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| Test ScriptSAP S/4HANA - 21-08-20 | public |
| Chemical Compliance Approval for Purchased Material and Supplier (31G\_DE) |

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# Purpose

This scope item manages the compliance fulfillment of purchased materials and their suppliers. The marketability assessment is relevant only for raw materials that are indicated as compliance relevant within the product master.

Raw materials (or purchased materials) must cover compliance requirements of the associated products that are produced by using the raw materials.

The compliance data is requested from suppliers of a raw material. First, this allows you to approve or block a supplier and second, to assess the fulfillment of a raw material against the requirements. Finally, approved suppliers and raw materials are achieved. Additionally, the detailed compliance data is available for audits.

This document provides a detailed procedure for testing this scope item after solution activation, reflecting the predefined scope of the solution. Each process step, report, or item is covered in its own section, providing the system interactions (test steps) in a table view. Steps that are not in scope of the process but are needed for testing are marked accordingly. Project-specific steps must be added.

# Prerequisites

This section summarizes all the prerequisites for conducting the test in terms of systems, users, master data, organizational data, other test data and business conditions.

## System Access

|  |  |
| --- | --- |
| System | Details |
| System | Accessible via SAP Fiori launchpad. Your system administrator provides you with the URL to access the various apps assigned to your role. |

## Roles

Assign the following business roles to your individual test users. Alternatively, if available, you can create business roles using the following spaces with pages and predefined apps for the SAP Fiori launchpad and assign the business roles to your individual test users.

Note These roles or spaces are examples provided by SAP. You can use them as templates to create your own roles or spaces.

For more information about business roles, refer to Assigning business roles to a user in the [Administration Guide to Implementation of SAP S/4HANA with SAP Best Practices](https://help.sap.com/viewer/S4HANA2020_AdminGuide) .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log On |
| Master Data Specialist - Product Compliance | SAP\_BR\_MD\_SPECIALIST\_PCL | Product Compliance Master Data | SAP\_BR\_MD\_SPECIALIST\_PCL |  |

## Master Data, Organizational Data, and Other Data

The organizational structure and master data of your company has been created in your system during activation. The organizational structure reflects the structure of your company. The master data represents materials, customers, and suppliers, for example, depending on the operational focus of your company.

Use your own master data or the following sample data to go through the test procedure.

The listed compliance requirement and compliance purpose definitions represent dynamic content based on the legal situation at a given point in time. This data is to be considered exemplary and not a reflection of the currently shipped content. For a complete overview of the currently shipped content, please refer to the application itself.

The demo data described and used in the following is tailored for a smooth execution of the described procedures and suppresses processes of other solution areas in product compliance.

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Compliance Requirement Version | Supplier SDS provided | Compliance Requirement: Supplier SDS provided |  |
| Compliance Purpose | Raw Material Default Compliance Purpose | Compliance requirements are relevant for all raw materials. The compliance purpose is set to Active. |  |
| Company Substance | m-xylene | Linked with listed substance L00000005806 |  |
| Material | RMPC02 | Compliance Relevant: Yes |  |
| Vendor | 10300001 | Domestic 10 Supplier 1 |  |
| Vendor | 10300002 | Domestic 10 Supplier 2 |  |

You can find general information on how to create master data objects in the following [Master Data Scripts (MDS)](https://support.sap.com/content/dam/SAAP/Sol_Pack/BP_OP_ENTPR/BP_OP_ENTPR_S4HANA2020_7_Master_Data_EN_XX.htm) :

Table 1: Master Data Script Reference

|  |  |
| --- | --- |
| MDS | Description |
| BNR | Create Product Master of Type "Raw Material" |
| BNE | Create Supplier Master |

## Business Conditions

Before this scope item can be tested, the following business conditions must be met.

|  |  |
| --- | --- |
| Scope Item ID | Business Condition |
| 31H - Assess Marketability of a Product | The scope item of this document is based on the scope item 31H. |

# Overview Table

This scope item consists of several process steps provided in the table.

If your system administrator has enabled spaces and pages on the SAP Fiori launchpad, the homepage will only contain the essential apps for performing the typical tasks of a business role.

You can find all other apps not included on the homepage using the search bar.

If you want to personalize the homepage and include the hidden apps, navigate to your user profile and choose Settings > App Finder .

