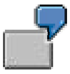
Getting Started

Release 4.70

Copyright

Icons in Body Text

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax

Additional icons are used in SAP Library documentation to help you identify different types of information at a glance. For more information, see *Help on Help* → *General Information Classes and Information Classes for Business Information Warehouse* on the first page of any version of *SAP Library*.

Typographic Conventions

Type Style	Description
Example text	Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options. Cross-references to other documentation.
`Example text`	Emphasized words or phrases in body text, graphic titles, and table titles.
EXAMPLE TEXT	Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE.
`Example text`	Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools.
`Example text`	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
`<Example text>`	Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system.
`EXAMPLE TEXT`	Keys on the keyboard, for example, `F2` or `ENTER`.

Getting Started 8
Getting Started: Accessibility Supplement 8
Selecting the Accessibility Option 9
R/3 Enterprise Navigation 9
Moving the Focus to the Initial Position 9
Navigating with the Tab Key 10
Starting a Transaction 10
Finding Shortcut Keys for Functions 10
Screen Elements Usage with the Keyboard 11
Using ABAP Lists 11
Using Checkboxes 12
Data Tables Usage 12
Using a Data Table in a Standard Table 12
Using a Data Table in an ALV Grid 13
Using a Data Table in a Steploop 13
Using Dropdown Lists 13
Displaying Error and Status Messages 13
Using Graphics and Icons 14
Using Group Boxes 14
Using Input Fields 14
Using the Menu Bar, Dropdown Menus, and Standard Toolbar 15
Using Pushbuttons 15
Using Radio Buttons 16
Using Subwindows 16
Using Tabstrips 16
Using Text Areas 17
Using Toolbars 17
Using Trees 17
Working with the SAP GUI 18
SAP Easy Access 18
SAP Easy Access Settings 19
Using the Navigation Area 20
Creating Favorites 21
Managing Favorites 22
Roles 23
System Administrator Functions 24
The SAP Window 26
Release 4.6: The New SAP GUI 28
The Menu Bar 31

The Status Bar 32
Tabs..... 32
Table Controls 33
Creating Table Control Variants 34
Activating Table Control Variants 35
Radio Buttons and Checkboxes..... 35
Dialog Boxes 36
Scrolling to View Information..... 36
Customizing the Display Options..... 38
Configuring the SAP GUI 39
SAP GUI Color Settings 41
SAP GUI Sound and Animation Settings..... 44
Customizing the SAP Window 46
Tabbing Between Fields Automatically..... 48
Cursor Position and Width..... 49
Creating Screen Shots..... 50
Multiple SAP Sessions..... 50
Creating a New Session..... 50
Creating a New Session and a Task at Once 51
Moving Among Sessions..... 52
Ending a Session 52
Startup and Shutdown of the SAP System..... 53
Starting the SAP System..... 53
Logging On..... 54
Logging On the First Time..... 55
The SAP Logon..... 58
Adding and Editing Entries Manually 59
Adding a New Logon User Group 60
Adding an Application Server..... 60
Configuring the SAP Logon..... 61
Passwords..... 62
Changing Your Password..... 63
SAP Shortcuts..... 64
Creating an SAP Shortcut 65
Using SAP Shortcuts 67
Logging Off..... 68
What Are the Steps in a Typical Task?..... 69
Accessing Tasks in the SAP System 69
Choosing Menus and Functions with the Mouse..... 70
Choosing Menus and Functions with the Keyboard..... 72

Task Selection with Transaction Codes 73
Finding the Transaction Code for the Task You Want to Start 74
Finding the Transaction Code for the Current Task 75
Entering a Transaction Code 76
Choosing a Transaction Code from the History List 77
Entering Data on a Screen 77
Fields 78
Insert and Overwrite Modes 80
Typing Data into an Input Field 80
Changing the Data in an Input Field 80
Moving from Field to Field 81
Using the Clipboard 82
Required Input Fields 83
Hold Data and Set Data 83
Holding Data on a Screen 84
Canceling All the Data on a Screen 84
Saving the Data on a Screen 85
Going to Related Tasks 85
Ending a Task 86
Reports 86
Executing a Report 87
Finding the Name of a Report You Want to Execute 89
Finding the Name of a Current Report 91
Selection Criteria 91
Entering Values for Selection Criteria 92
Report Variants 93
Creating Report Variants 93
Displaying Available Report Variants 95
Using Report Variants 96
Report List Output 97
Displaying and Printing Report Lists 97
Lists 99
Printing from the SAP System 100
Print Options in the SAP Spool System 101
The Print Window 101
Output Controller 104
Working with the Output Controller 104
Defining Default Values 105
Background Processing 105
Accessing the Background Processing System 106

Scheduling Background Jobs 107
Scheduling ABAP Jobs 108
Scheduling Standard Jobs 109
Identifying Your Job 109
Specifying a Recipient 109
Choosing a Start Time 110
Specifying the Program to Run 111
Checking the Status of a Background Job 112
Help on Help 113
SAP Library 114
Application Help 114
General Information Classes 114
Information Classes for Business Information Warehouse 117
Icons and Typographic Conventions 120
Full-Text Search 121
Index 124
Glossary 125
Searching the Glossary 125
Quick Infos 125
Data Tips 126
Help on Fields and Field Input 126
Help on Possible Entries for a Field 127
Help on Reports 128
Help on Messages 129
Status Information About Your System 129
Release Notes 131

Getting Started

Getting Started: Accessibility Supplement

Purpose

This document is intended to assist SAP users who have disabilities and require information about accessibility features in SAP R/3 Enterprise. It includes background information such as the software environment required to take advantage of SAP accessibility features, and it describes how to use the accessibility features. It is meant as a supplement to the general Getting Started document, not as a replacement.

The primary audience for this document is SAP users with disabilities, including motor impairments and visual impairments. This document contains information for both disabled users who use assistive technologies and those who do not use assistive technologies but need full keyboard access.

Implementation Considerations

To ensure accessible use of R/3 Enterprise, you must have the software environment described here.

Server:

- Internet Transaction Server (ITS) 6.20 (the changes are also available with the most recent patch for ITS 6.10)
- R/3 Enterprise with an HTML front end (SAPGUI for HTML)

Client:

- Windows NT
- Microsoft Internet Explorer 4.x or higher (SAP recommends IE 5.x or higher)
- The accessibility option must be selected. For more information about selecting the accessibility option, see Selecting the Accessibility Option [Seite 9].
- If a screen reader is required: JAWS for Windows 4.x by Freedom Scientific
- If screen magnification software is required: Magic Version 6.2 by Freedom Scientific

Although SAP R/3 Enterprise may function properly with other assistive technology software such as other screen readers or other screen magnification programs, SAP's support is currently provided for the following assistive technologies: JAWS for Windows 4.x screen reader and Magic 6.2 screen magnifier. SAP JAWS support assumes that the screen reader is used with all of the default settings.

Note that in JAWS, technical names of R/3 buttons also appear in the links list, along with any links there may be on the screen.

Selecting the Accessibility Option

Use

In order to use the accessibility features of R/3 Enterprise, you must ensure that the accessibility option has been selected.

Procedure

1. To select the accessibility option, on the system logon screen, make sure the Accessibility checkbox is checked.

R/3 Enterprise Navigation

Purpose

This section contains information on navigating on R/3 Enterprise screens using the keyboard.

Note for JAWS users: SAP does not recommend using the virtual PC cursor for general navigation on SAP screens. Accessible use of R/3 Enterprise is based on navigation using the Tab key. However, in certain circumstances, it may be appropriate to switch to the JAWS virtual PC cursor mode, for example if an input field does not appear to have a label, and you want to explore the area around the field to determine whether a label is available. Other specific circumstances under which it is useful to switch to the virtual PC cursor are described in this document.

Process Flow

To navigate on an R/3 Enterprise screen, you begin by moving the focus to the initial position. To move between screen elements, you use the Tab key. To start a transaction, you can navigate to that transaction using the menus or you can enter the transaction code for that transaction directly into a transaction code field. Finally, you can use shortcut keys to access functions on the screen.

Moving the Focus to the Initial Position

Use

When you first open a screen in an SAP application, the focus may or may not be on the first user interface element on that screen. To ensure that the focus is at the top of the screen before you begin navigating, you must move the focus to the initial position, which is the browser's address field.

Procedure

1. To place the cursor in the browser's address field when you first open a screen, use the Windows key command Ctrl+Tab.

Result

This will place the cursor into the browser's address field, from where you can start navigating to the user interface elements on the screen.

Navigating with the Tab Key

Procedure

1. When you are using R/3 Enterprise with the accessibility option selected, to navigate between user interface elements, use the Tab key. You use the tab key regardless of whether you are using assistive technology such as a screen reader or screen magnifier, or not.

   Note for JAWS users: Be sure you are using PC cursor mode when you navigate in an SAP screen.

The general tab order in all SAP applications is from left to right, top to bottom.

   In R/3 Enterprise, you cannot navigate to freestanding text, graphics and icons that are not on pushbuttons, labels, or short descriptions using the Tab key. These elements are not included in the tab chain

Starting a Transaction

Procedure

1. In R/3 Enterprise, to start a transaction, select the transaction from a menu in the menu bar or from a menu tree. Alternatively, you can enter a transaction code for that transaction into the transaction code field (which is located in the toolbar). Often, entering a transaction code is a much quicker way to access the transaction. For information about the transaction codes that correspond to the menu items you want to use, see your system administrator.

   Note for JAWS users: When you first open an R/3 Enterprise screen, when you tab to the menu bar, you can press T to go directly to the transaction code input field.

   The first time you reach the initial screen of a transaction, SAP recommends listening to the entire screen in the JAWS Say All mode to gain an overview before navigating through the screen using the Tab key.

Finding Shortcut Keys for Functions

Procedure

1. To find the shortcut keys that are available for certain functions on an R/3 Enterprise screen, open the Functions menu in the menu bar. The Functions menu provides a list of all of the shortcut keys that are available on that screen.

Screen Elements Usage with the Keyboard

Purpose

This section provides information about navigating between user interface elements in R/3 Enterprise using the keyboard, as well as how to execute functions. In cases where additional features are available to users using JAWS for Windows, that information is noted as well.

Warning: Using the Esc key at any time while you are working in an R/3 Enterprise transaction will cause the transaction to exit, and you will lose any unsaved data.

Process Flow

Accessing an R/3 Enterprise screen using the keyboard involves using the following elements:

- ABAP lists
- Checkboxes
- Data tables
- Dropdown lists
- Error and status messages
- Graphics and icons
- Group boxes
- Input fields
- Menu bar, dropdown menus, and standard toolbar
- Pushbuttons
- Radio buttons
- Subwindows
- Tabstrips
- Text areas
- Toolbars
- Trees

Using ABAP Lists

Use

An ABAP list is a control that is used to display a data table, a tree, or a simple list of items.

The scroll bars in an ABAP list are not accessible using the keyboard. However, buttons are available above the data in an ABAP list that you can use to scroll lines and pages in the ABAP list.

For JAWS users: When you tab to an ABAP list, JAWS announces that you are entering an ABAP list. At this point, switch to the JAWS virtual PC cursor to navigate in the ABAP list text.

Using Checkboxes

Use

When you tab to a checkbox, if the checkbox is enabled, you can check or uncheck the checkbox using the Spacebar.

For JAWS users: JAWS announces the label of the checkbox, tells you whether it is currently checked or unchecked, and whether it is disabled (unavailable).

Data Tables Usage

Purpose

R/3 Enterprise data tables are created using several different programming controls, including standard tables, ALV grids, and steploops. Depending on the control used to create a particular data table, keyboard navigation and screen reader announcements differ slightly.

Using a Data Table in a Standard Table

Use

When you tab to a data table in a standard table, you can navigate between the data cells using the Tab key. You use the element in the table cell (input field, checkbox, dropdown list, pushbutton etc.) the same way you use it elsewhere on the screen.

For JAWS users: When you tab to a data table, JAWS announces that you are entering a table, tells you how many rows the table has, tells you how many rows are currently displayed, and tells you how to skip the table.

When you tab into the column header row, JAWS announces that you are entering the header row. When you tab to a column header in the row, JAWS announces that it is a column header and tells you the name of the header. When you tab out of the column header row, JAWS announces that you are leaving the header row.

When you tab to a data cell, JAWS announces the cell contents (if any are available), tells you if input help is available (assuming this is an input field and input help is available), and lets you know if the cell is disabled (unavailable).

When you are on a data cell in the data table, you can use the JAWS virtual PC cursor to determine the column header for that data cell. To do so, while in the virtual PC cursor mode, press Alt + Ctrl + NumPad 5 .

When you tab out of the data table entirely, JAWS announces that you are leaving the table.

Using a Data Table in an ALV Grid

Use

Data tables in ALV grids behave the same as tables in standard tables, except that if you are using JAWS, the screen reader announces that you are entering and exiting an ALV grid instead of announcing that you are entering and exiting a table, and it provides additional information and instructions.

Using a Data Table in a Steploop

Use

Data tables in steploops behave the same as tables in standard tables, with the following exceptions:

- If you are using JAWS, the screen reader announces that you are entering and exiting a steploop instead of announcing that you are entering and exiting a table.
- If you are using JAWS, when you tab to a data cell, JAWS announces the column and row headers, as well as the cell contents (if any are available), tells you if input help is available (assuming this is an input field and input help is available), and lets you know if the cell is disabled (unavailable).

Using Dropdown Lists

Procedure

When you tab to a dropdown list, if the list is enabled, proceed as follows:

Function	User Action
To open the list,	press Alt + Down Arrow.
To navigate between the items in the dropdown list,	use the Up and Down Arrow keys.
To select an item from the dropdown list,	navigate to that item, then close the list by pressing Alt + Up Arrow (the item that has the focus when you close the list is selected).

For JAWS users: JAWS announces the label of the dropdown list, how many items are in the list, which item in the list is currently selected, and whether the list is disabled (unavailable).

Displaying Error and Status Messages

Use

In R/3 Enterprise, with the accessibility option selected, error and status messages are actively identified to the user in browser pop-up windows. In addition, all messages appear in the R/3 Enterprise status bar at the bottom of the screen (note that this is not the browser status bar).

Using Graphics and Icons

Use

In R/3 Enterprise, you cannot tab to graphics or icons that are not on pushbuttons. However, very few such graphics or icons are used to convey meaning.

Using Group Boxes

Use

A group box is an SAP user interface element that groups together several other user interface elements. It is similar to a frame, although it is not a standard HTML frame.

For JAWS users: When you tab to a group box, JAWS announces that you are entering a group box and tells you the group box title, as well as how to skip the group box. When you tab out of the group box, JAWS announces that you are leaving the group box.

Using Input Fields

Use

When you tab to an input field that is enabled, you can enter data as necessary.

For JAWS users: When you tab to a single input field, JAWS announces the label of the input field, the short description if one is available, how to access input help if it is available, and whether the field is disabled (unavailable).

When you tab to an input field that is the first in a series of input fields associated with a single label, JAWS announces the field label and how to access input help if it is available, then it tells you that the label has X number of input fields associated with it and that this is the first input field. It also announces the short description if there is one, and whether the field is disabled (unavailable). For all subsequent input fields associated with that label, JAWS announces only which number of input field it is (second, third, and so on).

Example

If there were two input fields with a single, common label “country,” when you tab to the first input field, JAWS would announce “country this field has two input fields first input field edit type a text.” When you tab to the second input field, JAWS would announce “second input field edit type a text.”

Using the Menu Bar, Dropdown Menus, and Standard Toolbar

Procedure

When you tab to the menu bar, to use the menus, proceed as follows:

Function	User Action
To move from menu to menu,	use the Tab key
To open a menu,	press Enter.
To move between the menu items on the open menu,	use the Up and Down Arrow keys.
To select a menu item,	press Enter.
If a menu item has a submenu, to open the submenu,	use the Right Arrow key.
To close a menu,	tab out of the menu.

When you tab to the toolbar, you can navigate between the items in the toolbar using the Tab key. You use the items in the toolbar (input field, pushbuttons, etc.) the same way you use them elsewhere on the screen.

You have the option to skip the entire menu bar and toolbar. When you tab to the menu bar (and the focus is on the menu bar), press S to skip.

For JAWS users: When you tab to the menu bar and toolbar, JAWS announces that you are entering the menus and standard toolbar and tells you how to skip the entire menu bar and toolbar; it also tells you that you can go directly to the transaction code input field to enter a transaction code directly. When you tab again, JAWS announces that you are entering the menu section and tells you how to open individual menus.

When you tab to a menu, JAWS announces the menu name and tells you it is a menu. It also tells you if the menu is disabled (unavailable).

When you tab to a menu item on an open menu, JAWS announces the menu level and the name of the menu item, as well as whether it is disabled (unavailable), and tells you whether the menu item has a submenu.

When you tab out of the menu bar, JAWS announces that you are leaving the menu section. When you tab out of the toolbar, JAWS announces that you are leaving the menus and the standard toolbar.

Using Pushbuttons

Use

When you tab to a pushbutton, you can execute the button’s function by pressing Enter.

For JAWS users: When you tab to a pushbutton, JAWS announces the button’s text label and whether it is disabled (unavailable). If there is a shortcut key for the button, that is also announced.

Using Radio Buttons

Use

When you tab into a set of enabled radio buttons, you always tab to the currently selected radio button. To move between the radio buttons in the set, use the Up and Down Arrow keys. Note that moving to a different radio button activates that radio button. To leave the radio button set, press Tab (the radio button that has the focus when you leave the set remains selected).

When you tab into a set of disabled radio buttons, you can move between the radio buttons in the set using the Tab key.

For JAWS users: When you tab to a radio button, JAWS announces the radio button's label and tells you that it is checked. If the radio button is disabled, JAWS announces that it is disabled and tells you whether it is checked or unchecked.

Using Subwindows

Use

You can use the Tab key to move between elements in subwindows.

For JAWS users: When you tab to a subwindow, JAWS announces that you are entering a subwindow. When you tab out of the subwindow, JAWS announces that you are leaving the subwindow.

Using Tabstrips

Procedure

Using R/3 Enterprise tabstrips, there are several ways to move through and activate the tabs, depending on the access technology you are using.

Keyboard-only, non-screen-reader users: When you tab to a tabstrip, proceed as follows:

1. Tab until you reach the tab selection button.
2. Activate the tab selection button by pressing Enter. A dropdown menu appears containing all of the tab names.
3. To navigate between the tab names, use the Up and Down Arrow keys.
4. To select a tab name, press Enter. The selected tab becomes the active tab and that tab page opens.
5. To exit the tabstrip, tab through the end of the active tab page.

Users using Magic with a mouse:

- To activate a tab on the tabstrip, click on the tab name.
- To view hidden tabs, click on the tab selection button. A drop-down menu appears containing all of the tab names. To select a tab name click on the tab name on the drop-down menu.

JAWS users: When you tab to a tabstrip, proceed as follows:

- To move between tabs on the tabstrip, use the Tab key.

