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SAP Certified - Implementation Consultant - SAP S/4HANA Cloud Public Edition (C_S4CPB_2602) Sample Questions (Q19-Q24):

NEW QUESTION # 19

SIMULATION

Create a Custom Launchpad Space and Page

Business Scenario

You are building a custom business role that will be assigned to all employees in the organization. The business role and its corresponding Launchpad Space and Page need to include the apps that have been granted through the business catalogs assigned to the business role to ensure employees have an easy time finding the relevant applications.

Note: In the task below, always replace ##### with the last 6 digits of your group number.

Note:

Make sure to use the EXACT names/values/spaces as they are listed in the task.

Even forgetting a space or a number will cause the validation of the task to fail and be marked as incorrect.

Task

Create a new business role (not from a template) with the information below.

Parameter	Value
Business Role ID	Z_EMPLOYEES_ALL_#####
Business Role Description	All Employee Role #####
Access Categories	Unrestricted for all categories

Answer:

Explanation:

See Explanation below for all solution

Explanation:

Task 8: Create a New Business Role (Not from a Template)

Objective

The purpose of this task is to create a new custom business role for all employees in the organization. This role is intended to become the base role that will later be connected to the required business catalogs, launchpad space, and page so that employees can easily access the relevant apps.

This task explicitly says:

create a new business role

not from a template

use the exact values provided in the task

Business Scenario Explanation

You are building a role for all employees in the organization.

Unlike the earlier project-manager role, this one is not derived from a standard SAP template.

The purpose of this role is to provide a shared employee-level launchpad structure.

Later, the role will be used to:

assign business catalogs,

create a launchpad space,

create a launchpad page,

place apps on the page for employee self-service access.

In this step, the focus is only on creating the new business role with the correct identification and access category settings.

Important Notes

Always replace ##### with the last 6 digits of your group number.

Use the values exactly as shown.

Do not create this role from a template.

The access categories must be set exactly as required:

Unrestricted for all categories

Save the role at the end.

Required Values

Use the following values exactly as shown in the task screenshot

Parameter	Value
Business Role ID	Z_EMPLOYEES_ALL_#####
Business Role Description	All Employee Role #####
Access Categories	Unrestricted for all categories

Step 1: Open the app "Maintain Business Roles"

From the SAP S/4HANA Cloud launchpad:

Log in to SAP S/4HANA Cloud.

Use the app search.

Search for:

Maintain Business Roles

Open the app.

Explanation:

This app is used to create, maintain, copy, derive, and restrict business roles.

Since this task requires creating a brand new custom role, this is the correct place to start.

Step 2: Start creating a new business role

Inside Maintain Business Roles:

Click New

Explanation:

This task explicitly says to create a role not from a template.

So you must use New, not:

Create From Template

Create Derived Business Role

Copy

Using New creates a completely customer-defined business role.

Step 3: Enter the business role ID

In the new business role creation screen:

In Business Role ID, enter:

Z_EMPLOYEES_ALL_#####

Example

For suffix 000013:

Z_EMPLOYEES_ALL_000013

Explanation:

This is the technical identifier of the new business role.

It must match the task exactly for validation to succeed.

Step 4: Enter the business role description

In Business Role Description, enter:

All Employee Role #####

Example

For suffix 000013:

All Employee Role 000013

Explanation:

This is the readable description shown in SAP and should exactly match the exercise requirement.

Step 5: Set access categories

In the Access Categories section, set all categories to:

Write, Value Help = Unrestricted

Read, Value Help = Unrestricted

Value Help = Unrestricted

Explanation:

The task explicitly says:

Access Categories: Unrestricted for all categories

So all three category dropdowns must be left or set to Unrestricted.

This means:

the role is not restricted by country, company code, or other field-level limitation in this step, this role is intended to be broadly reusable for all employees.

Step 6: Review the role before saving

Before saving, verify:

Business Role ID is correct

Business Role Description is correct
all 3 access category values are Unrestricted

Explanation:

This avoids common mistakes such as:

wrong suffix,
extra spaces,
restricted instead of unrestricted values,
creating from template accidentally.

Step 7: Save the role

Click:

Save

Explanation:

This finalizes the new business role.

Without saving, the role remains only in draft and is not actually created.

Step 8: Verify the role after save

After saving, confirm that the role is displayed with:

Business Role ID = Z_EMPLOYEES_ALL_#####

Business Role Description = All Employee Role #####

Write Access / Read Access / Value Help Access = Unrestricted

Explanation:

This is the confirmation that the role was created successfully and matches the task requirement.

Expected Result

After the task is completed successfully:

a new custom business role exists,
it was created not from a template,
the role ID and description match the required values,
all access categories are Unrestricted,
the role is saved and available for the next steps.

NEW QUESTION # 20

SIMULATION

Business Scenario You are working on an implementation project and need to create a test user in the system for demonstrating the professional services business processes to project managers during your upcoming Fit-to-Standard workshop. Follow the instructions below to create a new test user with a basic import of worker and work agreement data.

