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EXAM PREPARATION GUIDE

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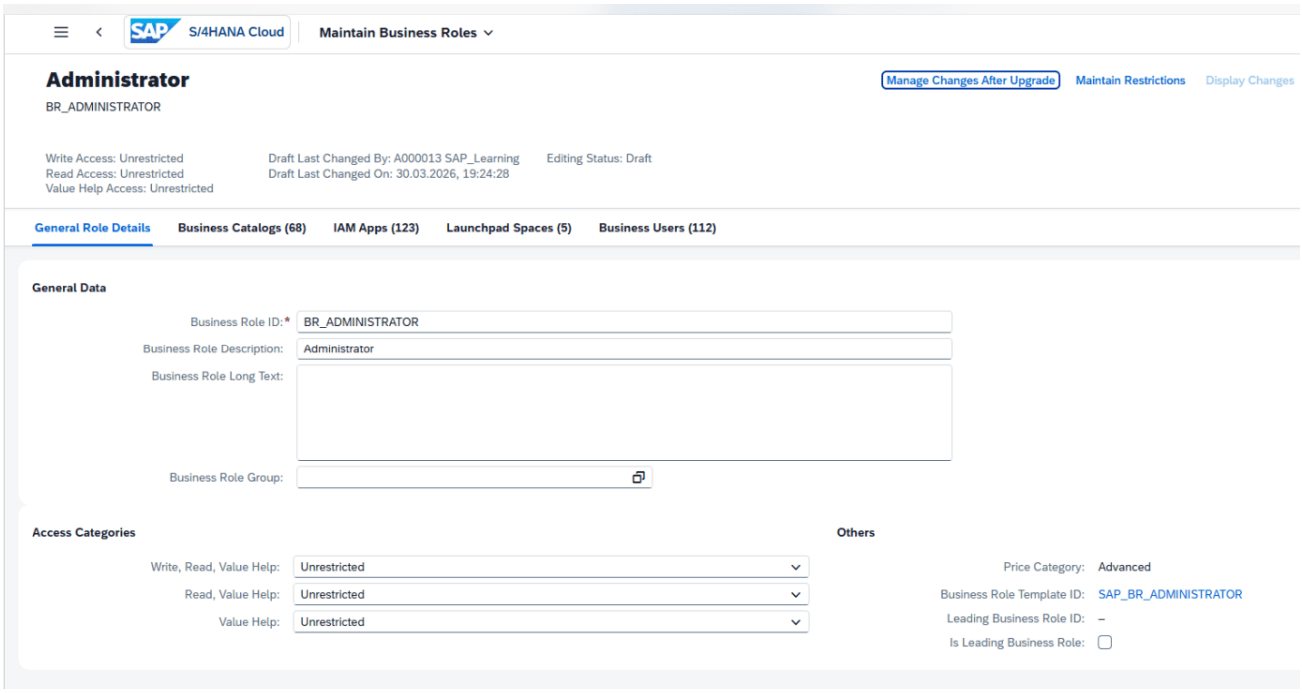
Exam : **C_S4CPB**

Title : SAP Certified - Implementation Consultant - SAP S/4HANA Cloud Public Edition (C_S4CPB_2602)

Version : DEMO

1.Note: In this practical certification exam, you will only be given high-level instructions. The step descriptions are complete and tested to work. They are not detailed, as this is a test of your knowledge of navigating the system on your own.
Caution: Please make sure you are always using your assigned group number. The last 6 digits are denoted as ###### in the following tasks. Your results will not be recorded if you are not using your own group number. To find your group number: Select your user in the top right corner. You will see your user name with a series of numbers. Use the last 6 digits as your group number
Caution: To keep the system running smoothly and avoid unnecessary costs, please follow the assigned exercises carefully when using the SAP Landscape. Avoid going beyond the exercise scope and only use your group number to help maintain a stable and efficient environment for everyone.
A. See Explanation below for all solution.
Answer: A
Explanation:
Purpose: Identify your own six-digit suffix and use it consistently in every task.
Example used in this guide: 000013

