal Period

## Customer Balances by Fiscal Period

In order to view Customer Balances by Fiscal Period scroll to the Customer Balances by Fiscal Period portlet. And a screen as illustrated in the following figure is displayed:

**Figure 53 WebLogic Portlets for SAP – Customer Balances by Fiscal Period Portlet Screen**

Customer #	Financial Year	Month	Total Transaction Amount	Carry Forward	Balance	Total
BEA	2004	01	0.00	0.00	0.00	1,080.00
BEA	2004	02	0.00	0.00	0.00	1,080.00
BEA	2004	03	0.00	0.00	0.00	1,080.00
BEA	2004	04	0.00	0.00	0.00	1,080.00
BEA	2004	05	32,443.20	0.00	1,080.00	1,080.00

The above displayed screen can be divided into two parts:

The first part contains details like: Customer #, Financial Year, Month, Total Transaction Amount, Carry Forward, Balance and Total, which are self explanatory from the above displayed screen.

The second part can be categorized as the actions that can be performed for Customer Balances by Fiscal Period portlet. Action buttons available are: Maximize, Minimize, and Close. Edit preferences for Customer Balances by Fiscal Period portlet.

Click on Edit preferences hyperlink. A screen as illustrated in the following figure is displayed:

**Figure 54 WebLogic Portlets for SAP – Customer Balances by Fiscal Period Portlet Edit Preferences Screen**

Use any one of the following in the search criteria:

- Enter the Customer Id and click search.
- Click Show All Customer Ids link.
- Click on an alphabet with which customer id starts with.

The list of Customers matching the search criteria are populated in the Customer Name drop down box.

### Maxrows

Depending on the value selected in the Maxrows field, the Customer Balances by Fiscal Period portlet will only display the first few records and the user can then navigate for rest of the records using Previous and Next buttons, which are available at the bottom left of the Customer Balances by Fiscal Period portlet.

Action buttons available are: Maximize, Minimize, and Close.

Click Back hyperlink to quit from the edit preferences screen.

### Viewing an existing Customer Balances by Fiscal Period

In order to view details for Customer Balances by Fiscal Period scroll to the Customer Balances by Fiscal Period portlet. And a screen as illustrated in the following figure is displayed:

**Figure 55 WebLogic Portlets for SAP – Customer Balances by Fiscal Period Portlet Screen**

Customer #	Financial Year	Month	Total Transaction Amount	Carry Forward	Balance	Total
BEA	2004	01	0.00	0.00	0.00	1,080.00
BEA	2004	02	0.00	0.00	0.00	1,080.00
BEA	2004	03	0.00	0.00	0.00	1,080.00
BEA	2004	04	0.00	0.00	0.00	1,080.00
BEA	2004	05	32,443.20	0.00	1,080.00	1,080.00

Click the Customer # hyperlink to view Customer Balances by Fiscal Period details for the required Customer. And the SAP screen for the Customer is displayed.

**Figure 56 WebLogic Portlets for SAP – Customer Balances by Fiscal Period Portlet Customer SAP Screen**

Customer Edit Goto Extras Environment System Help

Function **SAP**

**Display Customer: General data**

General data Company code data Sales area data

Customer **BEA** BEA Systems, Inc. San Jose

Address Control data Payment transactions

**Name**

Title Company

Name BEA Systems, Inc.

**Search terms**

Search term 1/2 BEA SYSTEMS, INC.

**Street address**

Street/House number 2315 North First Street

Postal code/City 95133 San Jose

Country US USA Region CA California

Time zone PST

**PO box address**

P.O. Box

Postal code

Company postal code

**Communication**

Language English Other communication...

Telephone +14085708000

Fax +14085708901

The fields displayed are self-explanatory. After viewing the details click Close to quit from the SAP screen.

## Customer Bank Details Portlet

The following operations that can be performed from the Customer Bank Details Portlet:

- To View Customer Bank Details

## Customer Bank Details

In order to view Customer Bank details scroll to the Customer Bank portlet. And a screen as illustrated in the following figure is displayed:



**Figure 57 WebLogic Portlets for SAP – Customer Bank Details Portlet Screen**

Customer #	Country Code	Bank Code	Account #	Authorized Collection Agent	Reference	Partner Type
BEA	US	003480012	334455	X	BEA	--

The above displayed screen can be divided into two parts:

The first part contains details like: Customer #, Country Code, Bank Code, Account #, Authorized Collection Agent, Reference and Partner Type, which are self explanatory from the above displayed screen.

The second part can be categorized as the actions that can be performed for Customer Bank Details portlet. Action buttons available are: Maximize, Minimize, and Close. Edit preferences for Customer Bank Details portlet.

