



Office of the State Controller

SAP GUI Installation/Upgrade

Download SAP GUI File

1. The preferred method of loading the SAP GUI upgrade is through the Microsoft System Center and selecting the Software Center. This can be done from your Start menu and searching for the Microsoft System Center. The SAP GUI upgrade can be found under the Applications. This method does not require Administration rights.

If for some reason the installation fails using the above method, you should proceed to step two below.

2. The SAP GUI 760 is located on NCOSC website:

<https://www.osc.nc.gov/state-agency-resources/customer-service-hrpayroll/best-support-materials/technical-downloads-0>.

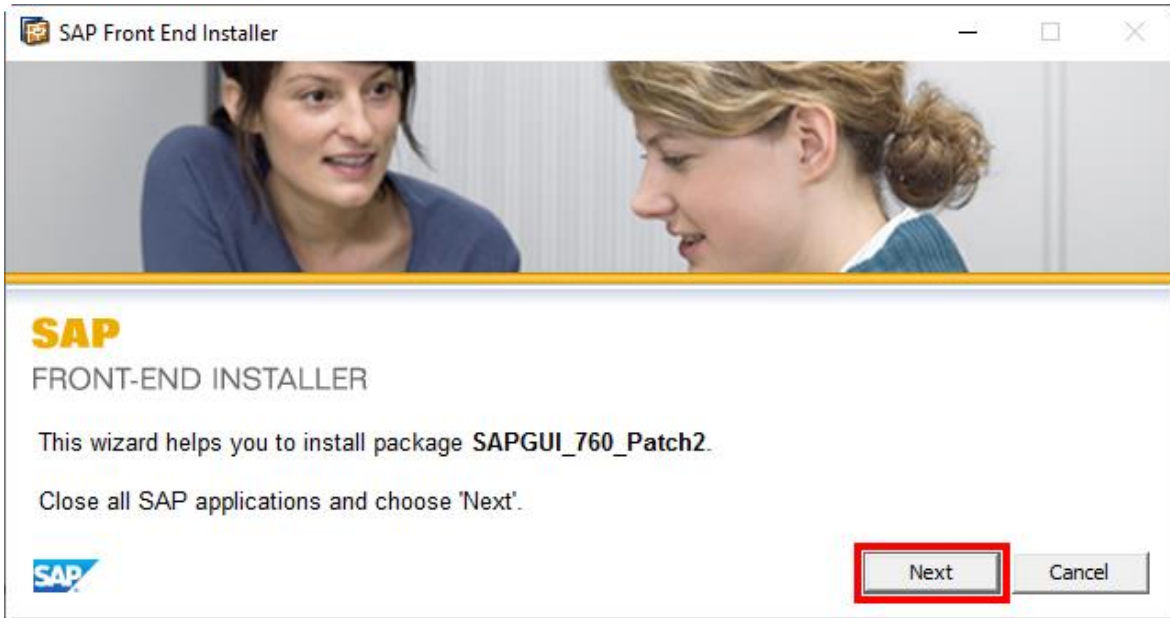
3. Download the SAP GUI 760 zip file into a local folder. Then extract the zip file to the same location. Double click on SAP GUI760.exe to begin the installation.

