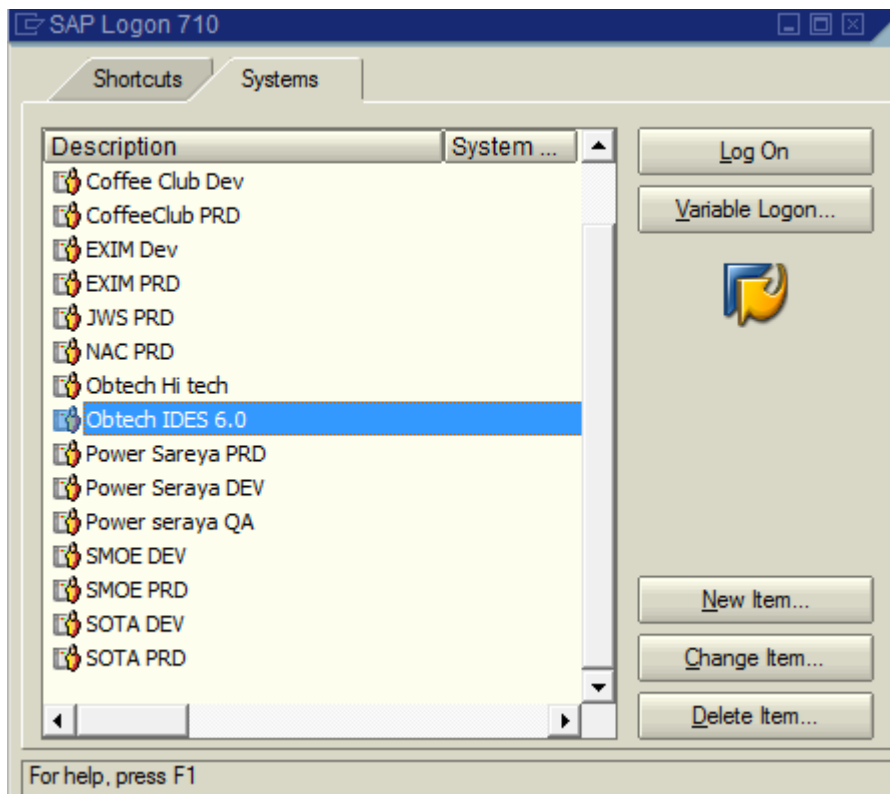


SAP Navigation

Configure the Log on Pad



Step 1 – click on the short cut icon SAP Log on from the desktop and the Log on pad will open like below screen shot.



Step 2 – Click on the New Item

then click on Next

Create New System Entry

Select one of the available systems from the list below. If you choose the first entry, you can specify the system parameters yourself.

Search For:

SID	Description
	User Specified System

If a SAProuter other than the default is required for the specified system, select the other entry from SAProuter dropdown list.

SAProuter:

Create New System Entry

Choose the connection type and change the system parameters as required. Leave the description field empty if you want the system to propose a description. Buttons 'Next >' and 'Finish' are only active when all required input data has been entered.

Connection Type: Custom Application Server


System Connection Parameters

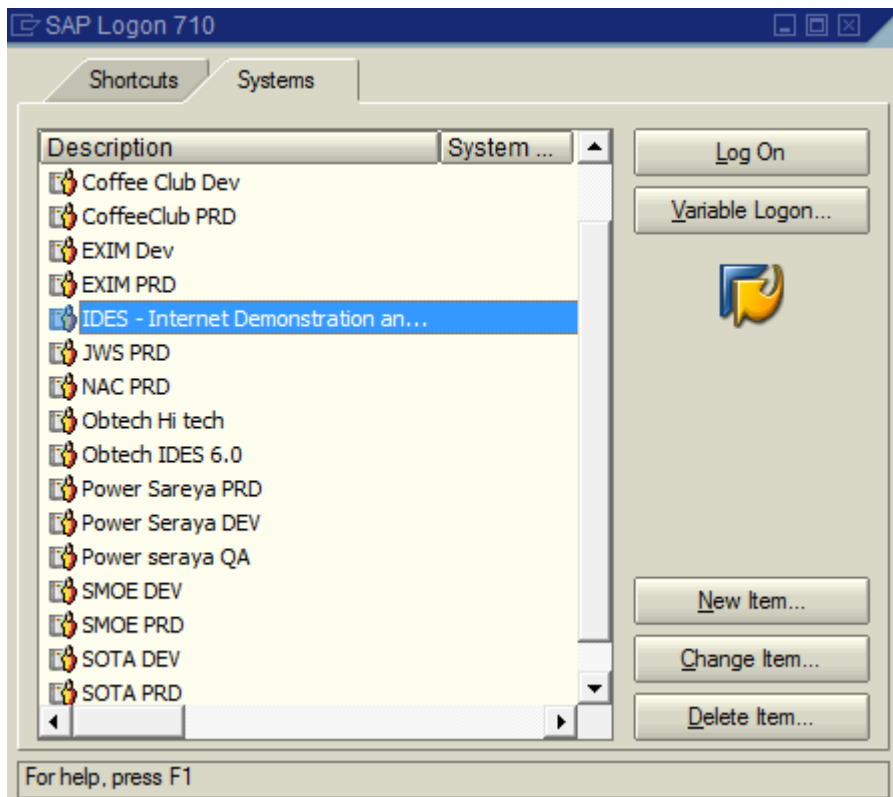
Description:	IDES - Internet Demonstration and Evaluation System
Application Server:	193.193.9.3
System Number:	00
System ID:	PRD
SAProuter String:	/H/193.193.9.3/H/

Use this page as the first page for next entry creations. This is effective immediately

Help Cancel < Back Next > Finish

This setting is used only for remote access

Step 3 - Click on Finish  to complete the configuration



Logging on to the System


SAP Log on pad is used to configure the SAP server and subsequently logging into the SAP system. The **SAP Graphical User Interface – SAP GUI** is used to connect the computer to the SAP system and additional program provided by SAP will be responsible to logging on to SAP system.

