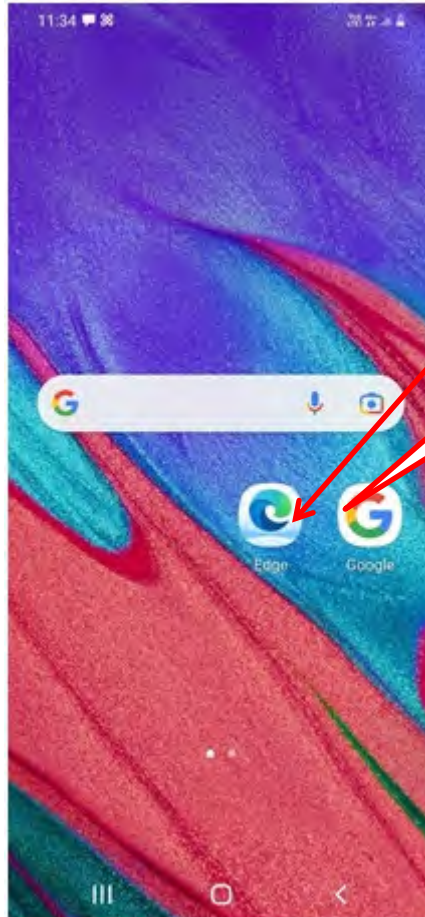


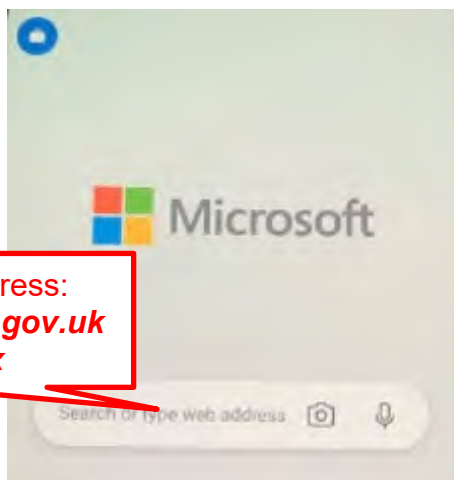
Adding the FIORI shortcut to your Home Screen (Android)

Please note that this is a basic guide, and may differ slightly depending on your type of phone and operating system you are using.



Tap on any of your **web browsers**

If using Microsoft Edge



Type the following address:
<https://mysap.bradford.gov.uk>
in the **Search box**



Once the address is in the **Search box**

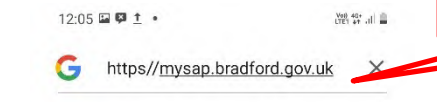
Tap **Go**

If using Google Chrome

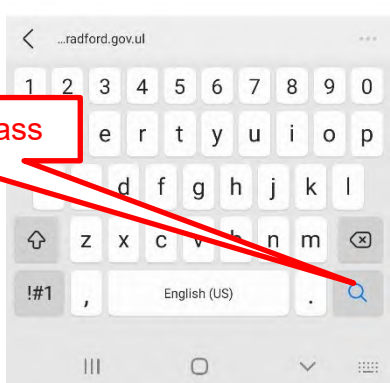
Type the following address:
https://mysap.bradford.gov.uk in
the **Search box**



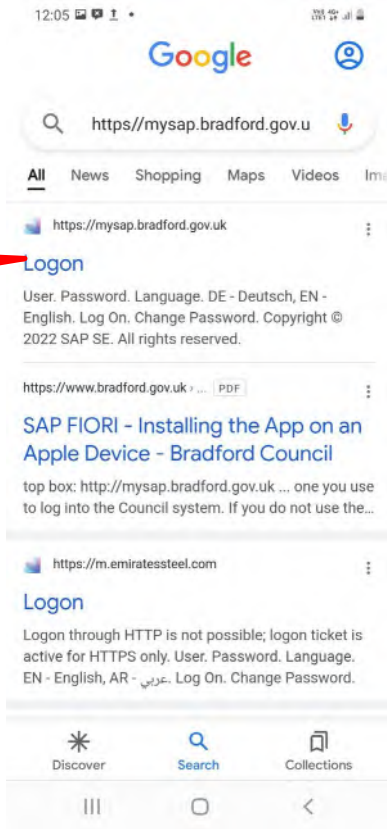
Once the address is in the **Search box**