Note: In the task below, always replace ##### with the last 6 digits of your group number.

Note:

Make sure to use the EXACT names/values/spaces as they are listed in the task.

Even forgetting a space or a number will cause the validation of the task to fail and be marked as incorrect.

Task:

Create a new business user with the following information by importing the new user's data:

Field	Value
Worker ID	1#####
User Name	PM#####
Worker Type	BUPO03
First Name	Project
Last Name	Manager #####
Email	PM#####@dummy.sap.com
Language	EN
Company Code	1010
Cost Center	10101501
Field	Value
Start Date	Today's Date (YYYYMMDD)
End Date	December 31, 9999 (YYYYMMDD)

Import Name: Project Manager Test User #####

Answer:

Explanation:

See Explanation below for all solution

Explanation:

Objective

The purpose of this task is to create a test user in SAP S/4HANA Cloud for demonstrating professional services business processes to project managers during a Fit-to-Standard workshop.

This task is completed by importing:

worker data

work agreement data

The import must use the exact values provided in the task.

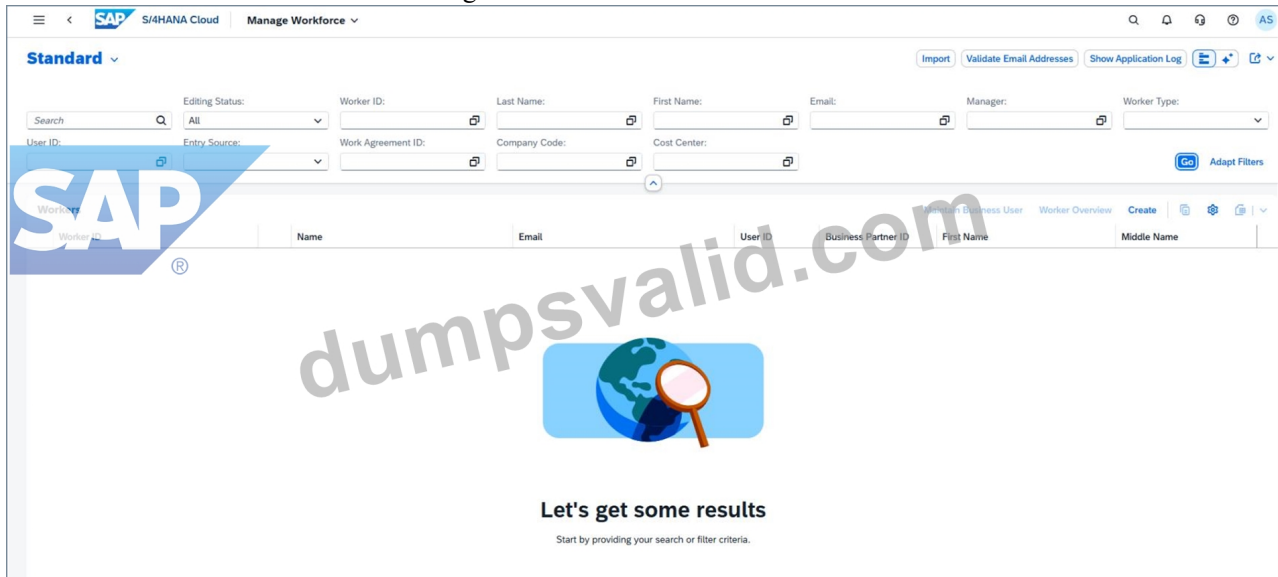
Business Scenario Explanation

In this scenario, you need a test user that represents a Project Manager.

This user is needed so that project-management-related professional services processes can later be demonstrated in the system.

Instead of creating every record manually, SAP asks you to use the import process.

This is faster and also ensures the worker and agreement data are loaded in the correct structure.