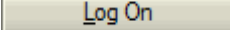
SAP GUI types

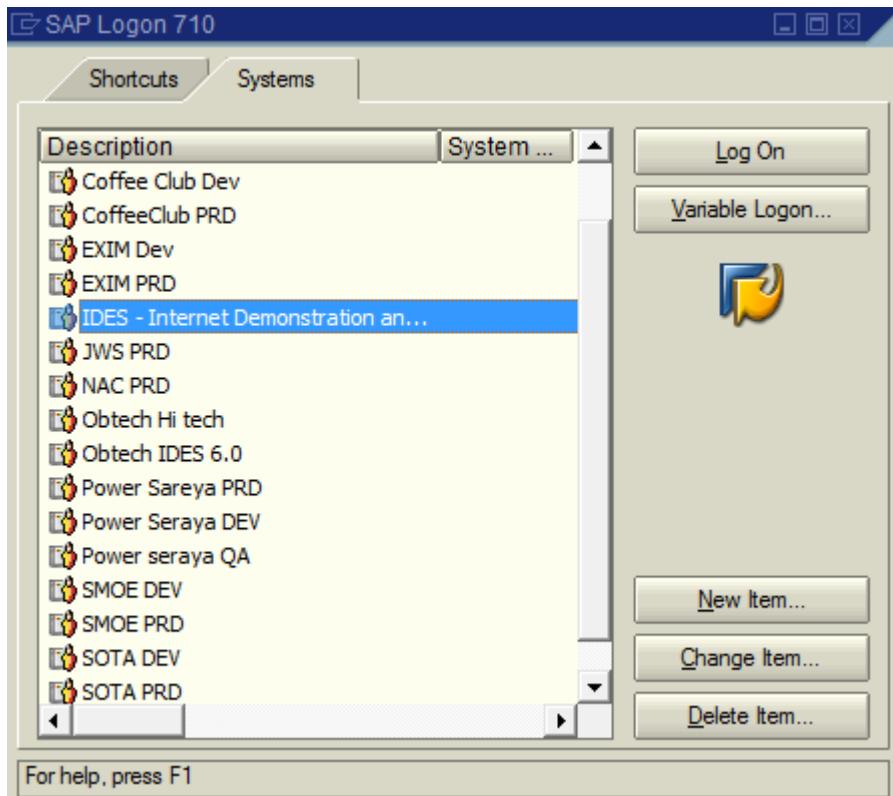
- . SAP GUI for the Windows environment
- . SAP GUI for the Java environment
- . SAP GUI for HTML

SAP Log on



Step 1 – click on the short cut icon SAP Log on  from the desktop. In SAP Log on pad you can see the list of SAP systems configured and you can select the system you want to log in.

Step 2 – click on the log on button 



Step 3 – In the Initial Screen you have enter the Client code, User name, password and Language if applicable.

Client

As a rule, the client represents a company in an SAP system. This means that in an SAP system with several clients, several companies can be represented at the same time. The client has an equivalent as a key field in the tables of the database used by the SAP system. After you log on to a client, you can access data for that client only. Clients represent business-independent entities.

Users

User data is stored in the system according to client. For example, you can log on to client 100 in your system, but not have a user for client 200. The data for a user within a client is also known as the user master record..