2.Business Scenario
You are working on an implementation project and need to assign yourself the Administrator business role to complete your job tasks. Follow the instructions below to assign the Administrator business role to your user.
Prerequisites Note:
In the task below, always replace ###### with the last 6 digits of your group number.
Your Task 1.
Assign the Administrator (BR_ADMINISTRATOR) business role to your user and save.
A. See Explanation below for all solution.
Answer: A
Explanation:
Task 1: Assign the Administrator Business Role to Your User Objective
The purpose of this task is to assign the standard SAP business role Administrator to your own business user so you can perform the required configuration and administration activities in SAP S/4HANA Cloud.
The required business role is:
For your exercise, you must always replace ###### with the last 6 digits of your group number. In your case, this was done with your own group suffix during execution.



Why this task is required

In SAP S/4HANA Cloud, access to apps and functions is controlled through business roles.

Without the Administrator role, your user may not be able to:

So this task is the first access-enablement step.

Detailed Step-by-Step Procedure

Step 1: Open the app “Maintain Business Users”

From the SAP S/4HANA Cloud launchpad:

This app is used to maintain business users and assign or remove business roles.

Step 2: Search for your own user

Inside Maintain Business Users:

For example, in your exercise you used your own SAP Learning user.

You must open your own business user because the Administrator role needs to be assigned to your personal user record.

Step 3: Open your user record

After the search results appear:

This takes you to the detailed maintenance page where business roles can be reviewed and assigned.

Step 4: Switch to Edit mode

In the business user detail screen:

Without entering edit mode, the role assignment list is display-only and cannot be changed.

Step 5: Go to Assigned Business Roles

Inside your business user:

This tab shows all business roles already assigned to your user and is the correct place to add new ones.