Click on Edit preferences hyperlink. A screen as illustrated in the following figure is displayed:

**Figure 58 WebLogic Portlets for SAP – Customer Bank Details Portlet Edit Preferences Screen**

Manual Search - Enter Customer Id or Expression, then click "Search":  
Customer Id: \*  
Search

Quick Search - Find all Customers whose Id Starts With:  
Show All Customer Ids: A B C D E F G H I J K L M  
N O P Q R S T U V W X Y Z  
0 1 2 3 4 5 6 7 8 9

Customer Name: 0000000073->JANE ASSOCIATES INC

Maxrows: 5

Submit

Back

Use any one of the following in the search criteria:

- Enter the Customer Id and click search.
- Click Show All Customer Ids link.
- Click on a letter with which the customer id starts.

The list of Customers matching the search criteria are populated in the Customer Name drop down box.

**Maxrows**

Depending on the value selected in the Maxrows field, the Customer Bank Details portlet will only display the first few records and the user can then navigate for rest of the records using

Previous and Next buttons, which are available at the bottom left of the Customer Bank Details portlet.

Action buttons available are: Maximize, Minimize, and Close.

Click Back hyperlink to quit from the edit preferences screen.

## List of Billing Documents Portlet

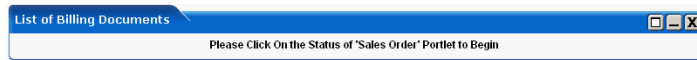
The following operations that can be performed from the List of Billing Documents Portlet:

- To View List of Billing Documents

### List of Billing Documents

In order to view list of billing documents details scroll to the List of Billing Documents portlet. And a screen as illustrated in the following figure is displayed:

**Figure 59 WebLogic Portlets for SAP – List of Billing Documents Portlet Screen**



As illustrated in the above screen, it is mandatory that the user should click Status hyperlink.

Scroll to the Sales Order Portlet and then click Status hyperlink.

Action buttons available are: Maximize, Minimize, and Close. Edit preferences for Credit Details of Customer Account portlet.

Click on Edit preferences hyperlink. A screen as illustrated in the following figure is displayed:

**Figure 60 WebLogic Portlets for SAP – List of Billing Documents Portlet Edit Preferences Screen**



### Maxrows

Depending on the value selected in the Maxrows field, the List of Billing Documents portlet will only display the first few records and the user can then navigate for rest of the records using Previous and Next buttons, which are available at the bottom left of the List of Billing Documents portlet.

Action buttons available are: Maximize, Minimize, and Close.

Click Back hyperlink to quit from the edit preferences screen.

## To View List of Documents

In order to view document details scroll to the Sales Order Portlet and then click Status hyperlink. And then again scroll back to the List of Billing Documents. A screen as illustrated in the following figure is displayed:

**Figure 61 WebLogic Portlets for SAP – List of Billing Documents Portlet Screen**



Billing Document #	Net Value	Tax Value	Currency	Status	Cancelled Status
0090000091	180.00	14.40	USD	Posting document has been created	--
0090000092	180.00	14.40	USD	Posting document has been created	--

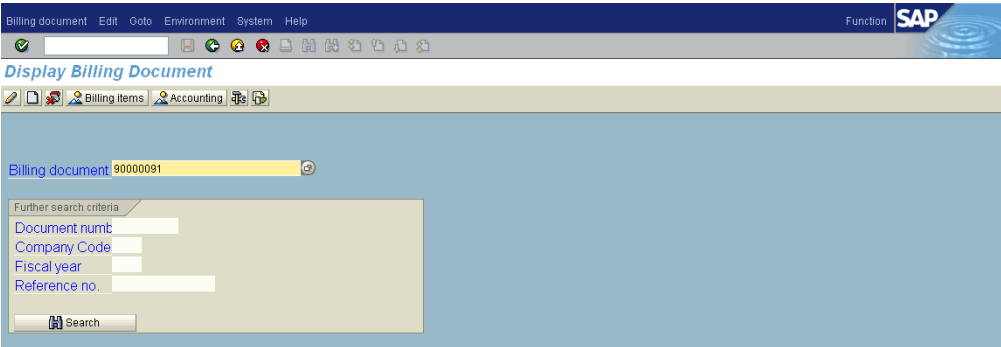
The above displayed screen can be divided into two parts:

The first part contains details like: Billing Document #, Net Value, Tax Value, Currency, Status and Cancelled Status, which are self explanatory from the above displayed screen.

The second part can be categorized as the actions that can be performed for List of Billing Documents portlet. Action buttons available are: Maximize, Minimize, and Close. Edit preferences for List of Billing Documents portlet.

Click the Billing Document # hyperlink to view billing item details. And the SAP screen is displayed as follows.

**Figure 62 WebLogic Portlets for SAP – List of Billing Documents Portlet Billing SAP Screen**



Billing document: 00000091

Further search criteria

Document numbr:

Company Code:

Fiscal year:

Reference no.:

Search

The fields displayed are self-explanatory. After viewing the details click Close to quit from the SAP screen.

