



SAP SuccessFactors 

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Managing Custom Navigation Links

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Change History

Learn about changes to the documentation for custom navigation links in recent releases.

Q1 2017 – Present

Type of Change	Description	More Info
None	We did not update this document.	

1 Custom Navigation Links

Custom navigation links are hyperlinks that you can add to the SAP SuccessFactors user interface, in various locations, enabling users to navigate from that location to a specified URL.

You can add custom navigation links to the user interface using the [Configure Custom Navigation](#) admin tool. The specified URL can be an internal deeplink, to another page in the SAP SuccessFactors application, or it can be an external link, to the URL of another SAP or third-party application or web page. Custom navigations allow you to use the SAP SuccessFactors user interface as the centralized access point for all of your Human Capital Management solutions and business processes.

You can configure how the link is displayed and in which locations it appears. Custom links can be added to several places within Employee Central and the employee profile, as well as to other locations in the user interface, such as the employee quickcard and action search. You can control visibility of custom navigation links using role-based permissions and localize the link text in different languages. Custom navigation links can also include URL parameters, which make some kinds of SAP SuccessFactors user data, such as user ID, employment ID, or legal entity, available to the specified application or web page.

i Note

Custom navigations are one way to integrate the SAP SuccessFactors system with your SAP ERP on-premise system. For more information about configuring your side-by-side implementation, please refer to the [Integrating SAP ERP with Employee Central in a Side-by-Side Deployment Option](#) guide.

2 Prerequisites for the Custom Navigation Configuration Tool

The *Configure Custom Navigation* admin tool is optional feature that is available in all instances of the SAP SuccessFactors HXM Suite. There are no feature prerequisites.

i Note

The ability to control visibility of custom navigation links within the *Configure Custom Navigation* tool requires role-based permissions (RBP). If you are using the legacy user-based permission model, you can still use this tool, but you cannot control visibility and the links are visible to anyone who can see the page.

3 Enabling Custom Navigations

Enable the *Configure Custom Navigation* admin tool in Provisioning.

Prerequisites

You have access to Provisioning.

→ Remember

As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Product Support.

Procedure

1. Go to ► *Provisioning* ► *Company Settings* ►.
2. Select *Configure Custom Navigation*.
3. Save.

4 Permission to Configure Custom Navigations

Several administrative permissions enable you to use the *Configure Custom Navigation* tool.

You can use the tool if you have one of the following permissions:

- *Company System and Logo System Admin* permission
- *Manage Action Search* permission

5 Configuring Custom Navigations

Use the [Configure Custom Navigation](#) admin tool to add custom navigation links to the SAP SuccessFactors user interface.

In order to create a custom navigation link, you must provide a text label, a unique ID, a link type, a target URL, and a link location. Optionally, you can also add permission controls, localized translations, and URL parameters to your custom navigation links.

Related Information

[Creating a Custom Navigation Link \[page 8\]](#)

[Setting Up Permissions for a Custom Navigation Link \[page 15\]](#)

[Localizing a Custom Navigation Link \[page 16\]](#)

[URL Tokens in Custom Navigation Links \[page 17\]](#)

5.1 Creating a Custom Navigation Link

Add a custom navigation link to the SAP SuccessFactors user interface.

Prerequisites

You have [Company System and Logo System Admin](#) or [Manage Action Search](#) permission.

Procedure

1. Go to [Admin Tools](#) > [Company Settings](#) > [Configure Custom Navigation](#).
2. Enter a menu item label. This is how the link appears in the user interface.
3. Enter an ID. This can be any string, as long as it is unique for each custom navigation link.
4. Enter the target URL. This defines the destination of the custom link.
5. Select the link type.
6. Select the link location. This defines where the custom link is visible.
7. Click [Save](#).

Results

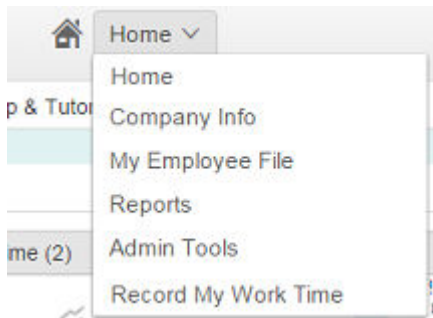
You have created a simple custom navigation link that is visible to everyone. In most cases, the link is visible immediately in the specified location. If not, try logging in and out first.