Installation

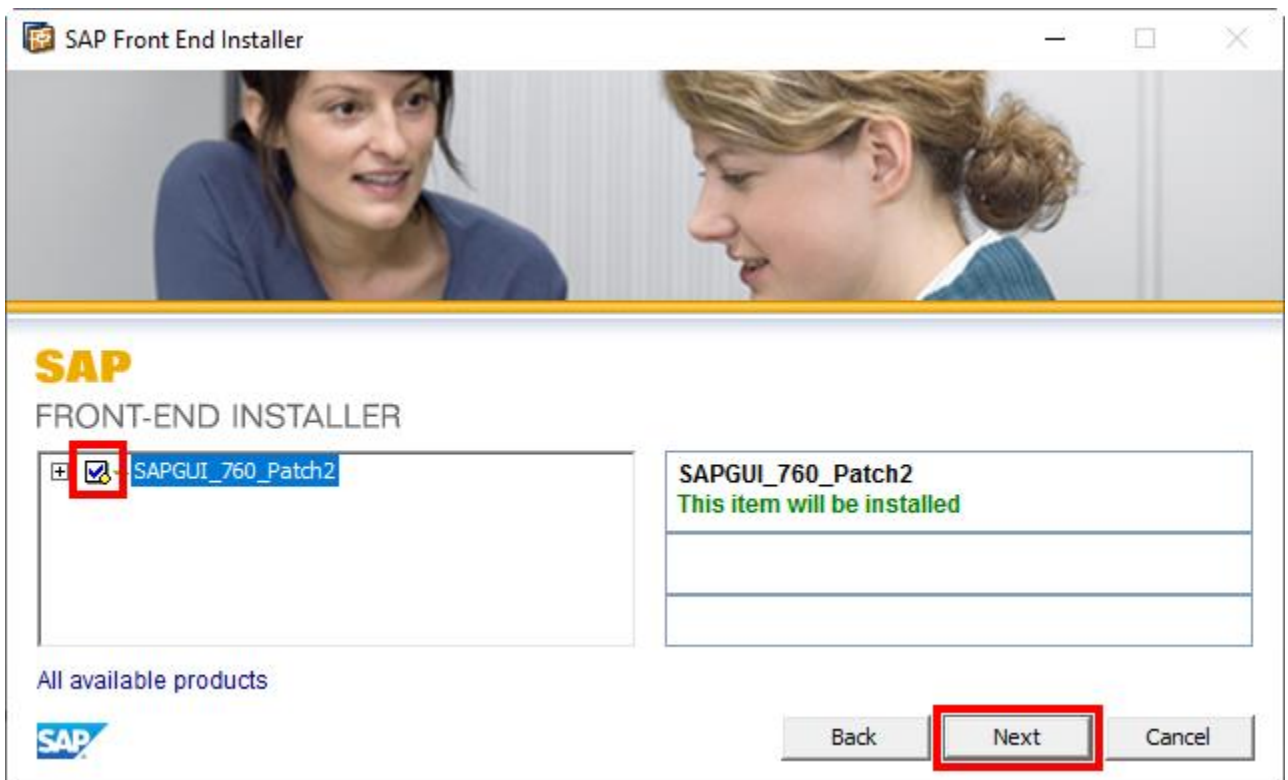
Important Information: User must “*exit*” SAP GUI application or errors will occur during installation/upgrade.

PC Administration rights are needed to install or upgrade the SAP GUI software.

