

#### 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-supportmaterials/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.

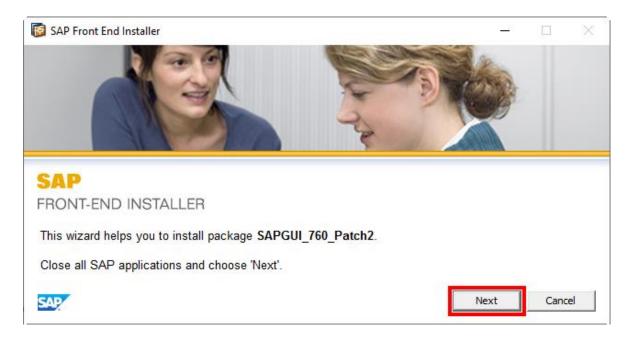
### Installation

*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.





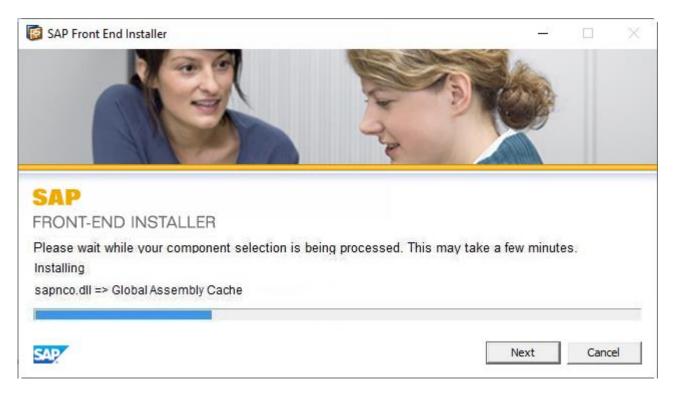
4. Click on the box for SAP GUI\_7.60\_P1 and select Next.

SAP Front End Installer	- 🗆 🗙
SAP FRONT-END INSTALLER	
E SAPGUI_760_Patch2	SAPGUI_760_Patch2 This item will be installed
All available products	
SAP	Back Next Cancel

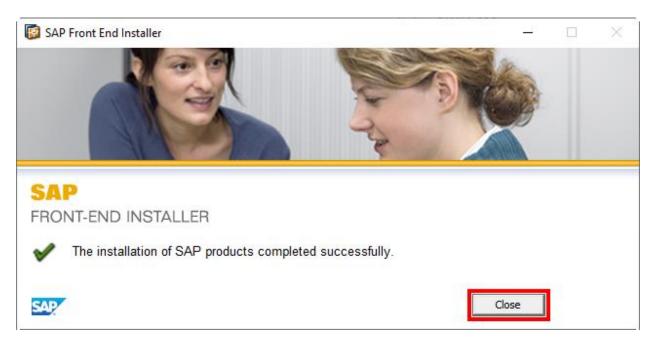


Office of the State Controller SAP GUI Installation

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..."

<u>R</u> estore	
Move	
<u>S</u> ize	
Mi <u>n</u> imize	
Ma <u>x</u> imize	
<u>C</u> lose	(Alt+F4
Options	



4. Check the release and patch level information.

SAP Version	information	X	
SAP I	VetWeaver		
SAP GI	JI for Windows		
Component Release	SAP Logon for Windows 760 Final Release		
File Name File Version	saplogon.exe 7600.1.2.1156		
Build Patch Level	Build 1935947 Patch Level 2		
Copyright (	C) SAP SE 1993-2019		
SAP			
Client Environ	ment Loaded Dlls Save Version Information OK	]	

# **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."

<u>R</u> estore	
Move	
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<u>C</u> lose	(Alt+F4)
Options	]
Options	

4. Open "Security" folder then select "Security Configuration" and click on "Open Security Configuration."

SAP GUI Options - SAP Logon		×
	Search:	
<ul> <li>Visual Design <ul> <li>Theme Settings</li> <li>Font Settings</li> <li>Font Settings</li> <li>Branding</li> <li>Define Custom Colors</li> <li>Color Settings</li> <li>Interaction Design</li> <li>Accessibility &amp; Scripting</li> <li>Multilingual Settings</li> <li>Local Data</li> <li>Traces</li> <li>Security</li> <li>Security Configuration</li> <li>SAP Logon Options</li> <li>Front End Print</li> <li>Restore &amp; Cleanup</li> <li>System Information</li> </ul> </li> </ul>	Security Module Status: Open Security Configuration Security Rule Status Default Action: SAP Rules: Administrator Rules (Total/Disabled): User Rules (Total/Disabled): User Rules (Total/Disabled):	Customized  Customized Ask 457 267 / 0 194 / 0



5. On "Default Action" drop down and select "Ask" to "Allow." Apply & OK.

Status:	Customized			
Default Action:	Ask	-		
Security Rules	Allow Ask			
Filter	Deny		Search	J
✓ Hide SAP Rules	✓ Hide Adm	inistrator Rules		
Pri ≜ Object: T	ype:	Access types:	Acti State	Orig N
				* #
1				
Insert	/iew	Delete	Increase <u>P</u> riority	Decrea <u>s</u> e Priority
<u>O</u> K <u>A</u>	pply	<u>C</u> ancel		<u>H</u> elp

- 6. When finished click on "OK" to exit.
- 7. Occasional Pop Up:

History Migrat	ion	×
() Pi	ease wait until the history	y has been migrated.
		ОК

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.