## Material Availability Portlet

The following operations that can be performed from the Material Availability Portlet:

- To View Material Availability

## Material Availability

In order to view details for material availability scroll to the Material Availability portlet. And a screen as illustrated in the following figure is displayed:

**Figure 63 WebLogic Portlets for SAP – Material Availability Portlet Screen**

The above displayed screen can be divided into two parts:

The first part contains details like: Details Pertaining to Material, Required Date, Available Stock, and committed Date, which are self explanatory from the above displayed screen.

The second part can be categorized as the actions that can be performed for Material Availability portlet. Action buttons available are: Maximize, Minimize and Edit preferences for Material Availability portlet.

Click on Edit preferences hyperlink. A screen as illustrated in the following figure is displayed:

**Figure 64 WebLogic Portlets for SAP – Material Availability Portlet Edit Preferences Screen**

Use any one of the following in the search criteria:

- Enter the partial Material name and click search.
- Click Show All Material Ids link.
- Click on an alphabet with which the material name starts with.

The list of Material matching the search criteria are populated in the Material drop down box.

### Maxrows

Depending on the value selected in the Maxrows field, the Material Availability portlet will only display the first few records and the user can then navigate for rest of the records using Previous and Next buttons, which are available at the bottom left of the Material Availability portlet.

Action buttons available are: Maximize, Minimize, and Close.

Click Back hyperlink to quit from the edit preferences screen.

## List Of Service Notifications Portlet

The following operations that can be performed from the List Service Notifications Portlet:

- To View the List Service Notifications

### List Of Service Notifications

In order to view list of service notifications scroll to the List Of Service Notifications portlet. And a screen as illustrated in the following figure is displayed:

**Figure 65 WebLogic Portlets for SAP – List Of Service Notifications Portlet Screen**



Description	Customer	Priority Type	Notification Date	Notification Time	Notification Type	Completion
--	BEA	SM	May 13, 2004	06:57:48	S1	--
--	BEA	SM	May 7, 2004	07:58:15	S1	--

◀ 1 - 2 of 2 ▶

The above displayed screen can be divided into two parts:

The first part contains details like: Customer, Priority Type, Notification Date, Notification Time, Notification Type and Completion, which are self explanatory from the above displayed screen.

The second part can be categorized as the actions that can be performed for List Of Service Notifications portlet. Action buttons available are: Maximize, Minimize and Edit preferences for List Of Service Notifications portlet.

Click on Edit preferences hyperlink. A screen as illustrated in the following figure is displayed:

**Figure 66 WebLogic Portlets for SAP – List Of Service Notifications Portlet Edit Preferences Screen**

Use any one of the following in the search criteria:

- Enter the Customer Id and click search.
- Click Show All Customer Ids link.
- Click on a letter with which the customer id starts.

The list of Customers matching the search criteria are populated in the Customer Name drop down box.

### Enter Notification Date

From the above displayed screen the field Enter Notification Date now contains the date format as: YYYYMMDD

### Maxrows

Depending on the value selected in the Maxrows field, the List Of Service Notifications portlet will only display the first few records and the user can then navigate for rest of the records using Previous and Next buttons, which are available at the bottom left of the List Of Service Notifications portlet.

Action buttons available are: Maximize, Minimize and

Click Back hyperlink to quit from the edit preferences screen.

## WebLogic Portlets for SAP HRMS Introduction

### Business Goals of WebLogic Portlets for SAP HRMS

Business Requirements addressed by WebLogic Portlets for SAP HRMS at a high level are:

- Integrating SAP 4.6 C with WebLogic Portlets for SAP HRMS.
- Facilitating real time collaborative practices between organization partners by transferring information from SAP 4.6 C to WebLogic Portlets for SAP HRMS.
- Ensuring a smooth and fast Product Content propagation in high volume transactions scenario.

### Key Features of WebLogic Portlets for SAP HRMS

Key design goals of WebLogic Portlets for SAP HRMS are:

- Easy to Deploy
- Easily Configurable to suit varying business needs
- Easy to Monitor
- Easy to Maintain with application upgrades

WebLogic Portlets for SAP HRMS supports the following business processes:

**Table 3 List of business processes for BEA WebLogic Portlets SAP HRMS**

S.No.	Business Process
1.	Employee Personal Data (Update and View)
2.	Employee Expenses (View)
3.	Employee Emergency Address (Create and View)
4.	Employee Bank Details (Create and View)
5.	Employee Family Member-Dependents (View)
6.	Employee Health Benefits (View)
7.	Employee Insurance Benefits (View)

**Table 3 List of business processes for BEA WebLogic Portlets SAP HRMS (Continued)**

8.	Employee Permanent Address Details (Create and View)
9.	Employee Mailing Address (Create and View)
10.	Employee Pay Checks (View)

## Supported Platforms

Product Life Cycle Management Applications

Operating Systems

Windows NT, Windows 2000, Windows 2000 Server and Windows XP, HP-UX, Sun Solaris

## Process flow

Start the web server.