- To activate a tab on the tabstrip, press Enter.
- To exit the tabstrip, you must tab through the end of the active tab page.

When you tab to the tabstrip, JAWS announces that you are entering the tabstrip, and it tells you what level tabstrip it is.

When you tab to a tab on the tabstrip, JAWS announces the tab name and tells you if it is the active tab.

When you tab out of the active tab page, JAWS announces that you are leaving the tabstrip.

Using Text Areas

Use

When you tab to a text area, if that area is enabled, you can enter text as necessary.

For JAWS users: JAWS announces the label of the text area and tells you that you are entering a text area, as well as whether the text area is disabled (unavailable).

Using Toolbars

Use

When you tab to a toolbar, you can navigate between the items in the toolbar using the Tab key. You use the items in the toolbar (pushbuttons, input fields, etc.) the same way you use them elsewhere on the screen.

For JAWS users: When you tab to a toolbar, JAWS announces that you are entering a toolbar. When you tab out of the toolbar, JAWS announces that you are leaving the toolbar.

Using Trees

Procedure

When you tab to a tree, proceed as follows:

Function	User Action
To move between the nodes in the tree,	use the Tab key.
To expand or collapse a node,	use the Right and Left Arrow keys.
To activate an end node,	use the Enter key.

For JAWS users: When you tab to the tree, JAWS announces that you are entering the tree.

If the tree is a tree table (a table with expandable and collapsible rows) and it has column headers, when you tab to a column header in the tree table, JAWS announces the name of the header and tells you it is a tree column header.

When you tab to a node in the tree, JAWS announces the level of the node, tells you whether it is expanded or collapsed. When you tab again, it tells you the node label. If the node is an end node, no announcement is made regarding whether the node is expanded or collapsed.

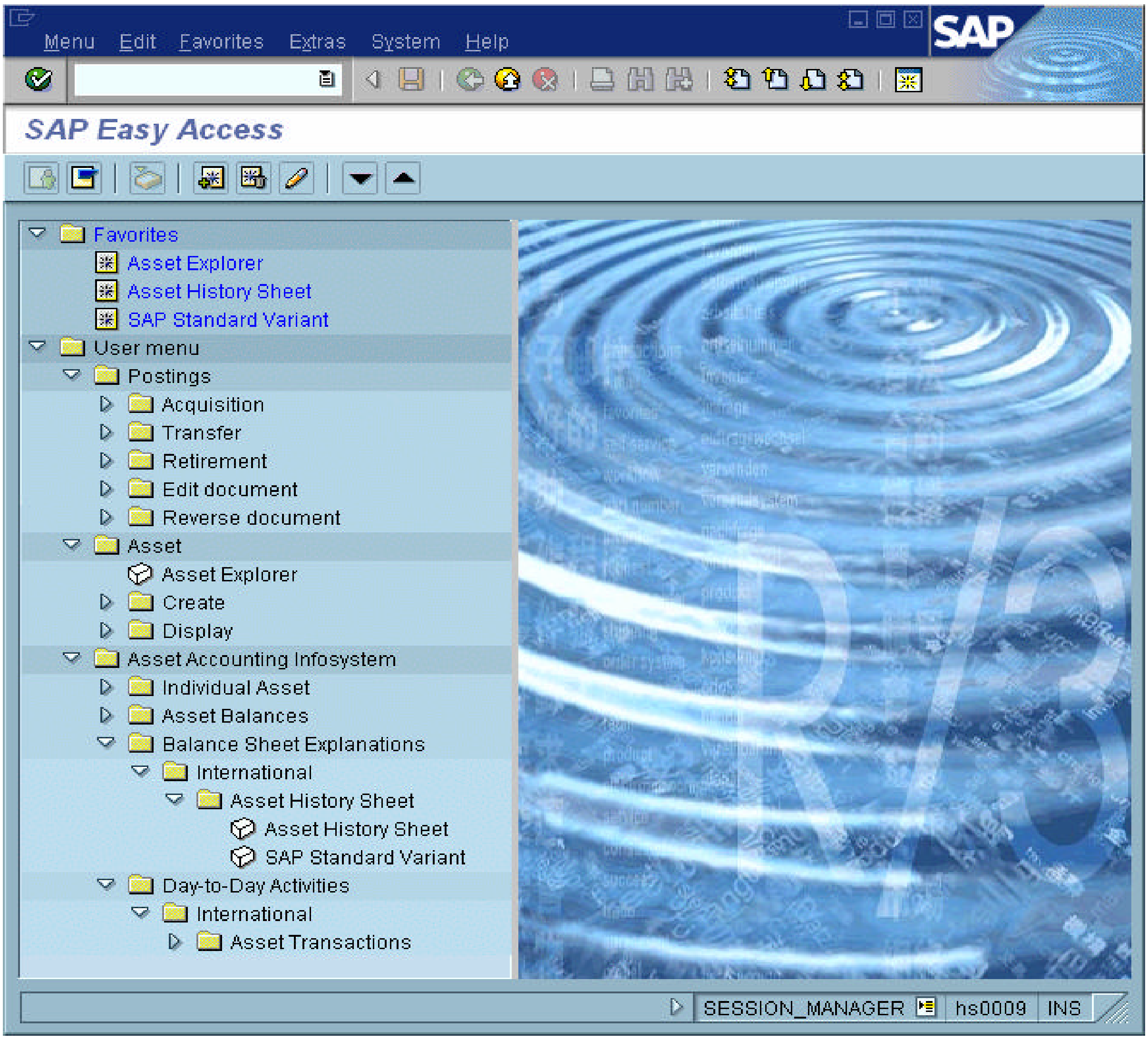
When you tab out of the tree, JAWS announces that you are leaving the tree.

Working with the SAP GUI

SAP Easy Access

Use

The new **SAP Easy Access *user menu*** is the user-specific point of entry into the SAP System.



The user menu contains only those items – such as transactions, reports, and Web addresses – you need to perform your daily tasks.

If a user menu has been defined by your system administrator, it appears when you log on to the system.

If you have **not** been assigned a user menu, or you need to access items that are not contained in your user menu:

- **Open the SAP standard menu** by choosing *Menu ® SAP standard menu*. You now have a complete overview of the SAP System you are currently working with. Use the navigation area to navigate to the items you need.
- Or, **contact your system administrator**. See System Administrator Functions [Seite 24].

On the SAP Easy Access initial screen, you can also:

- Create a favorites list consisting of the transactions, files, and Web addresses you use most frequently
- Go to SAP Business Workplace, if you are using Work items. See Working with the Business Workplace [Extern].

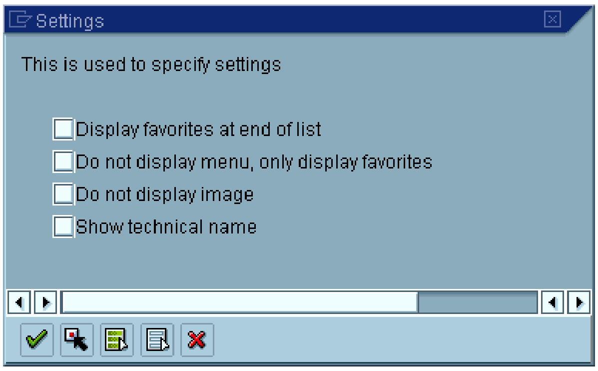
Additional Information

Roles [Seite 23]

SAP Easy Access Settings

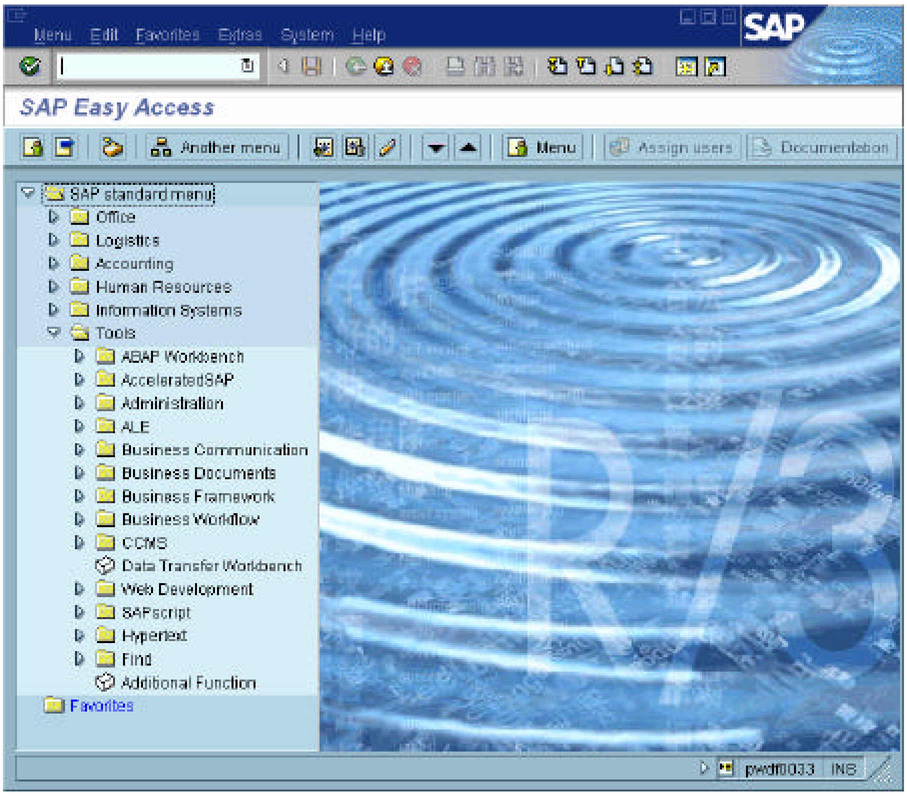
Procedure

To make **SAP Easy Access** settings, choose *Extras* → *Settings*. The following dialog box appears:



Here, you can specify whether:

- Your favorites should appear before or after the menu
- Only your favorites, and not the menu, should appear
- Technical names of menu options should appear in the navigation area
- The **SAP Easy Access** graphic should appear on the right-hand side of the screen, as shown below:



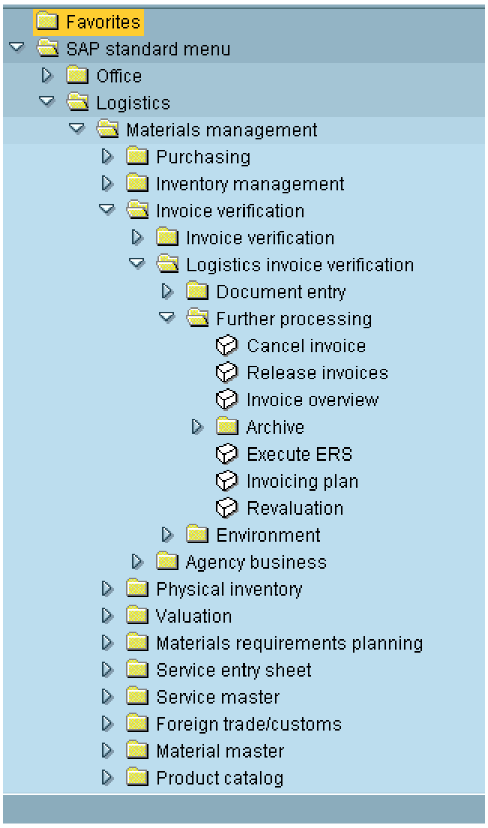
You can hide this graphic by dragging the split bar from the center to the right-hand edge of the screen. To deactivate the graphic completely, select *Do not display image*.

You can also define whether a user or an SAP standard menu should appear. To make this setting, choose either *Menu* ® *User menu* or *Menu* ® *SAP standard menu*.

Using the Navigation Area

Procedure

You can expand and collapse menus in the **navigation area** by choosing the dropdown arrows to the left of the menu items, as in the example below:



To open an application in the navigation area:

- Double-click its node, or
- Choose *Enter*, or
- Choose *Edit* ® *Execute*

To run an application in a new session, choose *Edit* ® *Run in new window*.

You can access the most important commands and functions in the navigation area by opening the context menu. To open the context menu, place the cursor on any item in the menu bar, and click the alternate mouse button.

Creating Favorites

Use

In **SAP Easy Access,** you can create a favorites list containing:

- Transactions
- Files
- Web addresses

Procedure

Inserting an Item from the SAP Standard or User Menu

Use drag and drop:

1. Select an executable menu item using the mouse, and keep the mouse button pressed.

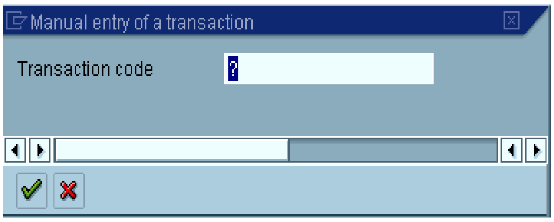
2. Drag the item to the desired position in your favorites list, and release the mouse button.
3. The new item appears below the position where you dropped it.

Or, use the menu bar:

1. Select an executable item in the user menu.
2. Choose *Favorites* → *Add.*
3. The new item appears at the end of your list.

Inserting a Transaction

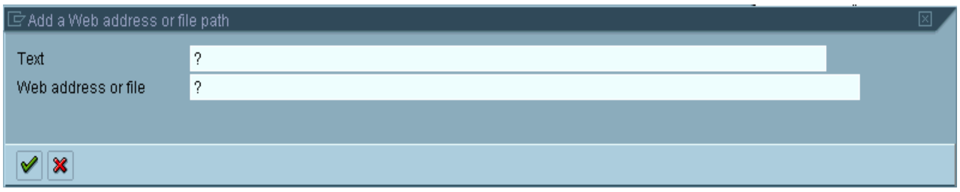
1. Choose *Favorites* ® *Insert transaction.*
2. The following dialog box appears:



3. Enter the transaction code, and choose *Continue*.
4. The new item appears at the end of your list, and is automatically labeled with the transaction name.

Inserting a Web Address or a File

1. Choose *Favorites* ® *Link or file*
2. The following dialog box appears:



3. Enter a name and the Web address or file name, and choose *Continue*.

- The Web address should start with `http://...`

  EXAMPLE: `http://www.sap.com`
- The file name should have the format: *X:\filename\filepath*.

  EXAMPLE: *C:\Texts\SAP.doc.* You can only use this function if you can access local files from your Web browser.

Managing Favorites

Use

SAP Easy Access allows you to organize your favorites by:

- Creating folders in your favorites list
- Moving, renaming, or deleting favorites and folders

Procedure

Inserting Folders

1. Choose *Favorites* ® *Insert folder.*
2. A dialog box appears. Enter a name, and choose *Continue*.
3. The new folder appears below the currently selected favorite.

Moving Favorites and Folders

To move favorites or folders **within** a hierarchy level:

1. Select the favorite or folder you want to move.
2. Choose *Favorites* ® *Move* ® *Up/Down*; or choose *Move favorites downwards /Move favorites upwards.*
3. Repeat this step until the favorite or folder is where you want it.

To move favorites or folders **between** hierarchy levels, use drag and drop:

1. Select the favorite or folder with the mouse, and keep the mouse button pressed.
2. Drag the favorite or folder to the desired position in the favorites list, and release the mouse button.
3. The favorite or folder appears below the position where you let it go.

Renaming Favorites and Folders

1. Select the favorites or folders you want to rename.
2. Choose *Favorites* ® *Change.*
3. A dialog box appears. Enter a new name, and choose *Continue*.

   Or:

   From the context menu, choose *Change favorites*. To open the context menu, click the alternate mouse button.

Deleting Favorites and Folders

1. Select the favorites or folders you want to delete.
2. Choose *Favorites* ® *Delete.*

Or:

From the context menu, choose *Delete favorites*. To open the context menu, click the alternate mouse button.

When you remove a favorite from your favorites list, you are not actually deleting the respective file, program, or transaction; you are merely removing a link to that particular item.

Roles

Use

Roles are collections of activities used in business scenarios. Users access the transactions, reports, or Web-based applications through user menus. The SAP Standard contains a large number of predefined roles.

When a role is assigned to a user, the menu for that role appears when the user logs on to the system. The integrity of business data is also ensured by the assignment of roles. Authorization profiles are generated which restrict the activities of users in the SAP System, depending on the activities in the roles.

The mySAP.com Workplace provides users with a portal via a Web browser to perform his or her tasks. Roles can be assigned here as well.

The user can change the roles assigned to him or her as required. He or she can. for example Create [Seite 21] and Manage [Seite 22] Favorites.

The system administrator can tailor the user menu to the personal requirements of each user, by adding or deleting menu entries.

For more information about role-specific system administrator functions, see System administrator functions [Seite 24].

System Administrator Functions

Use

There are various ways in which the system administrator can define user menus for the staff in a company.

