

Global Bike Lecturer Apps Guide

The purpose of this document is to explain the use of the apps for lectures.

Product

SAP S/4HANA 2022
Global Bike

Fiori 3.0

Level

Lectures

Focus

All Case Studies

Authors

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Version

4.2

Last Change

August 2023

MOTIVATION

The aim of the document is to explain the individual apps in the master group in the Fiori Launchpad for lecturers.

The Global Bike Master Group should enable the lecturer to manage his main tasks centrally within an overview. These include, on the one hand, the download of teaching materials, user administration and the possibility to open support tickets.

We kindly ask you to send any feedback and possible bug descriptions around the Global Bike Group to gbi@ucc.ovgu.de.

Notes

This tool is only available for the model company Global Bike, which was developed exclusively for SAP UA Curricula.





Table of contents

User Maintenance – Single User.....	3
User Maintenance – Mass User	9
User Maintenance – Mass Maintenance ZUSR	11
Customize Users to a specific Localization e.g. German	15
Use of the Global Bike Monitor.....	16
Globale Bike Version.....	20
Preliminary Work for Case Studies	21
Global Bike Go (BETA) - Admin.....	23

User Maintenance – Single User

Note: Users are required to complete the case study. These users have already been created and must be unlocked by the lecturer for editing the exercises and case studies. These should end with a three-digit numeric string (e.g., LEARN-001, LEARN-002, etc.). This number is symbolized in the case study by ### and serves as a distinguishing feature of vendor master data, debtor master data etc.

User Maintenance – Single User

User Maintenance
Single User



You will be redirected to the following page.

< **SAP** User Maintenance: Initial Screen

Technical User

User:

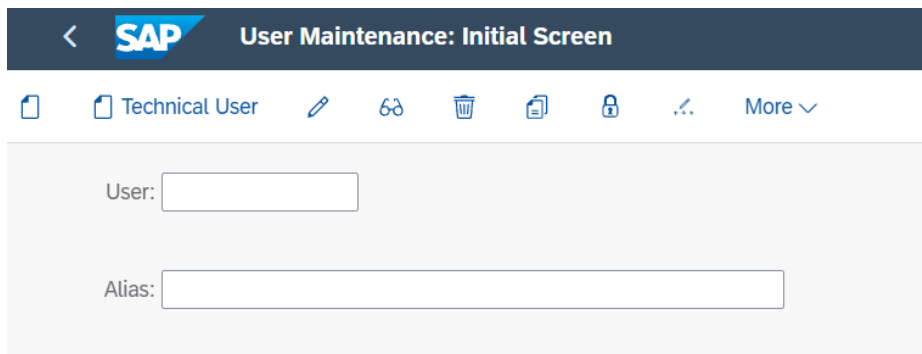
Alias:

The users **LEARN-000** to **LEARN-999** have already been created in your client. These users just need to be unlocked. The initial password for each LEARN-### account is **tlestart**.


All LEARN-### accounts were assigned the role **Z_UCC_GBI_SCC** and thus authorizations for all application-related transactions in the SAP S / 4HANA system. The role includes all necessary transactions to handle the Global Bike exercises and case studies. In addition, all roles relevant for Fiori were assigned to the users.

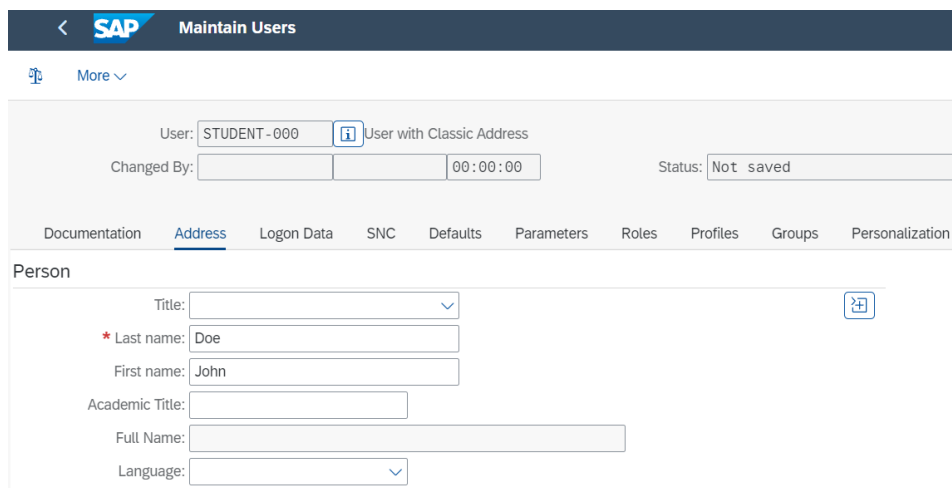
Note: for the MM case study or for creating a RFQ, the user must be integrated into the company's personnel structure. This has already been prepared for the 1,000 LEARN users. Please use these users to create a RFQ.