Login to WebLogic Portlets for SAP HRMS (Optional).

## Getting Started with WebLogic Portlets for SAP HRMS

Starting WebLogic Portlets for SAP HRMS

Open Internet Explorer and type in the URL

http://< WebLogic Portlets for SAP HRMSServer>:<port>/<project name>(example beaportal)/<Portal file> BEASAPHR.portal.

And the login page appears.

**Note:** The parameters in the URL are to be replaced by actual values.

## Login Portlet

The login screen is used to authenticate the user. Only those users, who have a valid authentication, are allowed to login.



**Figure 67 WebLogic Portlets for SAP HRMS Login Screen**



### **Username**

Enter Username, to log into the WebLogic Portlets for SAP HRMS.

### **Password**

Enter the Password details. The user may note that the password details entered are not visible instead an asterisk (\*) is displayed for each and every keystroke entered by the user. Since, this field is case sensitive the user should ensure that the Caps Lock key is set to off mode from the keyboard.

### **Sign In**

Click on Sign In, after the Username and Password details are entered, to successfully login to WebLogic Portlets for SAP HRMS.

In order to log into WebLogic Portlets for SAP HRMS system, the user should be of one of the following user type:

- Administrator
- Employee

It is advised that the user refer to the BEA WebLogic Portlet Administration Guide. The guide details how to create a user, group and assign privileges and so on.

The privileges, which are available for an Administrator, are not available to Employee and so on; the details displayed on the Portlets vary depending on the user type selected.

In this user guide we will select the user type as Employee.

After successfully logging into the WebLogic Portlets for SAP HRMS, a screen, as illustrated, in the following figure is displayed:

Figure 68 List of WebLogic Portlets for SAP HRMS Screen

The screenshot displays the BEA HRMS WebLogic Portlets interface. On the left is a 'Login' portlet with a 'Welcome BEA WebLogic Portal User' message and a 'Logout' button. The main area contains several portlets for employee data management:

- Employee Personal Data:** A table with columns: First Name, Last Name, Date of Birth, Begin Date, Gender, Country. Data: KIRAN, KUMAR, Jul 12, 1977, Jan 1, 2000, Male, USA.
- Employee Permanent Address Details:** A table with columns: Begin Date, Street/House No, City, District, State, Country, Postal Code. Data: Jan 2, 1999, D-99B VINTIGVA, CALIFORNIA, ACAMPO, California, USA, 95220.
- Employee Emergency Address:** A table with columns: Begin Date, Street/House No, City, District, State, Country, Postal Code. Data: Jan 1, 2000, C-267 CAMBRIDGE, OHIO, DELLON, Georgia, USA, 30301.
- Employee Mailing Address:** A table with columns: Begin Date, Street/House No, City, District, State, Country, Postal Code. Data: Jan 1, 2001, K-867 KINK TOWN, PHINS LAND, ACAMPO, California, USA, 95220.
- Employee Family Member-Dependents:** A table with columns: Begin Date, First Name, Last Name, Relation, Gender, Date Of Birth. Data: Jan 1, 2004, ANNE, Douglas, Spouse, Female, Sep 26, 1980; Jan 1, 2000, James, Gosling, Father, Male, Dec 12, 1956.
- Employee Bank Details:** A table with columns: Account #, Bank, Name of Payment Method, Payee, Begin Date, Payee City, Country, Currency. Data: 12345, ICICI BANK, Bank transfer, KALYANAM, Jan 1, 2002, GAGTAC, India, Indian Rupee.
- Employee Health Benefits:** A table with columns: Begin Date, Employee Costs, Employer Costs, Provider Costs, Period, Modifier, Currency, Benefit Plan. Data: Feb 1, 2004, 27.00, 10.00, 25.00, Monthly, USD, Standard Dental Plan; Jul 12, 2004, 2,000.00, 0.00, 2,000.00, Monthly, USD, Medical Plan 2.
- Employee Insurance Benefits:** A table with columns: Begin Date, Plan Type, Plan Text, Insurance Coverage, Period, Modifier, Currency. Data: Jul 12, 2004, Life Insurance, Standard Life Insurance, 130,000.00, Monthly, USD.
- Employee Expenses:** A table with columns: Trip #, Departure Date, Arrival Date, Account, Country, Advance, PayOut, Trip Total, Remarks. Data: 5, Jul 19, 2004, Jul 19, 2004, 1, US, 0.00, 0.00, 0.00, Trip completed; 2, Jul 14, 2004, Jul 16, 2004, 1, US, 800.00, -200.00, 600.00, Trip completed; 1, Jul 13, 2004, Jul 14, 2004, 2, US, 200.00, 250.00, 450.00, Trip approved.
- Employee Pay Checks:** A message: 'Please Click Here To View Native Payroll'.