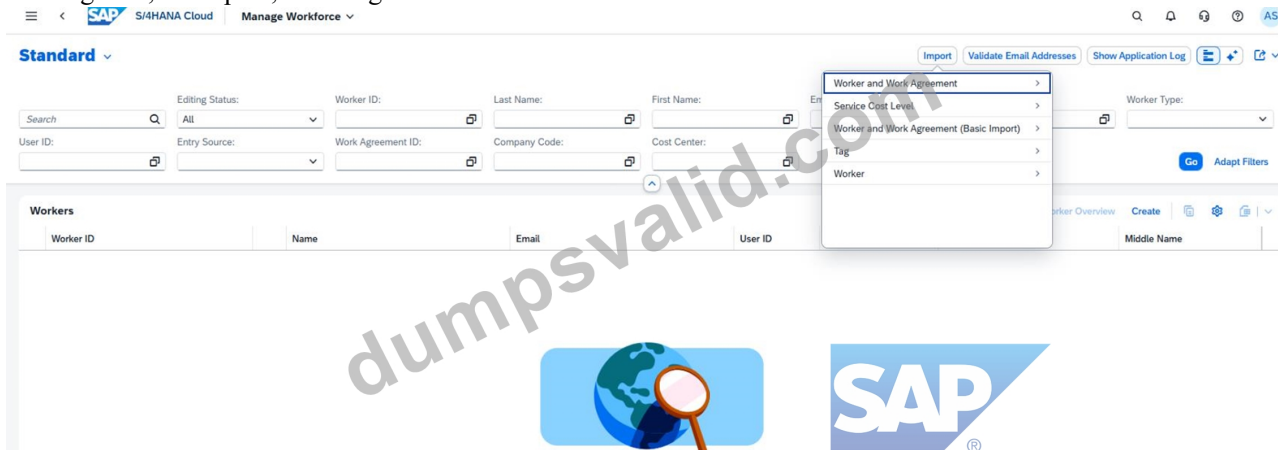
Important Notes

Always replace ##### with the last 6 digits of your group number.

Use the values exactly as provided.

Do not change spaces, punctuation, or capitalization unless the task explicitly tells you to.

A wrong value, extra space, or missing number can cause task validation failure.



If your suffix is 000013, then the values become:

Worker ID = 1000013

User Name = PM000013

First Name = Project

Last Name = Manager 000013

Email = PM000013@dumny.sap.com

Step 1: Open the app used for importing users/workers

From the SAP S/4HANA Cloud launchpad:

Log in to the system.

Open the relevant import app used in your simulation for importing worker and work agreement data.

Start creation of a new import.

Explanation:

This task is not done by manual user creation only.

The scenario specifically says to create the new business user by importing the new user's data.

The import will load the basic worker and work agreement records that are required before the business user is fully usable.

Step 2: Enter the import name

When creating the import:

In the field Import Name, enter:

Project Manager Test User #####

Replace ##### with your own 6-digit group suffix.

Example

For suffix 000013, enter:

Project Manager Test User 000013

Explanation:

The import name identifies your import package and should be entered exactly as required by the task.

Step 3: Prepare the worker data

In the worker import structure, enter these values:

Worker ID = 1#####

User Name = PM#####

Worker Type = BUP003

First Name = Project

Last Name = Manager #####

Email = PM#####@dummy.sap.com

Language = EN

Company Code = 1010

Cost Center = 10101501

Example for 000013

Worker ID = 1000013

User Name = PM000013

Last Name = Manager 000013

Email = PM000013@dummy.sap.com

Explanation:

These values define the person as a project manager test worker and connect the worker to:

the company code,

the cost center,

the default language,

and the worker type required by the scenario.

Step 4: Prepare the work agreement data

In the work agreement import structure, enter:

Start Date = today's date in YYYYMMDD format

End Date = 99991231

Example

If today's date is March 30, 2026:

Start Date = 20260330

End Date = 99991231

Explanation:

The end date 99991231 is used to indicate an open-ended validity.

This is common in SAP for a record that should remain valid indefinitely.

Step 5: Upload or enter the import data

Depending on the app behavior in your exercise:

Upload the prepared import file or

Enter the values into the import structure manually if the system provides inline entry.

Explanation:

The business scenario says the business user must be created by importing worker and work agreement data.

This means the relevant master data must be loaded into the system first before the user is fully available.

Step 6: Start the import

After all values are entered:

Validate the data if the system provides a validation option.

Start the import.

Explanation:

Validation checks whether:

required fields are filled,
date formats are correct,
codes like BUP003, 1010, and 10101501 are valid,
and the import structure is complete.

Step 7: Wait for the import to complete

Monitor the import process.

Wait until the import shows success or completed status.

Explanation:

Only after the import is complete will the worker and work agreement records exist in the system and be usable for further user setup and role assignment.

Step 8: Verify the imported worker/business user

After the import finishes:

Open the relevant business user / worker maintenance app.

Search using:

Worker ID

or User Name

Confirm that the imported user exists.

Explanation:

This step ensures the imported data was actually created and is available for later process demonstrations.

Expected Result

After the import is completed successfully:

a new test worker/user exists in the system,

the worker has the required professional-services identity,

the work agreement is valid,

the user can be used in later project manager demonstrations.

Import Worker and Work Agreement Data (Basic Import)

Delimiter

Comma (,) Semicolon (;)

Worker and Work Agreement Data *

Browse...

Import Name *



See more details in the [Application Log](#)



Download Templates

Import

Close

NEW QUESTION # 21

SIMULATION

Business Scenario You are working on an implementation project and need to create a test user in the system for demonstrating the professional services business processes to project managers during your upcoming Fit-to-Standard workshop. Follow the instructions below to create a new test user with a basic import of worker and work agreement data.

Note: In the task below, always replace ##### with the last 6 digits of your group number.

Note:

Make sure to use the EXACT names/values/spaces as they are listed in the task.

Even forgetting a space or a number will cause the validation of the task to fail and be marked as incorrect.

