Name……………………………………………………………………..

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|  | Exercise questions |  |
| **Questions ZN 1:**   1. What is your SAP User account? [0.5] 2. What is your 3-digit number (###)? [0.5] | |  |
| **Questions ZN 2:**   1. How many app groups are there? List them. [5] 2. How many apps are in the groups ‘Controlling’ and ‘Project Management’? [1]    1. Go to your Launchpad’s Home Page Display settings and make sure you have changed it to ***Show one group at a time***. Take a screenshot of the Settings screen and paste it on your answer sheet. Make sure your screenshot also displays your user account at the top left corner. **Save** the settings. [0.5]    2. Can you comment on the potential benefit of showing one group at a time instead of showing all groups? [1] | |  |
| **Question ZN 3A:**   1. List the 5 sales document types you can add to your user as mentioned in the order type field explanation [2.5] 2. List the code and name for the Sales Org in Zambia. [1] 3. What is the name and code of the two distribution channels assigned to ZM00? [2]   **Question ZN 3B:**   1. How many vendors have been assigned to your SAP number? [1] 2. What is the name of the vendor assigned to your SAP number in Ndola, Zambia? [1] 3. How many vendors assigned to your SAP number have a Name ending in “s”? (Use a wildcard in your search) [1] | |  |
| **Question ZN 4A:**   1. Screenshot of the Materials Management group, Sales and Distribution group and Warehouse Management group screen and paste it on your answer sheet. [3] 2. What would be the best way to remove all the apps added as well as add the back all the removed apps? [2] | |  |
| **Question ZN 5:**   1. What other default values are currently specified for your user account? [1] 2. The default values seem to all be falling under one of the four data types. Name the data type. [1] 3. How are these default values helpful? [2] | |  |