

Job Aid: Fieldglass Basic Navigation

The purpose of this job aid is to instruct Contractors assigned to TVA on the basic navigation functions within SAP Fieldglass.

Tasks

- a. [Accessing the Contractor Talent Portal](#)
- b. [Logging In](#)
- c. [Home Page Overview](#)
- d. [Viewing Your Profile](#)
- e. [Updating your preferences](#)
- f. [Help](#)

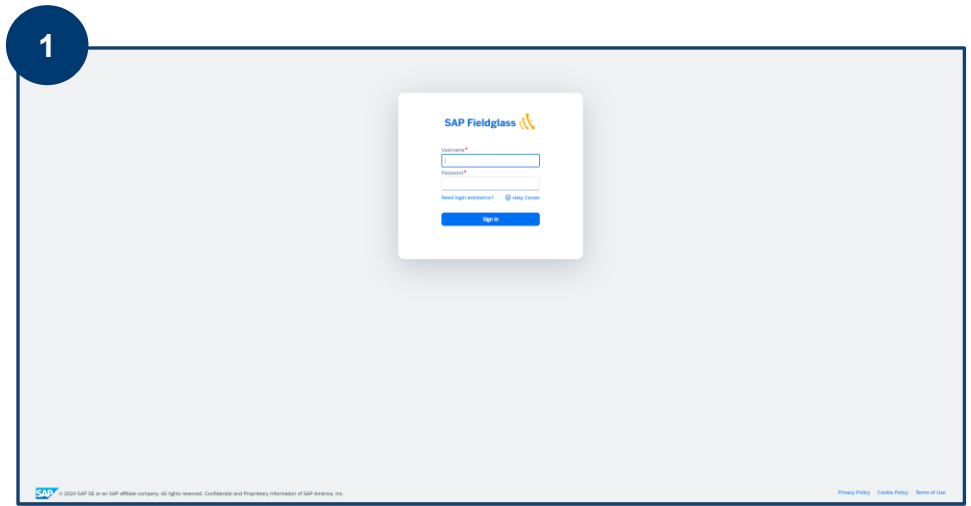
Key Terms

Home Page - The initial SAP Fieldglass screen that a Contractor assigned to TVA can return to by clicking the SAP Fieldglass icon in the upper-left corner of the SAP Fieldglass window.

User – Contractors assigned to TVA who use the SAP Fieldglass application.

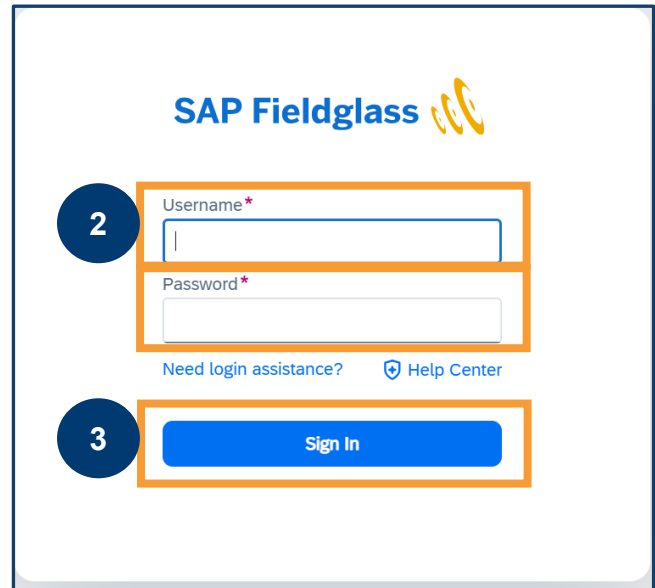
User Profile - A designation that defines a User's access and permission within the SAP Fieldglass application.