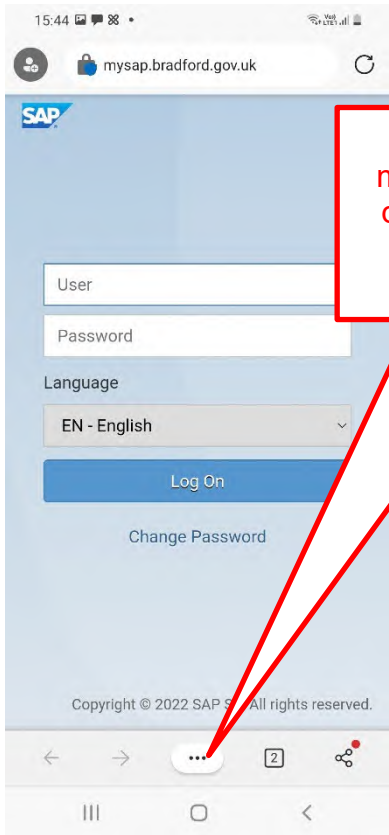
Tap the **Spy Glass**



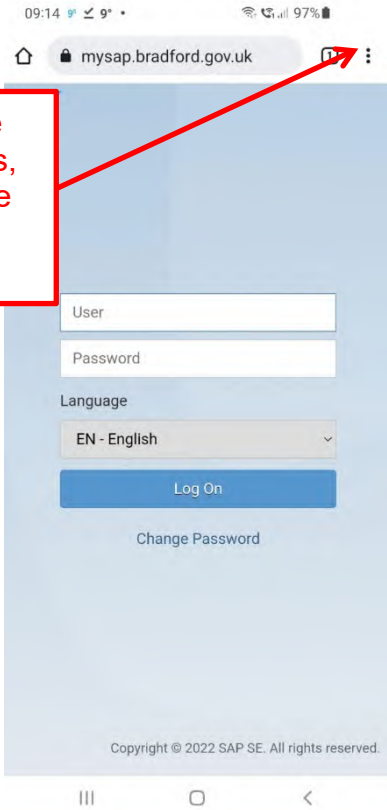
Choose **Logon** from the search results

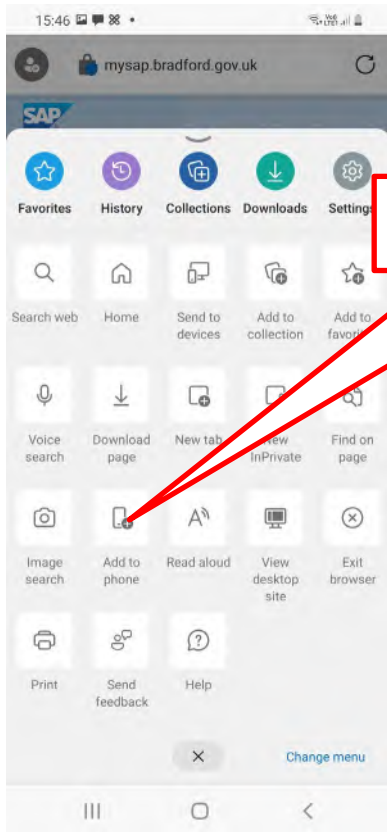


This should bring up the SAP FIORI logon screen.