1. Run the SAP GUI_760_P1.exe file.
2. Wait for the extraction to finish.
3. Select the Next button.

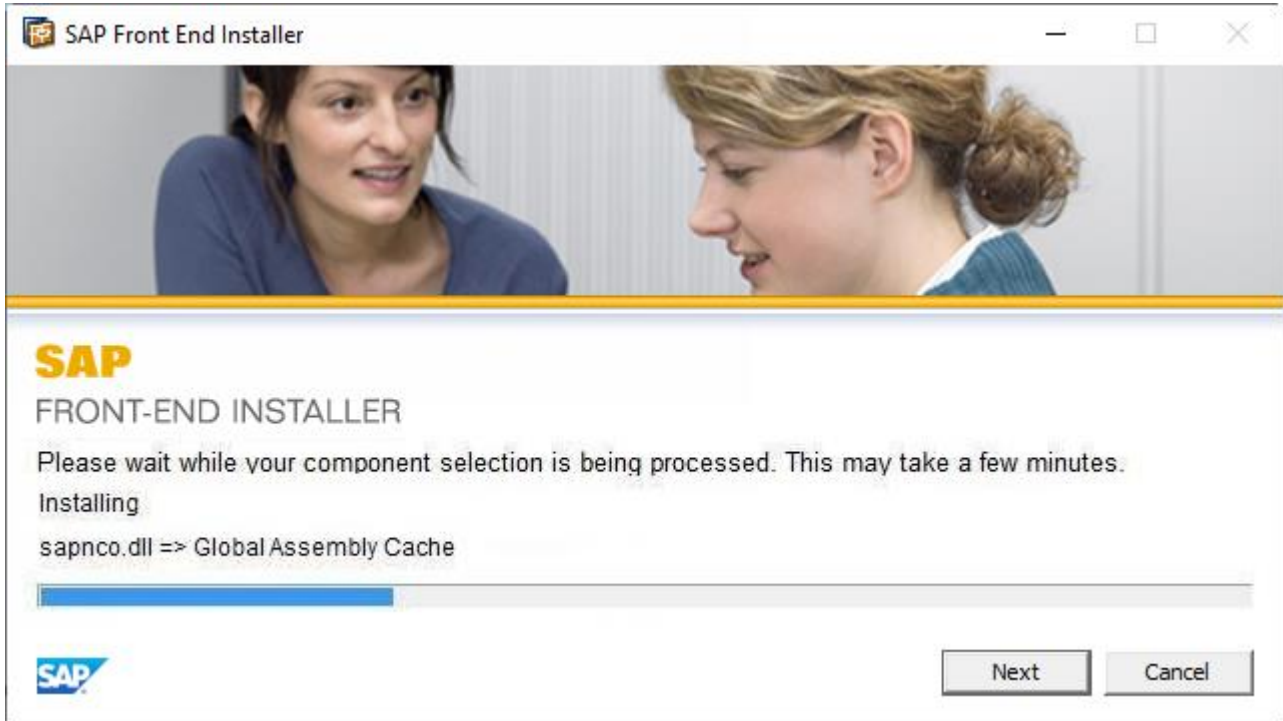


4. Click on the box for SAP GUI_7.60_P1 and select Next.

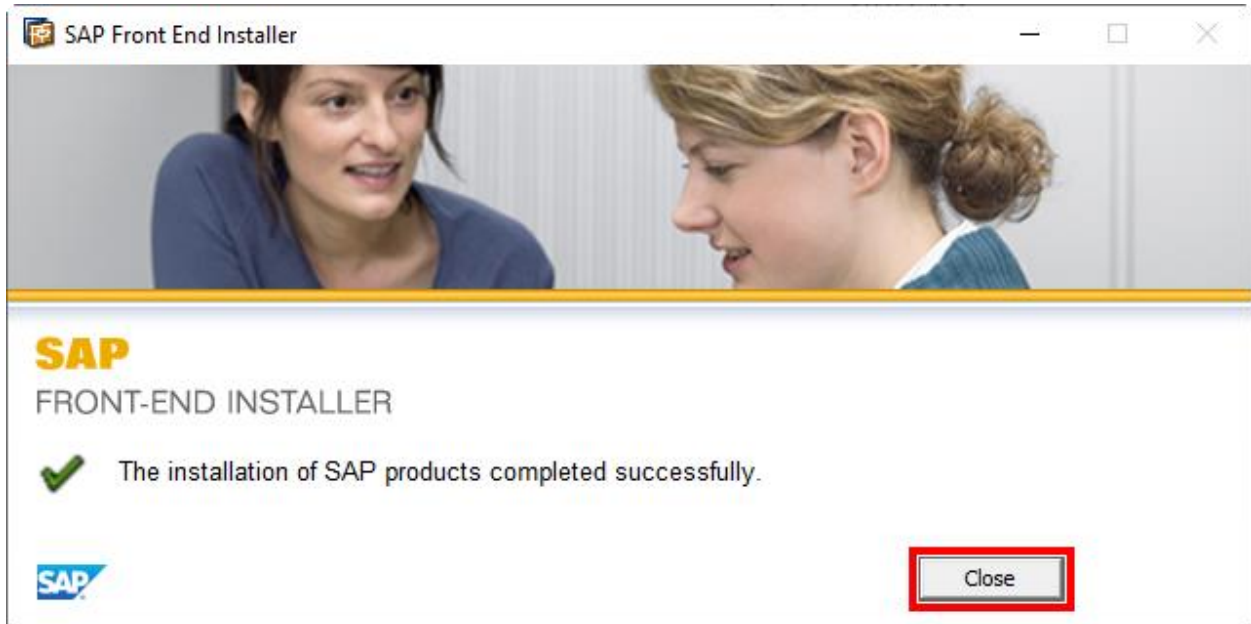




5. Wait for the installation/upgrade to finish.



6. Select Close button to complete the installation/upgrade.

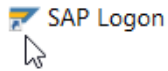


7. Please reboot if you are prompted to **“reboot”** the PC.



Checking the SAP GUI 760 version and patch level