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | App/Transaction | Expected Results |
| [Process Request for External Sourcing](#unique_8) [page ] 6 | Master Data Specialist - Product Compliance | Manage Raw Materials ComplianceRaw Material - Basic Compliance Data (F3025) | The compliance view for a raw material exists and is assigned to a material master. |
| [Maintain Supplier Compliance Data](#unique_9) [page ] 8 | Master Data Specialist - Product Compliance | Manage Suppliers Compliance - For Raw MaterialsSupplier Compliance for Raw Material (F3040)Compliance Assessment - Supplier Material (F3346) | Provided raw material compliance data and documents by the supplier are maintained at the supplier-specific level for the raw material. |
| [Assess Marketability of Raw Material](#unique_10) [page ] 10 | Master Data Specialist - Product Compliance | Manage Raw Materials ComplianceRaw Material - Manage Compliance (F3311)Compliance Assessment - Product (F2928) | Supplier-provided compliance data is harmonized on the raw material level and verified against fulfillment. |
| [Assign Supplier to Raw Material](#unique_11) [page ] 12 | Master Data Specialist - Product Compliance | Raw Material - Basic Compliance Data (F3025) | A prospective or existing supplier is assigned to the compliance view for a raw material. |
| [Maintain Supplier Compliance Data](#unique_12) [page ] 14 | Master Data Specialist - Product Compliance | Supplier Compliance for Raw Material (F3040) | The data status for a supplier of a raw material is set to Requested. |
| [Assess Marketability of Raw Material](#unique_13) [page ] 15 | Master Data Specialist - Product Compliance | Supplier Compliance for Raw Material (F3040) | The supplier is approved for a raw material. |

# Test Procedures

This section describes test procedures for each process step that belongs to this scope item.

## Maintain Data and Assess Compliance

### Process Request for External Sourcing

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

The Master Data Specialist - Product Compliance processes the request and assigns the material number to the compliance view for the raw material. Additionally, the supplier is assigned to the compliance view of the raw material so that the supplier compliance can be processed. The supplier is asked to provide the required compliance data to verify the fulfillment.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad using the roleMaster Data Specialist - Product Compliance. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Basic Compliance Data - Raw Materials and search for the internal name Product Marketability RMC10-B.Make sure the Internal Name column is displayed in the table. To do so, choose the (Settings) icon, select Internal Name on the Columns tab, and then choose OK. | The raw material is displayed in the result list. |  |
| 3 | Open a Raw Material | On the Manage Basic Compliance Data - Raw Materials screen, choose the row with the internal name Product Marketability RMC10-B. | The Raw Material - Basic Compliance Data screen is displayed. |  |
| 4 | Verify Compliance Purpose Assignments | On the Raw Material - Basic Compliance Data screen, verify the compliance purpose assignment. The Raw Material Default Compliance Purpose must be assigned. |  |  |
| 5 | Check for Material | In Assigned Materials, check if material RMPC02 has already been assigned.* If so, skip to step 9.
* If not, proceed to step 6.
 |  |  |
| 6 | Edit Raw Material | Choose the Edit button. | Product Marketability RMC10-B is editable. |  |
| 7 | Add a Material | In Assigned Materials, choose Create. | A new line is added to the materials table. |  |
| 8 | Enter a Material Number | Enter material RMPC02 and press Enter. Then choose the Save button. | The material is added and the app is in display mode. |  |
| 9 | Add a Supplier | In Suppliers, choose Create. | The Assign Supplier dialog is displayed. |  |
| 10 | Assign a Supplier | In the Assign Supplier dialog, enter the following data, and then choose the Save button:* Supplier: 10300001
* Responsible Unit: Permitted for all Responsible Units (S\_ALL)

If the supplier doesn't appear immediately, choose Show All Items, scroll down if necessary, and then choose 10300001. | Domestic 10 Supplier 1 is displayed in the Suppliers table. |  |
| 11 | Verify the Supplier Compliance for a Raw Material | On the Raw Material - Basic Compliance Data screen, in the Suppliers table, choose the row of the supplier that you assigned. | The Supplier Compliance for Raw Material screen of supplier Domestic 10 Supplier 1 for raw material Raw PMA 02 is displayed. |  |
| 12 | Request Compliance Data from a Supplier | On the Supplier Compliance for Raw Material screen, choose Set to Requested. | The Compliance Data status is Requested. |  |