1 Navigate to myctp.tva.gov to login to SAP Fieldglass

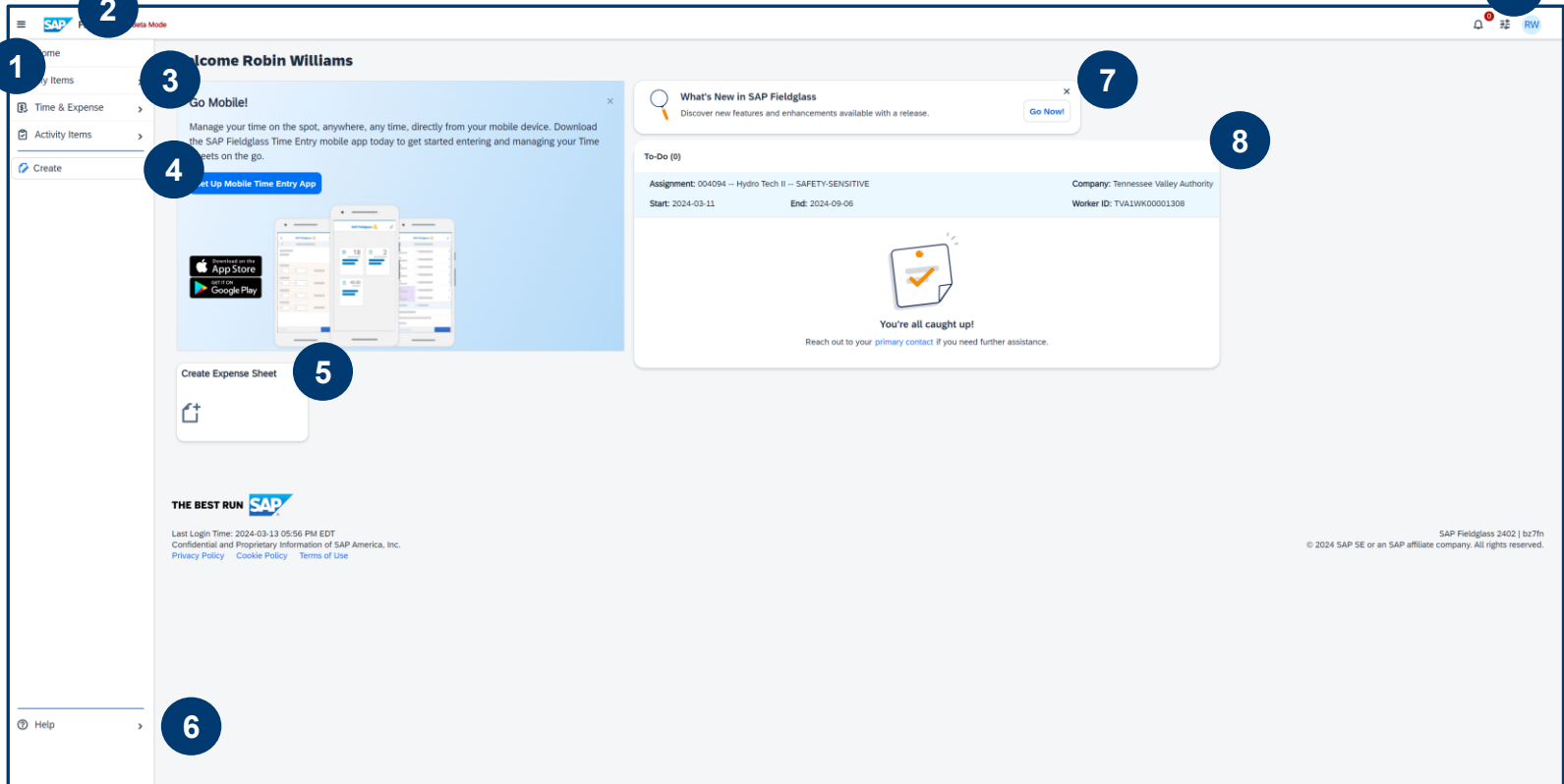


2 Login to your account by entering your **Username** and **Password**

3 Click **Sign In**



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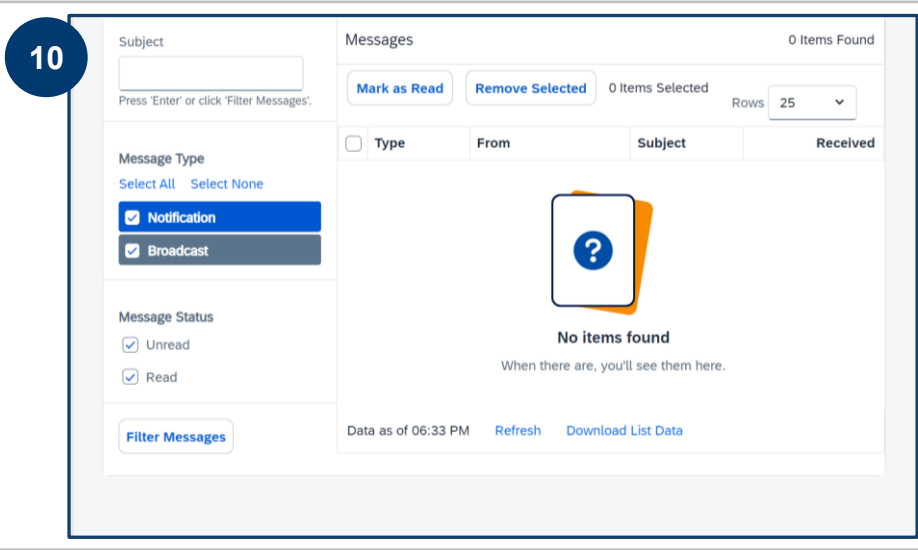
1	Navigation Bar	Expands and retracts the Navigation bar
2	SAP Logo	Clicking the logo at any time will return you to the Home Page
3	Navigation Bar Items	Home button, My Items, Time & Expense, Activity Items
4	Create	Redirects to the Create page where Expense Sheets can be made
5	Create Expense Sheet	Directly redirects to the Expense Sheet creation page
6	Help	Expands to show helpful items such as Release Communication, Product Documentation, Reference Library, Contact Us and About...
7	What's New	Gives information about new items in SAP Fieldglass
8	To-Do	Shows you items that require your attention such as Time Sheets or Expense Sheet rejection
9	Messages, Features to Try Out and Settings	The bell icon opens the messages screen, the Features to Try Out opens a panel that shows features you can try out, and Settings allows you to view and change your Profile settings, preferences, and sign out.

