Using WinGUI for Time Processes
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I. WINGUI is a Win for Time Processing!

• Since January 2007, most time keepers and time approvers have been using **WebGUI** (Web Graphical User Interface) to access SAP to enter and approve time.

• **WinGUI** (Windows Graphical User Interface) is the preferred option for using most SAP applications. WinGUI has enhanced features that are not available in WebGUI.

• Until now the District did not have a method to load WinGUI on every computer at every site. However, we now have **Citrix** which allows everyone to log in and use WinGUI to access SAP.

• Citrix has already been rolled out to all schools and offices because WinGUI is required to access SAP for the new P-Card reconciliation and approval. So why not take advantage of what WinGUI has to offer for time keepers and approvers?

• Many financial functions are embedded in SAP and utilize WinGui. For instance, the Shopping Cart functionality uses WinGUI when the system performs the funding line check. Without WinGUI this check of available funds will not function properly. (Shopping Cart is being rolled out to schools over the 2013-14 school year.)

• **RECAP**
  • SAP has added features that are available in WinGUI that are not in WebGUI
  • WinGUI can be accessed through Citrix
  • Citrix is available for you to download now
II. Benefits of Using WinGUI

Time Keepers

• Allows data entry in CATS without re-typing the same data that was previously entered.

• Using Citrix, time reporting can now be accessed on Apple computers.

• Allows the time keeper to open multiple screens making it easier to check employee records and providing a more efficient mode of time entry.

Time Approvers

• Provides a faster method of approving time by not having to scroll through multiple pages to approve records.

• Using Citrix, time approval can now be accessed on Apple computers.

• Allows the time approver to open multiple screens to assist in reviewing employee records.
III. Differences between WebGUI and WinGUI

**WEB**

1. Buttons contain words such as ‘Execute’, ‘Get Variant’, ‘Enter Time’.

2. Employee time records are listed in ZCATS_APPR_LITE on several pages.

3. Does not have the ability to use previously entered data. *Example: Must re-type the Funding line: Receiver Cost Center, Receiver Fund, and Receiver Functional Area*

4. May only open one screen at a time.

**WIN**

1. Buttons are represented as icons such as

2. Employee time records are listed on one list in ZCATS_APPR_LITE.

3. Ability for time keepers to use data that was previously entered without having to re-type information.
# WebGUI to WinGUI – Quick Reference

<table>
<thead>
<tr>
<th>WEB GUI Action</th>
<th>WIN GUI Icon</th>
<th>Action Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Menu</td>
<td>N/A</td>
<td>List of commands or options</td>
</tr>
<tr>
<td>Back</td>
<td><img src="image" alt="Arrow" /></td>
<td>Back</td>
</tr>
<tr>
<td>Exit</td>
<td><img src="image" alt="Exclamation Mark" /></td>
<td>Exit</td>
</tr>
<tr>
<td>Cancel</td>
<td><img src="image" alt="Cancel" /></td>
<td>Cancel</td>
</tr>
<tr>
<td>Enter Time</td>
<td><img src="image" alt="Enter Time" /></td>
<td>Enter Time</td>
</tr>
<tr>
<td>Test Time</td>
<td><img src="image" alt="Test Time" /></td>
<td>Test Time</td>
</tr>
<tr>
<td>Save Time</td>
<td><img src="image" alt="Save Time" /></td>
<td>Save Time</td>
</tr>
</tbody>
</table>
IV. Sample SAP Screen Prints

1. CAT2 – Time Sheet for Data Entry (Web and Win comparison screen shots)

2. Tips for Faster Time Entry if you need to enter same data multiple times

3. How to Open Multiple Screens in SAP

4. ZCATS-APPR_LITE for time approval (Web and Win Comparison screen shots)

5. Tips for Faster Time Approving
1) CAT2 – Time Sheet: Data Entry View
Web and Win Comparison Screen Shots
2) **TIPS FOR QUICKER TIME ENTRY WHEN ENTERING FUNDING**

WinGUI has the capability of retaining previously entered data. This will help time keepers to not re-type the same information over and over again.
3) How to Open Multiple Screens in CATS

WinGUI allows multiple screens to be opened. This will benefit both time keepers and time approvers when checking or reviewing time records.
4) ZCATS_APPR_LITE – Approve Working Times
Web and Win Comparison Screen Shots
5) **TIPS FOR FASTER TIME APPROVING**

Employee records to be approved in ZCATS_APPR_LITE is listed in one full list when using WinGUI. This will make time approving faster.
V. How Do I Access WinGUI?

• Download Citrix
  • Go to http://lrpweb.lausd.net and click on the installation guide for either a Windows or a Mac computer, the download link is located within the Installation Guide.

    CITRIX INSTALLATION
    - Citrix Receiver Installation Guide for Windows
    - Citrix Receiver Installation Guide for Mac

• Once Citrix is downloaded, go to http://apps.lausd.net to access WinGUI
  • It is recommended that you bookmark http://apps.lausd.net. Every time that you log into SAP you will go to this link first.