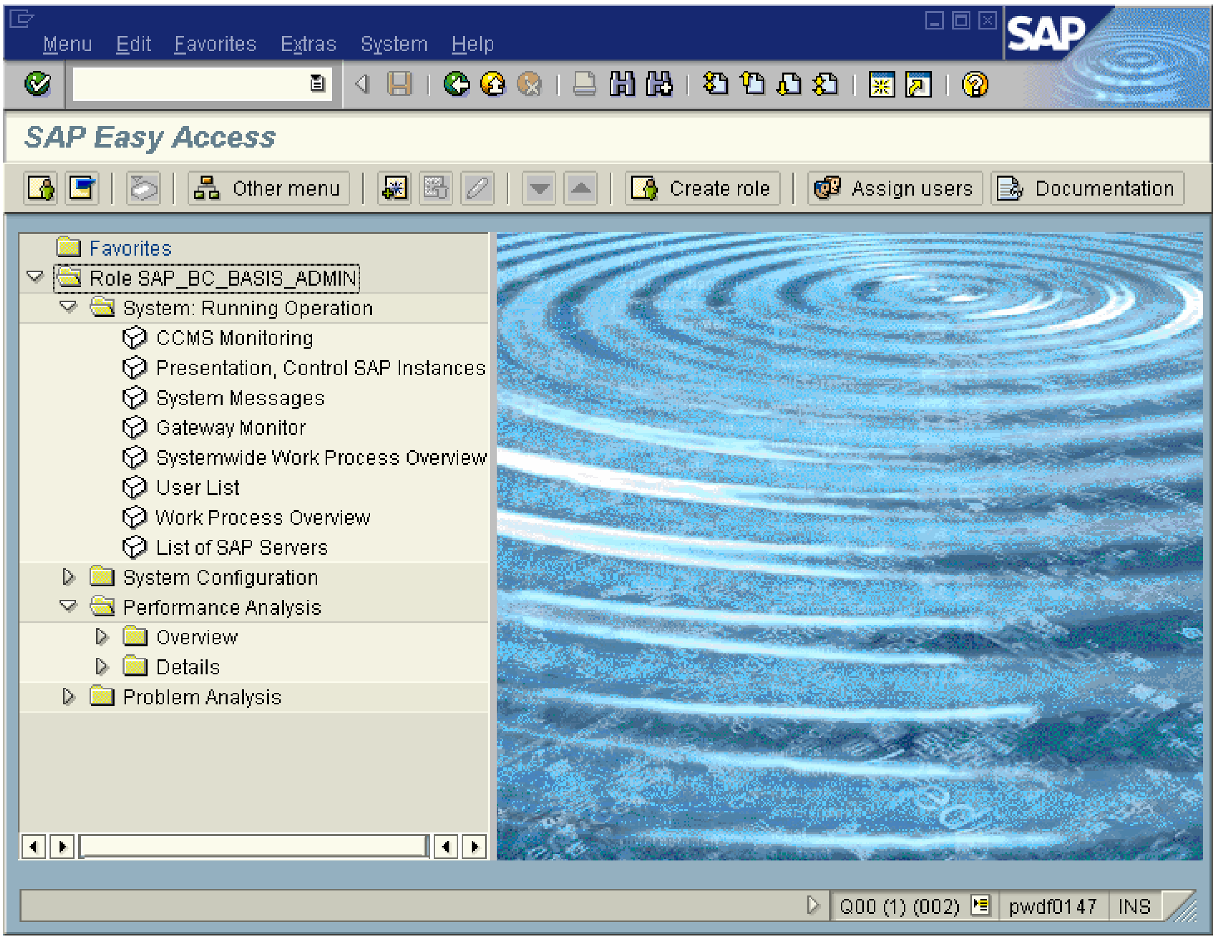
He or she can:

- Directly assign roles to a user
- Change and Assign Roles
- Create Roles

If you have system administrator authorization, **SAP Easy Access** provides additional functions that enable you to:

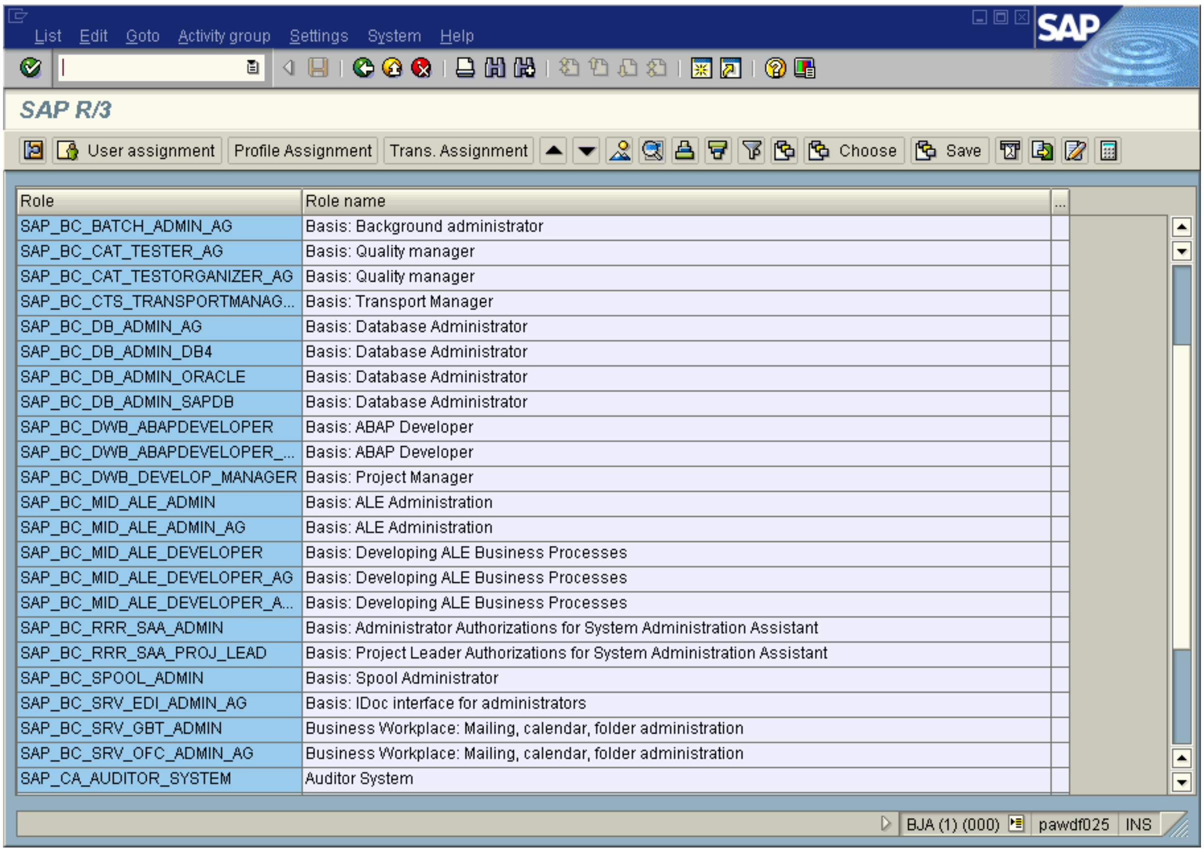
- Call role menus and assign users to the menus
- Create roles

  A sample **SAP Easy Access** initial screen for system administrators is shown below. The application toolbar contains additional options.



Activities

To display a role menu, choose *Other menu.* A list of all roles in the SAP System are displayed in the dialog box that appears. If you select a role it is displayed.



If the selected role corresponds with the activities of a member of staff, choose *Assign user.* On the following screen, you enter the user ID of the user.

The system then asks you whether you want to generate an authorization profile. If you choose *Yes*, the system assigns the user the authorizations for the role.

For display more information about the select role, choose *Documentation.*

To create roles, choose *Create role* or start the *Role Maintenance* transaction PFCG as System Administrator.

See also:

[Assign standard roles [Extern]]

[Change and assign roles [Extern]]

[Create roles [Extern]]

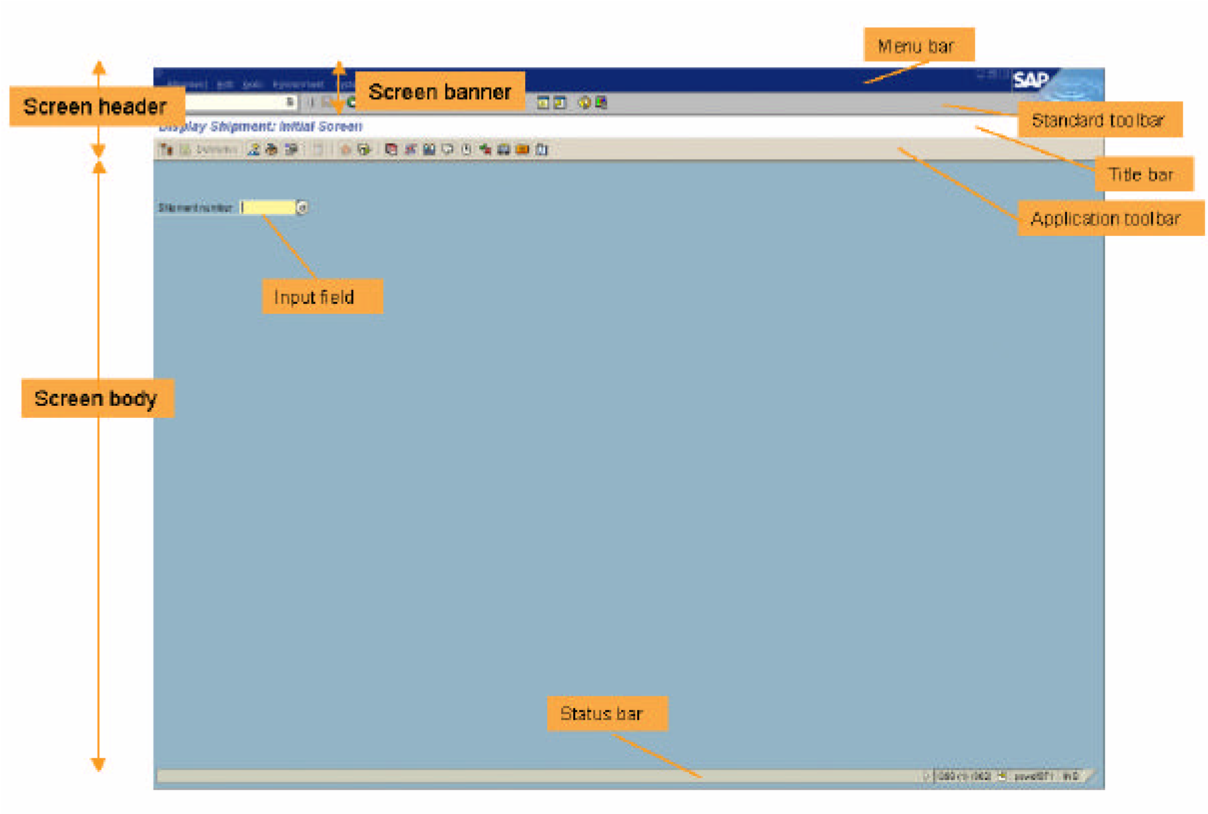
The SAP Window

Use

The SAP window is the user interface to the SAP System.

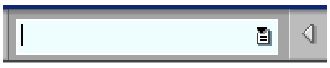
Features

The elements of a typical SAP window are shown below:



The **standard toolbar** contains buttons for performing common actions such as *Save* and *Enter*.

The functions assigned to the standard toolbar are listed below:

Button	Name	Function
	Enter	Confirms the data you have selected or entered on the screen. Same function as the `Enter` key. Does not save your work.
	Command field	Allows you to enter commands, such as transaction codes.
	Save	Saves your work. Same function as *Save* in the *Edit* menu.
	Back	Returns you to the previous screen without saving your data. If there are required fields on the screen, these fields must be completed first.
	Exit	Exits the current function without saving. Returns you to the initial screen or main menu screen.
	Cancel	Exits the current task without saving. Same function as *Cancel* in the *Edit* menu.
	Print	Prints data from the current screen.
	Find	Searches for data required in the current screen.

	Find next	Performs an extended search for data required in the current screen.
	First page	Scrolls to the first page. Same function as the `CTRL` + `Page Up` keys.
	Previous page	Scrolls to the previous page. Same function as the `Page Up` key.
	Next page	Scrolls to the next page. Same function as the `Page Down` key.
	Last page	Scrolls to the last page. Same function as the `CTRL` + `Page Up` key.
	Create session	Creates a new SAP session. Same function as *Create session* in the *System* menu.
	Create shortcut	Allows you to create a desktop shortcut to any SAP report, transaction, or task if you are working with a Windows 32-bit operating system.
	F1 Help	Provides help on the field where the cursor is positioned.
	Layout menu	Allows you to customize the display options.

Depending on your actions as you work with the SAP System, you may also see:

- Radio buttons and checkboxes. For more information, see Radio Buttons and Checkboxes [Seite 35].
- Dialog boxes. For more information, see Dialog Boxes [Seite 36].

Release 4.6: The New SAP GUI

Definition

The SAP graphical user interface (SAP GUI) consists of the technical features that enable you to exchange information with the SAP System (by entering data, choosing functions, and so on). For Release 4.6, SAP has made extensive changes to the SAP GUI design.

Use

New Display Options

The redesigned features include:

- Text fonts and colors
- Color schemes
- Sound and animation settings
- Additional options for data presentation

Structure

The new SAP GUI consists of two main screen areas.

- **Screen header**

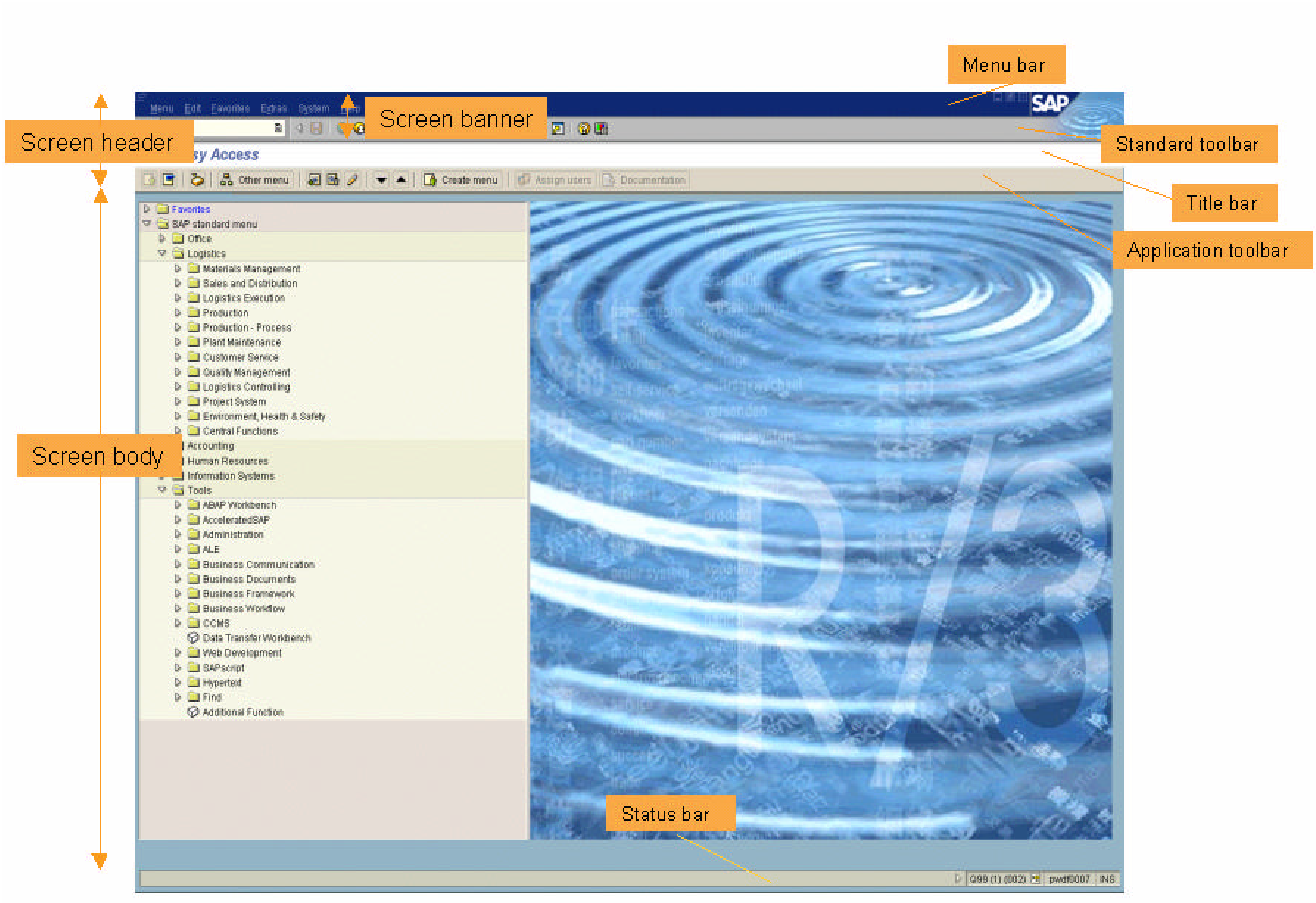
  The screen header consists of:

– Menu bar
– Standard toolbar
– Title bar
– Application toolbar

- **Screen body**

  The screen body is the area between the screen header and the status bar.

A typical example of an SAP screen (here, the SAP Easy Access initial screen) with the new SAP GUI is shown below:



Changes to the Screen Header

Screen Banner

In previous releases, the *title bar* and *menu bar* were at the top of the R/3 window. As of Release 4.6, a ***screen banner*** replaces these two elements. The screen banner consists of:

- **Menu bar**

  GUI interaction buttons

  The *Minimize*, *Maximize*, and *Close* buttons are no longer in the top right-hand corner. They are now slightly to the left, beside the SAP logo:

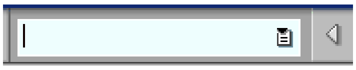
  

  You can also find these GUI interaction options in the dropdown menu that appears when you choose  in the top left-hand corner.

- **Standard toolbar**

  Command field

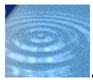
  By default, the command field is closed. To display it, choose the arrow to the left of the *Save* icon: 

  The command field appears: 

  To hide it, choose the arrow to the right (outside) of the field.

  To display a list of the transactions you used last, choose the dropdown arrow  at the right-hand end of the field.

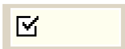
- **Other features**

In the top right-hand corner, the ripple animation indicates **data request activity**: . This was previously shown by a change of color in the status fields.

Changes to the Screen Body

Screen Elements and Layout

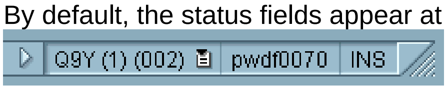
- The *screen elements* (group boxes, buttons, scrollbars, and so on) have a new design.
- The *screen layout* has changed. For example, a tab leader now guides the eye from field names to fields, and important screen areas are highlighted more prominently.
- *Required input fields* were previously identified by a question mark within the field.

  They now have a checkmark icon at the left-hand end: .

Status Bar

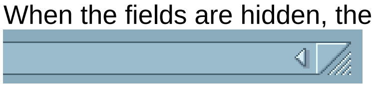
- **System message identification** *(far left)*
  -  identifies error messages.
  -  identifies affirmative system messages.
- **Status fields** *(far right)*

  By default, the status fields appear at the far right:

  To hide these fields, choose the arrow pointing to the right: 

  When the fields are hidden, the arrow points in the other direction:

  To display the status fields, choose the arrow pointing to the left: 

Icons

SAP has changed the graphical design of all icons used in the SAP System.

Changes to GUI Controls

SAP has also redesigned screen elements such as trees, tables, and tabs.

GUI Interaction Principles

The GUI interaction principles – such as minimizing, maximizing, canceling, and dropdown menus – remain the same.

The Menu Bar

Use

Menus allow you to find a specific transaction when you do not know the transaction code. The menu is organized according to the task you are doing in the SAP System.

Menus are dropdown; that is, when you choose a menu item, further options appear.

A typical menu bar in the SAP System is shown below:

Features

This following menus are standard on every SAP screen:

Menu	Description
System	Contains functions that affect the system as a whole – such as *Create session*, *User profile*, and *Log off*.
Help	Provides various forms of online help.
	The *layout menu*, identified by  at the far right of the standard toolbar, allows you to customize certain SAP window settings (for example, cursor position and the TAB function).

The following menus are standard in most SAP applications:

Menu	Description
<Object>	Usually named after the object you are currently working with, for example, *Material*. Contains functions that affect the object as a whole – such as *Display*, *Change*, *Print*, or *Exit*.
Edit	Allows you to edit components of the current object – for example *Select*, *Edit*, and *Copy*. The *Cancel* option lets you leave a task without saving the data you have entered.
Goto	Allows you to move directly to other screens of the current task. Also contains the *Back* option, which takes you back one level in the system hierarchy. Before going back, the system checks the data you have entered on the current screen, and displays a dialog box if it detects a problem.