Create User



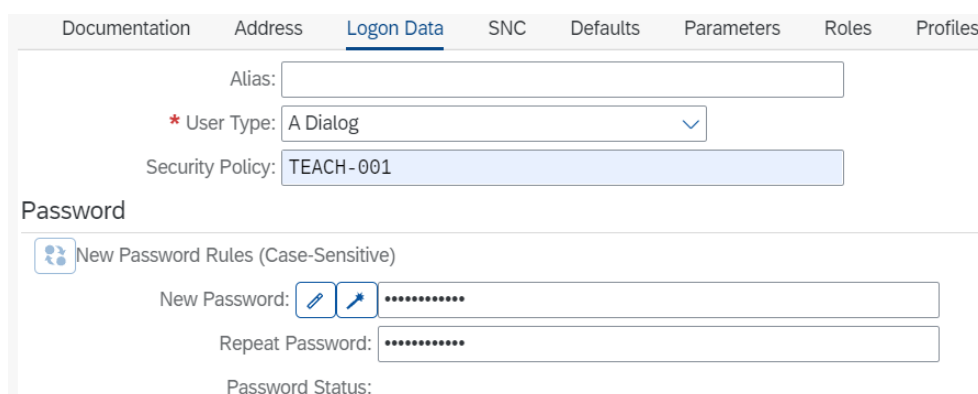
The screenshot shows the 'User Maintenance: Initial Screen' in SAP. At the top, there's a navigation bar with the SAP logo and a back arrow. Below it, a toolbar contains icons for creating, editing, deleting, and other actions. The main area has two input fields: 'User:' and 'Alias:'. The 'User' field is currently empty.

Enter the desired name for the new user and click on  or press F8.



The screenshot shows the 'Maintain Users' screen in SAP. The 'Address' tab is selected. The 'User' field is filled with 'STUDENT-000'. The 'Status' is 'Not saved'. Below the tabs, the 'Person' section contains fields for 'Title', 'Last name' (Doe), 'First name' (John), 'Academic Title', 'Full Name', and 'Language'.

The tab *address* is already preselected. First complete the required Last Name field and other desired information, then choose *Logon Data*.



The screenshot shows the 'Logon Data' tab selected. The 'Alias' field is empty. The 'User Type' is 'A Dialog'. The 'Security Policy' is 'TEACH-001'. Below this, the 'Password' section has fields for 'New Password' and 'Repeat Password', both masked with dots. The 'Password Status' is 'Initial Password (Set by Administrator)'.

Enter an initial password and repeat the entry in the following field. Then press Enter. After successful verification of the match, the password is set and the password status changes as follows:

Password Status: Initial Password (Set by Administrator)

The student could log in with this username and password, but would not have any rights in the SAP system. To change this, select the *Roles* tab. Enter the following roles in the first blank line in the Roles column. These roles include all necessary permissions to handle the Global Bike exercises and case studies.

ZSAP_UI2_USER_700

ZSAP_UI2_USER_750

Z_FIORI_ALL

Z_S4HANA_BIKE_SHARING

Z_S4HANA_CO

Z_S4HANA_EAM

Z_S4HANA_FI

Z_S4HANA_FIORICONFIG

Z_S4HANA_HCM

Z_S4HANA_MM

Z_S4HANA_NAV

Z_S4HANA_PP

Z_S4HANA_PS

Z_S4HANA_QM

The selected roles appear in the user's role list. Press Enter to accept the change.

The screenshot shows the SAP 'Display Users' interface. At the top, the user 'LEARN-###' is selected with the address type 'User with Classic Address'. The 'Roles' tab is active. Below the tabs, the 'Role Assignments' table is displayed, listing 14 roles assigned to the user. Each role has a checkbox, a status icon, a role name, and a description. The roles are: ZSAP_UI2_USER_700, ZSAP_UI2_USER_750, Z_FIORI_ALL, Z_S4HANA_BIKE_SHARING, Z_S4HANA_CO, Z_S4HANA_EAM, Z_S4HANA_FI, Z_S4HANA_FIORICONFIG, Z_S4HANA_HCM, Z_S4HANA_MM, Z_S4HANA_NAV, Z_S4HANA_PP, Z_S4HANA_PS, and Z_S4HANA_QM. The 'Save' button is visible at the bottom left of the interface.

