



## 2. Authorisation Challenge

Authorisation Roles Define the User Interface in SAP S/4HANA

## In the middle of difficulty lies opportunity.

In SAP ECC, Authorisation Administrators mostly worked behind the scenes. However, with SAP S/4HANA and the Fiori Launchpad, authorisation roles directly impact the user interface, and the work of Authorisation Administrators has suddenly become visible to all users.

With SAP S/4HANA 2020, a new structuring of the Fiori Launchpad, using spaces and pages, was introduced. The design of Fiori spaces and pages aims to help end users execute business processes and find data efficiently. This is especially beneficial for new users, as a well-designed layout provides a quick overview of the most important apps relevant to their job.

A crucial prerequisite for improving the user experience is tailoring business roles, authorisation roles, and spaces and pages to meet end-user needs. Please note, however, that in this case, simplification for end users results in increased complexity for administrators – both from a technical and organisational perspective.

In this article, we will explain the design concept for the Fiori Launchpad using spaces and pages, and outline Deloitte's best practices and recommendations for structuring and naming Launchpad elements.

An example of a Fiori Launchpad with spaces and pages is shown in the figure below. Further sections will explain each element in more detail.

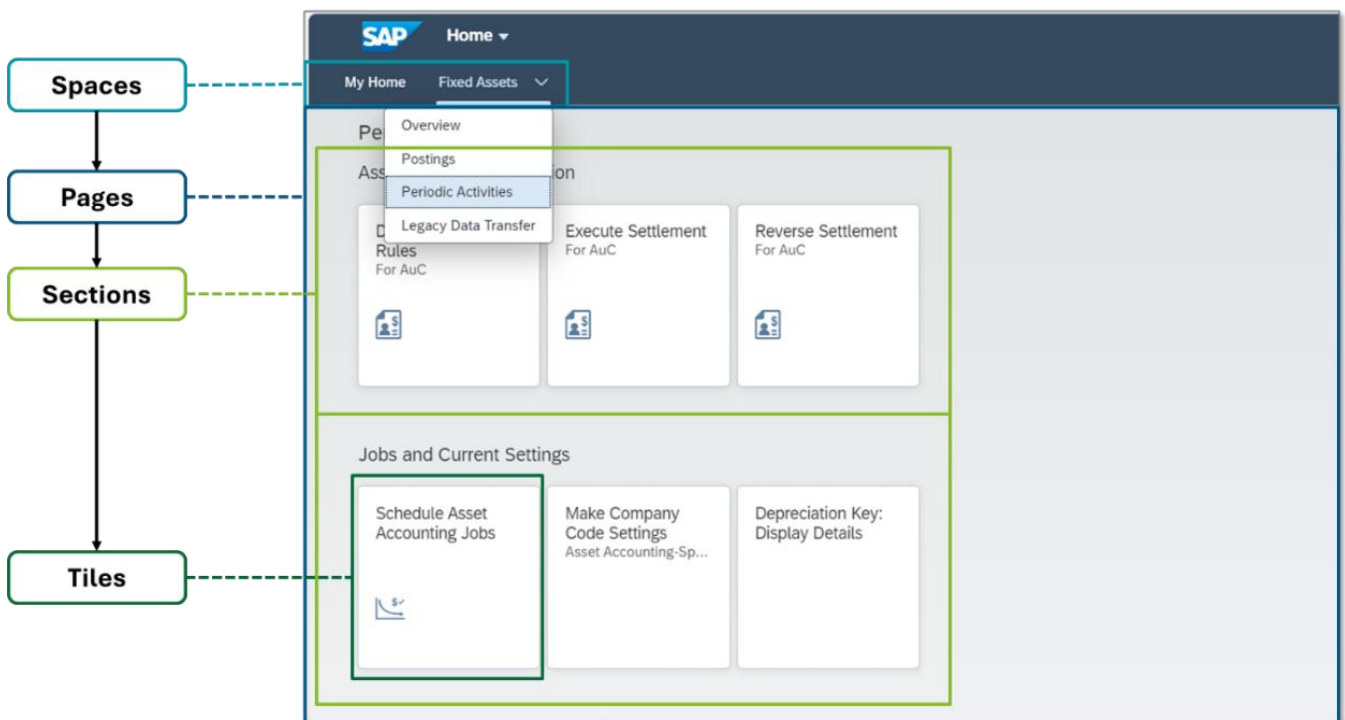


Figure 1: Example of a Fiori Launchpad with Spaces and Pages

A **Space** is displayed as a top-level navigation element on the Fiori Launchpad. Multiple pages can be assigned to a space, resulting in multiple entries in the top-level navigation. The order of spaces on a user's Fiori Launchpad may depend on the technical name or the space title (see SAP note [3012443 - SAP Fiori Spaces: How to sort spaces via technical keys](#)).