**Note:** The user may note that no records are displayed for most of the portlets, when the user logs in for the first time. In this case the user is advised to click on Edit Preferences hyperlink and then need to configure from the respective portlets.

Use scroll bar to navigate through the Portlets. The following is the list of Portlets for the WebLogic Portlets for SAP HRMS:

- Employee Personal Data
- Employee Permanent Address Details
- Employee Emergency Address
- Employee Mailing Address
- Employee Family Member – Dependents
- Employee Bank Details
- Employee Health Benefits
- Employee Insurance Benefits
- Employee Expenses
- Employee Pay Checks

The Portlets are discussed in the following pages. We will begin with Personal Data Portlet:

## Personal Data Portlet

The following operations that can be performed from the Personal Data Portlet:

- To View existing Personal details of an Employee
- To Create new Employee Personal details

**Note:** The user may note that the, Personal Data Portlet is the first Portlet displayed, after valid authentication.

## Creating new Employee Personal Data

In order to create new Employee Personal details, scroll to the Employee Personal Data Portlet, a screen, as illustrated, in the following figure is displayed:

**Figure 69 WebLogic Portlets for SAP HRMS – Employee Personal Data Portlet Screen**

First Name	Last Name	Date of Birth	Begin Date	Gender	Country
KIRAN	KUMAR	Jul 12, 1977	Jan 1, 2000	Male	USA

The fields First Name, Last Name, Date of Birth, Begin Date, Gender, and Country are self-explanatory.

Click Create Employee Personal Data hyperlink, from the Employee Personal Data Portlet, a screen, as illustrated, in the following figure is displayed:

**Figure 70 WebLogic Portlets for SAP HRMS – Employee Personal Data Portlet – Creation of Employee Personal Data Screen**

**Employee Personal Information**

Employee #: 00000011 First Name: KIRAN

Last Name: KUMAR Surname: GUDEPU

Name At Birth: KIRANG Second Name: KIRAN

Middle Name: KUMAR Gender: Male

**Birth Details**

Date Of Birth: Jul 12, 1977 Birth Place: KMM

State Of Birth: GA Country Of Birth: USA

Religion: Language: E

Nationality:

**Academic Background**

Academic Grade: B.E

**Family Background**

Marital Status: mARR Marital Status Since: 0000-00-00

No Of Children: 000

Submit

The user is required to enter the Personal details of the Employee.

Click on Home hyperlink to quit from the WebLogic Portlets for SAP HRMS – Employee Personal Data entry screen and return back to Employee Personal Data Portlet.

After entering the details, click Submit.

## Employee Permanent Address Portlet

The following operations that can be performed from the Permanent Address Portlet:

- To View existing Permanent Address details of an Employee

- To Create new Employee Permanent Address

**Figure 71 WebLogic Portlets for SAP HRMS – Employee Permanent Address Details Screen**

Begin Date	Street-House No	City	District	State	Country	Postal Code
Jan 2, 1999	D-998 VINTIGVA	CALIFORNIA	ACAMPO	California	USA	95220

The fields Begin Date, Street-House No, City, District, State, County, and Postal Code are self-explanatory.

Click Edit Preferences hyperlink, from the Employee Permanent Address Details Portlet, a screen, as illustrated, in the following figure is displayed:

**Figure 72 WebLogic Portlets for SAP HRMS – Employee Permanent Address Details \_ Edit Preferences Screen**

Stayed From Date:

Stayed To Date:

Max Rows:

[Back](#)

**Stayed From Date**

This field is to select a valid date an employee has been residing from the date selected at a particular address.

**Stayed To Date**

This field is to select a valid date an employee has been residing till date at a particular address.

**Max Rows**

Depending on the value selected in the Maxrows field, the Employee Permanent Address Details Portlet, will only display the first few records (as per this setting), and the user can then navigate through rest of the records, using Previous and Next buttons, which are available, at the bottom left of the Employee Permanent Address Details Portlet.

Click on Back hyperlink, to quit from the WebLogic Portlets for SAP HRMS – Employee Permanent Address Details – Edit Preferences screen, and return back to Employee Permanent Address Details Portlet.

After entering the details, click Submit.

## Creating new Employee Permanent Address Details

In order to create new Employee Permanent Address details, scroll to the Employee Permanent Address Details Portlet. Click Create Employee Permanent Address Details hyperlink, a screen, as illustrated, in the following figure is displayed:

**Figure 73 WebLogic Portlets for SAP HRMS – Create Employee Permanent Address Details Screen**

Employee Permanent Address Details

Employee #: 00000011

Stayed From Date:

Stayed To Date:

Subtype:

C/O name:

Street And HouseNo:

Scnd Address Line:

City:

District:

Postal Code:

State:

Country:

Telephone #:

The user is required to enter the Permanent Address details of the Employee.