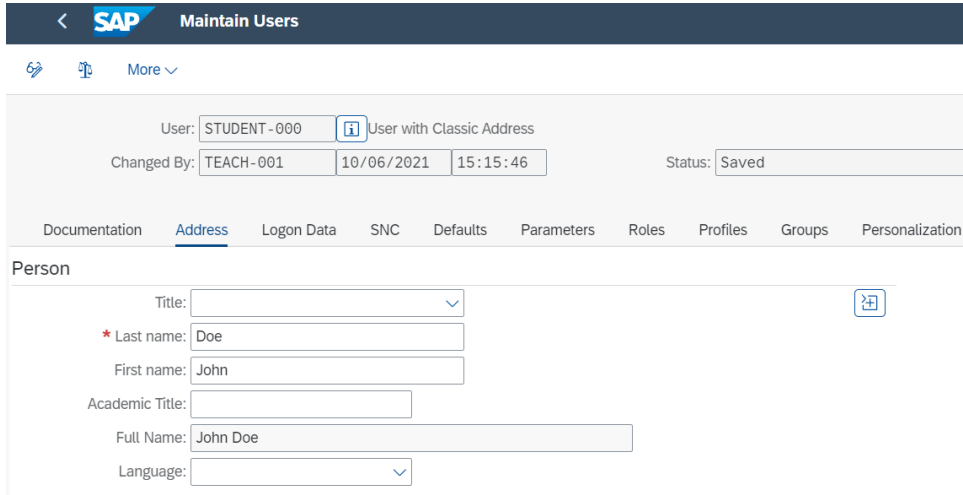
Status	Role	T...	Start Date	End Date	Short Role Description	Indirect
<input type="checkbox"/>	ZSAP_UI2_USER_700	🔗	08/24/2021	12/31/9999	User Role for basic UI2 700 web services	=
<input type="checkbox"/>	ZSAP_UI2_USER_750	🔗	08/24/2021	12/31/9999	End-user tasks of UI Technologies for SAP NetWeaver 7.5x	=
<input type="checkbox"/>	Z_FIORI_ALL	🔗	09/08/2021	12/31/9999	Role for all Apps from common used catalogues	=
<input type="checkbox"/>	Z_S4HANA_BIKE_SHARING	🔗	04/27/2022	12/31/9999	Role for Bike Sharing Curriculum	=
<input type="checkbox"/>	Z_S4HANA_CO	🔗	08/24/2021	12/31/9999	Role for Fiori Group CO Global Bike	=
<input type="checkbox"/>	Z_S4HANA_EAM	🔗	08/24/2021	12/31/9999	Global Bike Role for EAM FIORI	=
<input type="checkbox"/>	Z_S4HANA_FI	🔗	08/24/2021	12/31/9999	Role for FI Fiori	=
<input type="checkbox"/>	Z_S4HANA_FIORICONFIG	🔗	08/24/2021	04/26/2022	Role Z_S4HANA_FIORICONFIG for Fiori Configuration casest...	=
<input type="checkbox"/>	Z_S4HANA_HCM	🔗	08/24/2021	12/31/9999	Role for Fiori HCM	=
<input type="checkbox"/>	Z_S4HANA_MM	🔗	08/24/2021	12/31/9999	Role for GB Fiori MM	=
<input type="checkbox"/>	Z_S4HANA_NAV	🔗	08/24/2021	12/31/9999	Role for Navigation Course GB	=
<input type="checkbox"/>	Z_S4HANA_PP	🔗	08/24/2021	12/31/9999	Role for GB Fiori PP	=
<input type="checkbox"/>	Z_S4HANA_PS	🔗	08/24/2021	12/31/9999	Role for GB Fiori PS	=
<input type="checkbox"/>	Z_S4HANA_QM	🔗	08/24/2021	12/31/9999	Role for GB Fiori QM	=

Click **Save** or press Ctrl + S to save the newly created user. This takes you to the entry screen of the user administration and the following message appears in the status bar.

✓ User STUDENT-000 created

Change user

Enter the student's username and click  .




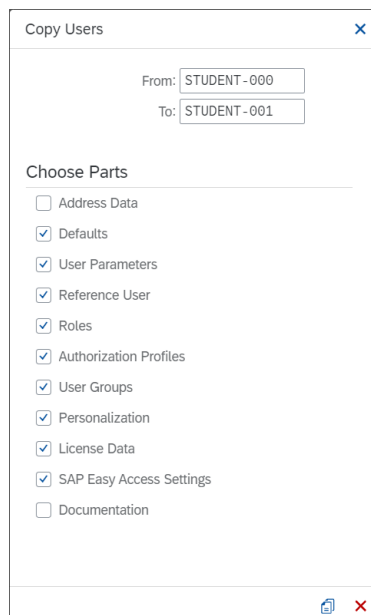
The screenshot shows the SAP 'Maintain Users' interface. At the top, there's a header bar with the SAP logo and the title 'Maintain Users'. Below it, a toolbar contains icons for help, print, and a 'More' dropdown. The main area shows the user 'STUDENT-000' with a 'User with Classic Address' icon. Below this, a table shows 'Changed By: TEACH-001', the date '10/06/2021', the time '15:15:46', and the status 'Saved'. A tabbed interface below the table includes 'Documentation', 'Address' (selected), 'Logon Data', 'SNC', 'Defaults', 'Parameters', 'Roles', 'Profiles', 'Groups', and 'Personalization'. The 'Person' section contains fields for 'Title' (dropdown), 'Last name' (Doe), 'First name' (John), 'Academic Title' (empty), 'Full Name' (John Doe), and 'Language' (dropdown). A 'Save' button is visible on the right.

Make the desired changes and click on **Save** or press Ctrl + S to save.

✓ User STUDENT-000 has changed

Copy users


Enter the name of the user you want to use as a template and click  . In the new dialog box, enter the new username and select all the areas you want to copy.