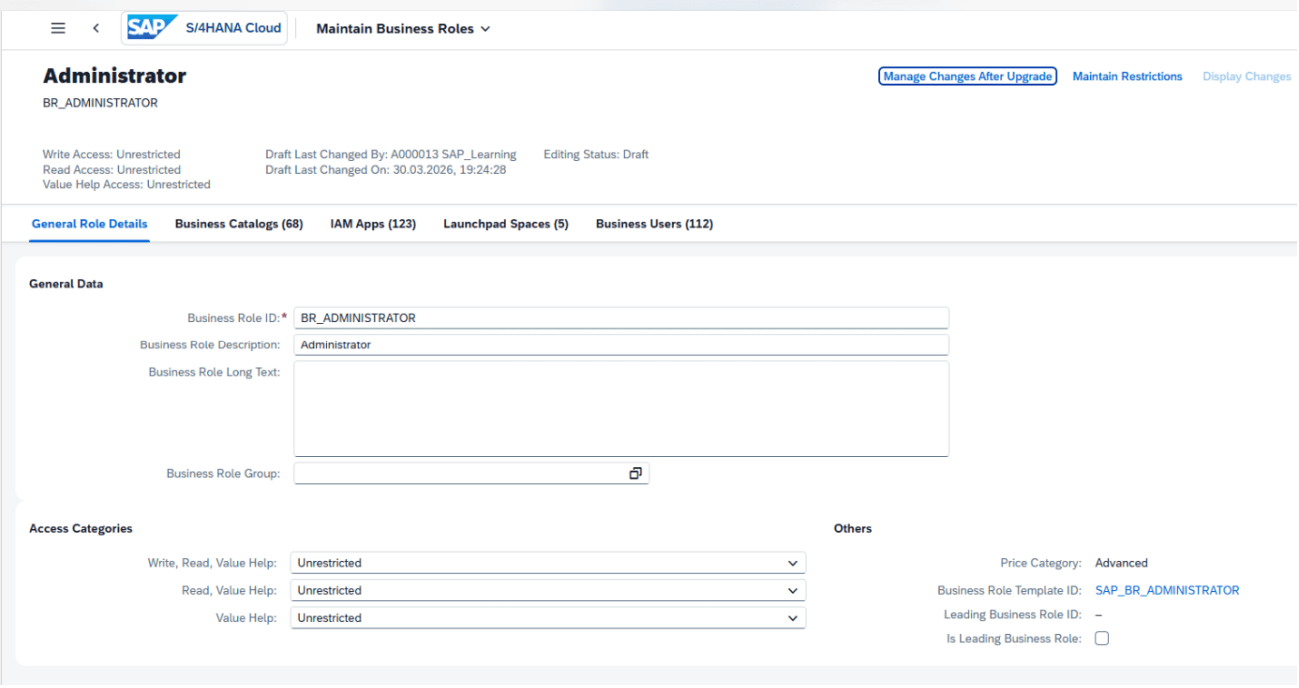
Step 6: Click Add

In the Assigned Business Roles section:

This opens the dialog:

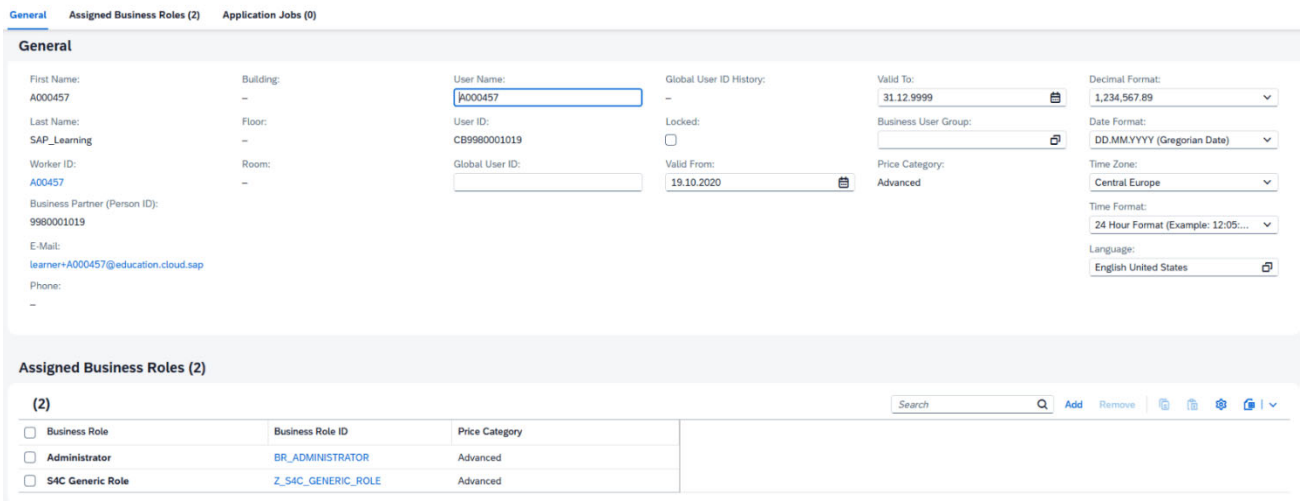
The Add dialog is used to search and select standard SAP-delivered business roles.

Step 7: Search for the Administrator role
In the Add Business Roles popup:
This is the standard Administrator role required by the task.
You must select the exact standard role, not a custom role.
Step 8: Add the role
After selecting BR_ADMINISTRATOR:
At this point the role is added to your draft changes, but not yet finally saved.
Step 9: Save the user
Back in the business user detail screen:
This is the final and mandatory step.
If you do not save, the Administrator role remains only in draft and is not actually assigned.
Step 10: Verify the assignment
After saving:
Expected Result:
Your user now has the Administrator business role assigned successfully.
What to verify after completion
You should verify the following:



3.Create a Business User and Assign a Business Role
Business Scenario
You are working on an implementation project and need to create a test user in the system for demonstrating the professional services business processes to project managers during your upcoming Fit-to-Standard workshop. Follow the instructions below to create a new test user with a basic import of worker and work agreement data.
Note: In the task below, always replace ###### with the last 6 digits of your group number.
Note: Make sure to use the EXACT names/values/spaces as they are listed in the task.
Even forgetting a space or a number will cause the validation of the task to fail and be marked as

incorrect.
Task: Assign the HR Administrator (BR_ADMINISTRATOR_HRINFO) business role to your user.
A. See Explanation below for all solution.
Answer: A
Explanation:
Task 3: Assign the HR Administrator Business Role to Your User Objective
The purpose of this task is to assign the HR Administrator business role to your own business user so you can continue the worker, work agreement, and business user setup activities required for the professional services scenario.
The required business role is:
Task 3: Assign the HR Administrator Business Role to Your User Objective
The purpose of this task is to assign the HR Administrator business role to your own business user so you can continue the worker, work agreement, and business user setup activities required for the professional services scenario.
The required business role is:
Step 1: Open the app “Maintain Business Users” From the SAP S/4HANA Cloud launchpad:
Explanation
This app is used to maintain user master data and assign business roles.
All business role assignments for your own user are done here.
Step 2: Search for your own user
In Maintain Business Users:
Explanation
You need to open your own user because the HR Administrator role must be assigned to your own account before continuing the simulation.
Step 3: Open your user record
After the search results appear:
Explanation
This opens the business user detail screen where all assigned roles can be reviewed and maintained.
Step 4: Switch to Edit mode
On the user detail page:
Explanation
Edit mode is required before you can add or remove business roles.
Without edit mode, the Assigned Business Roles tab is display-only.

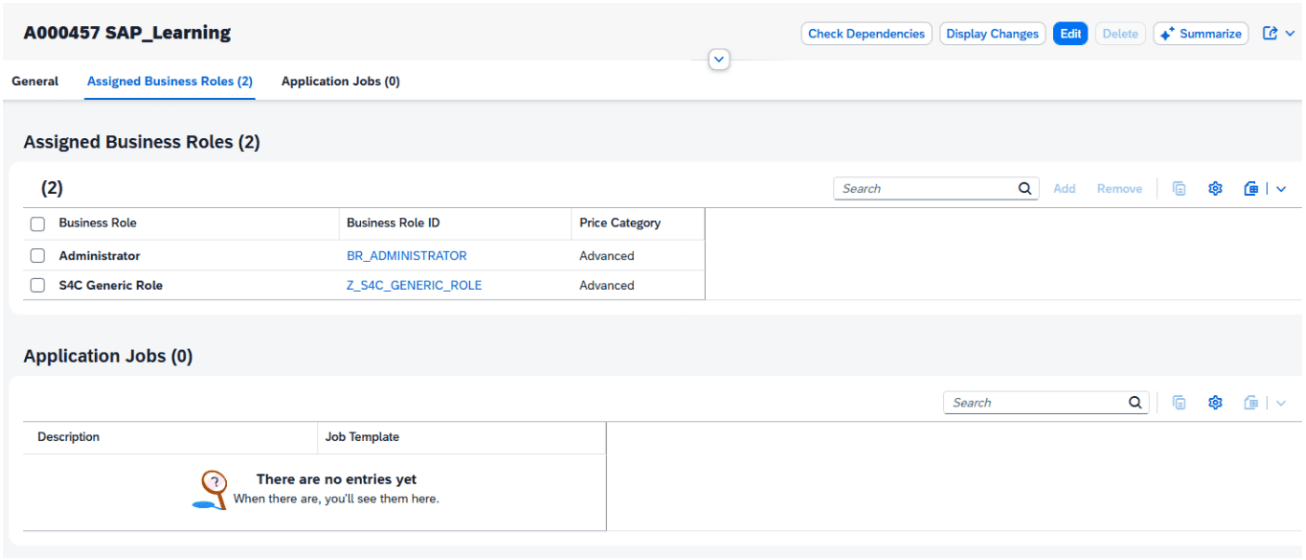


Step 5: Open the “Assigned Business Roles” tab

Inside your user record:

Explanation

This tab lists all current roles assigned to your user and is the correct place to add BR_ADMINISTRATOR_HRINFO.