Password

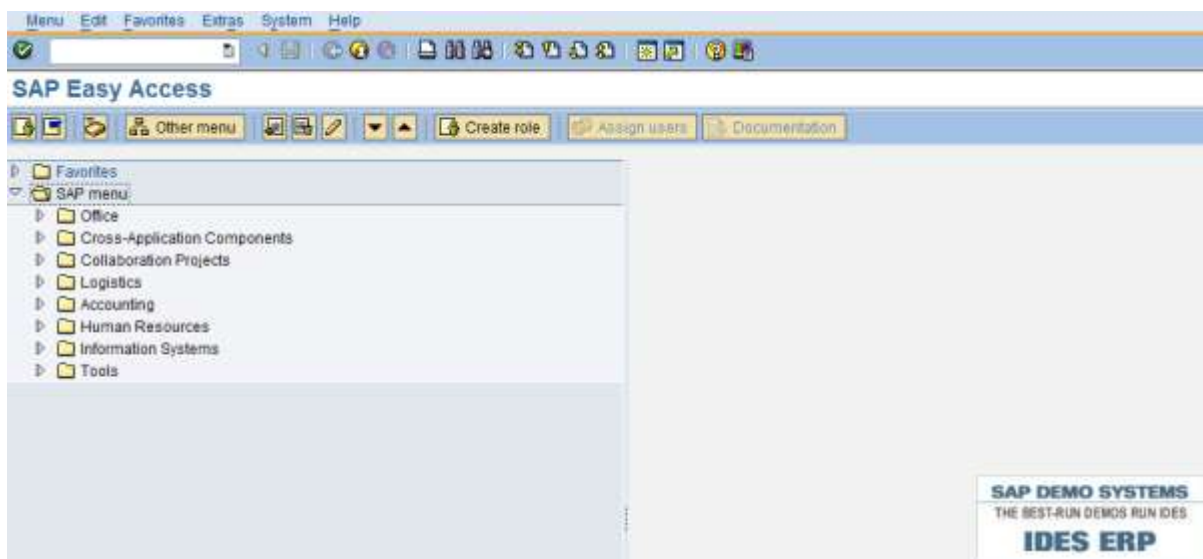
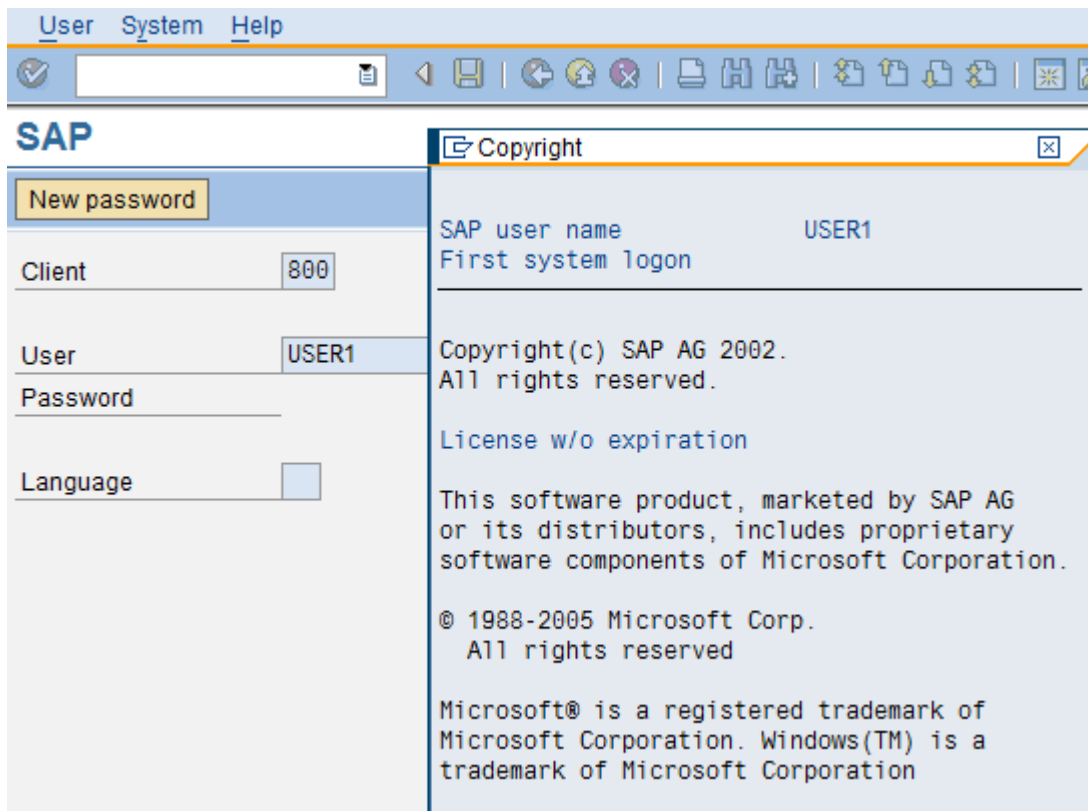
The first time you log on to the system, you will receive an initial password from your system administrator. During your first logon, you must specify your own individual password. After this, you use this password every time you log on.

On the logon screen, you can use the *New Password* button to change your password up to once a day.

Language

When you log on, you can select one of the logon languages that the system supports. Installed SAP systems can support many languages, which always include at least English and one other selected language. The number of installed languages determine which languages are supported by your system.

The screenshot shows the SAP logon interface. At the top, there is a menu bar with 'User', 'System', and 'Help'. Below it is a toolbar with various icons. The main area is titled 'SAP' and contains a 'New password' dialog box. The dialog box has fields for 'Client' (800), 'User' (USER1), 'Password', and 'Language'. An 'Information' panel on the right displays 'Welcome to IDES ECC 6.0 (Singapore)'. Below the dialog box, there is a 'New Password' field with a yellow background and a 'Repeat Password' field. A message 'Entry is Case-Sensitive' is displayed, and at the bottom, there are checkmark and cross icons.



Once you log on to the SAP System you can see the SAP Easy access page as shown in above screen shot with SAP menu on the left hand side which includes all the core SAP Module packages like SAP MM, SAP SD, SAP FICO, SAP PP/QM, SAP HR, SAP ABAP etc.,

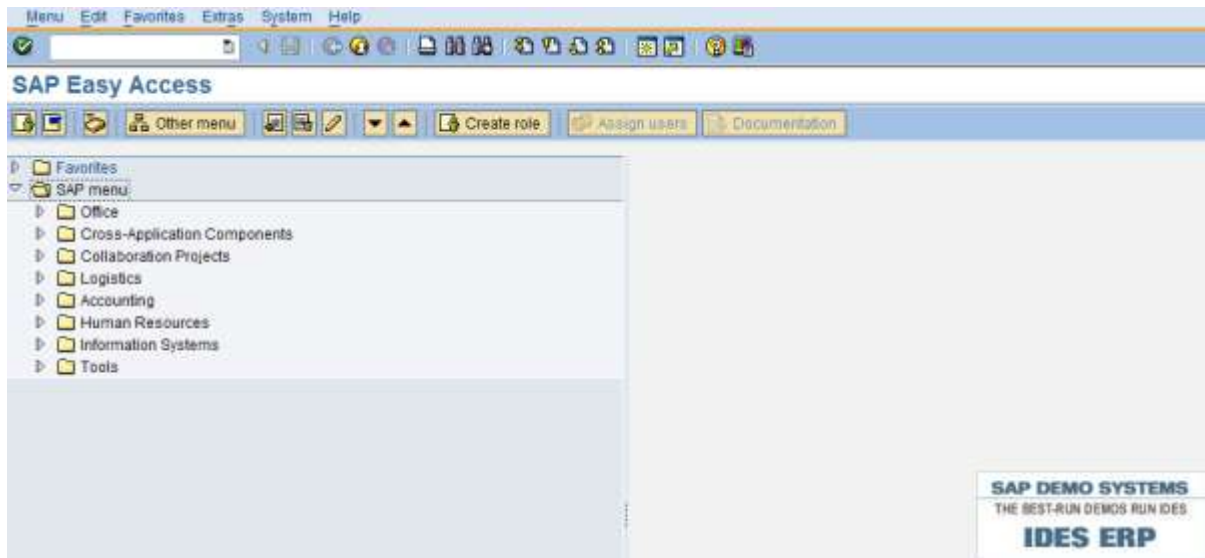
You can log on to an SAP system more than once with a user. Note however, that multiple logons are logged as of *SAP R/3* Release 4.6. This is for security and licensing reasons. For a second logon and each additional logon with the same user ID, an information message appears, suggesting three options:

- . Terminate this logon.
- . Continue with this logon without ending any other logons to the system.
- . Continue with this logon and end any other logons in the system.

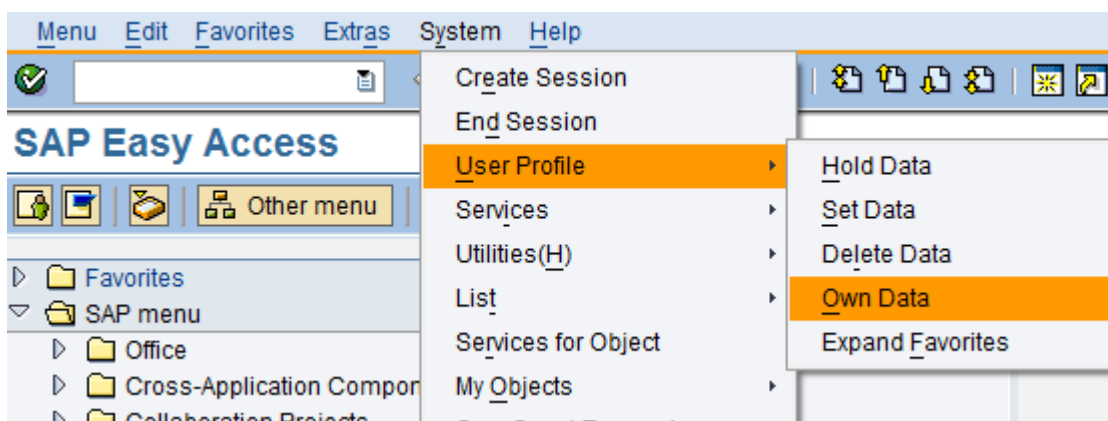
The screenshot shows the SAP login interface. At the top, there is a menu bar with 'User', 'System', and 'Help'. Below it is a toolbar with various icons. The main area has a 'New password' button and input fields for 'Client' (800) and 'User' (USER1). An 'Information' box displays 'Welcome to IDES ECC 6.0 (Singapore)'. A message box titled 'License Information for Multiple Logon' is open, showing the message: 'User USER1 is already logged on in client 800:'. Below this, a note states: 'Note that multiple logons to the production system using the same user ID are not part of the SAP licence agreement.' Three radio button options are provided: 'Continue with this logon and end any other logons in system' (selected), 'Continue with this logon, without ending any other logons in system', and 'Terminate this logon'. The bottom of the message box has a green checkmark and a red X icon.