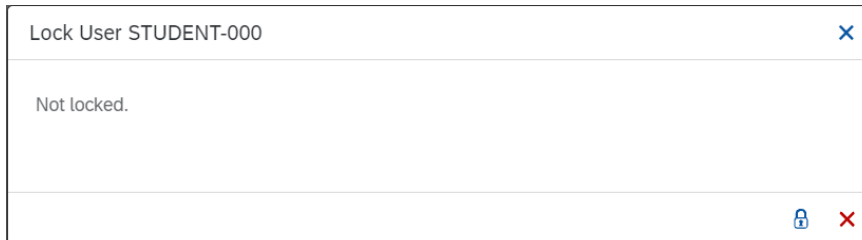


The screenshot shows the 'Copy Users' dialog box. It has a title bar with a close button. Inside, there are two input fields: 'From: STUDENT-000' and 'To: STUDENT-001'. Below these is a section titled 'Choose Parts' with a list of checkboxes. The checked items are: Defaults, User Parameters, Reference User, Roles, Authorization Profiles, User Groups, Personalization, License Data, and SAP Easy Access Settings. The unchecked items are: Address Data and Documentation. At the bottom right, there are icons for help and a close button.


Then at least specify an initial password. The new user is saved as usual with **Save** or the key combination Ctrl + S.

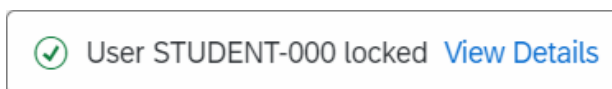
Lock / unlock user

Enter the user name of the student and click .




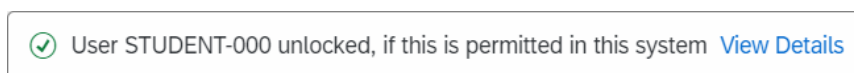
A dialog box titled "Lock User STUDENT-000" with a close button (X) in the top right corner. The main content area displays "Not locked." At the bottom right, there are two buttons: a blue lock icon and a red X icon.

A dialog box displays the current status of the user. Confirm the lock by clicking  or pressing F6.




A confirmation message box with a green checkmark icon, the text "User STUDENT-000 locked", and a blue link "View Details".

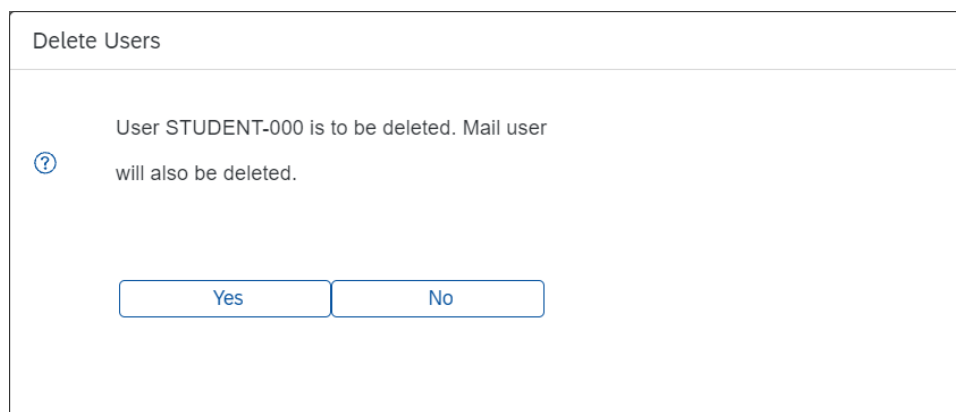
If you want to unlock the student again, proceed as described above. The *Unlock Users* dialog lists the reason for the suspension. The lock is released by clicking on  or pressing the F7 key.



A confirmation message box with a green checkmark icon, the text "User STUDENT-000 unlocked, if this is permitted in this system", and a blue link "View Details".

Delete user

Enter the name of the user and click .




A dialog box titled "Delete Users". The main content area contains the text "User STUDENT-000 is to be deleted. Mail user" followed by a question mark icon and the text "will also be deleted." At the bottom, there are two buttons: "Yes" and "No".

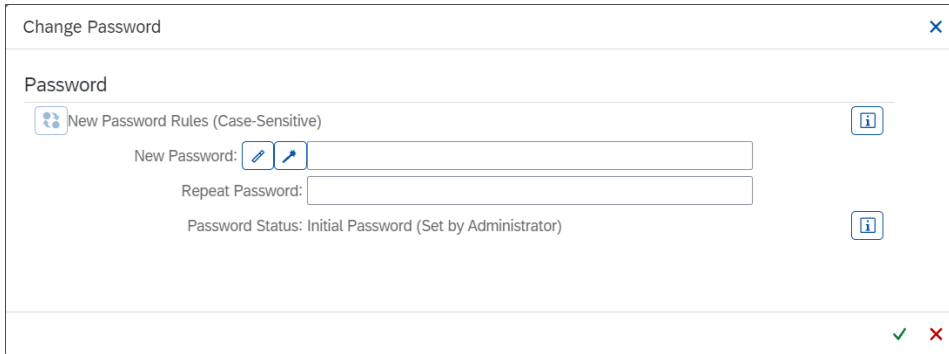
Confirm the Security check to permanently delete the user including his settings. Please note that this step can not be undone.