After entering the details, click Submit.

## Employee Emergency Address Portlet

The following operations that can be performed from the Emergency Address Portlet:

- To View existing Emergency Address details of an Employee
- To Create new Employee Emergency Address

**Figure 74 WebLogic Portlets for SAP HRMS – Employee Emergency Address Screen**

Employee Emergency Address

Create Employee Emergency Address Edit Preferences

Begin Date	Street/House No	City	District	State	Country	Postal Code
Jan 1, 2000	C-267 CAMBRIDGE	OHIO	DELLON	Georgia	USA	30301

◀ 1 - 1 of 1 ▶

The fields Begin Date, Street-House No, City, District, State, County, and Postal Code are self-explanatory.

Click Edit Preferences hyperlink, from the Employee Emergency Address Portlet, a screen, as illustrated, in the following figure is displayed:

**Figure 75 WebLogic Portlets for SAP HRMS – Employee Emergency Address Details \_ edit Preferences Screen**

Begin Date and End Date entry is not mandatory; this will reduce the number of rows to be retrieved.

### Max Rows

Depending on the value selected in the Maxrows field, the Employee Emergency Address Portlet, will only display the first few records (as per this setting), and the user can then navigate through rest of the records, using Previous and Next buttons, which are available, at the bottom left of the Employee Emergency Address Portlet.

Click on Back hyperlink, to quit from the WebLogic Portlets for SAP HRMS – Employee Emergency Address – Edit Preferences screen, and return back to Employee Emergency Address Portlet.

After entering the details, click Submit.

## Creating new Employee Emergency Address

In order to create new Employee Emergency Address, scroll to the Employee Emergency Address Portlet. Click Create Employee Emergency Address hyperlink, a screen, as illustrated, in the following figure is displayed:

**Figure 76 WebLogic Portlets for SAP HRMS – Create Employee Emergency Address Screen**

Employee Emergency Address

Create Employee Emergency Address

Home

Employee #

Address Type

Start Date

End Date

C/O name

Street and House #

Second Address Line

City

District

Postal Code

State

Country

Submit

The user is required to enter the Emergency Address details of the Employee.

Click on Home hyperlink, to quit from the WebLogic Portlets for SAP HRMS – Employee Emergency Address entry screen, and return back to Employee Emergency Address Portlet.

After entering the details, click Submit.

# Employee Mailing Address Portlet

The following operations that can be performed from the Mailing Address Portlet:

- To View existing Mailing Address details of an Employee
- To Create new Employee Mailing Address

**Figure 77 WebLogic Portlets for SAP HRMS – Employee Mailing Address Screen**

Employee Mailing Address

Create Mailing Address

Edit Preferences

Begin Date	Street-House No	City	District	State	Country	Postal Code
Jan 1, 2001	K-867 KINK TOWN	PHINS LAND	ACAMPO	California	USA	95220

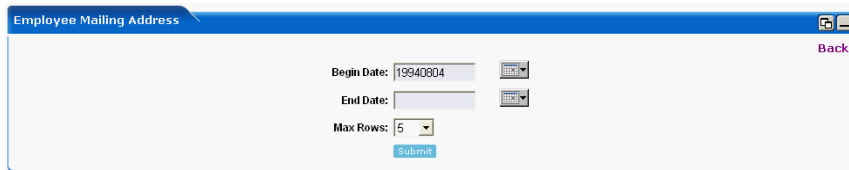
1 - 1 of 1

The fields Begin Date, Street-House No, City, District, State, County, and Postal Code are self-explanatory.

Click Edit Preferences hyperlink, from the Employee Mailing Address Portlet, a screen, as illustrated, in the following figure is displayed:



**Figure 78 WebLogic Portlets for SAP HRMS – Employee Mailing Address – Edit Preferences Screen**



Begin Date and End Date entry is not mandatory; this will reduce the number of rows to be retrieved.

### **Max Rows**

Depending on the value selected in the Maxrows field, the Employee Mailing Address Portlet, will only display the first few records (as per this setting), and the user can then navigate through rest of the records, using Previous and Next buttons, which are available, at the bottom left of the Employee Mailing Address Portlet.

Click on Back hyperlink, to quit from the WebLogic Portlets for SAP HRMS – Employee Mailing Address – Edit Preferences screen, and return back to Employee Mailing Address Portlet.

After entering the details, click Submit.