Spaces and their content are assigned to users through role assignments. An authorisation role can contain one or more spaces. For better clarity and maintainability, it is recommended to use one space per business role.

A **Page** is part of a space, and a space can include one or more pages. This structure enables users to organise their work into distinct, self-contained contexts. A page consists of sections that further organise the content. Pages should have task-oriented titles summarising the tasks users can perform on that page.

**Sections** group related apps within a page, organising content into logical blocks that enable users to quickly locate apps based on their tasks or topics.

## Recommendations for Spaces and Pages Design

### 1. Not all Apps from the Catalogs Should Be Added to the Pages

Spaces and pages should not serve as exhaustive navigation menus listing all apps. Users can access all authorised content through the search bar, the My Apps menu, and the App Finder. In on-premise systems, access to the classic SAP menu can also be granted via the App Finder. Instead of listing every app, spaces and pages should focus on providing quick access to the most important and frequently used apps related to the user's job functions.

### 2. Use the Same App on Multiple Pages If Needed to Minimize Navigation

Apps can be reused across different pages if needed. The goal is to ensure users can perform all relevant tasks within a single page without unnecessary navigation. For example, many business roles require access to the "My Inbox" app to approve or review requests. It is advisable to include this app on the first page of all relevant business roles.

### 3. Limit the Number of Roles and Spaces per User

To ensure efficient navigation, it's recommended that each user has a limited number of business roles – ideally 1 to 5. Each role corresponds to a space containing the most important applications. Too many roles and associated spaces may overwhelm users and hinder usability.

### 4. Structuring Spaces and Pages

Based on SAP's recommendations and Deloitte's experience across multiple client projects, follow these best practices for structuring content:

- 1 space per business role
- 1 – 5 pages per space
- 2 – 5 sections per page
- 3 – 8 apps per section, but ideally not more than 25 apps per page

## 5. Structuring Spaces and Pages

Based on SAP's recommendations and Deloitte's experience across multiple client projects, follow these best practices for structuring content:

- 1 space per business role
- 1 – 5 pages per space
- 2 – 5 sections per page
- 3 – 8 apps per section, but ideally not more than 25 apps per page

## 6. Guidelines for Titles of Spaces, Pages, and Sections

Titles in the Fiori Launchpad should aid in navigation and should follow these principles:

- Be intuitive and understandable.
- Reflect the terminology used by end users.
- Use business-specific terms; avoid generic SAP labels.
- Avoid acronyms and special characters (e.g., "&/#@\_").
- Use plurals instead of singular forms.

Ensure consistency in titles and categories across different pages. Users are drawn to patterns. Consistently structuring pages helps users orient themselves. For example, departments such as Finance, Logistics, and Controlling might agree on a standard set of page titles, such as:

- Master Data
- Planning
- Operational Tasks
- Reports
- Periodic Activities

Titles should clearly reflect the tasks or actions the user is expected to perform.

Avoid duplication: within a space, ensure that space titles, page titles, and section titles are all distinct. Do not use the same title for both a space and a page, or for both a page and a section.

## Why It Matters for Your Business

The new Fiori Launchpad design, featuring spaces and pages, offers extensive flexibility to tailor the user interface to your specific business needs. This capability significantly enhances the user experience and drives greater system adoption. A well-structured Fiori Launchpad directly impacts how efficiently users can perform their daily tasks. By presenting users only with the apps relevant to their roles, businesses can reduce complexity, minimise errors, and foster a more intuitive and productive working environment.

For example, targeted app visibility helps employees focus on their core responsibilities without distraction, accelerating task completion and improving overall operational efficiency. Additionally, reducing unnecessary options reduces the risk of mistakes, leading to cost savings and improved compliance.

## How Deloitte Can Help

To fully capitalise on these benefits, companies require an experienced implementation partner. Deloitte consultants, having successfully delivered SAP Fiori Launchpad designs in numerous SAP S/4HANA projects, are ideally positioned to provide this expert support.

## References

[Recommendation for Structuring Roles, Spaces and Pages in the SAP Fiori Launchpad Based on Common User Behaviors | SAP Blogs](#)

[SAP Fiori for SAP S/4HANA – Best Practices for Structuring Spaces and Pages | SAP Blogs](#)

**Deloitte.**