A confirmation message box with a green checkmark icon and the text "User STUDENT-000 deleted".

Reset password

Enter the name of the user and click on  or follow the path **More** → **Change** password.



Enter a new initial password and repeat this. With a subsequent click on , your entry will be accepted and the productive password replaced.

In addition, the user may need to be unlocked (see chapter Locking / Unlocking Users) because the SAP system activates a temporary lock after five incorrect entries for security reasons.

Note: Please inform the student that when assigning a new productive password, he can not choose a combination that corresponds to one of the last five.

Click on the Home icon  to return to the Fiori Launchpad.



User Maintenance – Mass User

Note: Users are required to complete the case study. These users have already been created and must be unlocked by the lecturer for editing the exercises and case studies. These should end with a three-digit numeric string (e.g., LEARN-001, LEARN-002, etc.). This number is symbolized in the case study by ### and serves as a distinguishing feature of vendor master data, debtor master data etc.

User Maintenance – Mass User

User Maintenance
Mass User

Then enter the names of the users you want to create, edit or delete. You will then have access to all the actions that you already have from the *User Maintenance - Single User* app.

< **SAP** User Maintenance: Mass Changes Initial Screen

User Selection

User

	User	Full Name
<input type="checkbox"/>	STUDENT - 000	
<input type="checkbox"/>	STUDENT - 001	
<input type="checkbox"/>	STUDENT - 002	

- The new listed users are created. The default surname is the user name itself. It is not possible to set a consistent initial password within this app. Use the app *User Maintenance – Mass User* for that.
- Edit the data of the listed users at the same time.
- All entered users will be deleted. To complete this step, you need to confirm the security prompt.



Lock the users temporarily. Whether the user was already locked or not is irrelevant.



Unlock users temporarily. Whether the user was already unlocked or not is irrelevant.



In contrast to the App *User Maintenance - Single User*, no password can be assigned manually. It is only possible to assign a generated password that differs for each user.

In addition to the buttons already known from the app *User Maintenance - Single User*, there are additional buttons that should make it easier for you to maintain mass users.



With this icon you can select all lines. Please note that the actions described above affect all listed users, whether selected or not.

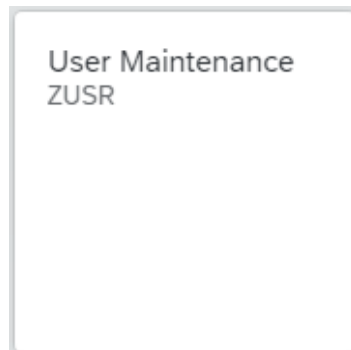
Click on the Home icon  to return to the Fiori Launchpad.




User Maintenance – Mass Maintenance ZUSR

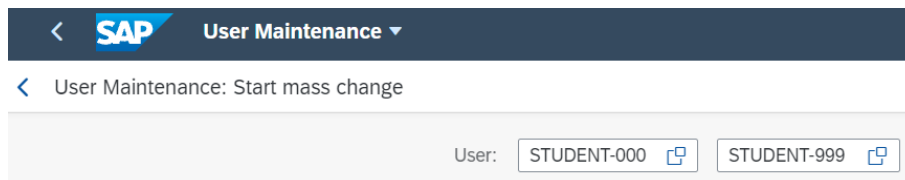
Note: The app *User Maintenance - ZUSR* is an in-house development of the SAP UCC.


User Maintenance – Mass Maintenance ZUSR



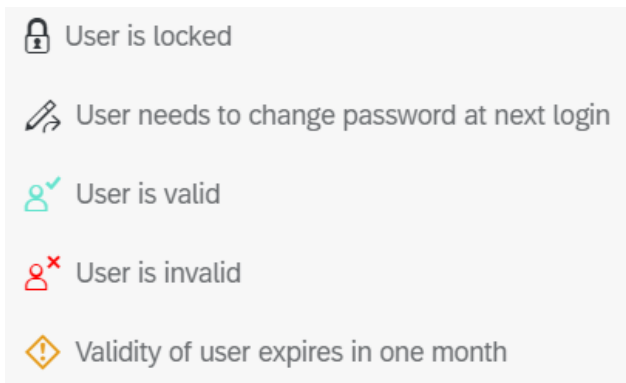
To maintain users, click below on the left.  button.

You will then be taken to another screen where you can select an interval of users that you want to edit.

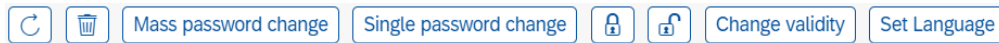


After successfully selecting the users you want to edit, click . The users are read from the database and you get to the maintenance screen. You will be shown your selected users.


Below the table you will also see a legend. With the help of this you can e.g. read the current validity status of your users.





Furthermore, on the user care screen, you now have several options that you can see in the application toolbar.




Note: Your changes to user maintenance are only effective for selected users.