### Maintain Supplier Compliance Data

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

The Master Data Specialist - Product Compliance receives the compliance data for a raw material from the supplier and enters the provided data. The compliance data of the supplier is harmonized on raw material level.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad using the role Master Data Specialist - Product Compliance. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Suppliers Compliance - For Raw Materials and filter for the following data:* Search: RMPC02
* Compliance Data: Requested
 | Supplier 10300001 is displayed. |  |
| 3 | Process and Accept a Request | Choose the row of the search result with 10300001 in the Supplier column. | The Supplier Compliance for Raw Material screen is displayed. |  |
| 4 | Switch to Edit Mode | On the Supplier Compliance for Raw Material screen, choose the Edit button. | The Supplier Compliance for Raw Material screen is in editing mode. |  |
| 5 | Assign a Substance | Above the Components table, choose Create. | The Assign Substances dialog is displayed. |  |
| 6 | Search a Substance | Enter m-xylene in the Search field. Then, choose m-xylene in the list and choose the OK button.If there are multiple entries for m-xylene, choose the first one. | m-xylene is added to the composition table. |  |
| 7 | Enter a Concentration | Enter 10 as the concentration of m-xylene and choose the Save button. | The Supplier Compliance for Raw Material screen is in display mode. |  |
| 8 | Maintain Supplier Compliance Data | In the Compliance Assessments section of the Supplier Compliance for Raw Material screen, choose the line for the compliance requirement Supplier SDS provided.If you don't see Supplier SDS provided immediately, choose More. | The Marketability Assessment screen is displayed. |  |
| 9 | Set Marketability Status | On the Marketability Assessment screen, choose the Edit button.* Attach a document.
* Set the marketability status to Compliant.

Choose the Save button and navigate back. | The Supplier Compliance for Raw Material screen is displayedThe Supplier Status for Raw Material is set to In Progress. |  |

### Assess Marketability of Raw Material

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

The compliance data of the supplier is harmonized on raw material level. The Master Data Specialist - Product Compliance has to assess and release the harmonized compliance data. If all requirements are fulfilled, the supplier can be set to Approved. The Approved status means that this raw material can now be purchased from the supplier.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad using the role Master Data Specialist - Product Compliance. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Basic Compliance Data - Raw Materials and search for RMPC02. | The raw material with RMPC02 in the Material column is displayed. |  |
| 3 | Verify Raw Material Compliance Data | On the Manage Basic Compliance Data - Raw Materials screen, choose the row for RMPC02. | The Raw Material - Basic Compliance Data screen is displayed. |  |
| 4 | Navigate to Compositions | On the Raw Material - Basic Compliance Data screen, choose the Compositions tab. | The Raw Material - Basic Compliance Data screen is displayed, scrolled down to the analytical composition as it was entered for the supplier before. |  |
| 5 | View Details of Composition | In the In Progress column of the analytical composition, choose View Details. | The Raw Material - Analytical Composition screen opens. |  |
| 6 | Release the Composition | On the Raw Material - Analytical Composition screen, choose Release. | The displayed composition is released. |  |
| 7 | Navigate Back | Navigate back. | The Raw Material - Basic Compliance Data screen is displayed. |  |
| 8 | View Compliance Assessments | On the Raw Material - Basic Compliance Data screen, choose the View Compliance Assessments button. | The Raw Material - Compliance Assessments screen opens. |  |
| 9 | Assess Compliance Data | On the Marketability Assessments tab of the Raw Material - Compliance Assessments screen, choose the row of Supplier SDS provided.If you don't see Supplier SDS provided immediately, choose More. | The Marketability Assessment screen is displayed. |  |
| 10 | Check the Marketability Status | On the Marketability Assessment screen, check that the marketability status is Compliant. Then navigate back. | The Raw Material - Manage Compliance screen is displayed. |  |
| 11 | Choose Another Marketability Assessment with No Released Version | If marketability assessments with the marketability status No Released Version Exists appear in the table, choose one of them. | The Marketability Assessment screen is displayed. |  |
| 12 | Assess and Release the Marketability Assessment | On the Marketability Assessment screen, choose Edit. Set the marketability status to Compliant, and then choose Save. Choose Release, and then navigate back. | The Raw Material - Manage Compliance screen is displayed. |  |
| 13 | Assess and Release Other Marketability Assessments | Repeat steps 11 and 12 for all marketability assessments with no released version. | On the Raw Material - Manage Compliance screen, the processing status is Complete. |  |
| 14 | Choose Supplier | On the Raw Material - Manage Compliance screen, in the Suppliers of Raw Materials table, choose the row of Domestic 10 Supplier 1 | The Supplier Compliance for Raw Material screen of Domestic 10 Supplier 1 is displayed. |  |
| 15 | Approve Supplier | On the Supplier Compliance for Raw Material screen, choose Approve. Then navigate back. | The Supplier Status for Raw Material of Domestic 10 Supplier 1 is Approved.The marketability assessment of the raw material is done. The raw material can be used in any product and can be purchased from the approved supplier. |  |