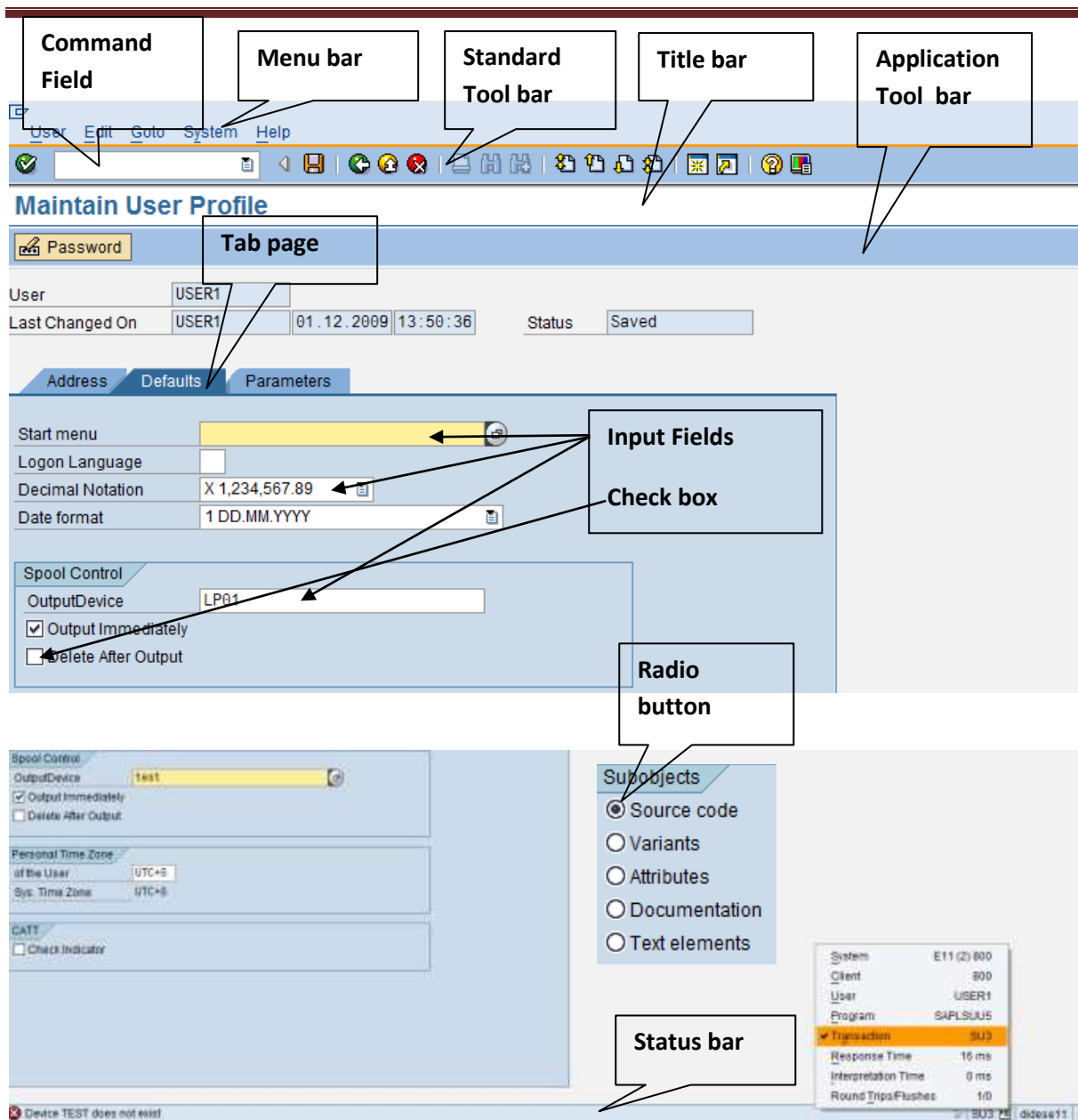
Screen Layout

The *SAP Easy Access* screen is the standard initial screen in SAP systems. In the left screen area, you will see a tree hierarchy diagram of the menus available in the SAP system and in the right screen area, you can display a logo. This logo is made available centrally by your system administration, and cannot be set by the individual users.



You will see a typical screen layout (with different elements) if you choose **System > User Profile > Own Data** and then select the tab page **Defaults**. Then you will see the below screen, which is specific to your user:





Command field: You can select applications directly by entering the transaction code in the command field. You can see the transaction code under status bar when you are into any application

Menu Bar: The menu bar is the upper line of each screen in the SAP system. The menus displayed here are dependent on the particular application currently in use.

Standard Toolbar: The buttons on the standard toolbar are available on every SAP screen layout. The buttons that cannot be used, depending on the application, are greyed out.

Title Bar: The title bar names the function that is currently displayed.

Application Toolbar: Here you can see the buttons that can be used in the current application.

Check Boxes : checkboxes allow you to select several options from a group of fields.

Radio Buttons: you can only select one option.

Tab / Tab Page: Tabs combine multiple entry screens of an application on one screen. You access individual tab pages by clicking on the page title.

Status Bar: The status bar shows information about the current system status, for example, warnings and errors. Here you can also display the transaction code of your current application using the corresponding display selection.

Other screen elements include **input fields** and **buttons**.

Log Off SAP System

- Log off using the Menu bar go to **System>Log off**

- Log off using the Tool bar button



- Log off by closing the session

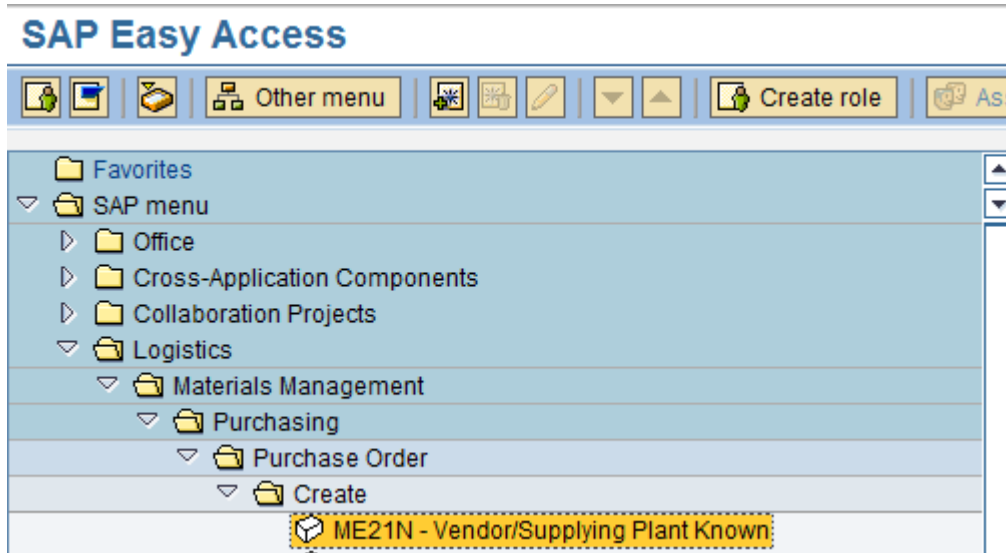
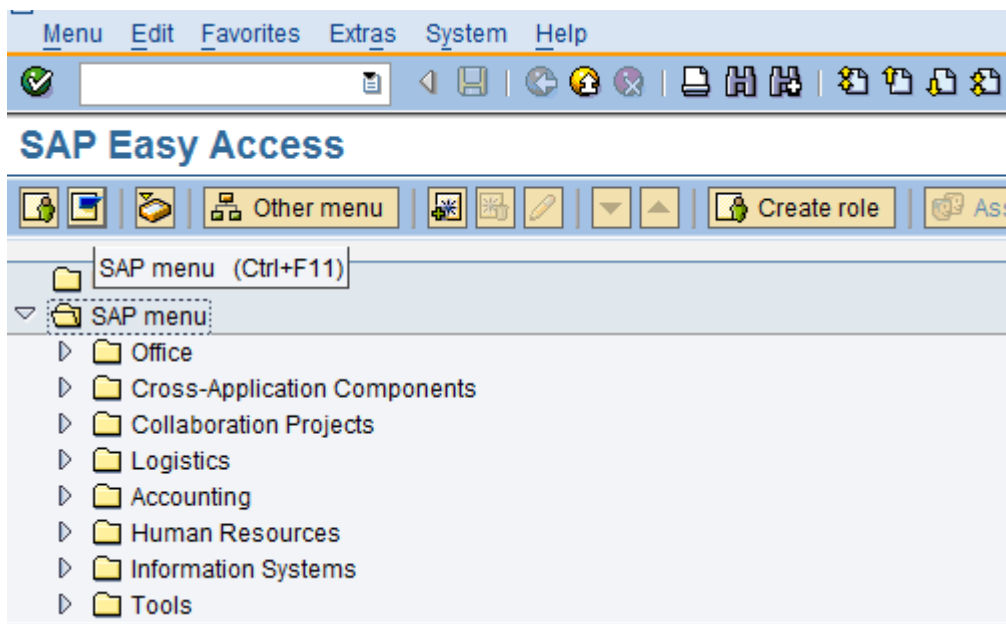


