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# SAP® ERP User Guide— Tips to Increase Productivity

- ▶ Navigate in SAP ERP efficiently and effectively
- ▶ Configure your user interface
- ▶ Streamline frequently used transactions
- ▶ Quick reference guides to menu bars, commands, and shortcuts

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## 2 Navigation

Next, you'll learn how to navigate in SAP ERP. You'll start with the screen layout and buttons, along with keyboard shortcuts, then look at the menus and transaction codes.

### 2.1 SAP screen

The SAP window has six basic elements: the MENU BAR, the SYSTEM FUNCTION BAR, the TITLE BAR, the APPLICATION TOOLBAR, the DYNPRO AREA (main body of the screen), and the STATUS BAR (see Figure 2.1).

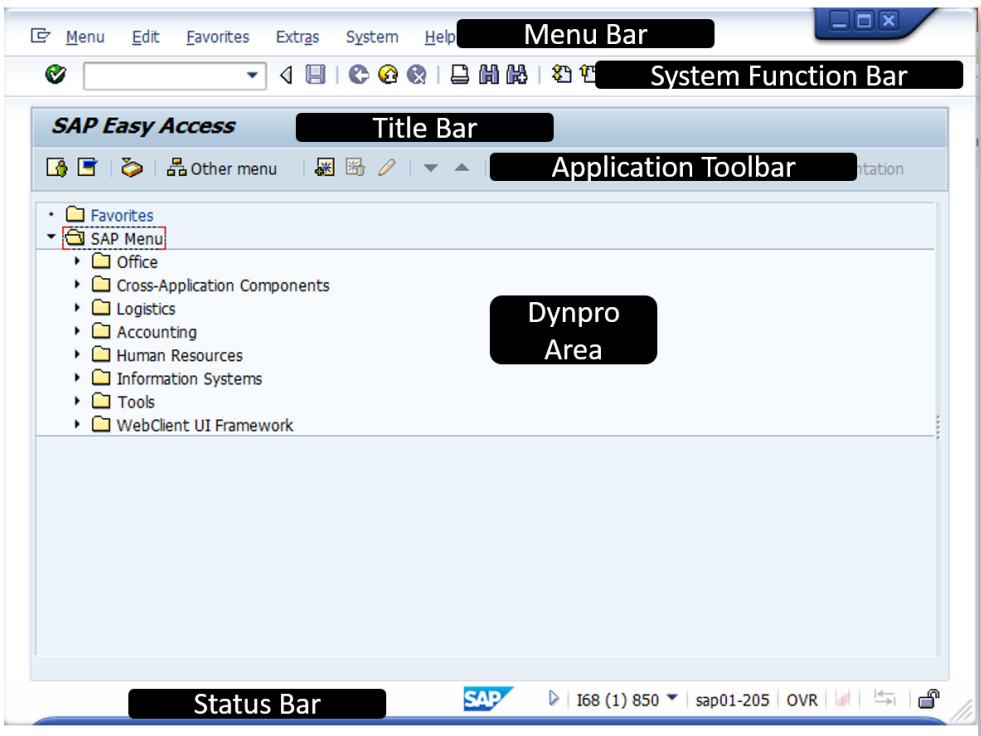


Figure 2.1 SAP screen elements

## 2.1.1 Menu bar

At the very top of the screen, you will find the *menu bar*. Some of the items on the menu may change depending on your transaction, but you will always see the menus for SYSTEM and HELP.

Navigating through the SAP menu is similar to many other programs. If you click on an item in the menu, you will see additional options under that item (see Figure 2.2). Some menu items also show you ❶ keyboard shortcuts, which can be used in place of navigating through the menu path. When you see ❷ a triangle pointing to the right ▶, it indicates additional menu selections. You can see the additional selections by hovering over the item in the menu.

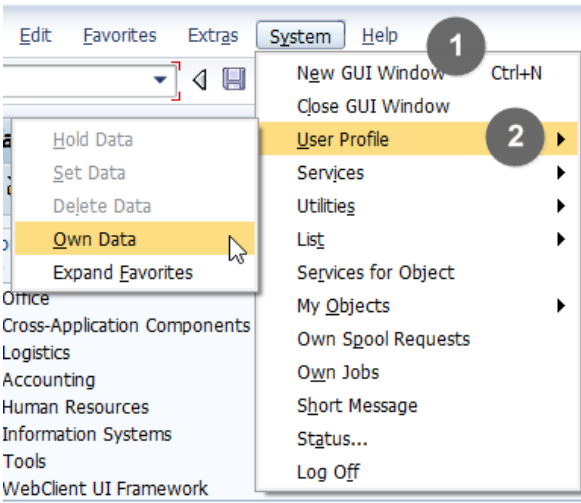




Figure 2.2: Menu navigation

The SYSTEM menu contains some general system functions and transactions. Some of these will be accessible only by your system administrator, depending on your company’s policies and procedures.

