

New SAPPHIRE is Live!

The newly redesigned and streamlined SAPPHIRE is now live. This intuitive and search-friendly interface assists users in locating both system-wide and campus-specific documentation for SAP, Firefly, eSHOP, Concur and more. The SAPPHIRE tile is now located at the top of the Firefly home page.



Upon clicking on the SAPPHIRE tile, several options appear to direct the user to the desired location within the new interface.

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	System Documentation	Campus Documentation	Request Forms	
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	Firefly Security	SAP Printer		
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For example, when clicking the *Firefly Help* tile, the user is routed directly to the *Firefly Help* folder within SAPPHIRE. Users can also navigate to any other folder (e.g., Firefly Help, campus folders, etc.) within SAPPHIRE by clicking the *Documents* tab or the *All documents* breadcrumb trail.



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Firefly Help	Name *	Resource Type	Updated	Created		(
	Benefits Help		Jun 11, 2020	Apr 8, 2020	Details	*	
8	Employee Self Service (ESS) Help		Jun 10, 2020	Apr 8, 2020	Details	*	
	Manager Self Service (MSS) Help		Jun 9, 2020	Apr 8, 2020	Details	*	
	Travel Help		Jun 10, 2020	Jun 3, 2020	Details 📼	*	
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The *Home* tab provides quick links to *Latest Updates*, *Recent Documents*, and *Favorites*. For information on how to best use the new SAPPHIRE interface (e.g., managing favorites, downloading/viewing documents, searching, etc.) click the *Using SAPPHIRE* channel. The *Search* field also appears on every page within SAPPHIRE.

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To access SAPPHIRE from within the SAP GUI, click the Search SAPPHIRE button on the toolbar.

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Documentation for a specific SAP transaction can always be found by going to Help > SAPPHIRE Help.

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Note: Any existing browser bookmarks/favorites to the old SAPPHIRE will be broken. Also, users should refresh their browser in the event that the system times out.