Navigating SAP Menu, User Menu & Favorites

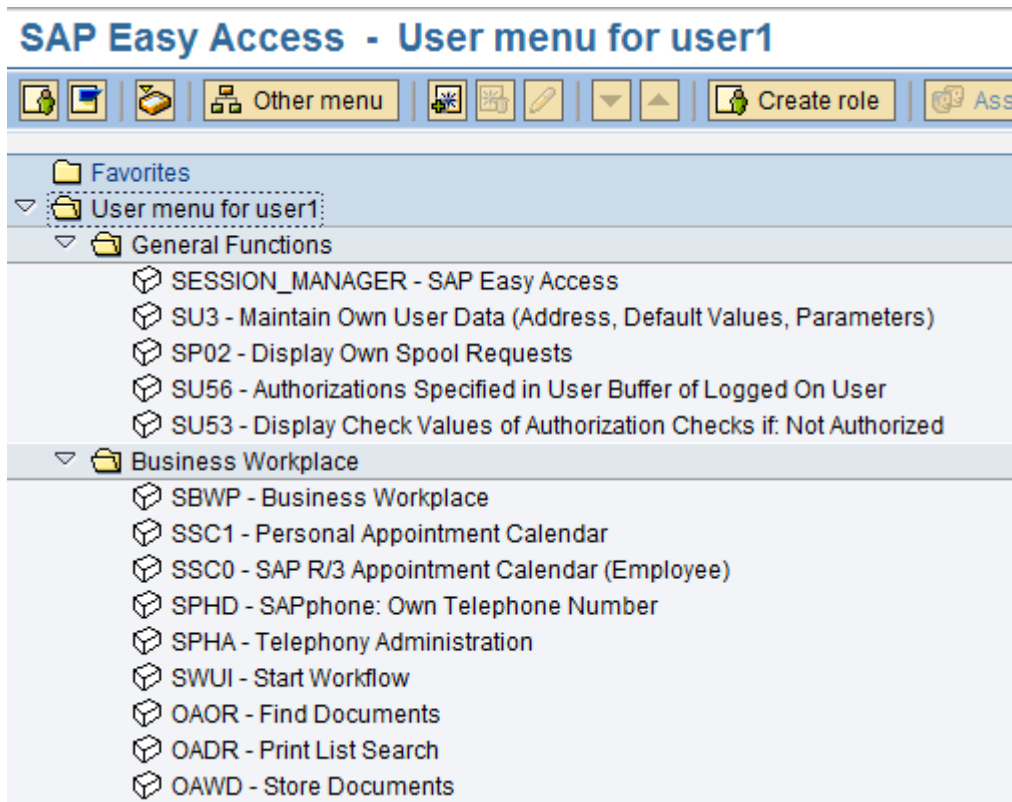
After logged on the SAP system you can see the tree hierarchy menu on the left side column.

The menus are divided into SAP Menu/Favorites or User Menu/Favorites. You can switch between SAP menu and User menu. User menu will have only authorised application access where as SAP menu has all the application access.

SAP Menu



User Menu – to switch from SAP menu to user menu Click button 



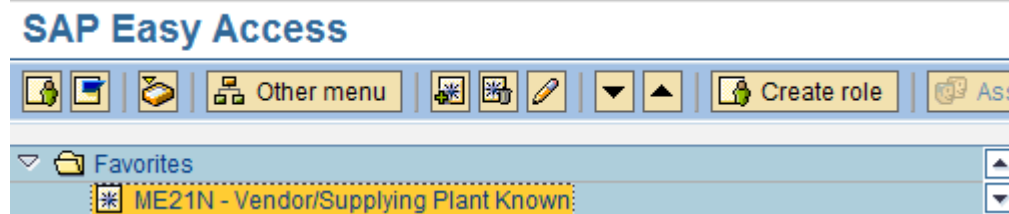
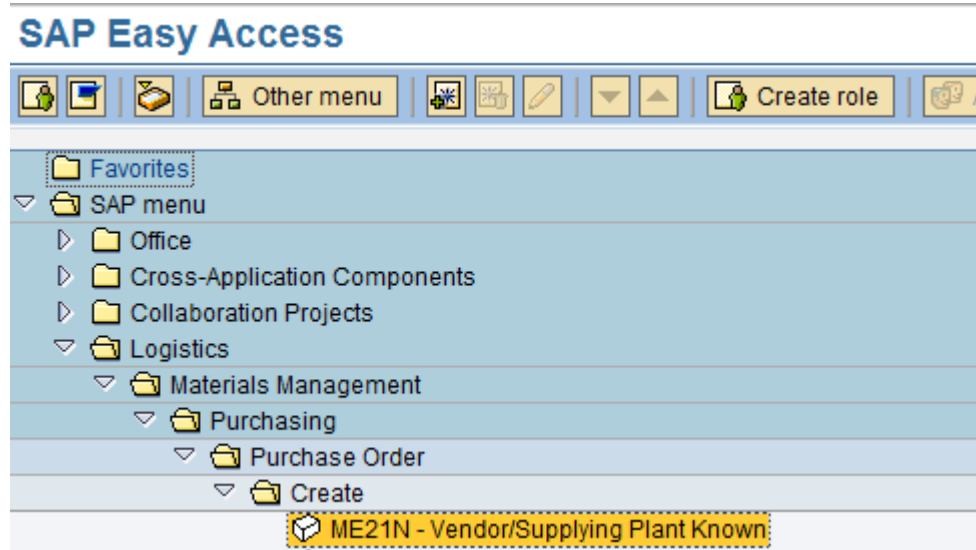
To switch to SAP menu from User menu click Button 