The following menus may also appear:

Menu	Description
Extras	Contains additional functions you can choose to complete the current object or an object component, but which you do not need regularly.
Environment	Contains functions you can choose to display additional information about the current object.
View	Allows you to display the current object in different views, for example, switching between a single-line and double-line display of a table.
Settings	Allows you to set user-specific transaction parameters.
Utilities	Allows you to do object-independent processing, such as delete, copy, and print functions.

Sometimes not all of the available menus fit on one line in the menu bar. In this case, they wrap to the next line. The dropdown principle stays the same.

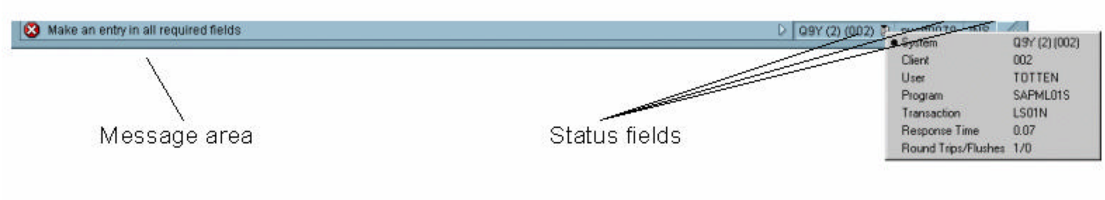
The Status Bar

Use

The status bar provides general information on the SAP System and transaction or task you are working on. At the left of the status bar, system messages are displayed. The right end of the status bar contains three fields: one with server information, the other two with status information.

Features

The **status fields**, shown below, are described from left to right:



- At the far left,
  -  identifies error messages.
  -  identifies other system messages.
- To hide (or display) the status fields, choose  to their left (or right, respectively).
- To display the following system information, choose  in the first status field:
  - System
  - Client
  - User
  - Program
  - Transaction
  - Response time
- The second status field displays the server to which you are connected.
- The third status field specifies your data entry mode. By clicking this field, you can toggle between the *Insert (INS)* and *Overwrite (OVR)* modes. For more information, see Insert and Overwrite Modes [Seite 80].

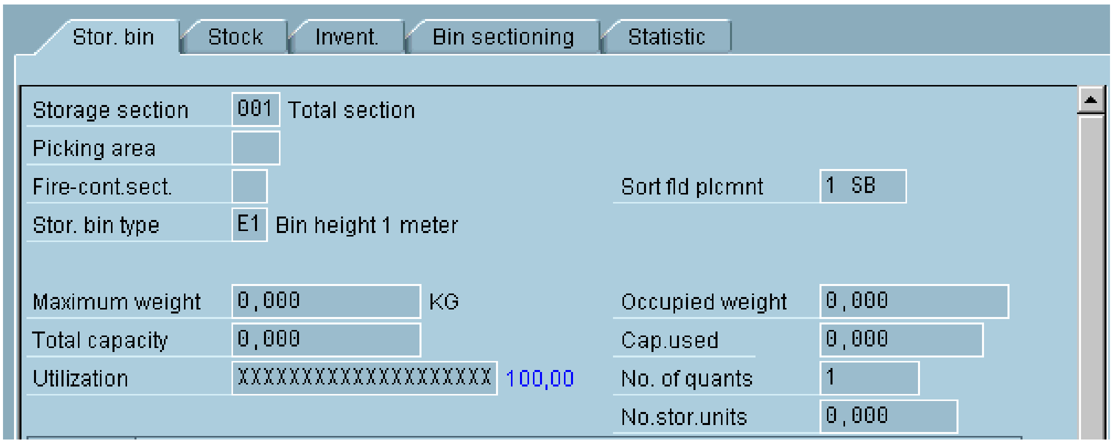
Tabs

Use

Tabs enable you to enter, display, and alternate between multiple screens. In transactions containing multiple screens, they provide a clearer overview. In addition, tabs enable you to proceed from one tab page to the next without having completed all the data. To access a tab page, select the corresponding tab header.

In some cases, you must complete all required input fields on a tab page before you can move to the next tab page.

Features



- In the case of longer tabstrips, not all of the tabs appear on the screen. The left and right arrows at the top of the tabstrip allow you to scroll to all the tabs.
- If you choose the button at the right of the tabstrip, the system displays a list of all the tabs on the tabstrip. If you select a tab from this list, the selected tab page moves to the foreground.
- Tabs are arranged in order of importance or in the process order of the transaction.
- Tab headers can contain text, icons, or both.

Table Controls

Use

The table control function enables you to modify standard SAP table format as necessary. This is especially useful when standard SAP tables contain columns you do not use.

Features

Table controls provide the following features:

- *Fixed* and *variable* columns. Variable columns have a horizontal scrollbar at the bottom.
- Columns you can *resize*:

  When you move the cursor to the gridline between two columns, the cursor changes to a double-headed arrow. To change column width, click the left mouse button, and move the gridline to the desired width.
- Columns you can *rearrange* using drag and drop:

  Place the cursor in the header of the column you want to move, hold the left mouse button, and move the column to the desired position.
- If you move the cursor along the horizontal scrollbar, quick infos appear indicating the column that would jump to the first display position (after the fixed columns) if you click the scrollbar at that location.

- You can set the optimal column width (as defined in the SAP System) by pressing and holding the `Shift` key, and clicking the left mouse button within any column header.
- Icons at the bottom of a table are specific to that table. Some icons commonly used in tables are:

Icon	Name	Description
	Choose detail	Displays all information currently available on the selected item
	Create line	Adds a line
	Delete line	Deletes a line
	Select all	Selects all table entries
	Deselect all	Deselects all table entries

Creating Table Control Variants

Prerequisites

The table control icon must be present in the upper right-hand corner of the table.

Procedure

1. Start the transaction containing the table control you want to change, and go to the appropriate screen.
2. Set the table controls as desired:
   a. To change column width, place the cursor between two columns, click the left mouse button, and drag the column border to the left or right until you have the desired size.
   b. To change column position, select and hold the column header, and drag it to the desired position.
3. Choose . The *Table Settings* dialog box appears.
4. Enter a name for the table control variant. Choose *Create*.
5. If applicable, select *Use as standard setting*.
6. To delete a variant, choose *Delete*.

Result

You have created a table control variant. You can repeat this procedure to create new variants.

The first item in the variant list is *Basic setting*, the default SAP table control. It is set by the system and cannot be deleted.

Activating Table Control Variants

Prerequisites

- The table control icon must be present in the upper right-hand corner of the table.
- You must have created a table control variant.

Procedure

1. Start the transaction containing the table control you want to change, and go to the appropriate screen.
2. Choose . The *Table Settings* dialog box appears.
3. Specify the variant you want for the table control and how it should be used:
   - To make the variant the **standard** setting, choose *Set standard*.

     This table control variant now appears each time you use this table.
   - To make the variant the **current** setting, choose *Set active*.

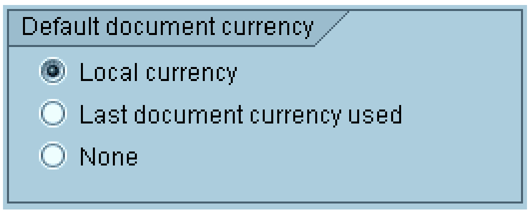
     This table control variant will only be used while you have the transaction open. If you exit the transaction, and return to it later, the system uses the standard setting for the table control.
4. Choose *Close*. The settings are now complete.

Radio Buttons and Checkboxes

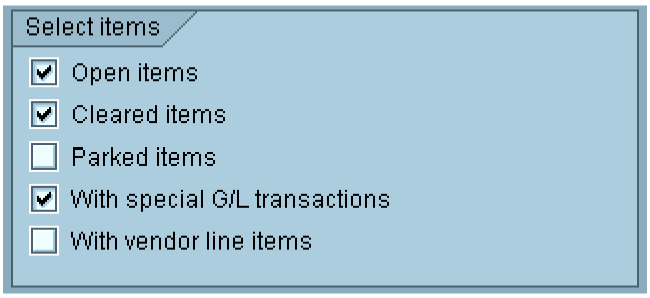
Use

To enter information in the SAP System, you must sometimes select among several options. In some cases, you can select only one option; in others, you can select more than one.

When you can select only one, the options are identified by **radio buttons**:



When you can select more than one, the options are identified by **checkboxes**:



Activities

Choosing Options with Radio Buttons

- To select an option, click the radio button next to that option. The selected radio button is now filled in.
- To change your selection, click a different radio button. The original button is now empty and the new selection is filled in.
- To select a radio button using the keyboard, use the *Tab* key to move to the group of options. Use the ↑ and ↓ keys to move to the desired option, and press the spacebar.

Choosing Options with Checkboxes

- To select one or more options, click the checkbox next to each desired option. The selected checkboxes now contain a checkmark.
- To deselect a checkbox containing a checkmark, click it again. The checkmark disappears.
- To select a checkbox using the keyboard, use the *Tab* key to go to the group of options. Use the ↑ and ↓ keys to go to each desired option, and press the spacebar.
- To deselect a checkbox containing a checkmark, use the ↑ and ↓ keys to go to the option, and press the spacebar. The checkmark disappears.

Dialog Boxes

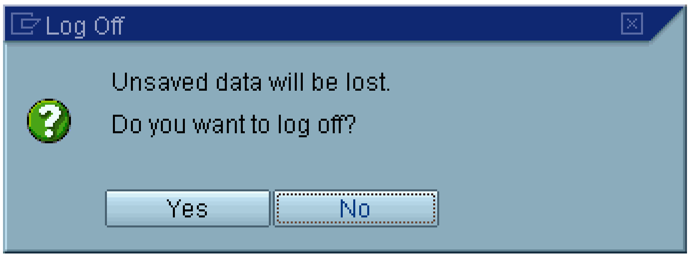
Use

The SAP System displays dialog boxes when it:

- Requires more information before it can proceed
- Is providing information, such as messages or specific information about your current task

Before you can continue, you must choose an action from a dialog box. To choose an action, choose one of the buttons at the bottom of the dialog box.

A sample dialog box is shown here:



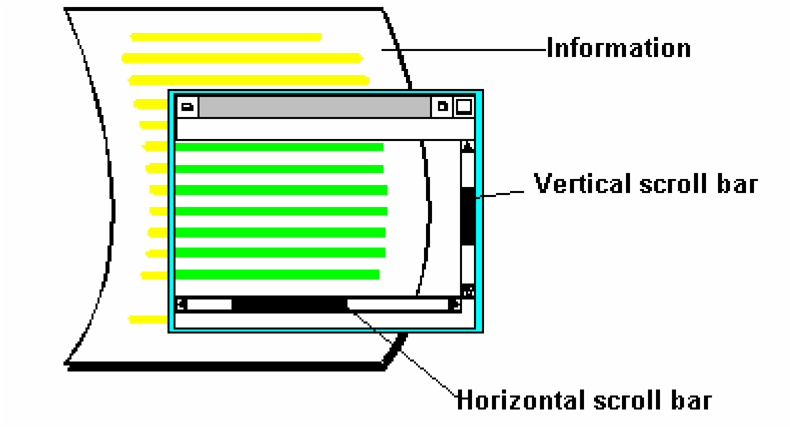
When you end a task without saving your data, or you choose a function that may cause you to lose data, the SAP System usually displays a dialog box in which you are asked to confirm or cancel your action.

Scrolling to View Information

Use

When you view information (for example, a list or online help), not all of the information may fit in your window. To see the additional information, you use scrollbars. To move:

- *Up and down*, use the **vertical scrollbar**
- *Left and right*, use the **horizontal scrollbar**



Procedure

To move	Do this
Up or down one line	Choose the up or down scroll arrow on the vertical scrollbar.
Left or right one character	Choose the left or right scroll arrow on the horizontal scrollbar.
Up or down one page	Click above or below the slider box on the vertical scrollbar.
Left or right the width of the page	Click to the right or left of the slider box on the horizontal scrollbar.
To a certain position in the information (up or down)	Drag the slider box on the vertical scrollbar to the approximate location of the desired information, and release the mouse button.
To a certain position in the information (left or right)	Drag the slider box on the horizontal scrollbar to the approximate location of the desired information, and release the mouse button.

You can also:

Move to	By choosing	Or pressing	Or pressing
First page		Shift + F9	CTRL+PageUp
Last page		Shift + F12	CTRL+PageDown
Previous page		Shift + F10	PageUp
Next page		Shift + F11	PageDown

Customizing the Display Options

If you are using the “classic” SAP graphical user interface (GUI) and you need information on customizing the display options, see the Online Help for SAP Releases up to and including 4.5B.

Use

After you have logged on, you can change the appearance of various elements of the SAP window by customizing the display options.

As of Release 4.6B, you access the display options by choosing:

- The layout menu icon at the far right of the **standard toolbar**, for various SAP window settings, or
- The SAP GUI customizing icon in the **system tray** (that is, the corner of the Windows task bar), for SAP graphical user interface (GUI) settings such as color customizing and sound settings

Prerequisite

You have installed the new SAP GUI for Release 4.6.

Features

In the layout menu, you can:

- Customize the SAP window (for example, set the display options for quick infos and system messages, or return to the default window size)
- Enable or disable automatic tabbing between fields
- Define where the cursor should appear when you click a field
- Create a hard copy of the current screen

Using the SAP GUI customizing options, you can change:

- Color settings
- Sound and animation settings

Additional Information

Configuring the SAP GUI [Seite 39]

Using SAP Shortcuts [Seite 67]

Customizing the SAP Window [Seite 46]

Tabbing Between Fields Automatically [Seite 48]

Cursor Position and Width [Seite 49]

Creating Screen Shots [Seite 50]

SAP GUI Color Settings [Seite 41]

SAP GUI Sound and Animation Settings [Seite 44]

Configuring the SAP GUI

Use

When you configure the SAP graphical user interface (GUI), you can alternate between:

- The “classic” (that is, pre-Release 4.6) SAP GUI

  and

- The new (that is, redesigned) SAP GUI delivered as of Release 4.6

These settings are also available for other SAP applications and executable programs.

Prerequisite

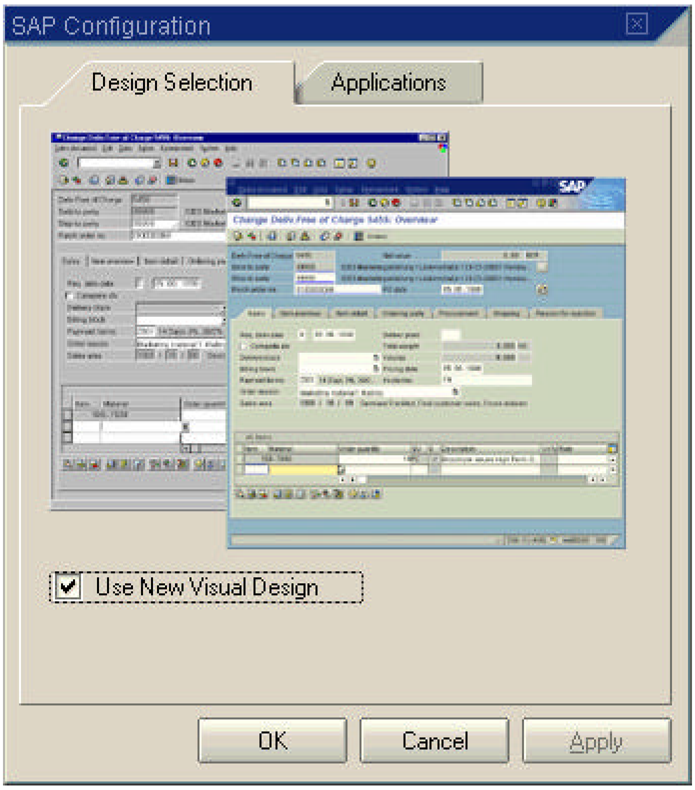
You have installed the new SAP GUI for Release 4.6.

Procedure

1. On your Windows desktop, choose *Start ? Settings ? Control Panel*.
2. Choose the *SAP Configuration* icon.

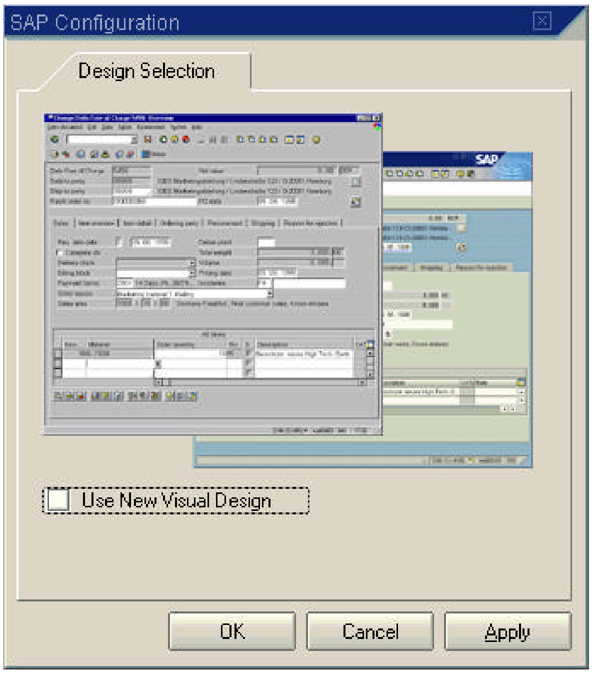
   You can create a shortcut to this function by dragging the icon to your desktop.

   The following dialog box appears:

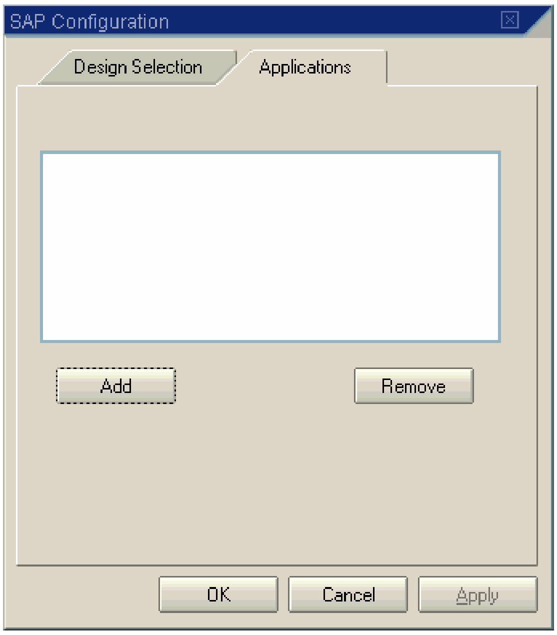
   

   By default, the new visual design setting is activated.
3. To switch to the “classic” SAP GUI configuration, click the screen shot at the left.

   You now see:



4. Choose *OK.*
5. Open a new session for the “classic” setting to take effect.
6. To reverse the setting, use the same procedure.
7. When you choose the *Applications* tab, the following dialog box appears:



Here you can enter (by choosing *Add*) or delete (by choosing *Remove*) the names of applications and programs to which you want to apply the specified setting. When you have finished making your settings, choose *Apply* or *OK.*

SAP GUI Color Settings

If you are using the “classic” SAP graphical user interface (GUI) and you need information on customizing the color settings, see the Online Help for SAP Releases up to and including 4.5B.