Example

Suppose that you use an external, third-party vendor for tracking time and attendance. You might want to add a custom navigation link to this system from the main navigation menu, like this:

* Menu Item Label	* ID	* Link Type	* URL	* Menu Location	Permissions
Record My Work Time	001	External Link - New Browser	https://myexternaltimerecording.co	Top Navigation	None

This will result in a new link in the main navigation menu, labeled "Record My Work Time", which opens your external time and attendance system in a new browser window:



Next Steps

Confirm that your new link is appearing as desired. Then continue to optional configurations, such as permissions, localization, and URL parameters.

If you added a custom navigation link to actions search, use the [Manage Action Search](#) tool to add a custom action. It may take up to 30 minutes for new custom actions to be available to end users in search results.

Related Information

[Custom Navigation Configuration Options \[page 10\]](#)

[Custom Navigation Link Locations \[page 11\]](#)

5.1.1 Custom Navigation Configuration Options

The following table describes the configuration options available in the [Configure Custom Navigation](#) admin tool.

Field	Description	Required?
Menu Item Label	This field defines how the link appears in the user interface.	Yes
Localization	You can use the locale editor to provide translations of the menu item label in other languages.	No
ID	This field defines a unique ID for each custom navigation link. The ID can be any alphanumeric string, as long as every custom navigation link, regardless of its location or locations, has a unique ID.	Yes
Link Type	This field defines the link type. You can select one of the following: <ul style="list-style-type: none">• Internal Link Used with a SAP SuccessFactors deeplink• External Link - Current Tab/Window Used with an external URL. Opens in the same browser tab or window.• External Link - New Tab/Window Used with an external URL. Opens in a new browser tab or window.	Yes
URL	This field defines the target URL that is accessed via the custom link. You can enter an internal SAP SuccessFactors deeplink or an external URL. It can be a static URL that is the same for all users, or it can be dynamically generated using URL parameters. For more information about URL parameters, see URL Tokens in Custom Navigation Links [page 17] .	Yes

Field	Description	Required?
Location	<p>This field defines the link location.</p> <p>You can select one or more of the available options.</p> <p>For more information about link locations, see Custom Navigation Link Locations [page 11].</p> <div style="background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc;"> <p>i Note</p> <p>Custom navigations that are added to action search should not be added to other locations as well. If you want to make the same URL available in both action search and another location, you should create two separate custom navigation links.</p> </div>	Yes
Permissions	<p>If you are using role-based permissions, you can use this drop-down menu to select which permission roles and permission groups can see the custom action. Only members of the selected roles and groups can see the custom link in the user interface.</p>	No

5.1.2 Custom Navigation Link Locations

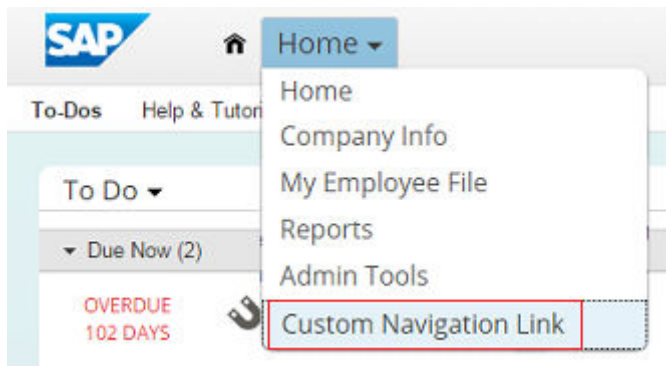
Each of the locations where you can add a custom navigation link are described in the table below, followed by examples.