Task:

Assign the Project Manager - Professional Services (BR_PROJECT_MANAGER_PROF) business role to the new user and save.

Answer:

Explanation:

See Explanation below for all solution

Explanation:

Objective

The purpose of this task is to assign the Project Manager - Professional Services business role to the newly created test user so that the user can perform the professional-services processes required during the Fit-to-Standard workshop.

The required business role is:

Business Role ID: BR_PROJECT_MANAGER_PROF

Business Role Description: Project Manager - Professional Services

Business Scenario Explanation

In the previous task, a new test user was created for demonstrating professional services processes.

That new user now needs the correct project-manager authorization.

Without this business role, the test user will not have access to the project-manager apps, pages, and processes needed for the workshop demonstration.

This task connects the newly created user to the standard professional-services project manager role.

Important Notes

Always replace ##### with the last 6 digits of your group number.

Use the exact values as required.

The business role ID must be:

BR_PROJECT_MANAGER_PROF

Do not use a similar role or partial match.

Save at the end, otherwise the assignment remains incomplete.

Detailed Step-by-Step Procedure

Step 1: Open the app "Maintain Business Users"

From the SAP S/4HANA Cloud launchpad:

Log in to the system.

Use the app search.

Search for:

Maintain Business Users

Open the app.

Explanation:

This app is used to maintain business users and assign business roles.

Since the new user was created in the previous task, this is the correct app to assign the new role.

Step 2: Search for the newly created Project Manager test user

In Maintain Business Users:

In the filter/search area, enter the user name of the new test user.

The required user name format is:

PM#####

SAP S/4HANA Cloud Maintain Business Users

Standard

Editing Status: All (Not Selected) Locked: (Not Selected) User Name: User ID: First Name: Last Name: Global

Valid From: Valid To: Logged On: (Not Selected) Business User Group: Price Category: Business Partner (Person ID):

Business Users (8,216)

Locked	User Name	User ID	First Name	Last Name	Global User ID	Valid From	Valid To	Business Partner (Pe
<input type="checkbox"/>		CB9980003131	Ursula	Becker		22.03.2026	22.03.2027	9980003131
<input type="checkbox"/>		CB9980016526	Project	Manager 000302		20.03.2026	20.03.2027	9980016526
<input type="checkbox"/>		CB9980016603	Project	Manager 000267		23.03.2026	23.03.2027	9980016603
<input type="checkbox"/>		CB9980016659	Project	Manager 000403		25.03.2026	25.03.2027	9980016659
<input type="checkbox"/>		CB9980016749	Project	Manager 390		27.03.2026	27.03.2027	9980016749
<input type="checkbox"/>	A000000	CB9980008660	A000000	SAP_Learning		01.01.1901	31.12.9999	9980008660
<input type="checkbox"/>	A000002	CB9980000122	A000002	SAP_Learning		19.10.2020	31.12.9999	9980000122
<input type="checkbox"/>	A000003	CB9980000129	A000003	SAP_Learning		19.10.2020	31.12.9999	9980000129
<input type="checkbox"/>	A000004	CB9980000143	A000004	SAP_Learning		19.10.2020	31.12.9999	9980000143
<input type="checkbox"/>	A000005	CB9980000132	A000005	SAP_Learning		19.10.2020	31.12.9999	9980000132
<input type="checkbox"/>	A000006	CB9980000130	A000006	SAP_Learning		19.10.2020	31.12.9999	9980000130
<input type="checkbox"/>	A000007	CB9980000133	A000007	SAP_Learning		19.10.2020	31.12.9999	9980000133
<input type="checkbox"/>	A000008	CB9980000137	A000008	SAP_Learning		19.10.2020	31.12.9999	9980000137
<input type="checkbox"/>	A000009	CB9980000140	A000009	SAP_Learning		19.10.2020	31.12.9999	9980000140
<input type="checkbox"/>	A000010	CB9980000139	A000010	SAP_Learning		19.10.2020	31.12.9999	9980000139
<input type="checkbox"/>	A000011	CB9980000125	A000011	SAP_Learning		19.10.2020	31.12.9999	9980000125

Example

If your group number suffix is 0000457, then search for:

PM0000457

Click Go.

Explanation:

You must open the newly created project manager test user, not your own user.

The role assignment in this task belongs to the imported test user created in Task 4.