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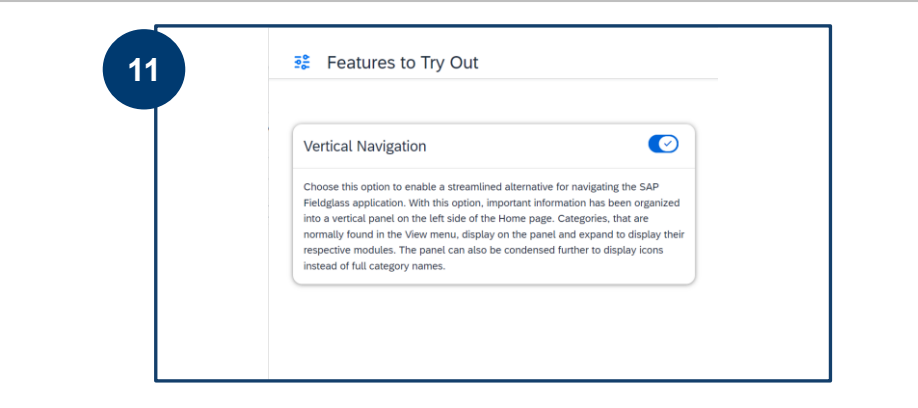


<p>This is the Navigation bar</p> <p>1 The Home button will return you to the Home Page</p> <p>2 My Items will allow you to view your Cost Centers</p> <p>3 Time & Expense will allow you to view your Work Schedule, Time Sheets and Expense Sheets</p> <p>4 Activity Items will allow you to view your Milestones</p>	
<p>5 Click My Cost Centers to be redirected to the Cost Centers page.</p> <p>This will allow you to Associate Cost Centers for your Time Sheets</p>	
<p>6 Click Work Schedule to view your Work Schedule</p> <p>7 Click Time Sheets to view your already created Time Sheets</p> <p>8 Click Expense Sheets to view your already created Expense Sheets</p>	
<p>9 Click the bell icon to be redirected to your Messages</p> <p>10 Click to view Features to Try Out</p> <p>11 Click your initials to expand the menu in order to select My Profile, My Preferences or Log Out</p>	

10 From the **Messages** screen you can view or delete your Messages



11 **Features to Try Out** will show features that can be activated or deactivated such as Vertical Navigation