Custom Navigation Link Locations

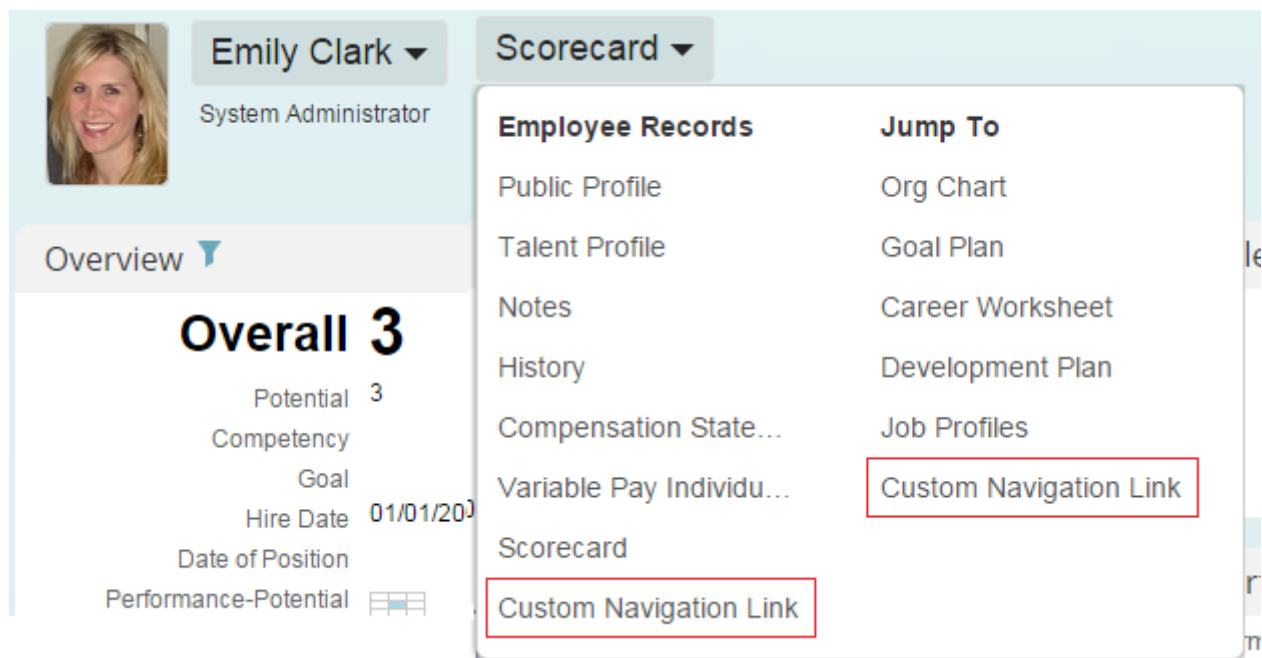
Link Location	Description
Top Navigation	<p>Selecting this option adds a custom link to the main navigation menu at the top of the screen, in the global page header. This menu lists the main areas of the application, such as Employee Files, Performance, Development or Admin Tools.</p>
Employee Profile - Jump To	<p>Selecting this option adds a custom link to the People Profile, in the "Take Action" menu, under the "Jump To" heading.</p> <p>This custom link is associated with the userID, not the personID.</p>
Employee Profile - Employee Records	<p>This option was used by a legacy version of the Employee Profile. It isn't used in People Profile, so this link location is no longer relevant.</p>
Person - Take Action	<p>Selecting this option adds a custom link to the "Take Action" menu in several locations, such as the employee quickcard and the legacy home page (v12).</p> <p>This location requires Employee Central and the custom link is associated with the personID.</p>

Link Location	Description
Person - Go To	<p>Selecting this option adds a custom link to the "Go To" menu in several locations, such as the employee quickcard and the legacy home page (v12).</p> <p>This location requires Employee Central and the custom link is associated with the personID.</p>
Action Search	Selecting this option adds a custom link to action search. Users can find the custom link using the search box in the global page header.