Standard

Editing Status: All (Not Selected) Locked: (Not Selected) User Name: PM0000457 User ID: First Name: Last Name: Global User ID:

Valid From: Valid To: Logged On: (Not Selected) Business User Group: Price Category: Business Partner (Person ID):

Business Users (1)

Locked	User Name	User ID	First Name	Last Name	Global User ID	Valid From	Valid To	Logged On	Business Partner (Pe...
<input type="checkbox"/>	PM0000457	CB9980016818	Project	Manager 000457		29.03.2026	31.12.9999		9980016818

Step 3: Open the new business user record

From the search results:

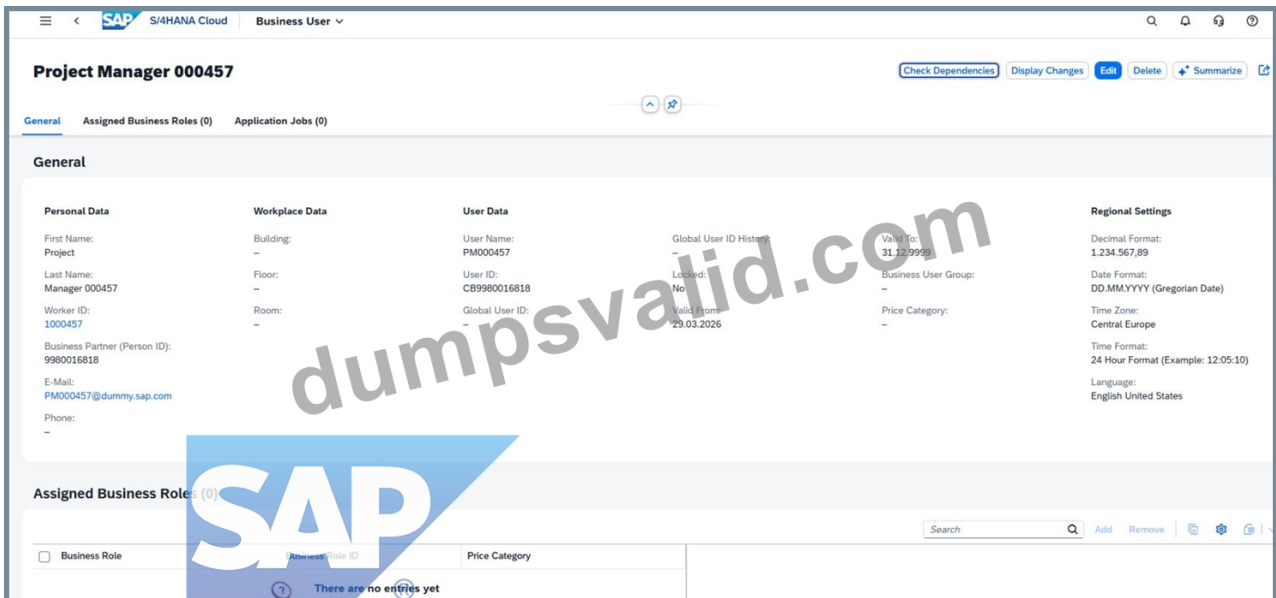
Click the user entry with:

User Name = PM#####

Open the detail page.

Explanation:

This opens the worker/business user record where the Project Manager role will be assigned.



Step 4: Verify that you are on the correct user

Before editing, confirm the business user details are correct.

Typical expected values are:

User Name = PM#####

First Name = Project

Last Name = Manager #####

E-Mail = PM#####@dummy.sap.com

Explanation:

This check is important because assigning the role to the wrong user would cause the simulation validation to fail.

Step 5: Switch to Edit mode

On the business user detail page:

Click Edit

Explanation:

Edit mode is required so the role list can be changed.

Step 6: Open the "Assigned Business Roles" tab

Inside the business user record:

Click the tab:

Assigned Business Roles

Explanation:

This tab shows all roles currently assigned to the new test user and is the correct place to add the project manager role.

Step 7: Click Add

In the Assigned Business Roles section:

Click Add

The system opens the popup:

Add Business Roles

Explanation:

This popup is used to search and add standard SAP-delivered business roles to the user.

Step 8: Search for the Project Manager role

In the Add Business Roles popup:

In the filter field for business role ID, enter:

BR_PROJECT_MANAGER_PROF

Click Go

Select:

Project Manager - Professional Services

Business Role ID: BR_PROJECT_MANAGER_PROF

Explanation:

This is the exact standard business role required by the task.

It provides the professional-services project manager access for the test user.

Add Business Roles

Business Role ID: Business Role: Price Category:

Search Adapt Filters

Business Roles (773)

<input type="checkbox"/> Business Role	Business Role ID
<input type="checkbox"/> Asset Accountant	BR_AA_ACCOUNTANT
<input type="checkbox"/> Administrator - Accounts Payable and Receivable (FI-CA)	BR_ADMIN_APR_FICA
<input type="checkbox"/> Administrator - Test Automation	BR_ADMIN_TEST_AUTOMATION
<input type="checkbox"/> Administrator	BR_ADMINISTRATOR
<input type="checkbox"/> Administrator - Group Reporting	BR_ADMINISTRATOR_GRP
<input type="checkbox"/> Administrator - HR Info	BR_ADMINISTRATOR_HRINFO

Add Business Roles

Business Role ID: Business Role: Price Category:

Search Adapt Filters (1)

Business Roles (1)

<input checked="" type="checkbox"/> Business Role	Business Role ID
<input checked="" type="checkbox"/> Project Manager - Professional Services	BR_PROJECT_MANAGER_PROF

Step 9: Add the role

After selecting the role:

Click OK or Apply

Explanation:

At this point, the role is added to the user in draft mode, but the change is not yet final until saved.