Use

You can customize your SAP graphical user interface (GUI) color settings by:

- Choosing from among a number of predefined (default) color schemes, or
- Defining your own (custom) colors

Only the SAP-defined default color schemes ensure optimal readability of all items on a screen.

Prerequisite

You have installed the new SAP GUI for Release 4.6.

Procedure

Accessing the SAP GUI Customizing Functions

To access the SAP GUI Customizing functions:

1. In the system tray (in the corner of your Windows task bar),

   a. Choose the SAP GUI customizing icon .

      This icon appears on the task bar when you log on or open a new session (and stays there when you move between sessions).

      When you log off the last session you were working with, the icon disappears.

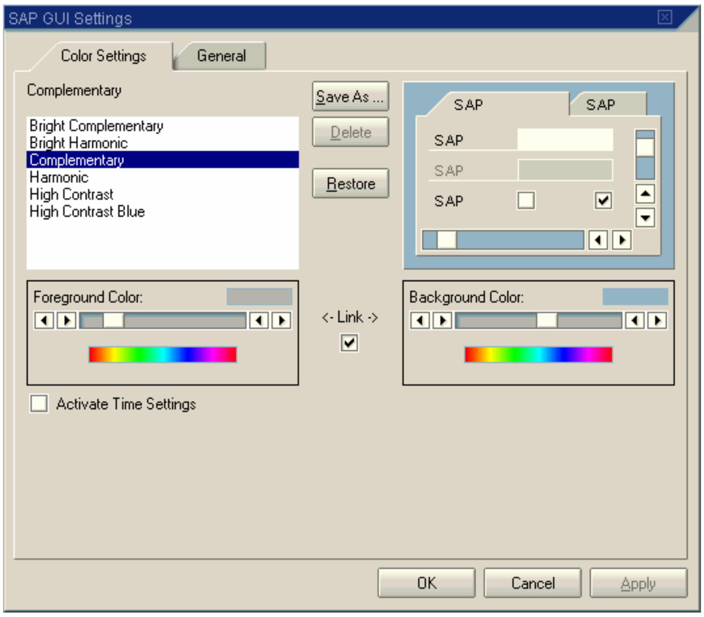
   b. Or, right-click .

      The following context menu appears:

      When you choose *Close*, the SAP GUI customizing icon disappears from the system tray. You can restore it by opening another session.

2. Choose *Customize SAP GUI Settings*.

   The *SAP GUI Settings* dialog box appears, as shown below.



On the *Color Settings* tab page, you can:

- Activate the default color schemes
- Create customized color schemes, by adjusting hues, saturation, and luminosity
- Have your color settings shift gradually in the course of the day

3. You define your settings as described in the following sections.

Activating a Default Color Scheme

The default color schemes listed on the *Color Settings* tab page are based on either of two predefined color combinations:

- **Complementary**, which uses two different colors (default: blue/tan)
- **Harmonic**, which uses several shades of the same color (default: blue)

Each of these types also has a **bright** version, which has a higher contrast than the SAP delivery standard default setting. For maximum contrast, select *High Contrast Blue*.

When you log on to the SAP delivery standard, the default setting is *Complementary*.

To activate another default color scheme on the *Color Settings* list, place the cursor on the desired setting. The name of your selection now appears at the top of the list, and you see a preview in the simulated SAP window to the right. Then,

- Choose *Apply*. The color scheme takes effect, and the dialog box stays open. You can now make additional changes to your color settings.
- Or, choose *OK*. The color scheme takes effect, and the dialog box closes.

Creating a Customized Color Scheme

Foreground and Background Hues

In the *Foreground Color* and *Background Color* frames, you can use the slider box to create your own color schemes.

By default, the foreground and background hues are linked – that is, as you adjust the slider, the predefined intervals between the shades in a default color scheme stay the same.

- To change your color scheme while keeping these default intervals, select a predefined color scheme, and adjust the slider to the desired hue.

- To change the foreground and background hues individually, you must first deselect the *Link* checkbox.

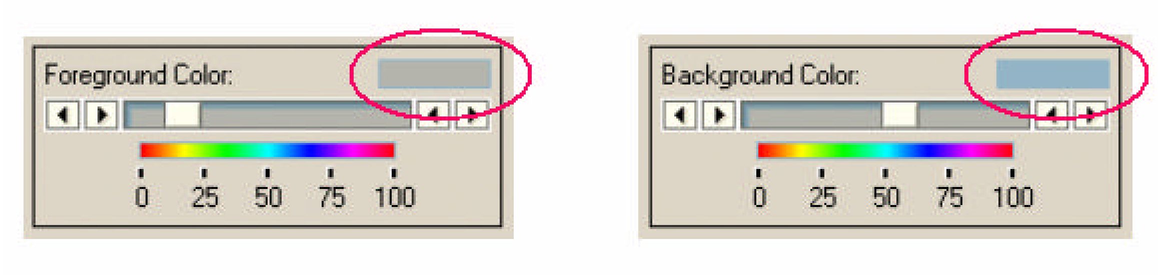
As you are trying out colors, you can preview the results:

- In the simulated SAP window at the right (for the complete color scheme)
- In the shaded bar in the top right-hand corner of either slider box (for individual hues)

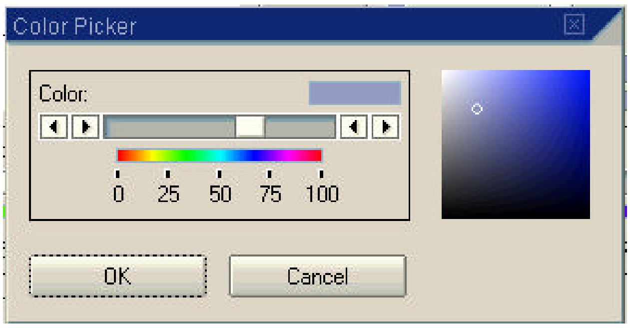
Color Saturation and Luminosity

In the *Foreground Color* and *Background Color* frames, you can fine-tune the hue, saturation, and luminosity of the respective colors individually.

To do this, double-click the shaded bar in the top right-hand corner of either slider box:



The *Color Picker* dialog box appears, as shown below:



To fine-tune the foreground and background hue, you use the slider box as before.

In the color palette to the right, a small ring localizes the selected color in relation to neighboring shades, with respect to:

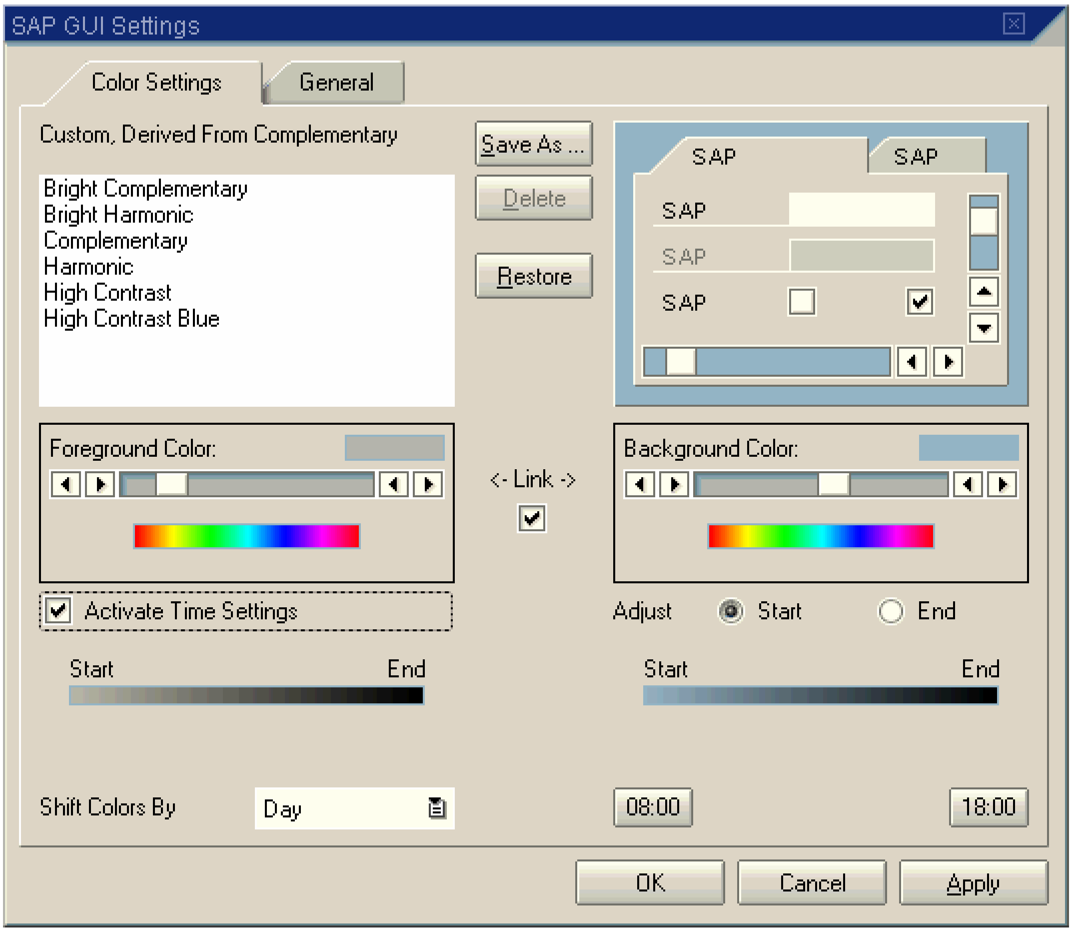
- Saturation (vertical axis)
- Luminosity (horizontal axis)

To adjust either of these variables, click inside this palette, and drag the cursor to the desired position. The localizer disappears until you let go of the cursor. As before, you can preview the results.

Gradual Color Shift

You can choose to have your color settings shift gradually in the course of the day.

To do this, select the *Activate Time Settings* checkbox. The following additional options now appear in the lower part of the *SAP GUI Settings* dialog box:



To set the time frame in which you want your colors to shift:

1. Select the *Start* or *End* radio button at the right, and use the time buttons to define the respective time settings.
2. In the subsequent dialog box, enter the desired time (**hh:mm**) in the *Custom* field. If applicable, choose *Set As Default*.
3. Refer to the the *Start... End* preview bar when adjusting the colors for the respective times of day.

Saving and Deleting Your SAP GUI Customizing Settings

SAP GUI Sound and Animation Settings

Use

You can customize sound and animation settings for the SAP graphical user interface (GUI).

Prerequisite

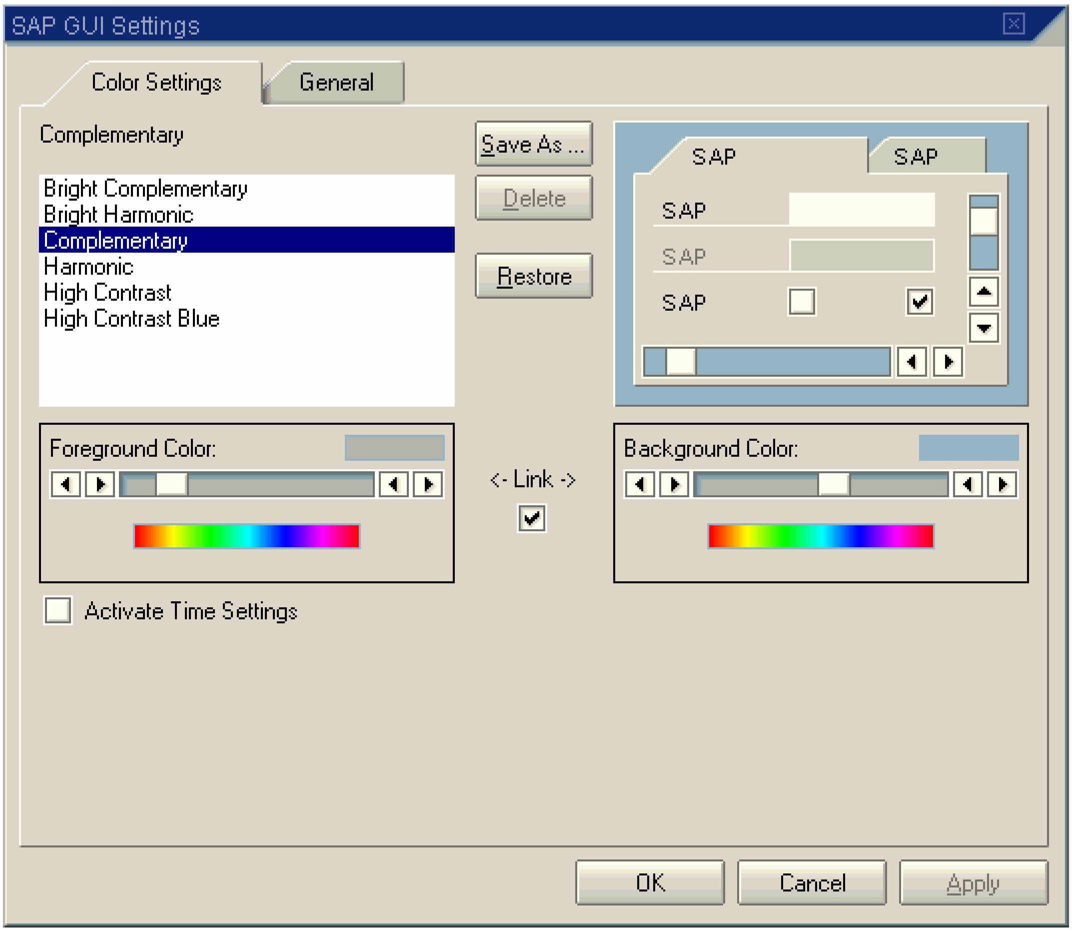
You have installed the new SAP GUI for Release 4.6.

Procedure

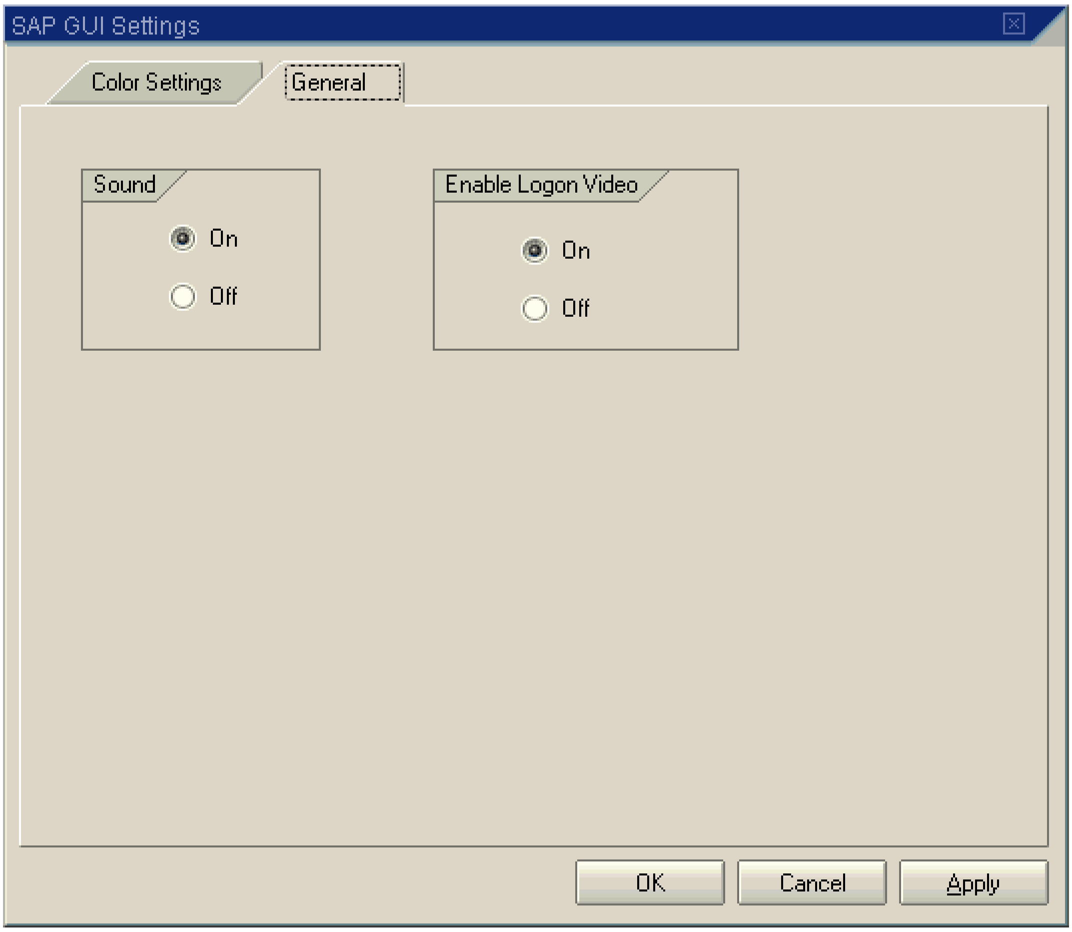
In the system tray (in the corner of your Windows task bar), choose .

(You can also right-click this icon, and choose *Customize SAP GUI Settings* from the context menu.)

The *SAP GUI Settings* dialog box appears:



Choose the *General* tab. The following dialog box appears:



Here, you can customize:

- The sound settings (default: *On*)

  When you select *Off*, you deactivate certain SAP-defined sounds that are designed to complement standard Windows sounds. These sounds provide subtle feedback for user actions such as those resulting in system messages. This setting applies only to SAP applications.

- The logon video (default: *On*)

  When you log on to the SAP System (for the first time after you have started your computer), a logon video appears.

  You can deactivate the first part of this video:

  – Permanently, by selecting *Off* for this setting, or

  – Case by case, by pressing *Esc* while the video is running

Customizing the SAP Window

If you are using the “classic” SAP graphical user interface (GUI) and you need information on customizing the SAP window, see the Online Help for SAP Releases up to and including 4.5B.

Use

The layout menu contains customizing options for:

- Quick infos:
  - On/off
  - Speed of display
- System messages:
  - Sound feedback
  - Display as dialog boxes
- System programs for SAP graphics: performance options
- Automation timeout period (for programs triggered by OLE automation)
- Cursor:
  - Automatic tabbing
  - Position, width, and display in lists
- Trace:
  - Select type of trace
  - Enable trace file
  - Display trace output in window

Using this menu, you can also:

- Create SAP shortcuts. (For more information, see Creating an SAP Shortcut [Seite 65].)
- Activate GuiXT, an alternative to transaction variants, for the screen output of any transaction. (For more information on GuiXT, see **http://www.synactive.com**.)
- Set the window to default size (for batch input only)
- Create screen shots. (For more information, see Creating Screen Shots [Seite 50].)

Prerequisite

You have installed the new SAP GUI for Release 4.6.