Favorites menu is used to personalise the application access and is user friendly. User can store the following information in the Favorites menu. Whatever the user stores in the Favorites it will reflect in both the Favorites (SAP Menu & User Menu).

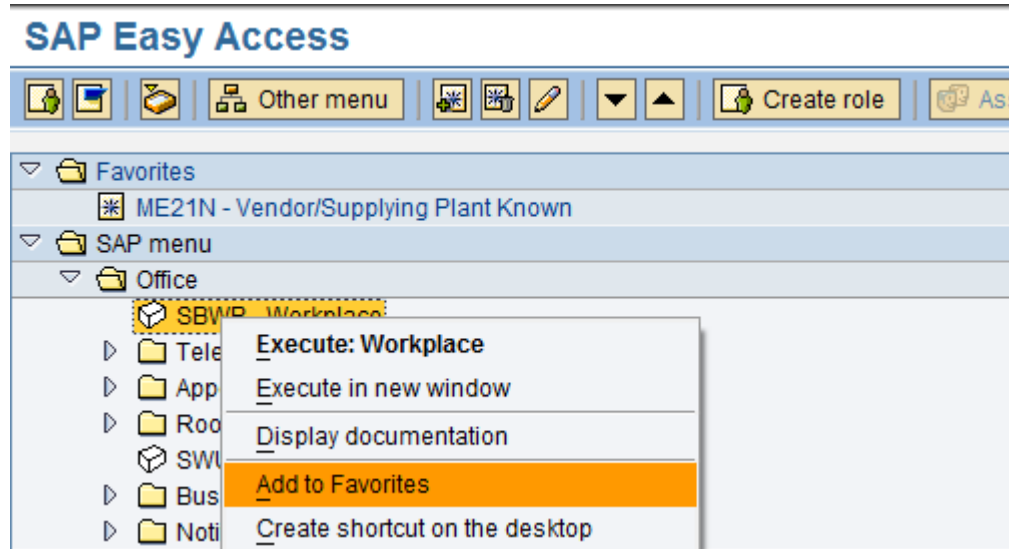
To edit the Favorites menu there are various options available in SAP

- Use Drag & Drop to drag the transaction to the favorites list.
- Select the transaction, and from the menu bar, choose Favorites → Add.
- Click the transaction with the right mouse button and choose Add to favourites from the context menu.
- Select the transaction and choose Add to favorites from the application toolbar.
- From the menu bar, choose Favorites > Insert Transaction and enter the transaction code of the transaction.

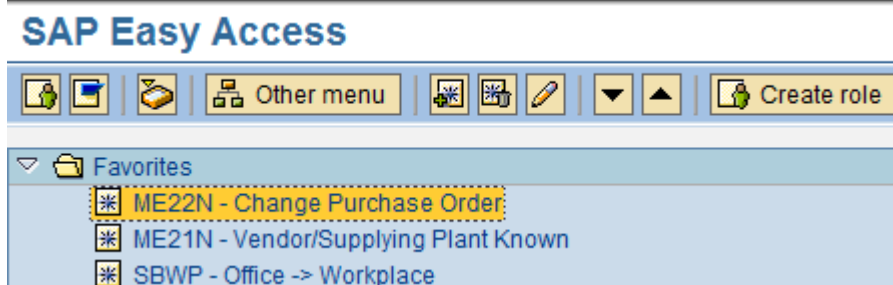
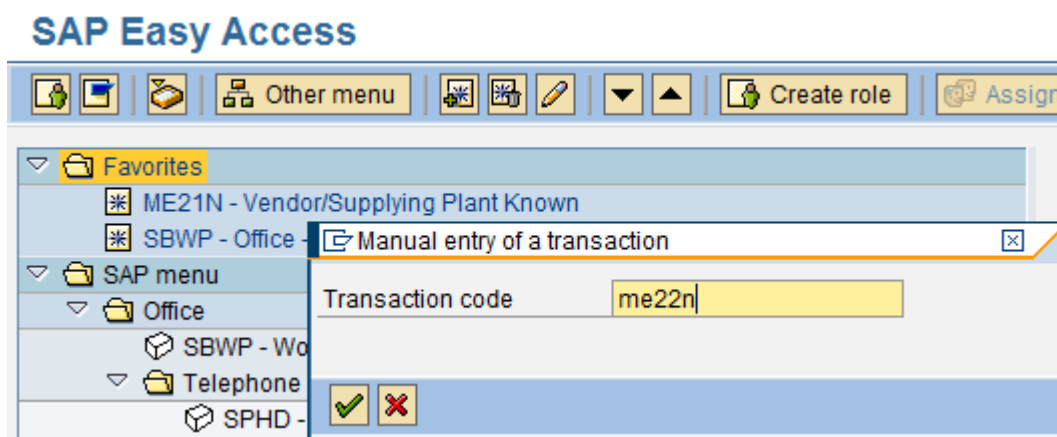
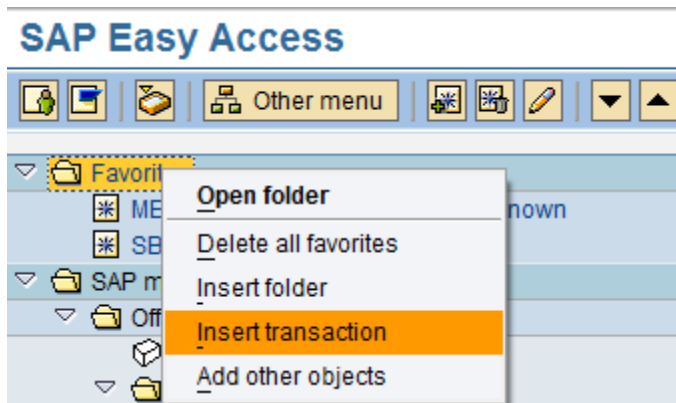
Drag and Drop the Transaction code into Favorites