 **User** With the help of this icon you can select all lines. Clicking this icon again will remove all line selections.

 All selected users will be deleted. To complete this step, confirmation of the security prompt is necessary.

 This locks the selected users temporarily. Whether the user was already locked or not is irrelevant.

 This will temporarily unlock the selected users. Whether the user was already unlocked or not is irrelevant.

In addition, this app gives you the ability to change the password of all selected users as well as a function to edit the validity.

Click **Mass password change** to change the password for all selected users. Enter the desired password in the dialog box and confirm with Enter.

User validity period

Enter new password:

Execute Close

Click **Change validity** to edit the validity of all selected users. Enter the new validity in the pop-up window and confirm by clicking on **Execute**.

New Password for selected users

New validity:

Execute Close

User – Mass copy maintenance

Copy template Enter here the user you want to use as a template for the users to be created. This user should have the same roles etc. that your later users will have.

Name root Enter the name of your course here. This root will later be used to create your users (e.g., Learn-T-###, where ### is replaced with the user's number)

Number of users Enter here how many users should be created.

Note An additional user is always created for you (lecturer) so that you have a user with the same authorizations. This means that 21 users are created in the example shown above.

Initial password Please enter the initial password for your users here. Users must change this when logging on to the SAP system for the first time.

Validity Specify here how long the users should be valid. If you leave this field empty, the users will be valid indefinitely.

Note The users persist even after their validity has expired. That means you will not be deleted automatically!

Then click [Create users](#). Another window will appear.

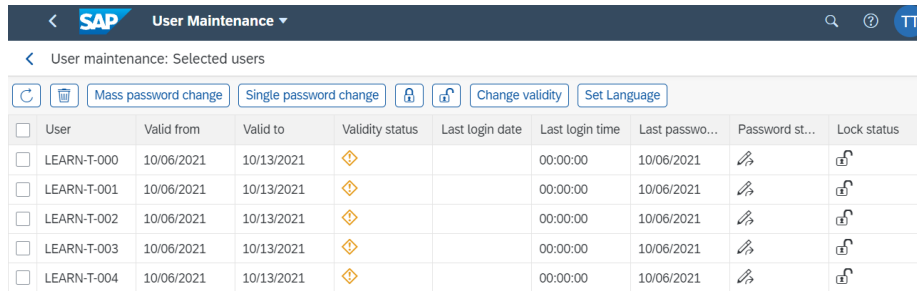
Here you will see the next possible free interval for your users.

Click *Close* to not create new users and return to the start screen of the transaction.

Close

When you click *Execute*, the users are created and you get to user maintenance. Here you will see all users.

Execute



The screenshot shows the SAP User Maintenance interface. At the top, there is a header bar with the SAP logo, a back arrow, and the title 'User Maintenance'. Below the header, there is a sub-header 'User maintenance: Selected users'. A toolbar contains several buttons: 'Mass password change', 'Single password change', 'Change validity', and 'Set Language'. Below the toolbar is a table with the following columns: 'User', 'Valid from', 'Valid to', 'Validity status', 'Last login date', 'Last login time', 'Last passwo...', 'Password st...', and 'Lock status'. The table contains five rows of user data, all with a validity status of 'Valid' (indicated by a green diamond icon).

<input type="checkbox"/>	User	Valid from	Valid to	Validity status	Last login date	Last login time	Last passwo...	Password st...	Lock status
<input type="checkbox"/>	LEARN-T-000	10/06/2021	10/13/2021	Valid		00:00:00	10/06/2021	Valid	Unlocked
<input type="checkbox"/>	LEARN-T-001	10/06/2021	10/13/2021	Valid		00:00:00	10/06/2021	Valid	Unlocked
<input type="checkbox"/>	LEARN-T-002	10/06/2021	10/13/2021	Valid		00:00:00	10/06/2021	Valid	Unlocked
<input type="checkbox"/>	LEARN-T-003	10/06/2021	10/13/2021	Valid		00:00:00	10/06/2021	Valid	Unlocked
<input type="checkbox"/>	LEARN-T-004	10/06/2021	10/13/2021	Valid		00:00:00	10/06/2021	Valid	Unlocked

Click on the Home icon  to return to the Fiori Launchpad.

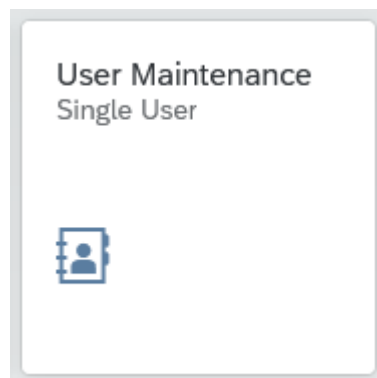



Customize Users to a specific Localization e.g. German

Note: You want to adapt the fixed values, e.g. decimal representation, for several or all users.

Example Change the decimal and date display for the users LEARN-000 to LEARN-020, as well as the time format from the American display format to the format used in Germany.

Customize Users to German Localization



Enter the names of the users and choose .