Step 10: Save the business user

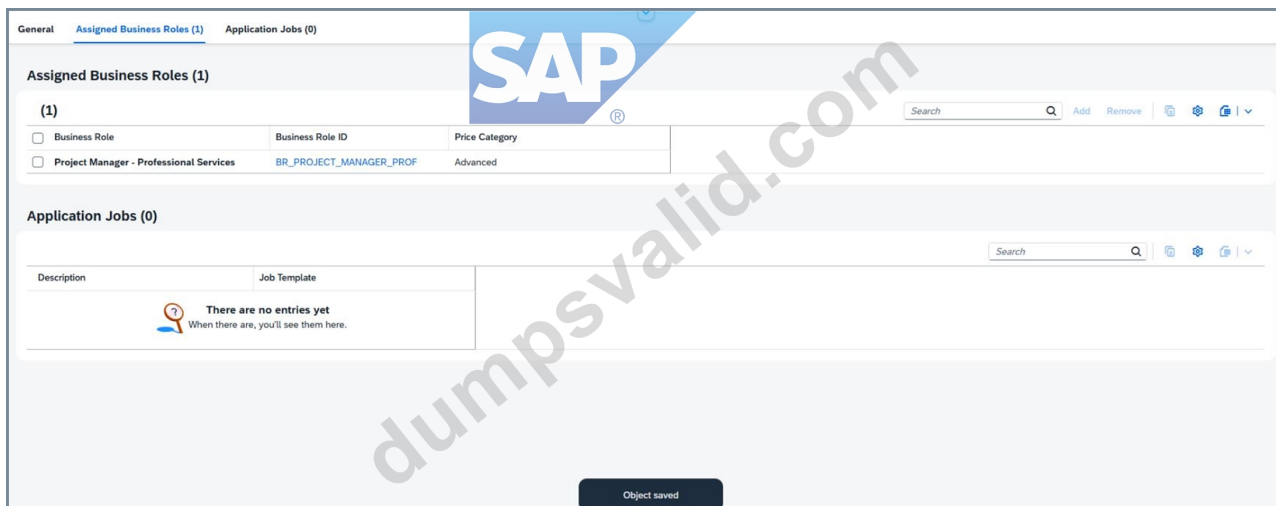
Back on the user detail page:

Click Save

Explanation:

This is the final required step.

If you do not save, the role assignment will not be stored and the task will not be completed successfully.



Step 11: Verify the assignment

After saving, confirm that the user now has the role:

Project Manager - Professional Services

BR_PROJECT_MANAGER_PROF

Explanation:

This confirms that the new test user is now properly prepared for later professional-services process demonstrations.

Expected Result

After the task is completed:

the new test user PM##### exists,

the role BR_PROJECT_MANAGER_PROF is assigned,

the user is saved successfully,

the user can later be used as a professional-services project manager in the workshop scenario.

NEW QUESTION # 22

SIMULATION

Business Scenario

You are working on an implementation project and need to assign yourself the Administrator business role to complete your job tasks. Follow the instructions below to assign the Administrator business role to your user.

Prerequisites Note:

In the task below, always replace ##### with the last 6 digits of your group number.

Your Task 1.

Assign the Administrator (BR_ADMINISTRATOR) business role to your user and save.

Answer:

Explanation:

See Explanation below for all solution

Explanation:

Task 1: Assign the Administrator Business Role to Your User

Objective

The purpose of this task is to assign the standard SAP business role Administrator to your own business user so you can perform the required configuration and administration activities in SAP S/4HANA Cloud.

The required business role is:

Business Role ID: BR_ADMINISTRATOR

Business Role Description: Administrator

For your exercise, you must always replace ##### with the last 6 digits of your group number. In your case, this was done with your own group suffix during execution.

Administrator
BR_ADMINISTRATOR

Write Access: Unrestricted
Read Access: Unrestricted
Value Help Access: Unrestricted

Draft Last Changed By: A000013 SAP_Learning
Draft Last Changed On: 30.03.2026, 19:24:28

Editing Status: Draft

General Role Details | Business Catalogs (68) | IAM Apps (123) | Launchpad Spaces (5) | Business Users (112)

General Data

Business Role ID: BR_ADMINISTRATOR
Business Role Description: Administrator
Business Role Long Text:
Business Role Group:

Access Categories

Write, Read, Value Help: Unrestricted
Read, Value Help: Unrestricted
Value Help: Unrestricted

Price Category: Advanced
Business Role Template ID: SAP_BR_ADMINISTRATOR
Leading Business Role ID: -
Leading Business Role:

Why this task is required

In SAP S/4HANA Cloud, access to apps and functions is controlled through business roles.

