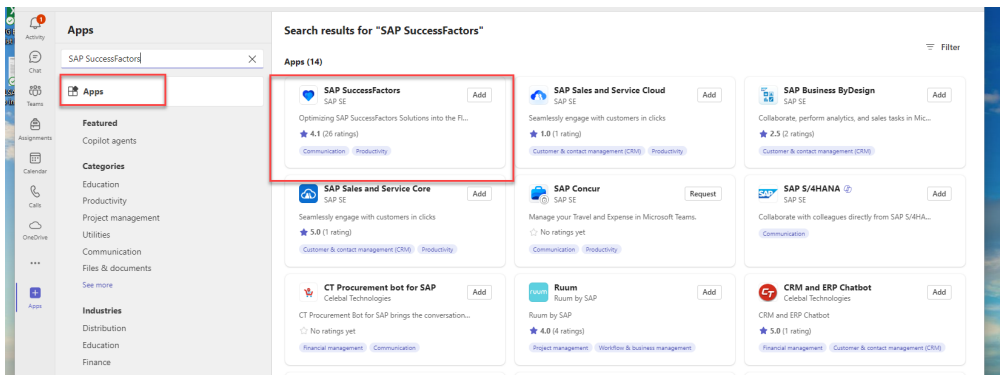
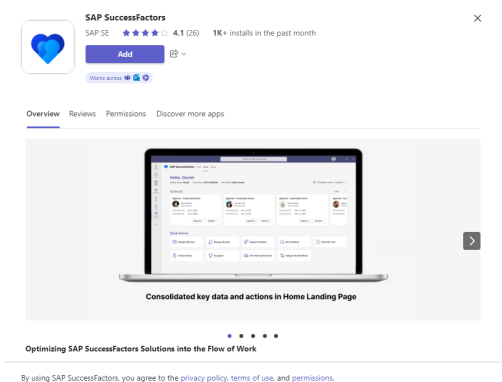
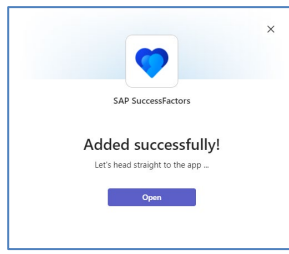
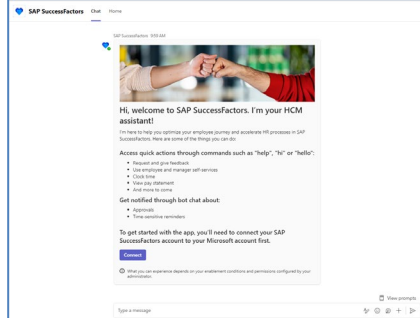


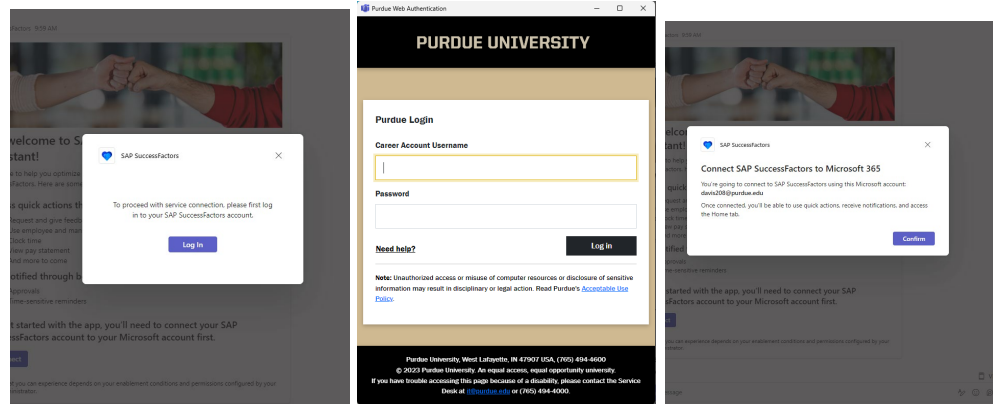
Using the SuccessFactors app in Teams

Summary: The SuccessFactors app in Teams allows the completion of some quick actions through Microsoft Teams. This includes requesting and approving time off, completing and approving timesheets and accessing other 'To-Do' items. Some items connect you directly to SuccessFactors.