Procedure

In the standard toolbar, choose the layout menu icon .

Layout Menu: *Options*

1. Choose *Options...*.
2. On the *General* tab, you can:
   - Deactivate the quick infos on your screen, or set the speed at which they appear
   - Have system messages appear as dialog boxes, with or without sound feedback
   - Set performance options for SAP graphics system programs:

     By default, the *Libraries* option, which refers to SAP graphics system programs, is set to *Keep loaded*. This means that SAP graphics stay loaded in the main memory even if they are not used. If you encounter performance problems during graphics loading – that is, if a graphic terminates before it has finished loading for the first time – you can prevent this from happening again by changing the setting to *Preload*. To have graphics unloaded after use, choose *Free after use*.

- Specify an automation timeout period for OLE connections to external programs (such as MS Word or Excel):

  If you get *System busy* messages with external programs that are triggered by OLE automation, SAP recommends that you set the number of seconds to a higher value.

3. On the *Cursor* tab, you can set automatic tabbing, and define cursor position, width, and display in lists.

   For more information, see:

   Tabbing Between Fields Automatically [Seite 48]

   Cursor Position and Width [Seite 49]

4. You use the *Trace* tab primarily when you are working with a hotline. On this tab, you can:
   - Select the type of trace. To obtain the log:
     - For screen layout, select *Monitor*.
     - For OLE controls, select *Automation.*
   - Enable trace files
   - Display the trace output in your window
5. Choose *OK* to confirm your choices, or *Cancel* to reset the options to the previous settings.

Layout Menu: Additional Customizing Items

- For information on creating an SAP shortcut, see Creating an SAP Shortcut [Seite 65].
- To activate GuiXT for screen output, choose *Activate GuiXT*.
- To change the default window size (for batch input only), choose *Default Size*.
- For information on creating a screen shot, see Creating Screen Shots [Seite 50].

Tabbing Between Fields Automatically

Use

You can set automatic tabbing (AutoTAB) to have the cursor move between input fields automatically. This function is useful when you are entering a large amount of data and you do not want to press the TAB key to move from field to field.

AutoTAB only works at the **end** of an input field. For example, if the *Material* field can hold 12 characters, but the material number you enter is only 7 characters long, you must still press the TAB key to move to the next input field.

Procedure

To turn automatic tabbing on or off:

1. In the standard toolbar, choose the layout menu icon ? *Options....* ? *Cursor*.
2. To enable AutoTAB, select *Automatic TAB at Field End*. To disable AutoTAB, deselect this option.
3. Choose *OK* to confirm your choice, or *Cancel* to reset the AutoTAB option to the previous setting.

Cursor Position and Width

Use

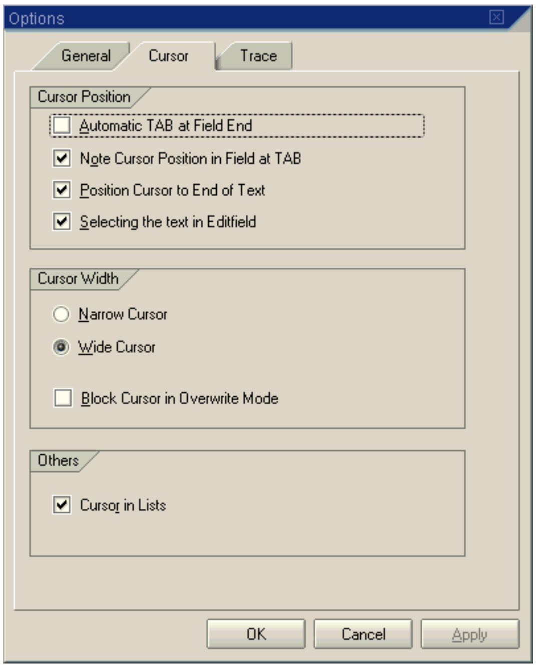
You can change the following default cursor settings:

- **Position** when you select an input field with a mouse-click or tab
- **Width**
- **Display in lists**, so that the cursor marks:
  - Only one character
  - An entire column

Procedure

To change your cursor settings, choose the layout menu icon ? *Options...* ? *Cursor*.

The following dialog box appears:



Cursor Position

Setting	Function
Note Cursor Position in Field at TAB	*On:* Places the cursor exactly where you last clicked within an input field *Off:* Places the cursor at the beginning of the input field
Position Cursor to End of Text	*On:* Places the cursor at the end of a text in an input field when you click to the right of the text *Off:* Places the cursor exactly where you click
Selecting the text in Editfield	Selects and highlights the text when you tab to an input field. Any input in this field will clear the field.
Cursor in Lists	*On:* Marks only one character *Off:* Marks an entire column

Creating Screen Shots

Use

You can print the content of any SAP window.

Prerequisite

You are working with a Microsoft Windows 32-bit operating system.

Procedure

In the standard toolbar, choose the layout menu icon ? *Hardcopy*.

At the default printer specified for your PC, the window's content is printed.

Multiple SAP Sessions

Use

A session is basically another SAP instance on your screen. Multiple sessions allow you to work on more than one task at a time. This can save you time and reduces the need to jump from screen to screen.

Features

You can open up to six sessions, and do a different task, or even the same task, in each one. You can move around between the open sessions, and you can close any session without having to log off from the system.

If you try to work on the same record (for example, the material master record for a specific material) at the same time on multiple sessions, you may "lock yourself out" of one of the sessions. If this happens, choose *Exit* or *Back* to move out of the transaction. Then you will be able to proceed.

Additional Information

Creating a New Session [Seite 50]

Creating a New Session and a Task at Once [Seite 51]

Moving Among Sessions [Seite 52]

Ending a Session [Seite 52]

Creating a New Session

Use

You can create a session at any time. You do not lose any data in sessions that are already open.

You can create up to six sessions. Each session you create is as if you logged on to the system again. Each session is independent of the others. For example, closing the first session does not cause the other sessions to close.

Too many open sessions can result in slower system performance. For this reason, your system administrator may limit the number of sessions you can create to fewer than six.

Procedure

To create a new session from anywhere in the system:

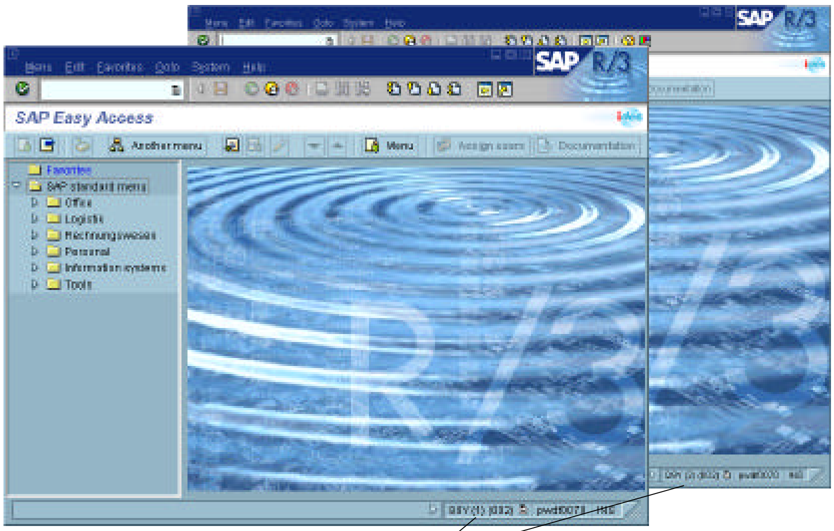
- Choose *System* ® *Create session* from the menu bar, or
- Choose .

Result

The system opens an additional window. The new session becomes the active session and remains the active session unless you click on a different (open or new) session.

Each session has a session number, which appears in that session's status bar. It appears in parentheses next to the system name.

This graphic shows the new session window on top of the original window. Note the session number in parentheses in the status bar.



Session number

Additional Information

[Creating a New Session and a Task at Once [Seite 51]].

Creating a New Session and a Task at Once

Use

You can create a session and start a task in one step by using a transaction code. When you open a session with a transaction code, the system displays the initial screen of the task in a new session. To use this method, you must know which transaction code to use for the task you want to perform.

For more information, see Finding the Transaction Code for the Task You Want to Start [Seite 74].

Procedure

To create a new session and a task simultaneously:

1. In the command field, enter **/o** (the forward slash and the letter o) followed by the transaction code for the task you want to start.

   For example, to create a customer master record in the Accounts Receivable application, you use Transaction *FD01*. To open a session and start this task at the same time, you enter **/ofd01** in the command field.

2. Choose *Enter*.

Result

The system opens an additional window for the new session and displays the initial screen of the transaction.

Moving Among Sessions

Prerequisites

You can move among sessions as often as you like without losing any data.

As long as you remain logged on to the SAP System, you can leave a session for as long as you like. Moving to a different session is like putting a telephone call on hold: You can resume the call whenever you are ready.

Procedure

To move from one session to another, click any part of the window that contains the session you want to go to (or use the key(s) specified for changing windows).

The window you choose becomes the active window: it moves in front of all the other windows on your screen.

If you have several sessions open, you can minimize the sessions you are not using. When you need to use one of these sessions later, you can restore it by clicking the appropriate symbol in the status bar, making it the active session.

By minimizing the sessions you are not using, you can significantly reduce the system load.

Ending a Session

Use

After you are done using a session, it is a good idea to end it. Each session uses system resources that can affect how fast the SAP System responds to your requests.

Before you end a session, save any data you want to keep. When you end a session, the system does **NOT** prompt you to save your data.

If you have only one session open and you end it, you will log off from the system. However, before logging you off, the system prompts you to save your data.

Procedure

You can either

- Choose *System* ® *End session* from the menu bar, or
- Choose in the upper right-hand corner of the active session.

The session is closed and you return to the previous session.

Startup and Shutdown of the SAP System

Use

Before you can use the SAP System, you must log on. When you are finished using the SAP System, you log off. The first time you log on, and at regular intervals thereafter, you should change your password.

Activities

- Regardless of the tasks you will be performing in the SAP System, you will always be starting up and shutting down the SAP System.
- You start the SAP System by selecting the logon icon on your desktop.
- You log on to the SAP System.
- If this is your first time logging on, you will have to change the initial password provided by your system administrator. If this is not your first time logging on, you may have to change your password in accordance with the security policies at your company.
- When you are finished working with the SAP System, you log off.

Additional Information

The SAP Logon [Seite 58]

Starting the SAP System

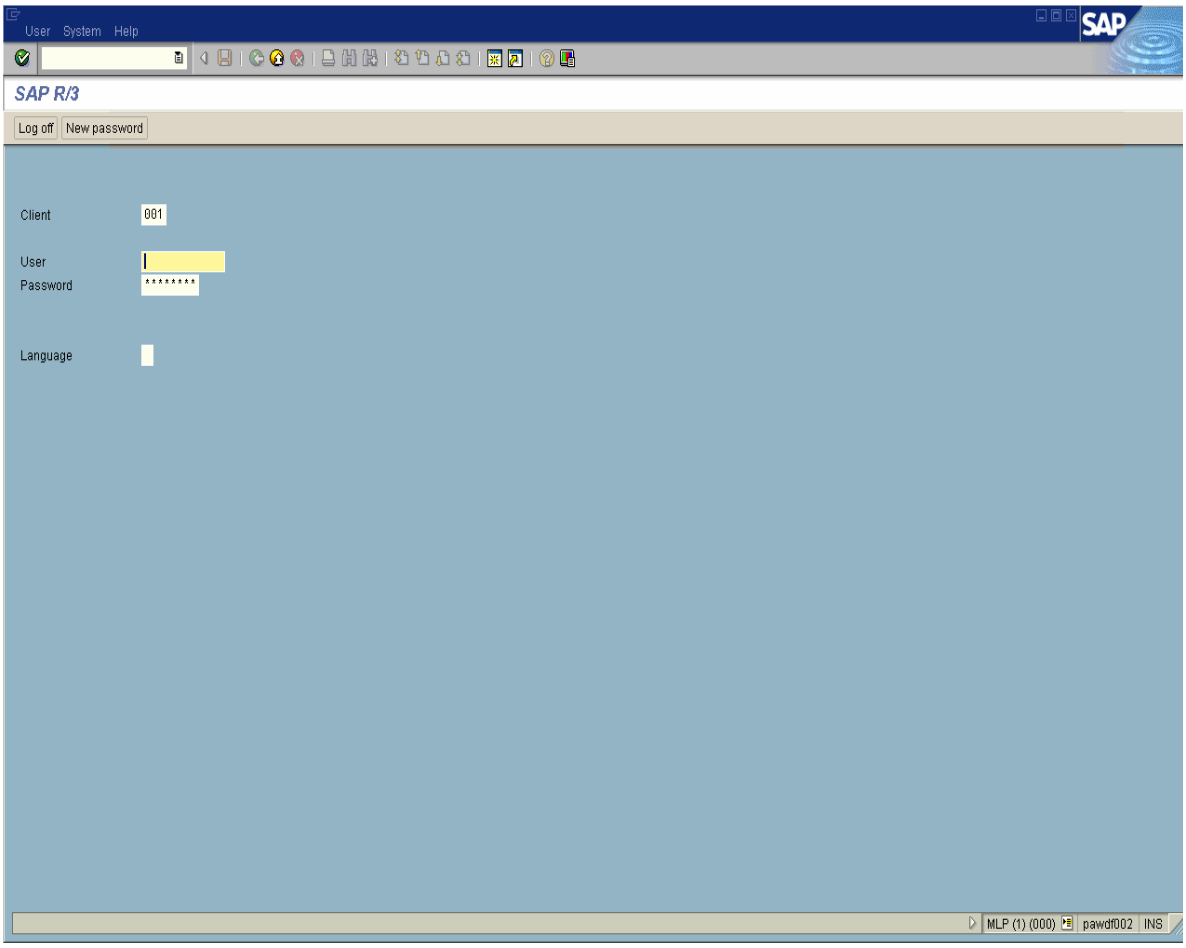
Procedure

To start the SAP System, choose the icon for the SAP System.

For example, start the SAP System by double-clicking the SAP icon in your SAP application window.

Result

The logon screen (in the example below, with the title *SAP R/3*) appears in a new window. You are now ready to log on.



For more information on starting the SAP System, contact your system administrator.

Logging On

Prerequisites

Before you log on, make sure you know:

- Your client number
- Your user ID
- Your password

If you want to work in a language other than English, make sure you know the language key for your desired language. For more information, contact your system administrator.

After you have entered data in a field, you can move the cursor to the beginning of the next field by pressing the TAB key.

If you have set the *Autotab* option, you do not have to press the TAB key if you enter the maximum number of characters possible in a field. For example, the maximum number of characters you can enter in the *Client* field is three. If you enter **001** in the *Client* field, the cursor automatically moves to the beginning of the next field. For more information, see Tabbing Between Fields Automatically [Seite 48].

Procedure

If you are logging on for the first time, see Logging On the First Time [Seite 55].

If you have logged on previously, but cannot remember how:

1. Check the *Client* field. This field may already contain a default client number.

   You can either accept the client number, or change it by typing over it.

   To move the cursor to the *Client* field, press the TAB key.

2. If necessary, move the cursor to the *User ID* field by pressing the TAB key.

   In the *User ID* field, enter your user ID.

   To move the cursor to the *Password* field, press the TAB key.

3. In the *Password* field, enter your password.

   As you type your password, the asterisks remain in the field, and only the cursor moves. As a security measure, the system does not display what you type.

4. To display screens, menus, and fields in a language other than English, move the cursor to the *Language* field by pressing the TAB key. Enter the language key for the desired language.

5. Choose *Enter.*

   In the standard SAP System, the *Copyright* dialog box appears.

   If you do not see this dialog box, check the status bar for a system message. You may have entered an incorrect client number, password, user ID, or language key. If this is the case, repeat steps 1 through 5.

6. In the *Copyright* dialog box, choose *Continue*.

   If there are systemwide messages – for example, from your system administrator – the *System Messages* dialog box is displayed. After you have read the messages, choose *Continue* to close the dialog box.

Result

You have successfully logged on to the SAP System.

Additional Information

Passwords [Seite 62]

The SAP Logon [Seite 58]

Logging On the First Time

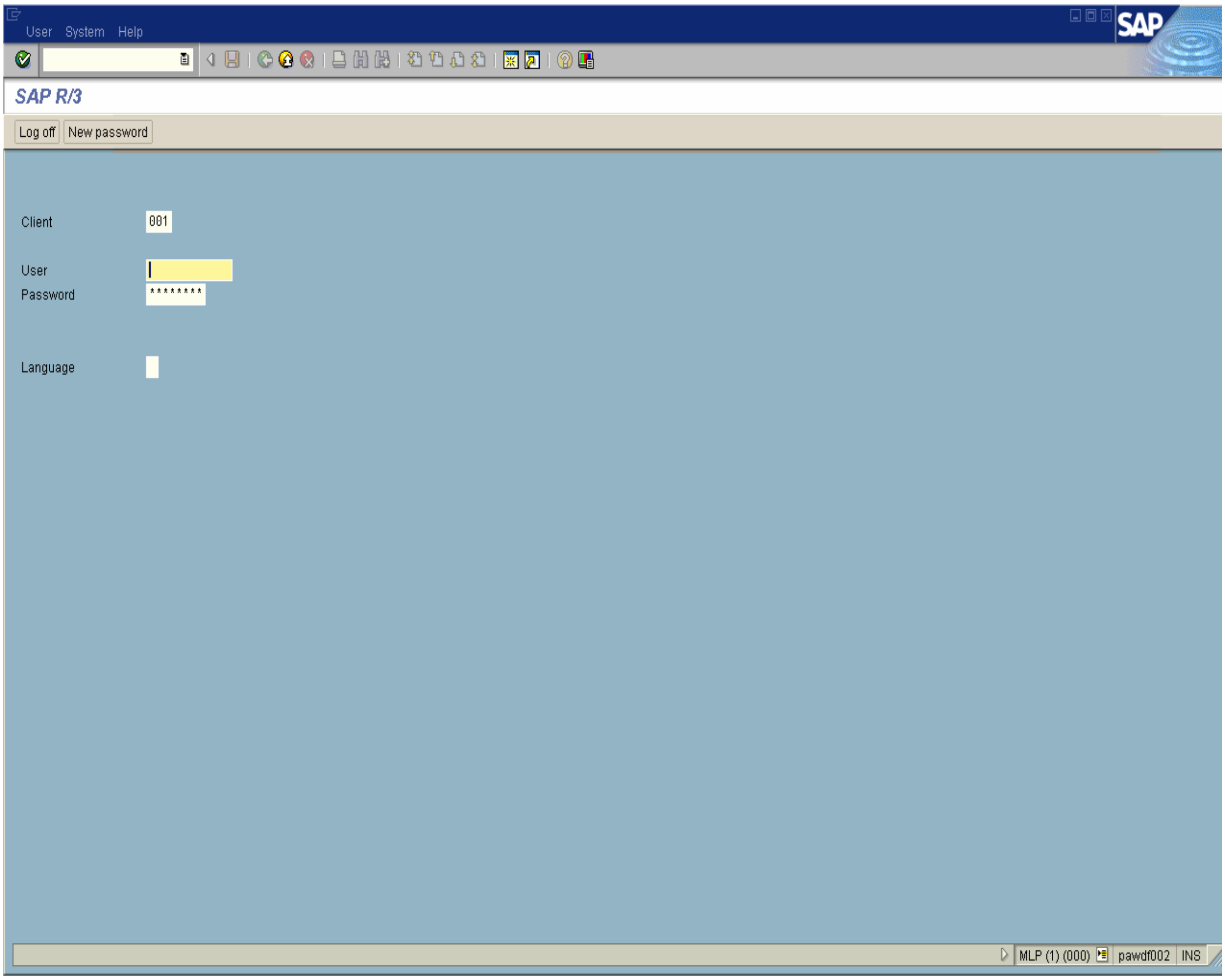
Prerequisites

Before you log on the first time, your system administrator will give you an initial password. During the logon process, you should create a new password, one that you alone will know. After that, you use your own password whenever you log on. (These procedures may differ somewhat at your company; for more information, contact your system administrator.)