## **Creating new Employee Mailing Address**

In order to create new Employee Mailing Address, scroll to the Employee Mailing Address Portlet. Click Create Employee Mailing Address hyperlink, a screen, as illustrated, in the following figure is displayed:

**Figure 79 WebLogic Portlets for SAP HRMS – Create Employee Mailing Address Screen**

Employee Mailing Address

Create Employee Mailing Address

Home

EmployeeNumber 90000011

Begin Date 19990102

End Date 19990304

Sub type 5

C/O Name Dhanjay Singh

Address Line 1 Street 11

Address Line 2 Banjara Hills

City Hyderabad

District Hyderabad

Postal Code 500081

State AP

Country INDIA

Submit

The user is required to enter the Mailing Address details of the Employee.

Click on Home hyperlink, to quit from the WebLogic Portlets for SAP HRMS – Employee Mailing Address entry screen, and return back to Employee Mailing Address Portlet.

After entering the details, click Submit.

## Employee Family Member-Dependents Portlet

The following operations that can be performed from the Family Member-Dependents Portlet:

- To View existing Family Member-Dependents of an Employee

**Figure 80 WebLogic Portlets for SAP HRMS – Employee Family Member Dependents Screen**

Employee Family Member-Dependents

Edit Preferences

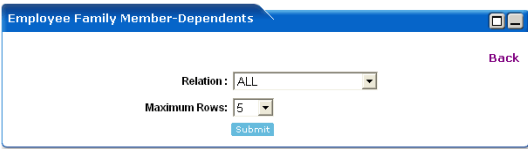
Begin Date	First Name	Last Name	Relation	Gender	Date Of Birth
Jan 1, 2004	ANNE	Douglas	Spouse	Female	Sep 26, 1980
Jan 1, 2000	James	Gosling	Father	Male	Dec 12, 1956

1 - 2 of 2

The fields Begin Date, First Name, Last Name, Relation, Gender, and Date Of Birth are self-explanatory.

Click Edit Preferences hyperlink, from the Employee Family Member-Dependents Portlet, a screen, as illustrated, in the following figure is displayed:

**Figure 81 WebLogic Portlets for SAP HRMS – Employee Family Member Dependents – Edit Preferences Screen**



**Relation**

Select Relation. A list of valid Relation is available in the drop down box.

**Maximum Rows**

Depending on the value selected in the Maxrows field, the Employee Family Member-Dependents Portlet, will only display the first few records (as per this setting), and the user can then navigate through rest of the records, using Previous and Next buttons, which are available, at the bottom left of the Employee Family Member-Dependents Portlet.

Click on Back hyperlink, to quit from the WebLogic Portlets for SAP HRMS – Employee Family Member-Dependents – Edit Preferences screen, and return back to Employee Family Member-Dependents Portlet.

After entering the details, click Submit.

**Employee Bank Details Portlet**

The following operations that can be performed from the Bank Details Portlet:

- To View existing Bank Details of an Employee
- To Create new Employee Bank Details

**Figure 82 WebLogic Portlets for SAP HRMS – Employee Bank Details Screen**



The fields Account #, Bank, Name of Payment Method, Payee, Begin Date, Payee City, Country, and Currency are self-explanatory.

Click Edit Preferences hyperlink, from the Employee Bank Details Portlet, a screen, as illustrated, in the following figure is displayed:

**Figure 83 WebLogic Portlets for SAP HRMS – Employee Bank Details – Edit Preferences Screen**

### Relation

Select Relation. A list of valid Relation is available in the drop down box.

### Maximum Rows

Depending on the value selected in the Maxrows field, the Employee Bank Details Portlet, will only display the first few records (as per this setting), and the user can then navigate through rest of the records, using Previous and Next buttons, which are available, at the bottom left of the Employee Bank Details Portlet.

Begin Date and End Date entry is not mandatory; this will reduce the number of rows to be retrieved.

Click on Back hyperlink, to quit from the WebLogic Portlets for SAP HRMS – Employee Bank Details – Edit Preferences screen, and return back to Employee Bank Details Portlet.

After entering the details, click Submit.

## Creating new Employee Bank Details

In order to create new Employee Bank Details, scroll to the Employee Bank Details Portlet. Click Create Employee Bank Details hyperlink, a screen, as illustrated, in the following figure is displayed:

Figure 84 WebLogic Portlets for SAP HRMS – Create Employee Bank Details Screen

Employee Bank Details

Create Employee Bank Details

EmployeeNumber 900000011

Sub type 0

Begin Date 20020101

End Date 20030101

Payee Kishore

Payment Method C

Postal Code 30301

City ATLANTA

Country US

Currency USD

Purpose WITH DRAW

Submit

Home

The user is required to enter the Bank details of the Employee.

Click on Home hyperlink, to quit from the WebLogic Portlets for SAP HRMS – Employee Bank Details entry screen, and return back to Employee Bank Details Portlet.

After entering the details, click Submit.