Here are a couple of the most useful tools found in the SYSTEM menu:


- ▶ **NEW GUI WINDOW:** Opens a new SAP window so that you can work with multiple transactions at the same time. As a default, you can open as many as 6 sessions at once, but your system administrator may change this. You can also access this func-

tionality with keyboard shortcut **Ctrl** + **N**, or with the **CREATES NEW SESSION** button .

- ▶ **USER PROFILE • OWN DATA:** This opens up the **MAINTAIN USER PROFILE** screen, also accessible through transaction **SU3**. Here is another spot where you can change your password by using the keyboard shortcut **F6** or by clicking the  **Password** button. In the **DEFAULTS** tab (see Figure 2.3), you can set defaults such as **1** printer (**OUTPUTDEVICE**) and **2** print options, **3** time zone, **4** decimal notation, and **5** date format. **PARAMETERS** will be discussed in a later chapter.

Address		Defaults		Parameters	
Start menu					
Logon Language					
Decimal Notation		1,234,567.89	4		
Date Format		MM/DD/YYYY		5	
Time Format (12/24h)		24 Hour Format (Example: 12:05:10)			
Spool Control					
OutputDevice			1		
<input type="checkbox"/> Print immed.			2		
<input type="checkbox"/> Delete After Output					
Personal Time Zone					
Time Zone		MST		3	
Sys. Time Zone		CET			

Figure 2.3: Maintain user profile—default options

The **HELP** menu can take you to **APPLICATION HELP**, which is specific to the transaction you are using. This can also be accessed through the help button  or through keyboard shortcut **F1**. This can be especially helpful if you are unsure what a specific field means or what a transaction does. This is typically provided by SAP, but your system administrator can add information to the help text to customize it to your organization if needed. The **HELP** menu can also take you to the **SAP LIBRARY** or to the **GLOSSARY**. These options will open a new Internet browser window to SAP's help pages online.


## Help for information messages





As you work in an SAP system, you'll frequently see information, warning, or error messages. For additional help or information on the message, you can typically double click on the message, or click on the question mark symbol.

## F1 help



Pressing **F1** (or clicking the  button) can give you useful information from almost anywhere in an SAP system. As you scroll through the SAP menu, you can select a menu item and press **F1** for information on that area or transaction. You can also click on fields (blank or field names) in nearly any transaction, press **F1**, and view definitions or information about that field. In some cases, the help window will also link to additional information.

In the upper left corner of your SAP screen, you'll see a small button that looks like a square with a trapezoid . This button will open the system menu, as shown in Figure 2.4. You can also access this menu with the keyboard shortcut **Alt** + . The top section of this menu gives you options for sizing your SAP window on your computer desktop.

The next section will let you close your current window, without the system prompting you to save or log off. Next, you can select **CREATE SESSION** to open a new session (as discussed earlier in this chapter).

The last selection is **STOP TRANSACTION**. This option is particularly useful if you have a long running transaction or report, and you want to cancel it before it finishes or times out. Simply click this option, and your transaction will stop and you'll return to the SAP menu.

## Another option to stop a transaction



Another way to stop a long-running transaction is in your Windows task bar. In your task bar, find the SAP session with the transaction you want to cancel. Right click on that session and the system menu appears (as shown in Figure 2.5). Select STOP TRANSACTION to cancel your transaction.

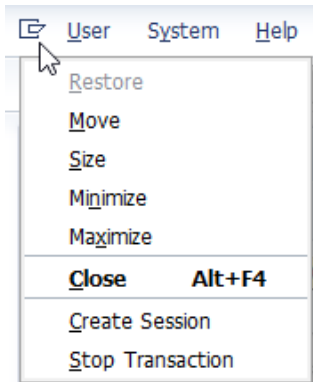


Figure 2.4: System menu

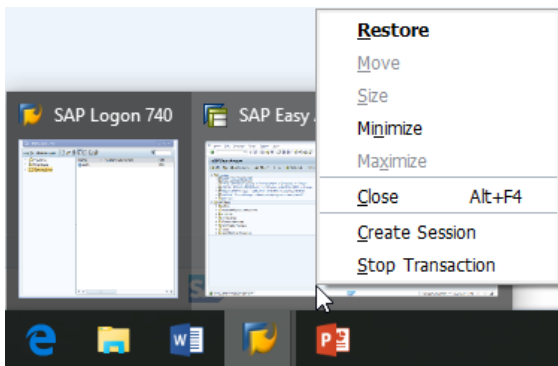


Figure 2.5: System menu by right clicking in Windows taskbar



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