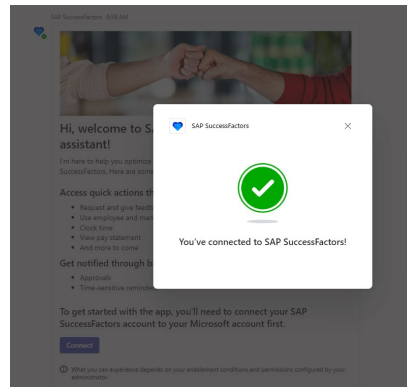
- Accessing the SuccessFactors app in Teams
- Using the SuccessFactors app in Teams

Accessing the SuccessFactors app	
<ol style="list-style-type: none"> 1. Open Teams and locate Apps 2. Search SAP SuccessFactors 3. Click SAP SuccessFactors 	 <p>The screenshot shows the Microsoft Teams 'Apps' interface. The search bar contains 'SAP SuccessFactors'. The search results list several apps, with 'SAP SuccessFactors' highlighted by a red box. The app details show a 4.1 rating and categories like 'Communication' and 'Productivity'.</p>
<p>Click Add</p>	 <p>The screenshot shows the 'Add' dialog box for the SAP SuccessFactors app. It displays the app's name, a 4.1 rating, and a description: 'Optimizing SAP SuccessFactors Solutions into the Flow of Work'. There is an 'Add' button and a 'Works across' indicator.</p>
<p>Click Open</p>	 <p>The screenshot shows a notification dialog box with a blue heart icon. The text reads: 'Added successfully! Let's head straight to the app ...' and includes an 'Open' button.</p>
<p>Click Connect</p>	 <p>The screenshot shows the SAP SuccessFactors chat window. It features a welcome message from the HCM assistant, instructions on how to use the app, and a 'Connect' button. The chat interface includes a header, a message area, and a text input field at the bottom.</p>

Log in with your username and password
 Click **Confirm**



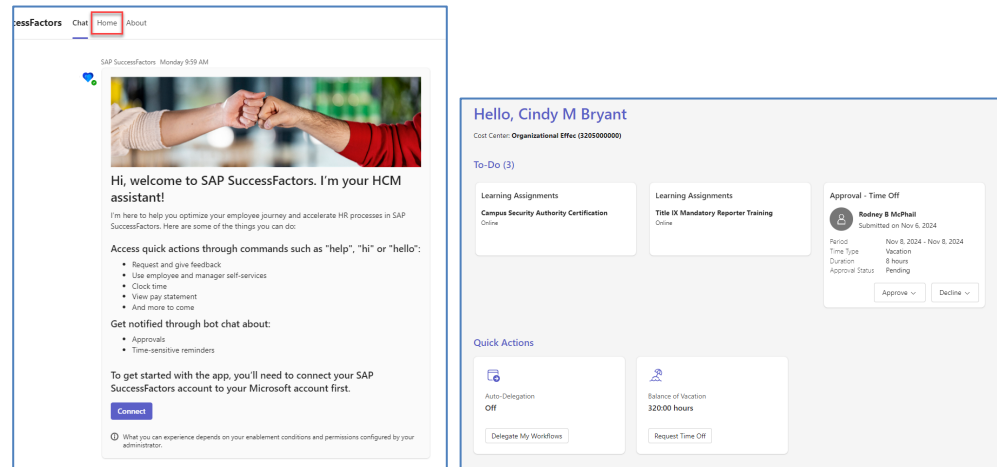
You're connected!
 Please note you may need to log in (again) when using the app.



Using SAP SuccessFactors app

Click **Home** to view the current quick actions available to you

When you click the Learning items in your To-Do section, it will open to the course.



As a supervisor, you will receive requests in Teams, such as Time Off, Timesheets, Job Requisition and Job Offer (if applicable) that you can approve