Now select the tab *Defaults* and choose **1.234.567.89** as *Decimal Notation*, **DD.MM.YYYY** as *Date Format* and set the *Time Format* to the **24 Hour Format**. In addition, select the *Modify* field for these 3 lines.

1.234.567,89
DD.MM.JJJJ
24 Hour Format

Compare your entries with the following screenshot.

Documentation	Address	Logon Data	SNC	Defaults	Parameters	Roles
Start menu: <input type="text"/>						
Logon Language: <input type="text" value="EN"/>						
Decimal Notation: <input type="text" value="X 1,234,567.89"/>						
* Date Format: <input type="text" value="2 MM/DD/YYYY (Gregorian Date)"/>						
* Time Format (12/24h): <input type="text" value="0 24 Hour Format (Example: 12:05:10)"/>						

Then save the changes with  and confirm the message with Yes.

Click on the Home icon  to return to the Fiori Launchpad.



Use of the Global Bike Monitor

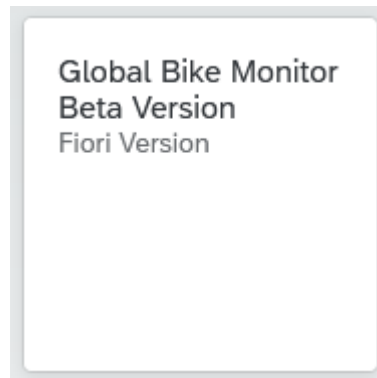
Note: Please note that the Global Bike Monitor cannot be used with the authorizations of the already created users (LEARN-000 to LEARN-999). In order to open and use this app, the Teach user is required.

The Global Bike Master group is designed to allow the instructor to spot any mistakes made by learners while editing the Global Bike case studies for several users at a glance.

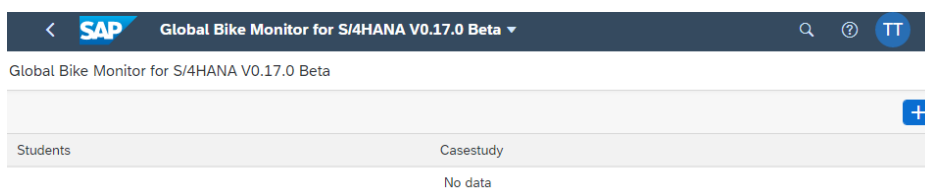
Furthermore, the tool offers the possibility to follow the current process progress of the users in an overview.


Use of the Global Bike Monitor

To start the Global Bike Monitor, use the app *Global Bike Monitor Beta Version – Fiori Version*.



You get to the following start screen:



First, select the users you want to evaluate. Press . Then enter the SAP user you require in the "User" (from / to) fields. Please note that all users created in the system and lying between the specified names in the alphabet are also evaluated.

Press .

Global Bike Monitor for S/4HANA V0.17.0 Beta

User

LEARN-000 LEARN-200

Option	From	To
Between	LEARN-000	LEARN-200

Press



Select the desired case study or challenge via the drop-down menu of the "Casestudy" field.

Global Bike Monitor for S/4HANA V0.17.0 Beta

Students Casestudy

LEARN-000 - LEARN-200 SALES AND DISTRIBUTION - CASE S...

Execution and navigation of the Global Bike Monitor

After you have made your selection, you can start the evaluation with the button .

This takes you to a tabular overview in which the users you selected are shown in the rows and the process steps in the selected case study in the columns:

User	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 9	Step 11	Step 12	Step 14	Step 16	Mandat ory	Total
LEARN-000												0%	0%
LEARN-001												0%	0%
LEARN-002												0%	0%
LEARN-003												0%	0%
LEARN-004												0%	0%
LEARN-005												0%	0%
LEARN-006												0%	0%
LEARN-007	✗	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	92%	92%
LEARN-008	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	98%	98%
LEARN-009	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	99%	99%
LEARN-010												0%	0%

Meaning of the table fields:

A green light means that in this process step the user has not made any mistakes in fields that the monitoring tool is checking.



A yellow light means that a deviation from the required values was detected in this process step, but it is not a critical error.



A red light means a critical failure in the process step.

An empty field indicates that the user has not yet executed this process step.

Note Please be aware of the fact that the Global Bike Monitor is checking for certain expected key values and fields, which were identified and defined by the UCC.

The monitor checks the entries in two different ways.

If it is a case study, the monitor checks the steps for the selected users' one after the other. If the user has completed the step, the monitor displays a light symbol for the step. If a step has not yet been started by the user, the monitor stops and does not check the following step.

If you are checking a challenge, the monitor behaves differently.

In the case of a challenge, there is no clear indication of which apps should be used, and many inputs are not clearly defined. Since it is possible that the user completed the challenge in a different way than described in the notes, the monitor checks all steps, regardless of whether the previous step was completed.

In order to be able to identify the values of the selected user, the monitor often searches for objects created by the user. If a step was executed by another user, it is possible that the monitor cannot identify these inputs. For this reason, it is important that users play through their complete case study or challenge with their own usernames (LEARN-###).