Step 6: Click “Add”

In the Assigned Business Roles section:

This opens the dialog:

Explanation

This popup allows you to search for standard SAP business roles by ID or description.

Step 7: Search for the HR Administrator role

In the Add Business Roles popup:

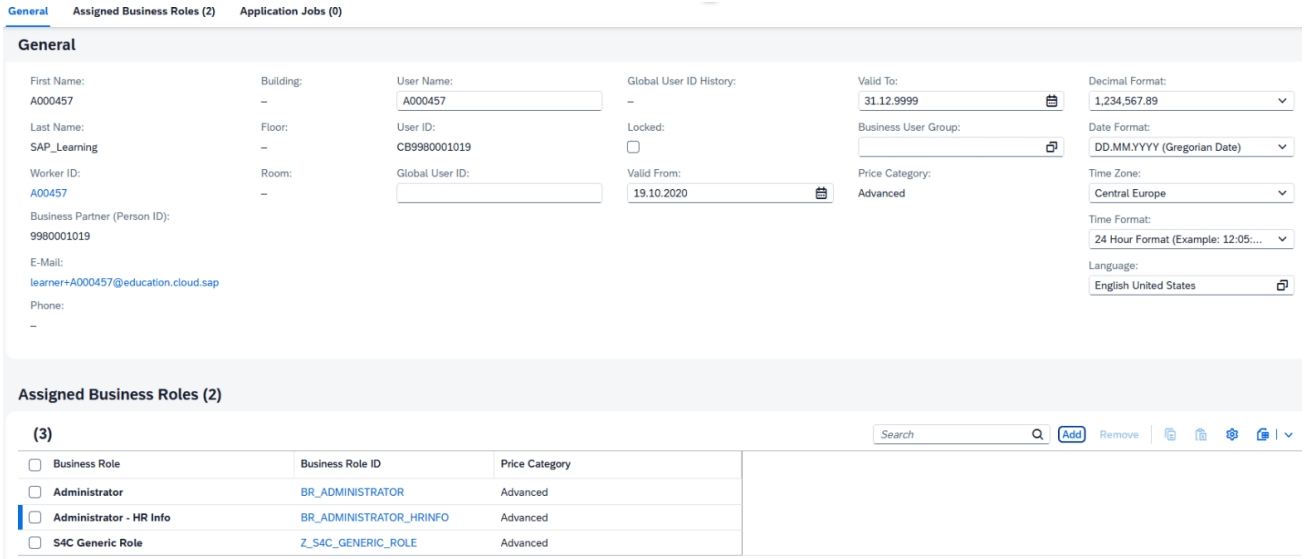
Explanation

This is the exact role required by the task.

It gives you the workforce /HR information administration permissions needed for the later simulation steps.

Step 8: Add the role to the user

After selecting the role:
The role should now appear in your assigned roles list.
Explanation
At this stage, the role is added to the user in draft mode, but it is not yet permanently stored until you save.



Step 9: Save the business user
Back on the business user detail page:
Explanation
Saving is mandatory.
If you do not save, the role assignment remains incomplete and later tasks may fail because your user will not actually have the HR Administrator authorization.
Step 10: Verify the role assignment
After saving, verify that the role appears in the assigned roles list:
Explanation
This is your proof that the task is complete.
You should see the HR role together with your other assigned roles.
Expected Result
After completing this task successfully:
Why this role matters
The role BR_ADMINISTRATOR_HRINFO is required because the scenario involves:
In SAP S/4HANA Cloud, access is always role-based, so assigning this role is an authorization prerequisite for later tasks.