To log on, you must first open the SAP Logon Menu by double-clicking its icon. For more information, see The SAP Logon [Seite 58].

The SAP logon icon now appears in both the task bar (together with the SAP Release number) and the system tray (that is, the bottom right-hand corner of your desktop).

After you start the SAP System (see Starting the SAP System [Seite 53]), the first screen you see is the logon screen (in this case, with the title *SAP R/3*).



When you press the TAB key after you have entered data in a field, the cursor moves to the beginning of the next field. However, if you enter the maximum number of characters possible in a field, you do not have to press the TAB key. For example, the maximum number of characters you can enter in the *Client* field is three. If you enter **001** in the *Client* field, the cursor automatically moves to the beginning of the next field. For more information on automatic tabbing, see Tabbing Between Fields Automatically [Seite 48].

For more information on entering data, see Entering Data in Fields [Seite 78].

Procedure

The logon screen is shown above. To log on to the SAP System:

1. In the *Client* field, enter the client number.

   If a default client number appears in the field, you can either accept it, or change it by typing over it.

   To move the cursor to the *User ID* field, press the TAB key.

2. In the *User ID* field, enter your user ID.

To move the cursor to the *Password* field, press the TAB key.

3. In the *Password* field, enter the initial password provided by your system administrator.

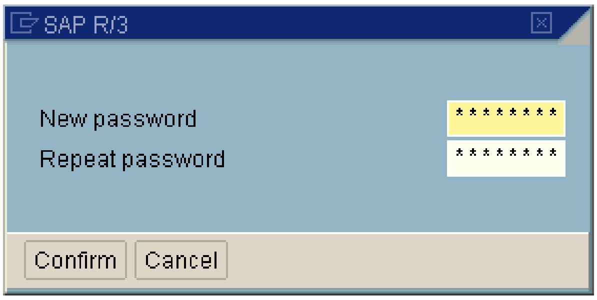
   As you type the initial password, the asterisks remain in the field, and only the cursor moves. As a security measure, the system does not display what you type.

   In the SAP System, passwords are not case-sensitive.

4. To display screens, menus, and fields in another language, move the cursor to the *Language* field by pressing the TAB key. Enter the language key for the desired language.

5. Choose *Enter*.

6. The system automatically displays the new password dialog box. You must change your initial password.



   If you do not see the new password dialog box, check the status bar for a system message. You may have entered an incorrect client number, password, user ID, or language key. If this is the case, repeat steps 1 through 5.

7. In the *New password* field, enter a new password. (If you need help, see Passwords [Seite 62].)

   Memorize your password. You cannot log on to the SAP System without it.

   As you type the new password, the asterisks remain in the field, and only the cursor moves. As a security measure, the system does not display what you type.

   To move the cursor to the *Repeat password* field, press the TAB key.

8. In the *Repeat password* field, enter the new password again, exactly as you entered it the first time.

9. Choose *Confirm* (or choose *Enter*). If you have successfully changed your password, the *Copyright* dialog box appears.

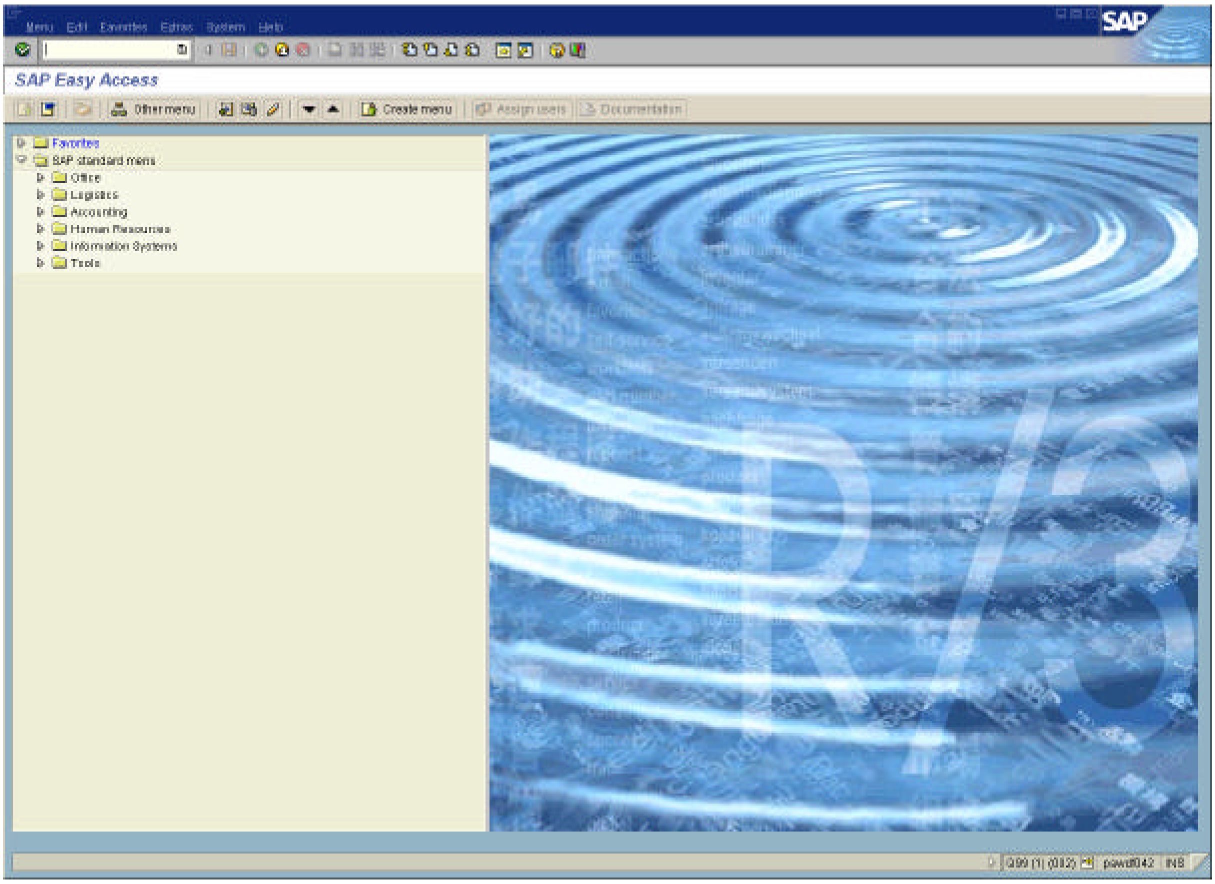
10. In the *Copyright* dialog box, choose *Continue* (or choose *Enter*).

    If there are systemwide messages, the *System Messages* dialog box appears. After you have read the messages, choose *Continue* (or choose *Enter*) to close the dialog box.

    You can display the system messages later by choosing *Tools* → *Administration* → *Administration* → *System Messages*.

Result

In the standard SAP System, the SAP Easy Access initial screen appears, as shown here.



Additional Information

The SAP Logon [Seite 58]

The SAP Logon

Definition

The SAP Logon is the Windows program that you use to log on to SAP Systems on Windows PCs. It mediates between the SAP System and the SAPgui user interface. The SAP Logon displays a list of available SAP Systems and automatically selects servers with the best current response times. You can add available systems or servers to this menu.

Use

When you log on to the SAP System, you can:

- Log on to a specific application server.
- Log on to a group. In this case, the application server with the best response time is selected automatically.

From Release 4.6A, when you log on to the SAP Logon, the SAP Logon icon is displayed in the system tray of the system taskbar (in the bottom right-hand corner of the screen). You can maximize or minimize the SAP Logon by clicking the icon using the left mouse button.

If you click the icon using the right mouse button, you can display a list of connections to SAP Systems that are already open.

From 4.6A you can also use the mouse to increase the size of the SAP Logon. This enables you to see all of the following information:

- Description of the SAP System and its system ID
- The group or server
- The system number
- The message server
- SAP routers.

See also:

Adding a New Logon User Group [Seite 60]

Adding an Application Server [Seite 60]

Configuring the SAP Logon [Seite 61]

Questions and Answers: Logon Load Balancing [Extern]

Adding and Editing Entries Manually

Procedure

To add a new entry:

1. Display the SAP Logon by choosing *Start* → *SAP Frontend* → *SAPlogon*
2. Choose *New*... to display the *New Entry* dialog box.
3. Enter the following information:

   Description: A short description of the system

   Application Server: The name of the host that you want to connect to

   SAP Router String: A routing entry (for example, **`saproute.ini`**.)

   SAP System: Specify whether the new SAP System is an R/2 or an R/3 System

   System Number: Specify the system number of the SAP System that you want to connect to

To change an existing entry:

From the SAP Logon, select a system and choose *Properties*.

For server entries, you can change all data. For logon group entries, you cannot change the *Application Server,* the *SAP System* or the *System Number*.

To remove an entry:

From the SAP Logon, select a system and choose *Delete*.

To exit:

To exit the SAP Logon, choose *Close*.

See also:

Configuring Logon Groups [Extern]

Recommendations for Logon Groups [Extern]

Adding a New Logon User Group

Use

Most users only have one group in their selection. You can add additional groups to the SAP Logon.

Procedure

1. Display the SAP Logon by choosing *Start → SAP Frontend → SAPlogon.*
2. Choose *Groups…* to display the *Group Selection* dialog box.
3. In the *System* ID field, enter the system that you want to log on to.

   If a SAP Router is used to connect to the message server, select the SAP router in the *SAP Router for* field.
4. Choose *Generate list*. The system displays the logon groups that are active.
5. Select a logon group and then choose:

- *Logon* to log on without adding the logon group to the list
- *Add* to add the logon group to the list without logging on
- *Add and Logon* to add a logon group to the list and log on immediately.

See also:

Adding an Application Server [Seite 60]

Adding an Application Server

Procedure

1. Display the SAP Logon by choosing *Start → SAP Frontend → SAPlogon.*
2. Choose *Server…* to display the *Server Selection* dialog box.
3. In the *System ID* field, enter the system that you want to log on to.

   If a SAP router is used to connect to the message server, select the SAP Router in the *SAP Router for* field.
4. Choose *Generate list* to display the active servers.
5. Select a server and choose:

- *Logon* to log on without adding the server to the list
- *Add* to add the server to the list without logging on

- *Add and Logon* to add a server to the list and log on immediately

See also:

Adding a New Logon User Group [Seite 60]

Adding and Editing Entries Manually [Seite 59] [Seite 59]

Configuring Logon Groups [Extern]

Configuring the SAP Logon

Use

You can change the following settings in the SAP Logon:

Language

You can display the SAP Logon in the language that you select. To use this option, the SAP Logon language file must be installed by the system administrator.

Message Server Timeout: ____ secs

Specifies how long the SAP Logon waits for a response from the R/3 Message Server. The default value, ten seconds, is normally sufficient, even with slow wide-area network connections.

If you experience repeated timeout connection errors, increase this value. If the error persists, there is probably a network installation problem.

Confirmation of listbox entry delete

Check this box if you want to display a warning before you delete a system or logon group from the SAP Logon.

Disable editing functionality

Check this box if you want to prevent logon entries from being changed. If editing functionality is disabled, you cannot use the options *Properties, Groups, Server, New* and *Delete* in the SAP Logon.

Activate SAPgui trace level

Check this box if you want to define and activate a network trace (SAPGUI trace). For reasons of security and performance, you should only activate the trace options to diagnose the system.

When you choose this option, you can select the trace level that is used. If you select level 2 or 3, an additional log file is generated that records all incoming data in an encrypted binary code.

Additional data hexdump in trace

Check this box if you want to list additional memory areas in the SAPgui trace. This option is only available if you choose trace level 2 or 3, since these trace the data that must be checked against the hexdump when errors occur.

> This option can result in both considerable losses in performance and very large trace files.

Additional command line arguments

You can enter any additional command lines arguments in this input field.

> The additional information that appears here can help solve particular frontend problems. Only perform the network trace options if the SAP Hotlines requests you to. You should cancel the network trace options as quickly as possible and remove the trace files.

Procedure

1. Display the SAP Logon by choosing *Start* ▯ *SAP Frontend* ▯ *SAPlogon.*
2. Click on the SAP Logon icon in the top left-hand corner of the window and choose *Options*. You can then change the settings that are described above in the *SAP Logon configuration* dialog box.
3. Choose *OK* to return to the initial screen of the SAP Logon.

> When you change the SAP Logon language, the system asks you to restart the SAP Logon that is affected by the new language setting. You should then close the SAP Logon and restart it.

Passwords

Definition

A password is a combination of characters that you enter every time you log on to the SAP System.

Use

Your password prevents other people from accessing or changing your work.

> Memorize your password. You cannot log on to the SAP System without it.

Structure

When creating a password:

- You must use at least 3 but no more than 8 characters.
- You can use any combination of alphanumeric characters, including:
    - The letters **a** through **z**
    - The numbers **0** through **9**
    - Punctuation marks

Do not begin a password with:

- A question mark (?)
- An exclamation point (!)
- A blank space
- Three identical characters (for example, *bbbat*)

- Any sequence of three characters contained in your user ID (for example, *man*, if your user ID is *Friedman*).

Do not use:

- **`pass`** or **`init`** as your password
- Any of the last five passwords you used

In the SAP System, passwords are not case-sensitive. For example, the password **`blue`** is the same as **`Blue`** or **`BLUE`**.

The table below gives examples of valid and invalid passwords.

Valid	**Invalid**
frtas	!brex (begins with an invalid character)
jullo=6	aaab (begins with three identical characters)
3bar	me (contains fewer than three characters)

Changing Your Password

Prerequisites

You can change your password whenever you log on to the SAP System. For security reasons, however, your system administrator may require that you change your password at regular intervals, for example, every 30 days. In this case, you will receive a message from the SAP System when it is time to change your password.

You can only change your password from the logon screen.

To check the rules for creating a new password, see Passwords [Seite 62].

In the steps below, you are instructed to press the TAB key after you enter data in a field. In the standard system, when you press the TAB key, the cursor moves to the beginning of the next field. However, you do not have to press the TAB key if you enter the maximum number of characters possible in a field. For example, the maximum number of characters that you can enter in the *Client* field is three. If you enter **`001`** in the *Client* field, the cursor automatically moves to the beginning of the next field.

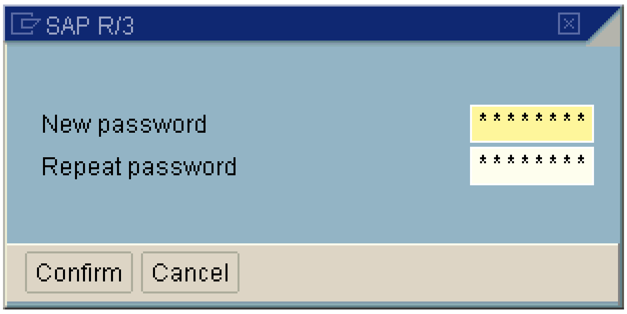
For more information about entering data, see Entering Data in Fields [Seite 78].

Procedure

1. Enter the following data in the respective fields on the logon screen:
   a. Client number
   b. User ID
   c. Your current password
   d. Language key, if you want to work in a language other than English

   For more details, see Logging On [Seite 54].
2. In the application toolbar, choose *New password*.

The new password dialog box appears, as shown here.



If you do not see this dialog box, check the status bar for a system message. You may have entered an incorrect client number, password, user ID, or language key. If this is the case, repeat steps 1 through 5.

3. In the *New password* field, enter a new password. (If you need help, see Passwords [Seite 62].)

   As you type the new password, the asterisks remain in the field and only the cursor moves. As a security measure, the system does not display what you type.

   Press the TAB key to move the cursor to the *Repeat password* field.

4. In the *Repeat password* field, enter the new password again, exactly as you entered it the first time.

   Memorize your password. You cannot log on to the SAP System without it. If you forget your password, contact your system administrator.

5. Choose *Enter*.

   In the standard SAP System, the *Copyright* dialog box appears.

   If a different dialog box appears, you have either made a mistake entering your new password, or it is not a valid password. The dialog box contains a message describing the mistake. In this case:

   a. Remove the dialog box by choosing *Confirm*.

      The new password dialog box reappears.

   b. Repeat steps 3 through 5. (If you need help creating a valid password, see Passwords [Seite 62].)

6. In the *Copyright* dialog box, choose *Continue*.

   The copyright notice disappears.

   If there are systemwide messages, they appear. After you have read the messages, choose *Continue* in the dialog box to close it.

Result

In the standard system, the SAP Easy Access initial screen appears.

SAP Shortcuts

Use

Using SAP Shortcuts, you can start an SAP transaction, run a report, or execute a system command directly from your Microsoft Windows desktop. Shortcuts eliminate the need to navigate through menus to access screens. This is particularly useful for tasks you run regularly.

Prerequisites

To use SAP Shortcuts, you must be running a Windows 32-bit operating system.

Features

- You can create SAP Shortcuts for direct access to:
  - Transactions
  - Reports
  - System commands
- You can use SAP Shortcuts even if you have the SAP System running with an open dialog box.
- You can store your SAP Shortcuts either directly on your desktop, or in a directory on your system.
- There is no limit to the number of SAP Shortcuts you create.

Creating an SAP Shortcut

Prerequisites

- You are running a Microsoft Windows 32-bit operating system.
- The SAP Shortcut file type has been registered in your Windows registry. This happens automatically during successful installation of an SAP graphical user interface (SAP GUI).
- You have received an SAP user ID from your system administrator, and created a password.
- You know the transaction code for the screen for which you want to create an SAP Shortcut.