The monitor also checks for the latest objects edited by the user. If a user plays through a case study more than once, the status of the current run will be displayed.

Comment The identification of process objects that belong together along the process chain is done by using the document flow (preceding document). This can lead to false-negative results if, for example, as shown in the screenshot above, two process steps use the same document. Here the user "Koenig" has not yet carried out the step "Pick material". However, since the picking uses the document for distribution (which is checked in the step "pick material") the step "pick material" contains an error by mistake.

To check the fields of a process step and its values double click a signal light.

You will see the detailed view of the respective step and user.

Global Bike Monitor for S/4HANA V0.15.0 Beta		
Details		
Beschreibung	Wert	erwartete Wert
Customer	0000025013	
Business Partner	0000048135	
Tax classification UTXJ	0	0
Sales organization	UE00	UE00
Distribution channel	WH	WH
Division	BI	BI
Country	US	US
Reconciliation account	0000110000	0000110000
Search term 1	001	001
Currency	USD	USD
Price group	01	01
Cust.pric.proc.	1	1
Price list		
Cust.stats.grp		1
Delivery priority	02	02

Explanation of the detailed view:

A **green line** corresponds to a field in the case study where the expected value matches the actual value entered by the user.

A **blue line** specifies the document number that is created through the respective process step. If the assigned number is generated by the system, no expected value is given.

A **red line** means that for this value a deviation of the actual value has occurred.

A **yellow line** means that the entered value does not match the expected value, but it's not a critical deviation like a red line.

Note Please note that the decimal notation in this version may have an internal format for quantities, such as 5.000, which corresponds to 5 pieces.

By double-clicking on a document number within a blue line, you reach the transaction to display the document (forward navigation).

Click on the Home icon  to return to the Fiori Launchpad.



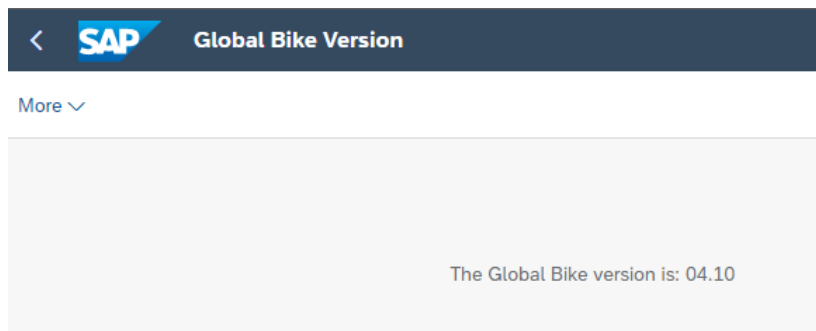
Globale Bike Version

Note: To complete this case study, a **Global Bike Version** higher or equal to the case study version (on the cover page) is required. Please check this with the help of the app *Global Bike Version* in your SAP S/4HANA system.

Check Globale Bike Version

Global Bike Version

After selecting the app you will see your Global Bike version.



Click on the Home icon  to return to the Fiori Launchpad.



Preliminary Work for Case Studies

Note: To carry out a case study such as SD, MM or CO-PC, the current posting period and the price update must be activated in the system. By default, this is scheduled via a Job. However, you can check the settings in the following app and, if necessary, reschedule them.

Preliminary Work for the CO-PC Case Study

Global Bike
Monthly Jobs
ZMONTH

In order to transfer the result of the material cost estimate to the material master record, the preregistering permission must be set in the client. If your screenshot looks like this, the permission is already set.

Using this transaction you can schedule the month-end closing in MM and marking allowance for the selected company codes as an automated background job in the SAP system. The jobs will then be executed at midnight of every first day of the month.

Select other country codes:

US00: ☒
DE00: ☒

● Job for the month-end closing in Materials Management is not scheduled

■ Job for Marking Allowance for company codes is scheduled

Status of jobs for company codes

Company code	Mo...	Current...	Mar...
DE00	○	09.2021	<input checked="" type="checkbox"/>
US00	○	09.2021	<input checked="" type="checkbox"/>

If the job is not scheduled yet, it looks like this:

● Job for Marking Allowance for company codes is not scheduled

In that case, schedule the job with .

You will receive a success message.

✔ Job created successfully!

Click on the Home icon  to return to the Fiori Launchpad.



Global Bike Go (BETA) - Admin

Note: In order to successfully carry out the simulation games that are included in Global Bike, various preparatory work must be carried out. These are referred to below.

Global Bike Go – Admin Cockpit

A rectangular placeholder box with a light gray border. Inside the box, the text "Global Bike Go" is written in a bold, dark gray font, and "Admin Cockpit" is written below it in a regular, dark gray font.

Global Bike Go
Admin Cockpit

The goal of these simulation games is the understanding of simple (business) mechanisms in the areas of procurement, production and sales. Due to the structure of a serious game, learners are given information in a playful manner.

To use the Global Bike Simulation game, please use the documentation from the 97 Global Bike Go folder.

Click on the Home icon  to return to the Fiori Launchpad.