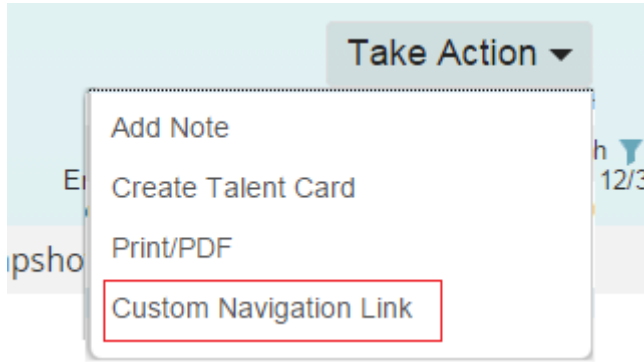
Example



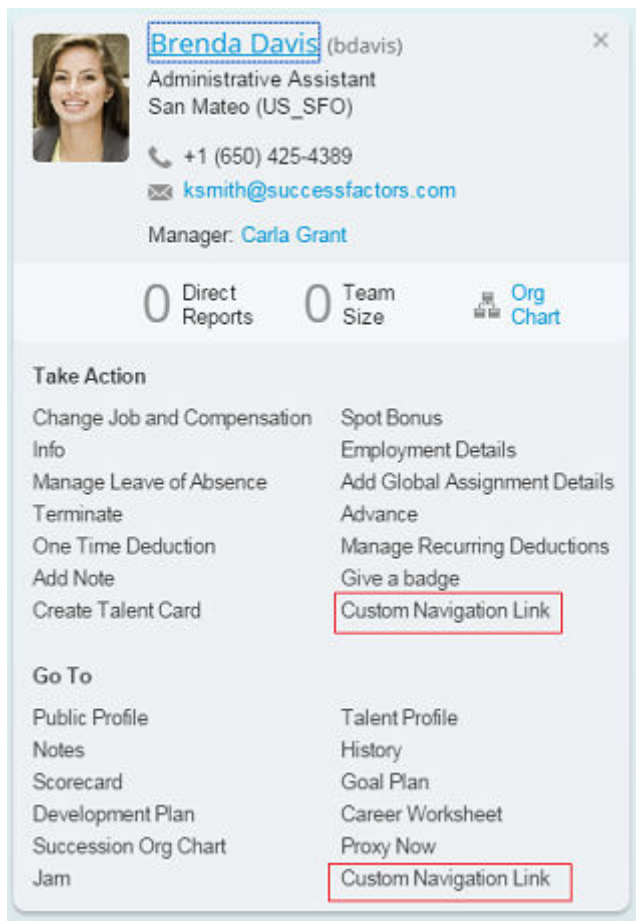
Custom Navigation Link in Main Menu



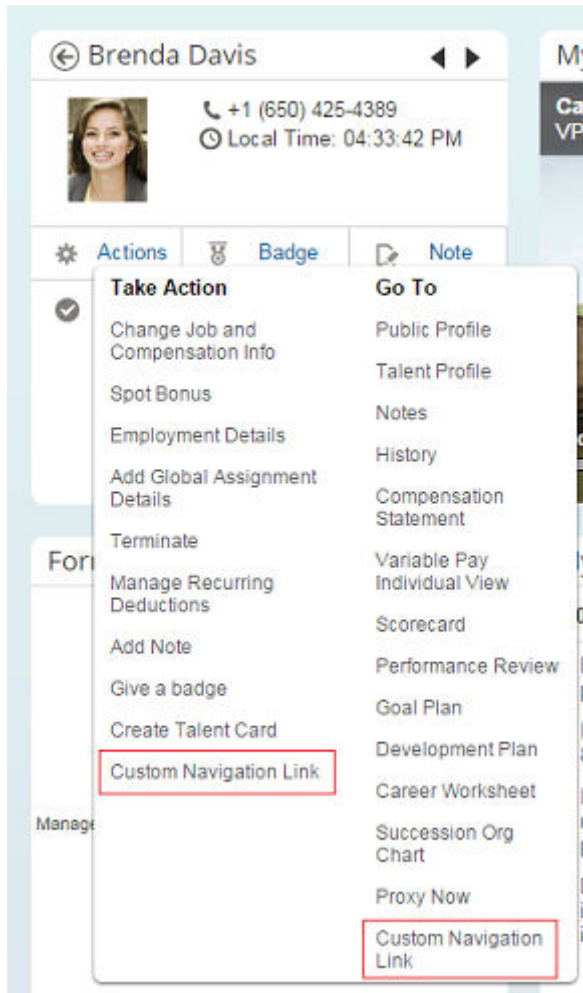
Custom Navigation Link in Employee Profile Navigation Menu