## Assign a New Supplier and Assess Compliance

### Assign Supplier to Raw Material

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

An alternative supplier for a raw material has been defined. The Master Data Specialist - Product Compliance assigns this new supplier. The supplier is also asked to provide the required compliance data to ensure that the supplier is qualified for purchasing.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment. |
| 1 | Log On | Log on to the SAP Fiori launchpad using the role Master Data Specialist - Product Compliance. | The SAP Fiori launchpad is displayed. |  |
| 2 | Process Raw Material Compliance | On the SAP Fiori launchpad, open Manage Basic Compliance Data - Raw Materials and filter for the following data:* Search: RMPC02
* Processing Status: Complete
 | The raw material is displayed in the result list. |  |
| 3 | Open Raw Material | On the Manage Basic Compliance Data - Raw Materials screen, choose the row of RMPC02. | The Raw Material - Basic Compliance Data screen is displayed. |  |
| 4 | Verify Raw Material Compliance Data | On the Raw Material - Basic Compliance Data screen, choose the Suppliers tab. | The Raw Material - Basic Compliance Data screen is displayed, scrolled down to the Suppliers of Raw Materials table. |  |
| 5 | Assign a Supplier | For the Suppliers of Raw Materials table, choose Create. On the Assign Supplier dialog, enter the following data and choose the Save button:* Supplier: 10300002
* Responsible Unit: Permitted for all Responsible Units (S\_ALL)

If the supplier doesn't appear immediately, choose Show All Items, search for 10300002 again, and then choose Go. Scroll down if necessary, and then choose 10300002. | Domestic 10 Supplier 2 is displayed in the Suppliers of Raw Materials table. |  |
| 6 | Verify the Supplier Compliance for a Raw Material | On the Raw Material - Basic Compliance Data screen, in the Suppliers table, choose the row of Domestic 10 Supplier 2. | The Supplier Compliance for Raw Material screen of Domestic 10 Supplier 2 is displayed. |  |
| 7 | Request Compliance Data from a Supplier | On the Supplier Compliance for Raw Material screen, choose Set to Requested. | The Compliance Data status is Requested. |  |

### Maintain Supplier Compliance Data

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

The Master Data Specialist - Product Compliance enters the compliance data that was provided by the supplier.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad using the role Master Data Specialist - Product Compliance. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Suppliers Compliance - For Raw Materials and filter for the following data:* Search: RMPC02
* Compliance Data: Requested
 | Supplier 10300002 is displayed. |  |
| 3 | Process and Accept a Request | On the Manage Suppliers Compliance - For Raw Materials screen, choose the row of Domestic 10 Supplier 2. | The Supplier Compliance for Raw Material screen is displayed. |  |
| 4 | Switch to Edit Mode | On the Supplier Compliance for Raw Material screen, choose the Edit button. | The Supplier Compliance for Raw Material screen is in edit mode. |  |
| 5 | Assign a Substance | For the Components table, choose Create. | The Assign Substances dialog is displayed. |  |
| 6 | Search a Substance | Enter m-xylene in the Search field. Then, select the checkbox for m-xylene in the list and choose OK.If there are multiple entries for m-xylene, choose the first one. | m-xylene is added to the composition table. |  |
| 7 | Enter a Concentration | Enter 20 the as concentration of m-xylene, and choose the Save button. | The Supplier Compliance for Raw Material screen is in display mode. |  |
| 8 | Navigate to Compliance Assessments | On the Supplier Compliance for Raw Material screen, choose the Compliance Assessments tab. | The Supplier Compliance for Raw Material screen is displayed, scrolled down to the Compliance Assessments of Supplier Material table. |  |
| 9 | Maintain Supplier Compliance Data | In the Compliance Assessments of Supplier Material table on the Supplier Compliance for Raw Material screen, choose the row with Supplier SDS provided in the Compliance Requirement column. | The Marketability Assessment screen is displayed. |  |
| 9 | Set a Marketability Status | On the Marketability Assessment screen, choose the Edit button.* Attach a document.
* Set the marketability status to Compliant.