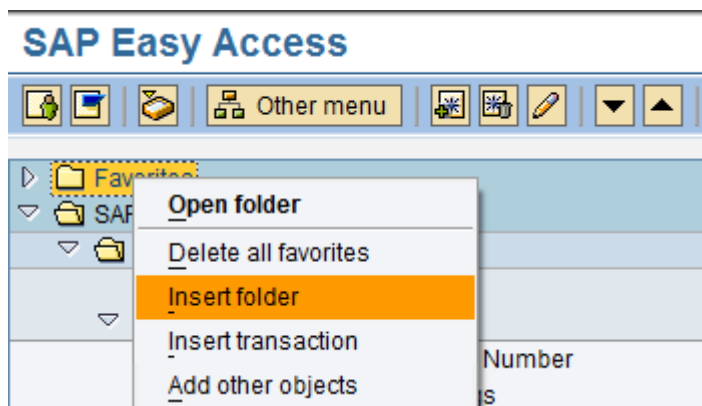
Right Click on the Transaction code and click on Add to favorites



Right click on the Favorites menu and insert the transaction code



To Insert a Folder into Favorites right click on the favorites menu and click on insert folder then key in the folder name , press enter to save the folder into Favorites menu.



Navigating with few important Transaction codes


1. **/n** to end the current transaction
2. **/nME21N** to start transaction **ME21N** from another transaction. Without the **/n** prefix, you can start transaction **ME21N** only from the *SAP Easy Access*.
3. **/o** to display a list of your own sessions.
4. **/oME21N** to start transaction **ME21N** from another transaction in a new session.
5. **/nend** to log off a session with a confirmation prompt.
6. **/nex** to end a logon session without a confirmation prompt.
7. **/i** to delete the current session.

Navigating with Help Functions

- **F1 Key** – With F1 key you can get the documentation help about the particular field and Technical parameter of that field.
- **F4 Key** – With F4 Key you can input the possible input values for the particular field.
- **SAP Online Library** – You can access the SAP Library from the Menu path Help>SAP Library where you can access the whole documentation of SAP.

To Know about the Output device in the User profile place the cursor on the output device field and press F1 key to get the documentation help.

Maintain User Profile


 Password


User	USER1			Status	Saved
Last Changed On	USER1	01.12.2009	15:12:53		

Address Defaults Parameters


Start menu

Logon Language


Decimal Notation X 1,234,567.89 

Date format 1 DD.MM.YYYY 

Spool Control

OutputDevice LP01 

Maintain User Profile


 Password

User	USER1		
Last Changed On	USER1	01.12.2009	

Address Defaults Parameters

Start menu

Logon Language

Decimal Notation X 1,234,567.89 

Date format 1 DD.MM.YYYY

Spool Control

OutputDevice LP01

Spool: Output device

Name of an output device in the SAP System. The name is entered in the definition of the output (name) to select the output device.

Maintaining the name: Enter any name you choose to identify an output device in the SAP System naming convention. This makes it easier to select a printer in spool administration using a general name.

Processing a spool request: Enter the SAP name of the output device you want to execute your output requests with *Possible entries*. To set a default name, choose *System -> User profile -> Own data*.

Selecting spool requests: Enter the SAP name of an output device to display the spool requests to a list of available devices.

To Know the technical parameters click the button  on the help documentation

Maintain User Profile



The screenshot shows the 'Maintain User Profile' interface. The 'Technical Information' window is open, displaying the following data:

Screen Data	
Program Name	SAPLSUU5
Screen number	0105

GUI Data	
Program Name	SAPLSUU5
Status	OWN

Field Data	
Table Name	USDEFAULTS
Field Name	SPLD
Search Help	PRIN
Data Element	RSP0PNAME
DE Supplement	0

A callout box labeled 'Table & Field name' points to the 'Field Data' section.

To input the possible input values of particular field you can place the cursor on the field which is displaying the push button  or drop down menu  then press F4 key to get the list of possible input values or else you can press the respective buttons to get the list of values.

The screenshot shows the 'Spool: Output device (2)' window with 4 entries found. The 'Restrictions' table is displayed below the main form fields.

OutputDevi...	ShrtName	Location/Status Message
BC01	BC01	
LOCL	LOCL	User Desktop
LP01	LP01	Beispieldrucker. Mit SPAD anpassen.
NS4P	NS4P	

Additional settings

To see the transactions codes in the SAP menu Go to Menu Extras>Settings>Tick the check box to display technical Names