Without the Administrator role, your user may not be able to:

- open administration apps,
- maintain configuration-related master data,
- assign other roles,
- proceed with later project tasks.

So this task is the first access-enablement step.

Detailed Step-by-Step Procedure

Step 1: Open the app "Maintain Business Users"

From the SAP S/4HANA Cloud launchpad:

Log in to the system.

Use the search bar or app finder.

Search for:

Maintain Business Users

Open the app.

This app is used to maintain business users and assign or remove business roles.

Step 2: Search for your own user

Inside Maintain Business Users:

In the search/filter area, locate the field for User Name or search criteria.

Enter your own user ID.

Click Go.

For example, in your exercise you used your own SAP Learning user.

You must open your own business user because the Administrator role needs to be assigned to your personal user record.

Step 3: Open your user record

After the search results appear:

Click your user entry in the list.

Open the user details screen.

This takes you to the detailed maintenance page where business roles can be reviewed and assigned.

Step 4: Switch to Edit mode

In the business user detail screen:

Click Edit.

Without entering edit mode, the role assignment list is display-only and cannot be changed.

Step 5: Go to Assigned Business Roles

Inside your business user:

Open the tab:

Assigned Business Roles

Review the currently assigned roles.

This tab shows all business roles already assigned to your user and is the correct place to add new ones.

Step 6: Click Add

In the Assigned Business Roles section:

Click Add.

This opens the dialog:

Add Business Roles

The Add dialog is used to search and select standard SAP-delivered business roles.

Step 7: Search for the Administrator role

In the Add Business Roles popup:

In the field Business Role ID, enter:

BR_ADMINISTRATOR

Click Go.

Select the role:

Administrator

Business Role ID: BR_ADMINISTRATOR

This is the standard Administrator role required by the task.

You must select the exact standard role, not a custom role.

Step 8: Add the role

After selecting BR_ADMINISTRATOR:

Click OK or Apply, depending on the popup behavior.

Confirm that the role is added to the list of assigned business roles.

At this point the role is added to your draft changes, but not yet finally saved.

Step 9: Save the user

Back in the business user detail screen:

Click Save.

This is the final and mandatory step.

If you do not save, the Administrator role remains only in draft and is not actually assigned.

Step 10: Verify the assignment

After saving:

Check the Assigned Business Roles list.

Confirm that the Administrator role appears in the list:

BR_ADMINISTRATOR

Expected Result:

Your user now has the Administrator business role assigned successfully.

What to verify after completion

You should verify the following:

Your user record is saved successfully.

The role Administrator is visible in the assigned roles list.

No draft remains unsaved.

Later administration apps are available to your user.

The screenshot shows the SAP S/4HANA Cloud 'Maintain Business Roles' interface. The page title is 'Administrator' with the role ID 'BR_ADMINISTRATOR'. It includes navigation links for 'Manage Changes After Upgrade', 'Maintain Restrictions', and 'Display Changes'. The 'General Role Details' section shows 'Business Role ID' as 'BR_ADMINISTRATOR', 'Business Role Description' as 'Administrator', and 'Business Role Long Text' as an empty field. The 'Access Categories' section shows 'Write, Read, Value Help' as 'Unrestricted', 'Read, Value Help' as 'Unrestricted', and 'Value Help' as 'Unrestricted'. The 'Price Category' is 'Advanced', 'Business Role Template ID' is 'SAP_BR_ADMINISTRATOR', 'Leading Business Role ID' is '-', and 'Leading Business Role' is an unchecked checkbox. A large 'dumpsvalid.com' watermark is overlaid on the page.

NEW QUESTION # 23

SIMULATION

Create a Business User and Assign a Business Role

Business Scenario

You are working on an implementation project and need to create a test user in the system for demonstrating the professional services business processes to project managers during your upcoming Fit-to-Standard workshop. Follow the instructions below to create a new test user with a basic import of worker and work agreement data.

Note: In the task below, always replace ##### with the last 6 digits of your group number.

Note:

Make sure to use the EXACT names/values/spaces as they are listed in the task.

Even forgetting a space or a number will cause the validation of the task to fail and be marked as incorrect.

Task:

Assign the HR Administrator (BR_ADMINISTRATOR_HRINFO) business role to your user.

Answer:

Explanation:

See Explanation below for all solution

Explanation:

Task 3: Assign the HR Administrator Business Role to Your User

Objective

The purpose of this task is to assign the HR Administrator business role to your own business user so you can continue the worker, work agreement, and business user setup activities required for the professional services scenario.

The required business role is:

Business Role ID: BR_ADMINISTRATOR_HRINFO

Business Role Description: Administrator - HR Info

Task 3: Assign the HR Administrator Business Role to Your User

Objective

The purpose of this task is to assign the HR Administrator business role to your own business user so you can continue the worker, work agreement, and business user setup activities required for the professional services scenario.