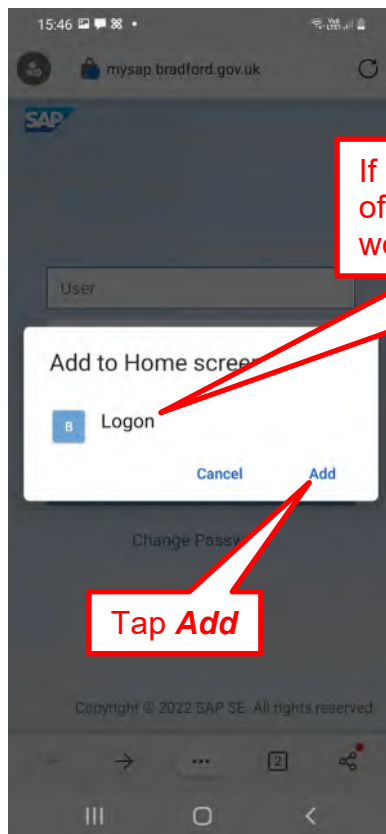
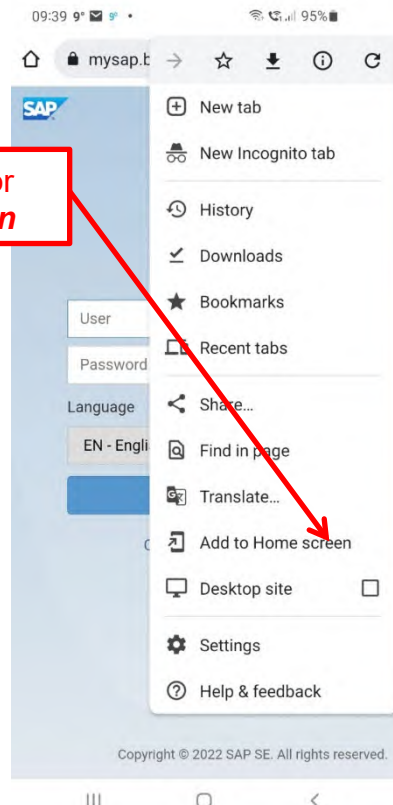


Tap on the 3 dots, these may be in different places, depending on your phone type or browser you are using



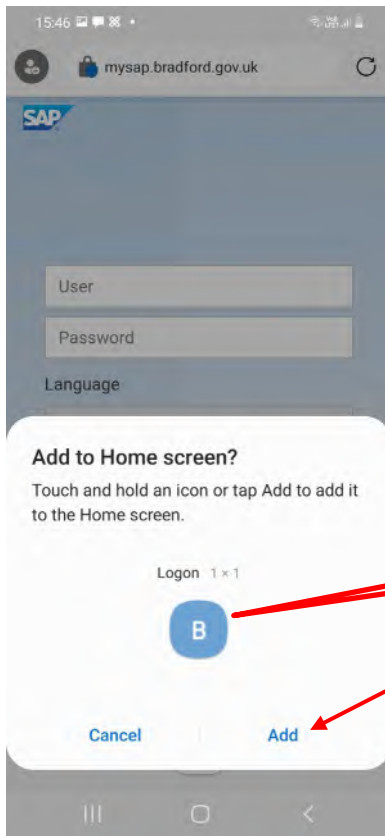


Tap Add to phone or Add to Home screen

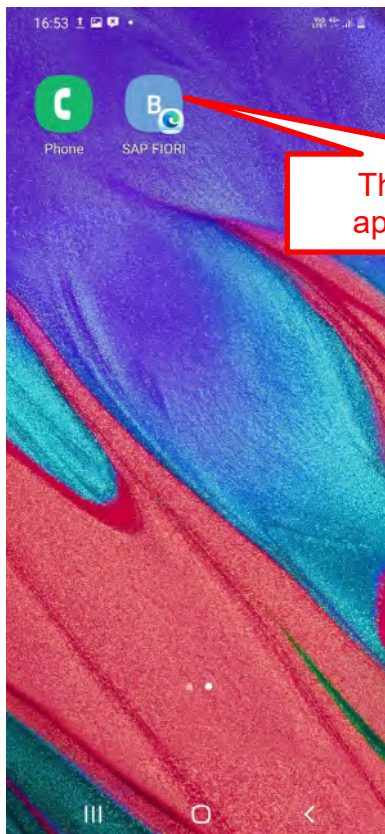


If you wish to change the name of the shortcut, double Tap the word Logon and change it.

Tap Add



Hold your finger down on the Blue icon or tap on **Add**



The shortcut will then appear on your phone

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