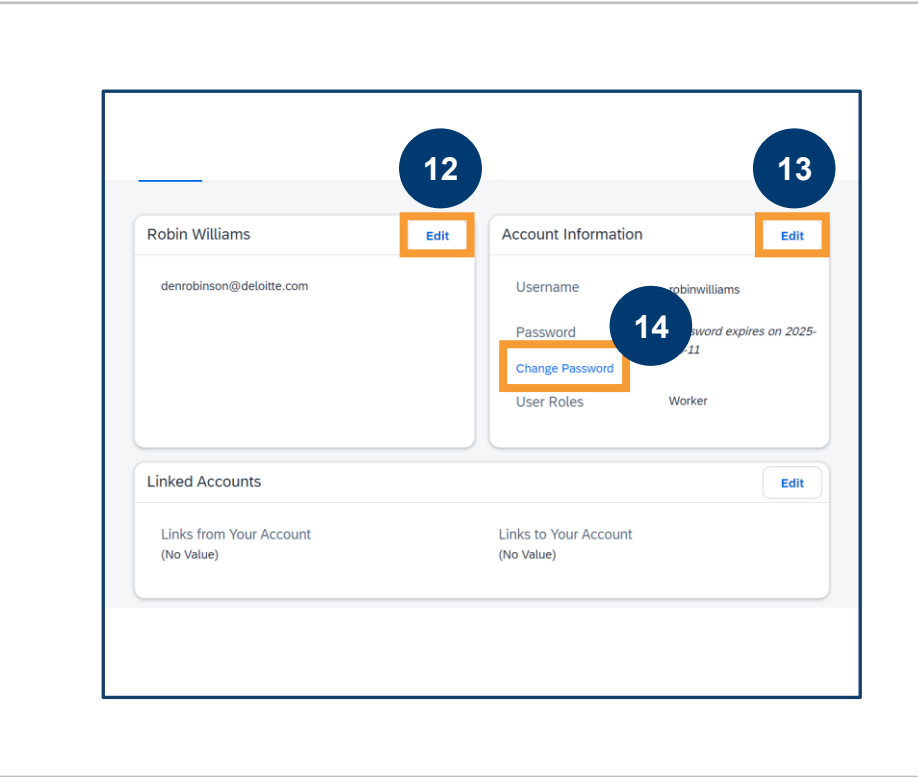


Within **My Profile**

12 Clicking **Edit** in the box with your name will allow you to change your personal information

13 Clicking **Edit** in the account information will allow you to change your Username

14 You can change your password by clicking **Change Password**.

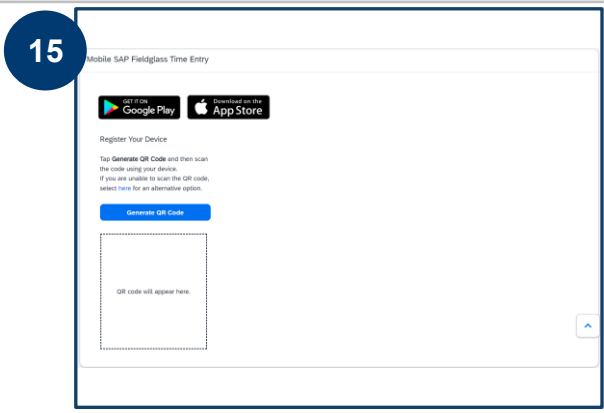


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15 Within **My Profile**

You can see instructions for downloading and registering for the **Mobile SAP Fieldglass app**

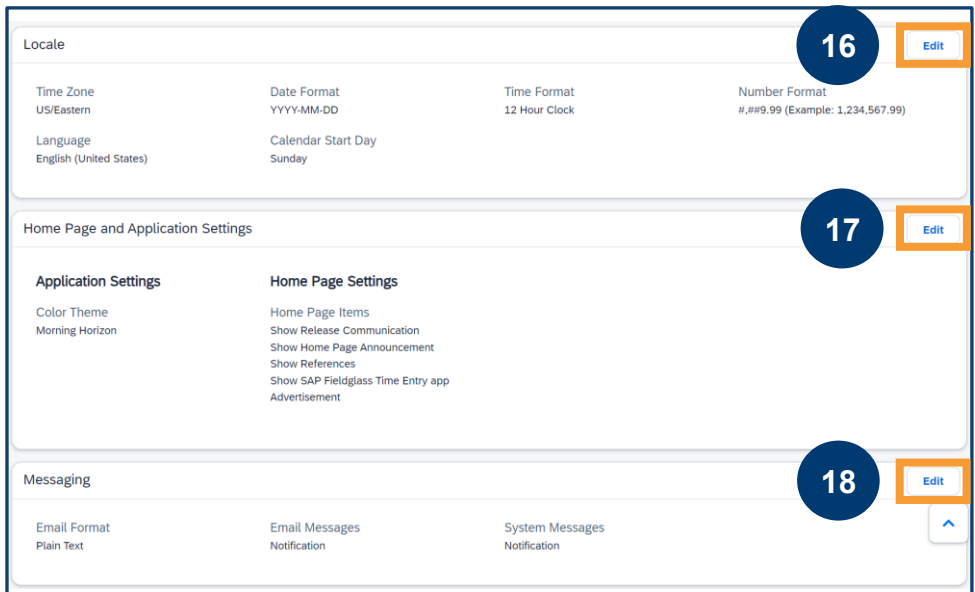


16 Within **My Preferences**

You can click **Edit** within Locale to change your basic preferences such as Time Zone, Date Format, etc.

17 You can click **Edit** within Home Page and Application Settings to change related settings

18 You can click **Edit** within Messaging to change Messaging settings



19 Click **Release Communication** to view any communications related to release information

20 Click **Product Documentation** to view documentation on SAP Fieldglass

21 Click **Reference Library** to view the Reference Library

22 Click **Contact Us** to get in contact with SAP Fieldglass professionals

23 Click **About...** to view brief information about SAP Fieldglass