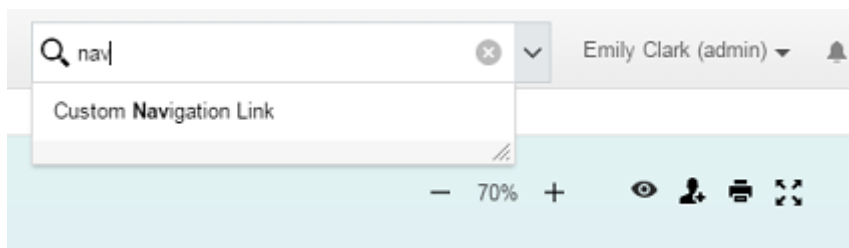
Custom Navigation Link in Employee Profile Take Action Menu



Custom Navigation Link in Quickcard Take Action and Go To Menus



Custom Navigation Link in Homepage Take Action and Go To Menus



Custom Navigation Link in Action Search

5.2 Setting Up Permissions for a Custom Navigation Link

You can control visibility of a custom navigation links by selecting the permission roles and groups who should be able to view the link.

Prerequisites

You have [Company System and Logo System Admin](#) or [Manage Action Search](#) permission.

Context

If you are using legacy permissions, the [Permissions](#) column is not available. You can create custom navigation links that are visible to everyone but you cannot restrict visibility to certain people or groups

Procedure

1. Go to [Admin Tools](#) > [Company Settings](#) > [Configure Custom Navigation](#).
2. Use the [Permissions](#) dropdown menu to select one or more roles or groups.
3. Click [Save](#).

Results

If permissions are defined, only members of the specified permission roles and groups can see that particular navigation link. If no permission is defined, the link is visible to all users by default.

Example

Suppose that, in some countries, you use Employee Central as your core HCM system of record, while in other countries you use an on-premises HCM system. For example, if your employees based in Germany still use the on-prem system, you might want to create a custom navigation link to that system that is only visible to German employees. To do this, you can create a permission group for German employees and make the custom navigation link only visible to users in this group:

* Menu Item Label	* ID	* Link Type	* URL	* Menu Location	Permissions ?
<input type="text" value="Update Personal Info"/>	<input type="text" value="001"/>	<input type="text" value="External Link - New Browser"/>	<input type="text" value="https://hcmsystem:12345/mypersin"/>	<input type="text" value="Person - Take Action"/>	<input type="text" value="Location Germany (group)"/>

5.3 Localizing a Custom Navigation Link

You can provide translations of the menu item label of a custom navigation link, so that the label is localized according to the user's language preference.

Prerequisites

In order to add translations to a custom navigation link, you must be using more than one language in your SAP SuccessFactors system. Only languages that are enabled and activated in your system appear in the [Configure Custom Navigation](#) tool's locale editor.

Context

For each custom navigation link, you can use the locale editor to provide translations of the menu item label. To add translations, complete the following steps:

Procedure

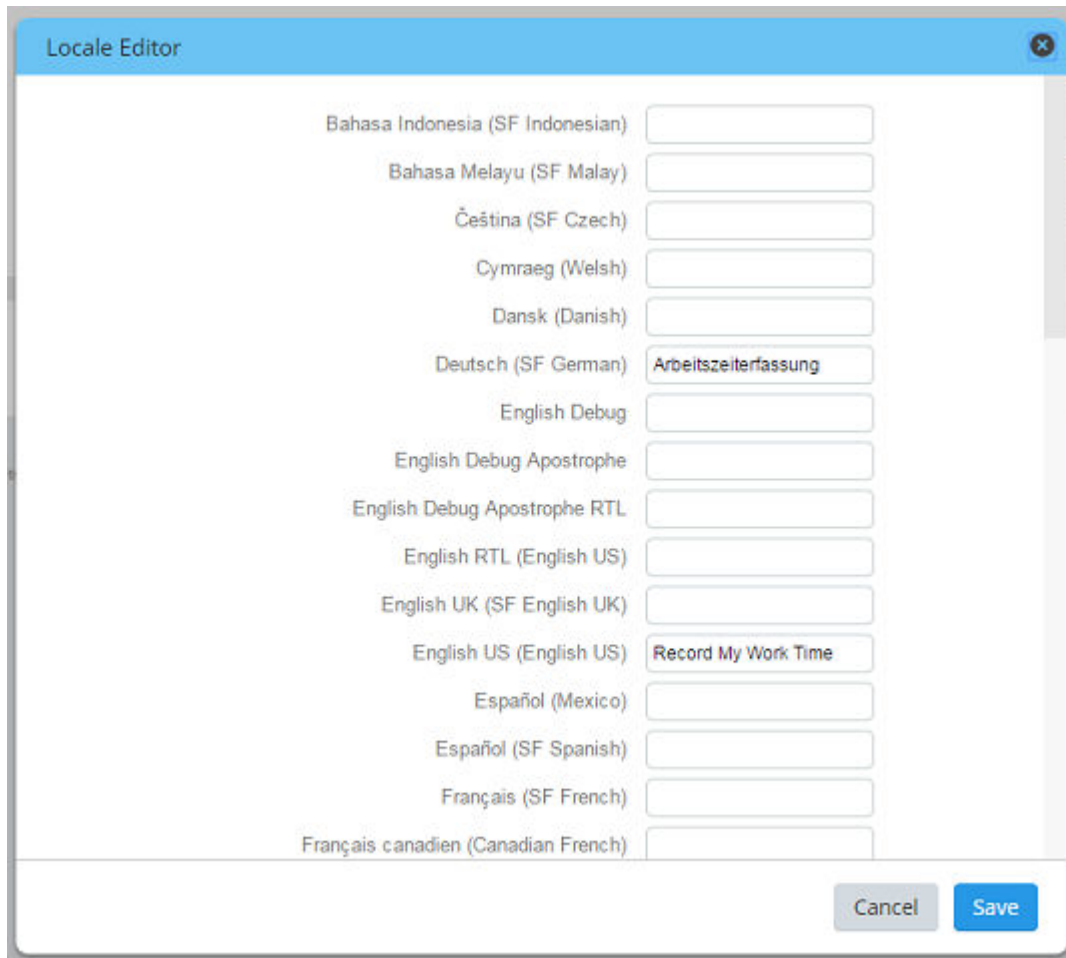
1. Go to [Admin Tools](#) > [Company Settings](#) > [Configure Custom Navigation](#).
2. Open the locale editor by clicking the round localization icon, next to the menu item label field.
3. Enter translations in the appropriate fields.
4. Click [Save](#) to close the locale editor.
5. Click [Save](#) again.

Results

If a translation has been provided, users see the appropriate translation based on their language setting. Users of a language for which no translation has been provided see the link in your company's default language.

Example

In the following example, the locale editor is used to translate the custom link "Record My Work Time" into German:



5.4 URL Tokens in Custom Navigation Links

You can use add URL tokens to dynamically insert SAP SuccessFactors data into a custom navigation link.

This allows the target application or web page of the custom navigation link to respond in a way that is more relevant or more convenient to the user. For example, it could display localized content based on the user's language preference or geographic region, or it could pre-populate information specific to that user.

In the *Configure Custom Navigation* tool, you can add one or more of the supported URL tokens to the base URL of a custom navigation link. URL tokens can be inserted either as a path element or as the value in a name-value pair in a query string parameter. URL tokens serve as a placeholder for the data that will be dynamically inserted when the navigation link is used. When a user selects the link in the user interface, the specified information is dynamically inserted into the URL in place of the token.

5.4.1 Adding URL Tokens to Custom Navigation Links

Add URL tokens to a custom navigation link to dynamically insert SAP SuccessFactors data into the link URL.

Prerequisites

You have *Company System and Logo System Admin* or *Manage Action Search* permission.