The required business role is:

Business Role ID: BR_ADMINISTRATOR_HRINFO

Business Role Description: Administrator - HR Info

Step 1: Open the app "Maintain Business Users"

From the SAP S/4HANA Cloud launchpad:

Log in to SAP S/4HANA Cloud.

Use the app search or launchpad search.

Search for:

Maintain Business Users

Open the app.

Explanation:

This app is used to maintain user master data and assign business roles.

All business role assignments for your own user are done here.

Step 2: Search for your own user

In Maintain Business Users:

In the filter/search area, enter your own user name or user ID.

Click Go.

Explanation:

You need to open your own user because the HR Administrator role must be assigned to your own account before continuing the simulation.

Step 3: Open your user record

After the search results appear:

Click your own user in the result list.

Open the detail page.

Explanation:

This opens the business user detail screen where all assigned roles can be reviewed and maintained.

Step 4: Switch to Edit mode

On the user detail page:

Click Edit.

Explanation:

Edit mode is required before you can add or remove business roles.

Without edit mode, the Assigned Business Roles tab is display-only.

The screenshot shows the 'General' tab of a SAP user record for user A000457. The user's name is SAP_Learning, and their email is learner+A000457@education.cloud.sap. The 'Assigned Business Roles (2)' section is visible, listing two roles: Administrator (BR_ADMINISTRATOR) and S4C Generic Role (Z_S4C_GENERIC_ROLE), both with an 'Advanced' price category. A large 'SAP' watermark is overlaid on the image.

Step 5: Open the "Assigned Business Roles" tab

Inside your user record:

Click the tab:

Assigned Business Roles

Explanation:

This tab lists all current roles assigned to your user and is the correct place to add BR_ADMINISTRATOR_HRINFO.

The screenshot shows the 'Assigned Business Roles (2)' tab selected. The table lists the same two roles as in the previous screenshot. Below this, the 'Application Jobs (0)' section is empty, displaying a message: 'There are no entries yet. When there are, you'll see them here.' A large 'SAP' watermark is overlaid on the image.

Step 6: Click "Add"

In the Assigned Business Roles section:

Click Add

This opens the dialog:

Add Business Roles

Explanation:

This popup allows you to search for standard SAP business roles by ID or description.

Step 7: Search for the HR Administrator role

In the Add Business Roles popup:

In Business Role ID, enter:

BR_ADMINISTRATOR_HRINFO

Click Go

Select the role:

Administrator - HR Info

Business Role ID: BR_ADMINISTRATOR_HRINFO

Explanation:

This is the exact role required by the task.

It gives you the workforce / HR information administration permissions needed for the later simulation steps.

Step 8: Add the role to the user

After selecting the role:

Click OK or Apply

The role should now appear in your assigned roles list.

Explanation:

At this stage, the role is added to the user in draft mode, but it is not yet permanently stored until you save.

The screenshot shows the SAP Business User configuration interface. The top navigation bar includes 'General', 'Assigned Business Roles (2)', and 'Application Jobs (0)'. The 'General' section contains various user attributes: First Name (A000457), Last Name (SAP_Learning), Worker ID (A00457), Business Partner (Person ID) (9980001019), E-Mail (learner+A000457@education.cloud.sap), and Phone. It also includes fields for Building, Floor, Room, User Name (A000457), User ID (CB9980001019), Global User ID, Global User ID History, Locked status, Valid To (31.12.9999), Valid From (19.10.2020), Business User Group, Price Category (Advanced), Decimal Format (1,234,567.89), Date Format (DD.MM.YYYY), Time Zone (Central Europe), Time Format (24 Hour Format), and Language (English United States). Below this is the 'Assigned Business Roles (2)' section, which displays a table with 3 roles:

Business Role	Business Role ID	Price Category
<input type="checkbox"/> Administrator	BR_ADMINISTRATOR	Advanced
<input type="checkbox"/> Administrator - HR Info	BR_ADMINISTRATOR_HRINFO	Advanced
<input type="checkbox"/> S4C Generic Role	Z_S4C_GENERIC_ROLE	Advanced

Step 9: Save the business user

Back on the business user detail page:

Click Save

Explanation:

Saving is mandatory.

If you do not save, the role assignment remains incomplete and later tasks may fail because your user will not actually have the HR Administrator authorization.

Step 10: Verify the role assignment

After saving, verify that the role appears in the assigned roles list:

BR_ADMINISTRATOR_HRINFO

Administrator - HR Info

Explanation:

This is your proof that the task is complete.

You should see the HR role together with your other assigned roles.

Expected Result

After completing this task successfully:

your user has the HR Administrator role assigned,

the role appears in Assigned Business Roles,

the user is saved successfully,

later worker/business-user creation steps can be performed.

Why this role matters

The role BR_ADMINISTRATOR_HRINFO is required because the scenario involves:

worker information,

work agreement information,

user creation for workshop demonstration,

HR-related administration steps.

In SAP S/4HANA Cloud, access is always role-based, so assigning this role is an authorization prerequisite for later tasks.

NEW QUESTION # 24

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