Choose the Save button and navigate back. | The Supplier Compliance for Raw Material screen is displayedThe Supplier Status for Raw Material is In Progress. |  |

### Assess Marketability of Raw Material

Test Administration

Customer project: Fill in the project-specific parts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name |  | Testing Date | Enter a test date. |
| Business Role(s) |  |
| Responsibility | <State the Service Provider, Customer or Joint Service Provider and Customer> | Duration | Enter a duration. |

Purpose

If supplier-provided data differs from the harmonized released compliance data of the raw material, new tasks are available for the Master Data Specialist - Product Compliance.

The Master Data Specialist - Product Compliance assesses the differences in the raw material data and releases the compliance data. All requirements are fulfilled, so the supplier can be set to Approved. The Approved status means that the raw material can now be purchased from the alternative supplier as well.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment. |
| 1 | Log On | Log on to the SAP Fiori launchpad using the role Master Data Specialist - Product Compliance. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Basic Compliance Data - Raw Materials and search for RMPC02. | The raw material RMPC02 is displayed. |  |
| 3 | Verify Raw Material Compliance Data | On the Manage Basic Compliance Data - Raw Materials screen, choose the row for RMPC02. | The Raw Material - Basic Compliance Data screen is displayed. |  |
| 4 | Navigate to Compositions | On the Raw Material - Basic Compliance Data screen, choose the Compositions tab. | The Raw Material - Basic Compliance Data screen is displayed, scrolled down to the analytical composition as it was entered for the supplier before. |  |
| 5 | View Details of Composition | In the In Progress column of the analytical composition, choose View Details. | The Raw Material - Analytical Composition screen opens. |  |
| 6 | Release the Composition | On the Raw Material - Analytical Composition screen, choose Release. | The displayed composition is released. |  |
| 7 | Navigate Back | Navigate back. | The Raw Material - Basic Compliance Data screen is displayed. |  |
| 8 | Navigate to Suppliers | On the Raw Material - Basic Compliance Data screen, choose the Suppliers tab. | The Raw Material - Basic Compliance Data screen is displayed, scrolled down to the Suppliers of Raw Materials table. |  |
| 9 | View Supplier Compliance for Raw Material | On the Raw Material - Basic Compliance Data screen, in the Suppliers of Raw Materials table, choose the row of Domestic 10 Supplier 2 | The Supplier Compliance for Raw Material screen of 10300002 is displayed. |  |
| 10 | Approve Supplier | On the Supplier Compliance for Raw Material screen, choose the Approve button.Navigate back. | The supplier status for raw material of Domestic 10 Supplier 2 is Approved. |  |
| 11 | View Compliance Assessments | On the Raw Material - Basic Compliance Data screen, choose the View Compliance Assessments button. | The Raw Material - Compliance Assessments screen opens. |  |
| 12 | Assess Compliance Data | On the Marketability Assessments tab of the Raw Material - Compliance Assessments screen, choose the row of Supplier SDS provided.If you don't see Supplier SDS provided immediately, choose More. | The Marketability Assessment screen is displayed. |  |
| 13 | Check Released Marketability Status | On the Marketability Assessment screen, check that the marketability assessment is released, and then navigate back. | The marketability assessment still released because the marketability status of the supplier raw material wasn’t changed. |  |
| 14 | Release All Other Marketability Assessments | If unreleased marketability assessments appear in the table, set their marketability status to Compliant and release them according to the previous steps. | The processing status is Complete.The marketability assessment of the raw material is done. The raw material can be used in any product and can be purchased from the approved supplier. |  |

Typographic Conventions

|  |  |
| --- | --- |
| Type Style | Description |
| Example | Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options.Textual cross-references to other documents. |
| Example | Emphasized words or expressions. |
| EXAMPLE | Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE. |
| Example | Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools. |
| Example | Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation. |
| <Example> | Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system. |
| EXAMPLE | Keys on the keyboard, for example, F2 or ENTER. |

|  |
| --- |
|  |
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