Procedure

1. Go to ► [Admin Tools](#) ► [Company Settings](#) ► [Configure Custom Navigation](#) ►.
2. In the *URL* field, insert a supported token in the appropriate location. Be sure to enter the token exactly as shown in documentation.
 - a. To use a token as a path element in the URL, add it in the appropriate location in the path structure, surrounded by at-signs (@). For example: **`http://example.com/getUser/@USER_ID@`**.
 - b. To use a token in a name-value pair in a query string parameter, add a question mark separator, followed by the field name and an equals-sign (=). Then, insert the token in place of the value, surrounded by at-signs (@). For example, to populate a field in another application called "loginid" with the value of the SAP SuccessFactors "userid", you might enter: **`http://example.com?loginid=@USER_ID@`**
3. You can add more than one token to a custom navigation link. For example: **`http://example.com?loginid=@USER_ID@&lang=@LOCALE_LANG@`**
4. Click [Save](#).

Results

When a user selects this custom navigation link in the SAP SuccessFactors user interface, the appropriate information will be dynamically inserted into the custom URL in place of the URL token.

Example

Suppose that you use SAP SuccessFactors Employee Central as your core HCM system of record, in some countries, while in other countries you use an on-premises HCM system. You might want to add a custom navigation link that allows users to navigate from Employee Central to their on-prem system to update their personal information. URL parameters can provide the on-prem system with the selected user's SAP SuccessFactors Person ID, Employment ID, and Legal Entity (from Employee Central), allowing the user to navigate

directly from SAP SuccessFactors to their external personal information page. Your custom URL might look like this:

https://www.hcmssystem:12345/redirect?sap-client=123&sap-theme=sap_corbu&process=ChgEmpData&person_id=@PERSON_ID&employment_id=@PERSON_EMPLOYMENT_ID&legal_entity=@PERSON_LEGAL_ENTITY@

To add a custom navigation link to this URL that appears only to employees in, say, Germany, you would configure it like this:

* Menu Item Label	* ID	* Link Type	* URL	* Menu Location	Permissions
Update Personal Info	001	External Link - New Browser	https://hcmssystem:12345/mypersin	Person - Take Action	Location Germany (group)

As a result, users in Germany would see a link in the *Take Action* menu of their profile that takes them directly to the on-prem system page that is relevant to them.

Related Information

[Tokens Supported in URL Parameters \[page 19\]](#)

5.4.2 Tokens Supported in URL Parameters

The supported tokens that you can use to add URL parameters to custom navigation links are described in the following table..

Token	Description
@COMPANY_ID@	Inserts the company ID. This is the same company ID used to log in to the SAP SuccessFactors instance.
@USER_ID@	Inserts the logged-in user's USERID. This is an internal identifier. It is NOT the same as the USERNAME used to log in to the SAP SuccessFactors instance.
@PERSON_USER_ID@	Inserts the USERID of a selected user (not the logged-in user). You should only use this token in locations where the user can select a target user, such as on the Employee Profile or employee quickcard. This token does NOT refer to the Person object used by Employee Central. It is used to insert the standard USERID element included in the basic user import file.
@LOCALE@	Inserts the logged-in user's locale, which is a combination of language preference and country or region (for example, "en_US").
@LOCALE_LANG@	Inserts the language portion of the logged-in user's locale (for example, the "en" in "en_US")



Token	Description
@LOCALE_COUNTRY@	Inserts the country/region portion of the logged-in user's locale (for example., the "US" in "en_US")
@PERSON_ID@	<p>Inserts the PERSONID of a targeted user (not the logged-in user). You should only use this token in locations where the user can select a target user, such as on the Employee Profile or employee quickcard.</p> <p>This token requires Employee Central.</p>
@PERSON_EMPLOYMENT_ID@	<p>Inserts the EMPLOYMENTID of a targeted user (not the logged-in user). You should only use this token in locations where the user can select a target user, such as on the Employee Profile or employee quickcard.</p> <p>This token requires Employee Central.</p>
@PERSON_LEGAL_ENTITY@	<p>Inserts the legal entity of a targeted user (not the logged-in user). You should only use this token in locations where the user can select a target user, such as on the Employee Profile or employee quickcard.</p> <p>This token requires Employee Central.</p>

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