1. Launch SAP GUI from the desktop. The below icon should be visible:



2. Click on the top left corner icon of the SAP Logon 760 screen.

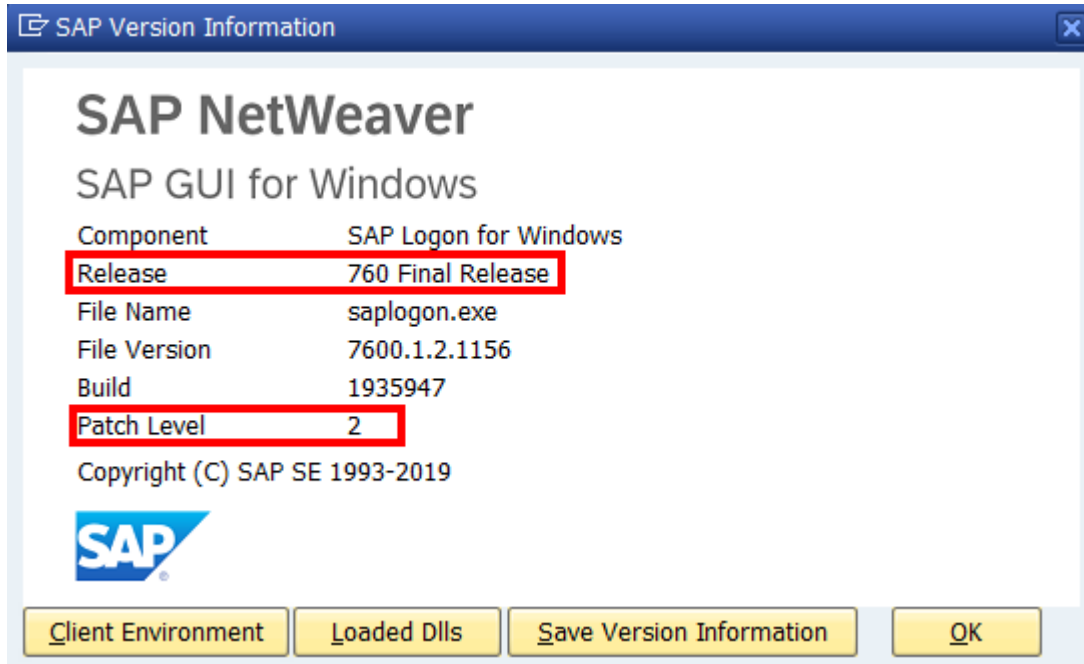


3. Select "About SAP Logon..."



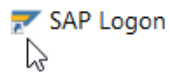


4. Check the release and patch level information.



Security Settings

1. Launch SAP GUI from the desktop.



2. Click on the top left corner icon of the SAP Logon 760 screen.

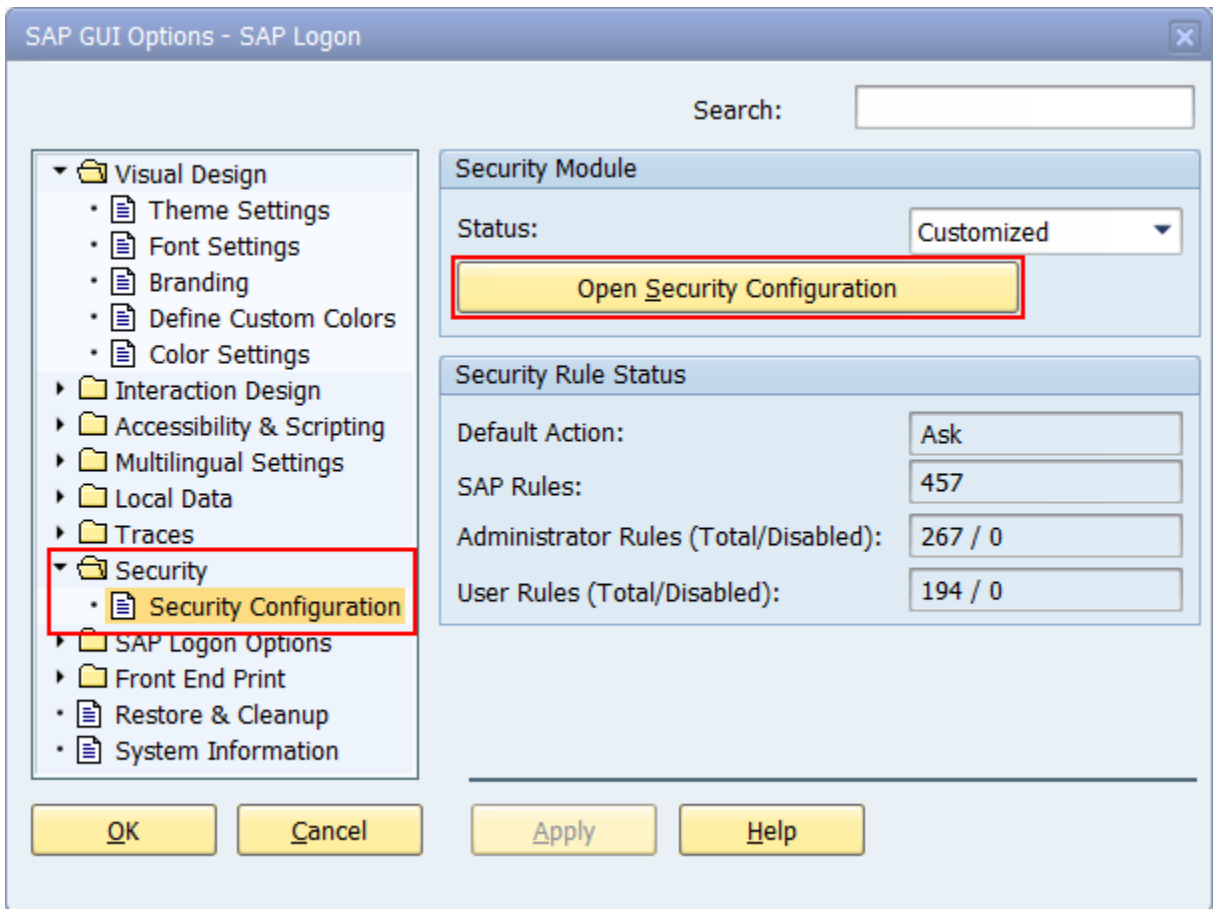




3. Select **“Options.”**