## Employee Health Benefits Portlet

The following operations that can be performed from the Health Benefits Portlet:

- To View existing Health Benefits of an Employee

Figure 85 WebLogic Portlets for SAP HRMS – Employee Health Benefits Screen

Employee Health Benefits

Edit Preferences

Begin Date	Employee Costs	Employer Costs	Provider Costs	Period Modifier	Currency	Benefit Plan
Feb 1, 2004	27.00	10.00	25.00	Monthly	USD	Standard Dental Plan
Jul 12, 2004	2,000.00	0.00	2,000.00	Monthly	USD	Medical Plan 2

1 - 2 of 2

The fields Begin Date, Employee Costs, Employer Costs, Provider Costs, Period Modifier, Currency, and Benefit Plan are self-explanatory.

Click Edit Preferences hyperlink, from the Employee Health Benefits Portlet, a screen, as illustrated, in the following figure is displayed:

**Figure 86 WebLogic Portlets for SAP HRMS – Employee Health Benefits – Edit Preferences Screen**

Employee Health Benefits

Begin Date: 20040804

Max Rows: 5

Submit

Back

Begin Date entry is not mandatory; this will reduce the number of rows to be retrieved.

**Max Rows**

Depending on the value selected in the Maxrows field, the Employee Health Benefits Portlet, will only display the first few records (as per this setting), and the user can then navigate through rest of the records, using Previous and Next buttons, which are available, at the bottom left of the Employee Health Benefits Portlet.

Click on Back hyperlink, to quit from the WebLogic Portlets for SAP HRMS – Employee Health Benefits – Edit Preferences screen, and return back to Employee Health Benefits Portlet.

After entering the details, click Submit.

# Employee Insurance Benefits Portlet

The following operations that can be performed from the Insurance Benefits Portlet:

- To View existing Insurance Benefits of an Employee

**Figure 87 WebLogic Portlets for SAP HRMS – Employee Insurance Benefits Screen**

Begin Date	Plan Type	Plan Text	Insurance Coverage	Period Modifier	Currency
Jul 12, 2004	Life Insurance	Standard Life Insurance	130,000.00	Monthly	USD

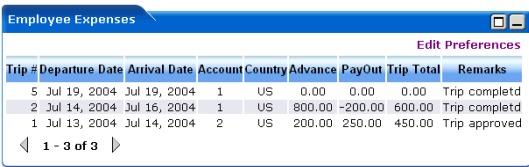
The fields Begin Date, Plan Type, Plan Text, Insurance Coverage, Period Modifier, and Currency are self-explanatory.

# Employee Expenses Portlet

The following operations that can be performed from the Expenses Portlet:

- To View existing Expenses details of Employee

**Figure 88 WebLogic Portlets for SAP HRMS – Employee Expenses Screen**

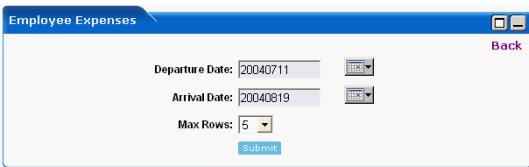


Trip #	Departure Date	Arrival Date	Account	Country	Advance	PayOut	Trip Total	Remarks
5	Jul 19, 2004	Jul 19, 2004	1	US	0.00	0.00	0.00	Trip completd
2	Jul 14, 2004	Jul 16, 2004	1	US	800.00	-200.00	600.00	Trip completd
1	Jul 13, 2004	Jul 14, 2004	2	US	200.00	250.00	450.00	Trip approved

The fields Trip #, Departure Date, Arrival Date, Account, Country, Advance, PayOut, Trip Total, and Remarks are self-explanatory.

Click Edit Preferences hyperlink, from the Employee Expenses Portlet, a screen, as illustrated, in the following figure is displayed:

**Figure 89 WebLogic Portlets for SAP HRMS – Employee Expenses – Edit Preferences Screen**



Departure Date and Arrival Date entry is not mandatory; this will reduce the number of rows to be retrieved.

**Max Rows**

Depending on the value selected in the Maxrows field, the Employee Expenses Portlet, will only display the first few records (as per this setting), and the user can then navigate through rest of the records, using Previous and Next buttons, which are available, at the bottom left of the Employee Expenses Portlet.

Click on Back hyperlink, to quit from the WebLogic Portlets for SAP HRMS – Employee Expenses – Edit Preferences screen, and return back to Employee Expenses Portlet.

After entering the details, click Submit.

# Employee Pay Checks

The following operations that can be performed from the Pay Checks Portlet:

- To View existing Pay Check details, of an Employee

**Figure 90 WebLogic Portlets for SAP HRMS – Employee Pay Checks Screen**



Click on Click Here hyperlink, from the Employee Pay Checks Portlet, a screen, as illustrated, in the following figure is displayed:

**Figure 91 WebLogic Portlets for SAP HRMS – Employee Pay Checks – SAP Remuneration Statement Screen**

The fields displayed are self explanatory. After viewing the details click on close to quit from the SAP screen.