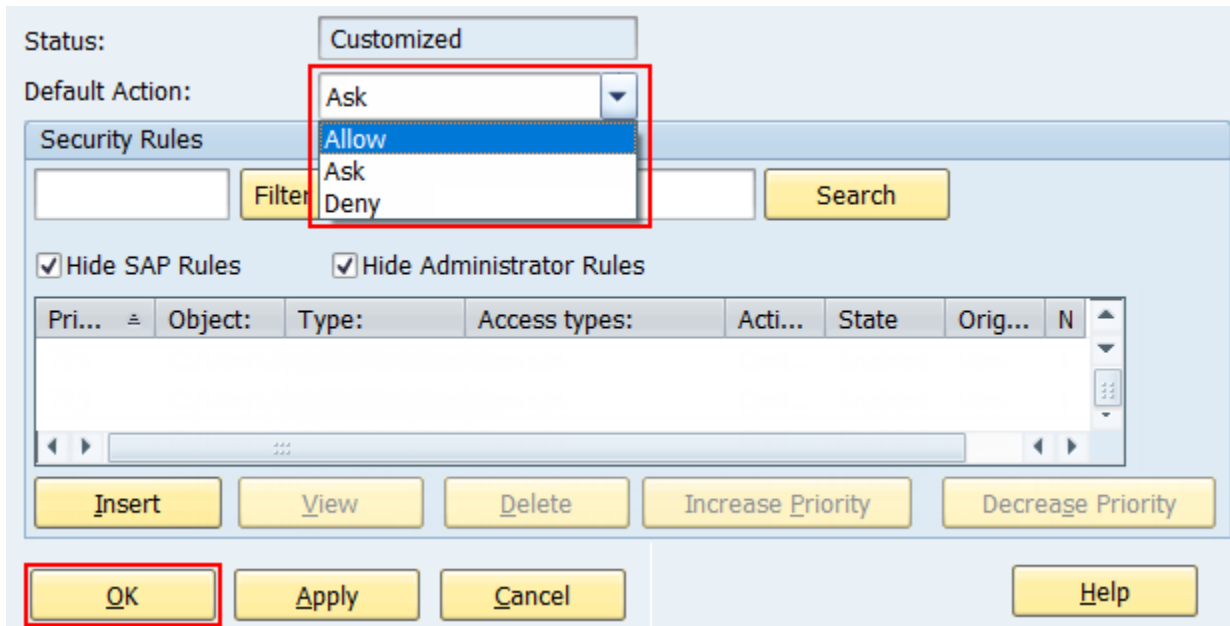


4. Open “Security” folder then select “Security Configuration” and click on “Open Security Configuration.”



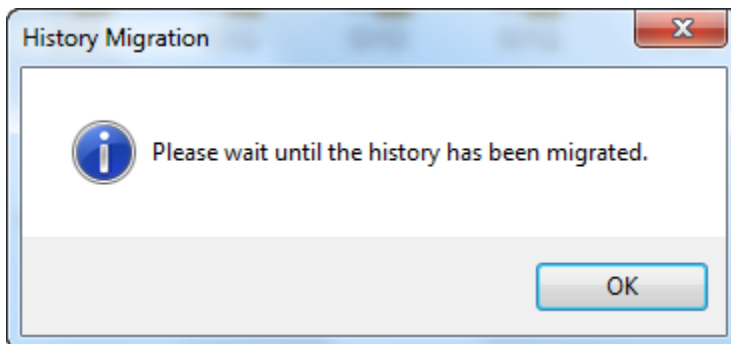


5. On **“Default Action”** drop down and select **“Ask”** to **“Allow.”** Apply & OK.



6. When finished click on **“OK”** to exit.

7. Occasional Pop Up:



If you receive this message, click OK and it will run in the background until completed. If SAP GUI does not open within 10 minutes, try opening again.