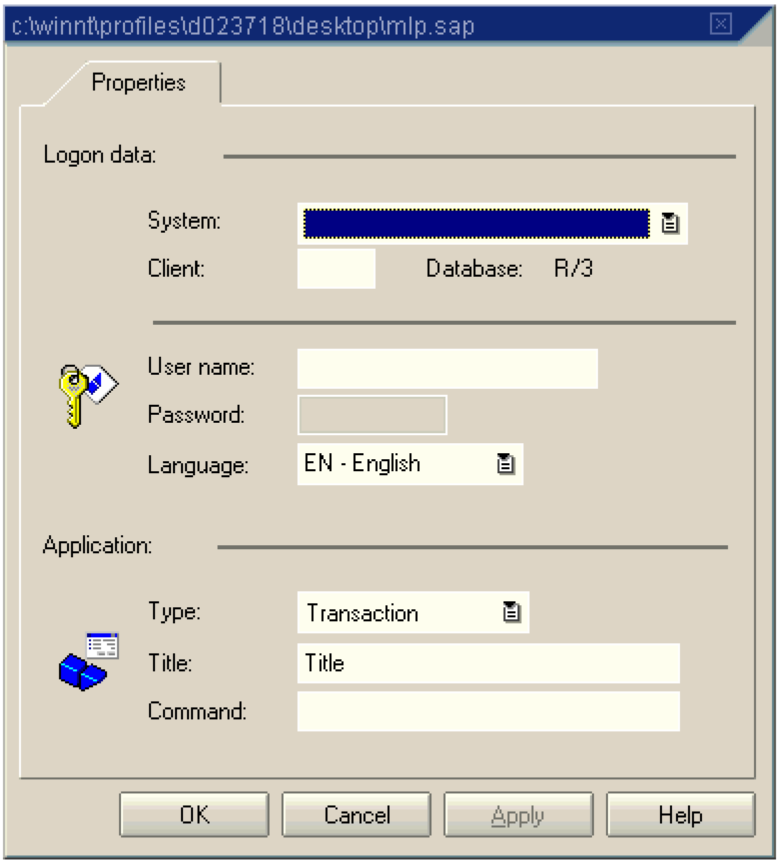
Procedure

Creating an SAP Shortcut from Your Desktop

1. Place the cursor anywhere on the desktop (not on an open Windows application), and click the right mouse button.
2. Choose *New* → *Sapgui Shortcut*.
3. Enter the name of the shortcut as desired, but keep the `.SAP` file extension. Choose *Enter*.

   You have now created a file for your shortcut. Next, you must define this file.
4. Click the right mouse button. Choose *Edit*.

   A dialog box appears. The title bar contains the complete path of the shortcut file.



5. From the dropdown list for the *System* field, select the system ID. Complete the *Client* field. If you do not remember your client, check the SAP GUI logon dialog box you were using previously.
6. Complete the *User name* and *Language* fields. If you leave *User name* blank, the system automatically uses your Windows user ID. The *Password* field is normally deactivated, for security reasons. Only your PC administrator can activate this field.
7. In the *Type* field, specify whether the shortcut is for a:
   - Transaction
   - Report
   - System command
8. In the *Title* field, enter the shortcut title.
9. In the *Command* field, enter the appropriate code. For example:
   a. To create a shortcut that takes you to the *Create Material: General* screen, enter Transaction code **`MM01`**.
   b. To create a shortcut for the *Archiving Check Data* report, enter report name **`RFCHKA00`**.
   c. To create a shortcut that immediately logs you off, enter system command **`/nex`**.

   To obtain the transaction code for the *Command* field, go to the status bar of the task for which you are creating a shortcut, and click the list arrow. If you do not enter a code, the system defaults to Transaction code *S000*, which is the initial screen of the SAP System.
10. Choose *OK*. The shortcut appears on your desktop.

11. The system automatically saves the <NAME>.SAP file corresponding to this shortcut in your desktop directory under your operating system directory. If you prefer to keep all your SAP Shortcut files in one place, you can move this file to a directory of your choice.

Creating an SAP Shortcut from a Specific Screen in the SAP System

1. Go to the screen for the task you want to run, and choose or .

   The *New Sapgui Shortcut* dialog box appears.

2. Check that the information in the dialog box *(User name, Language, Type, Title, Command)* is correct.

3. Choose *OK*.

   The shortcut appears on your desktop.

4. The system automatically saves the <NAME>.SAP file corresponding to this shortcut in your desktop directory under your operating system directory. If you prefer to keep all your SAP Shortcut files in one place, you can move this file to a directory of your choice.

   If the *Password* field of the *New Sapgui Shortcut* dialog box has been activated, you can specify a password. However, for security reasons, this is not recommended, and a warning appears. You should only include your password in an SAP Shortcut if you are certain no one can access your PC or your disk/directory.

Using SAP Shortcuts

Prerequisites

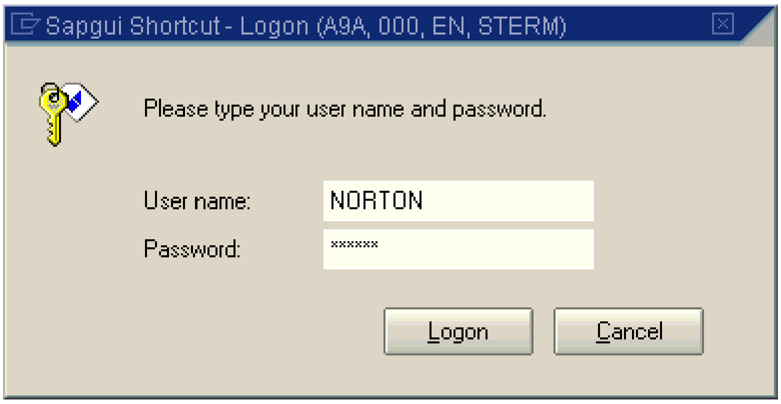
- You have received an SAP user ID from your system administrator, and created a password.
- You have created an SAP Shortcut. It is available on your desktop.

Procedure

If you do not have an SAP session running

1. Double-click the SAP Shortcut for the task you want to run.

   A logon dialog box is displayed. The title bar specifies the system ID, client, language, and task.



2. Enter your password. Choose *Logon*, or choose *Enter*.

   The SAP session starts.

3. To view or change your shortcut definition while you are logging on, position the cursor anywhere in this logon dialog box (not on the title bar, input fields, or pushbuttons), and click the right mouse button. The context menu is displayed.

   In this context menu, if you do not enter a password, only the *Edit* option is activated. After you have entered the first character of your password, both the *Open* and *Edit* options are activated.

If you have an SAP session running

Double-click the SAP Shortcut for the task you want to run.

- If an application is already running, a new SAP session starts.
- Otherwise, the current SAP session starts the task you want to run.

To start a shortcut from within an open SAP session, drag and drop the shortcut onto the open session. The system starts the task you want to run. The following functions are also available:

Key + Drag and Drop	**Result: You can now...**
Shift + Drag and Drop	Edit the shortcut.
CTRL + Drag and Drop	Open a new session, and start the task you want to run.

Logging Off

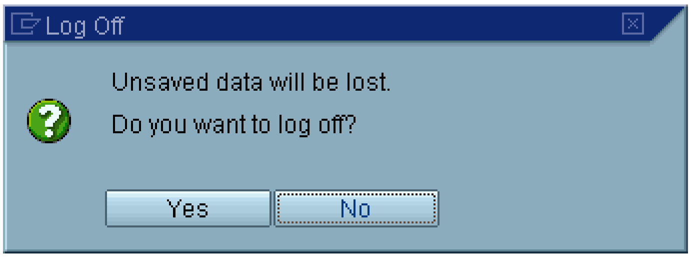
Procedure

You can log off from the SAP System from any screen.

1. From the menu bar, choose *System* ® *Log off*.

2. Click the button at the upper right-hand corner of the screen (if you only have one session running).

   The *Log off* dialog box appears (as shown here), informing you that any data you have not yet saved will be lost if you proceed with logging off.



3. If you are **not** certain that you have saved all of your data, and you do not want to log off after all, choose *No*. You return to the screen in which you were working.

   If you are certain that you have saved all of the data you want to save, choose *Yes*. All of your SAP System sessions close. You have successfully logged off.

What Are the Steps in a Typical Task?

Use

In the SAP System, a task consists of one or more screens on which you enter data. Some typical tasks might be creating customer master records, entering invoices, or creating sales documents.

Activities

To perform a task in the SAP System, you typically:

1. Choose the task that you want to work on. (See Accessing Tasks in the SAP System [Seite 69].)
2. Enter data on the initial screen of your task.

   Each screen contains input fields in which you enter data. Some fields require entries, others do not. (See Entering Data on a Screen [Seite 80].)
3. Go to the next screen.

   When you go to the next screen, the SAP System temporarily stores the data you have just entered. (See Moving Through Tasks [Seite 85].)
4. Enter data on the next screen of your task.

   You can:

   - Return to previous screens to make changes
   - Skip screens that are not required
   - Go to a related task to get information or to complete additional screens

   (See Moving Through Tasks [Seite 85].)
5. Repeat steps 3 and 4 until all the screens that make up your task are completed.
6. Save your data for the entire task.

   The system saves the data from all the screens you have completed. (See Saving the Data on a Screen [Seite 85].)

Accessing Tasks in the SAP System

Procedure

After you log on to the SAP System, you choose the task that you want to work on. You can switch to different tasks at any time.

In the SAP System, you can:

- Choose a task from the **SAP Easy Access workplace menu**. With this menu, you can easily find your application without having to memorize transaction codes.

  For more information, see:

  SAP Easy Access [Seite 18]

  Navigating in the Workplace Menu [Seite 20]

  Choosing Menus and Functions with the Mouse [Seite 70]

  Choosing Menus and Functions with the Keyboard [Seite 72]

- Enter a **transaction code** in the command field. With transaction codes, you can go directly to a task without having to navigate through several different menus.

Choosing Menus and Functions with the Mouse

Prerequisites

You choose menus, submenus, and functions by clicking them.

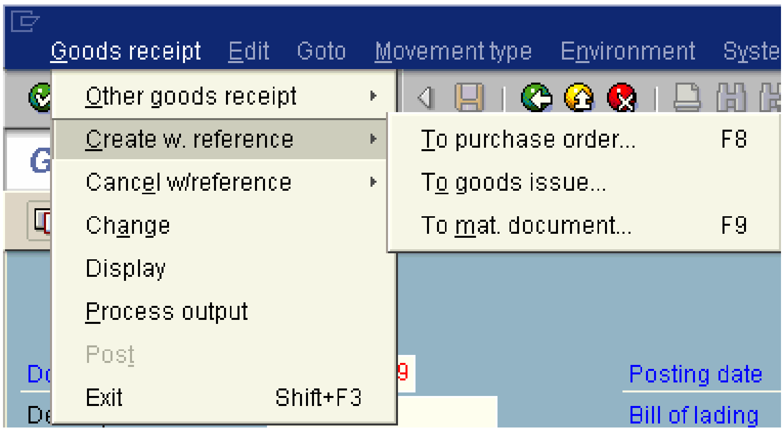
Procedure

Choosing from a Menu

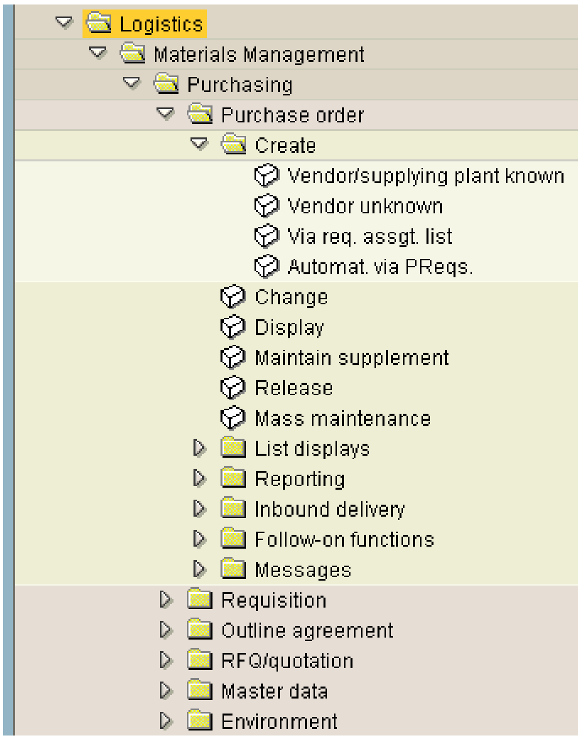
To choose a menu with the mouse, click the desired menu in the menu bar or SAP Easy Access workplace menu.

The menu opens – that is, its contents (functions, submenus, or both) appear.

In the *menu bar of the SAP window*, the dropdown arrows indicating submenu options are **to the right** of each menu item, as in the following example:



In the *SAP Easy Access workplace menu*, the dropdown arrows indicating submenu choices are **to the left** of each menu item, as in the following example. (After you have opened a submenu, the dropdown arrow you have just used points downward.) If there is no arrow next to a menu item, you go directly to the transaction screen.



Choosing a Submenu

To choose a submenu with the mouse, click the desired submenu.

The submenu opens next to the original menu, as shown in the above example. If your system is busy, it may take a few seconds to display the submenu.

Canceling a Menu or Submenu Choice

You can cancel, or close, any menu with its submenus by clicking any blank area of the screen.

Choosing a Function from a Menu or Submenu

To choose a function from an open menu or submenu, click the desired function.

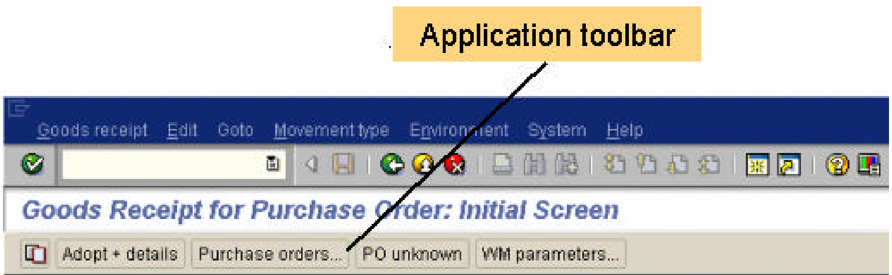
The selected menu and any submenus close, and the system executes the function of your choice.

Choosing Functions from the Toolbars (Shortcut)

Depending on your current task, various buttons are available on the standard toolbar and on the application toolbar. To choose a function with one of these buttons, you click the appropriate button.

In the standard toolbar, these buttons can include functions such as *Save*, *Display*, or *Exit*.

A typical application toolbar is shown here:



Choosing Functions from the Context Menu (Shortcut)

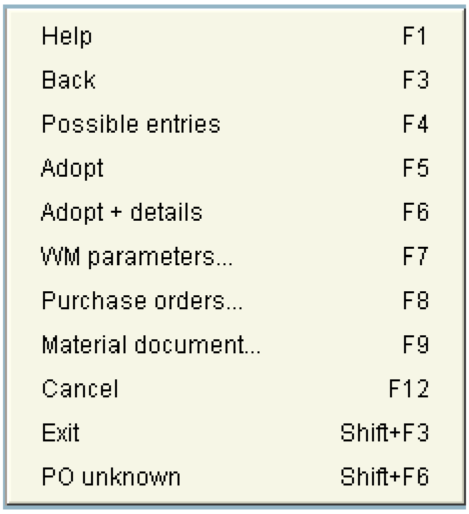
The SAP System uses the function keys on your keyboard. Depending on your task, certain function keys are active – that is, various functions from your application and task are assigned to them.

You can display a **context menu** with these function keys and their assigned functions. By default, this context menu is not visible. To display it, click the the right mouse button. Since the only other way to access some of these functions may be to navigate the menus, you can use the context menu as a shortcut.

To choose a function from the context menu on any screen:

1. Place the cursor anywhere below the toolbars.
2. Click the right mouse button.

   The context menu opens, as shown in this example:

3. Choose the desired function.

Choosing Menus and Functions with the Keyboard

Use

To navigate in the SAP Easy Access workplace menu, you use the up and down cursors as well as the *Delete* and *Enter* keys.

To choose a menu from the menu bar, you use the `F10` key, the cursors, and the *Enter* key.

Procedure

Using the Keyboard to Navigate in the SAP Easy Access Workplace Menu

- To move up and down in the workplace menu, use the up and down cursors (↑ and ↓).
- To delete a favorite from your favorites list, choose *Delete*.
- To open a folder or start a transaction, choose *Enter*.

Choosing a Menu in the Menu Bar

To choose a menu with the keyboard:

1. Press F10.

   The system activates the menu bar and highlights the first menu on the left.

2. To highlight the menu of your choice, use the left and right cursors (← and →).

3. Press the down cursor (↓).

   The menu opens. If your system is busy, it may take a few seconds for the contents to appear.

   The system highlights the first item in the menu. Submenus are indicated by dropdown arrows to the right of menu items.

Choosing a Submenu

To choose a submenu with the keyboard:

1. From the open menu, use the up and down cursors (↑ and ↓) to move the highlight to the desired submenu.

2. Press the right cursor (→).

   The submenu opens next to the original menu, and its contents (functions, submenus, or both) appear. If your system is busy, it may take a few seconds to display the contents.

   The system highlights the first item in the submenu.

Canceling a Menu or Submenu Choice

To cancel, or close, any menu or submenu, press ESC. Or, press F10.

The system closes the respective menu and submenus, and deactivates the menu bar. To choose another menu, press F10 again.

Choosing a Function from a Menu or Submenu

To choose a function from an open menu or submenu:

1. From the open menu or submenu, use the up and down cursors (↑ and ↓) to highlight the desired function.

2. Choose *Enter*.

   The system closes the respective menu and any submenus, and executes the selected function.

Choosing Functions with Function Keys (Shortcut)

The SAP System uses the function keys on your keyboard. Depending on your task, certain function keys are active – that is, they are assigned various functions from your application and task.

To choose a function using a function key:

1. Display a list of the function keys available in your current task, press and hold CTRL, and press F.

2. Press the function key for that function.

Task Selection with Transaction Codes

Use

After you have logged on to the SAP System, you choose the task that you want to work on. You can switch to different tasks at any time.

Each function in the SAP System has a transaction code associated with it. A transaction code consists of letters, numbers, or both, for example, *FB05* or *SUSR*. You enter transaction codes in the command field. For more information on the command field, see Release 4.6: The New SAP GUI [Seite 28].

By entering a transaction code instead of using the workplace menu, you can go to a task and start the function in a single step. Although using transaction codes efficiently requires some memorization of codes, it is also a quicker way to get around in the SAP System.

For example, entering transaction code **FD01** takes you directly to the screen for creating a customer master record in Accounts Receivable.

You can use a transaction code to go to any task in any SAP application. For example, if you are working in the Accounts Receivable application, you can go to a task in the Accounts Payable application.

Prerequisites

Before you can use a transaction code, you have to find the right transaction code for the task you want to start.

Additional Information

Finding the Transaction Code for the Task You Want to Start [Seite 74]

Finding the Transaction Code for the Current Task [Seite 75]

Entering a Transaction Code [Seite 76]

Choosing a Transaction Code from the History List [Seite 77]

Finding the Transaction Code for the Task You Want to Start

Prerequisites

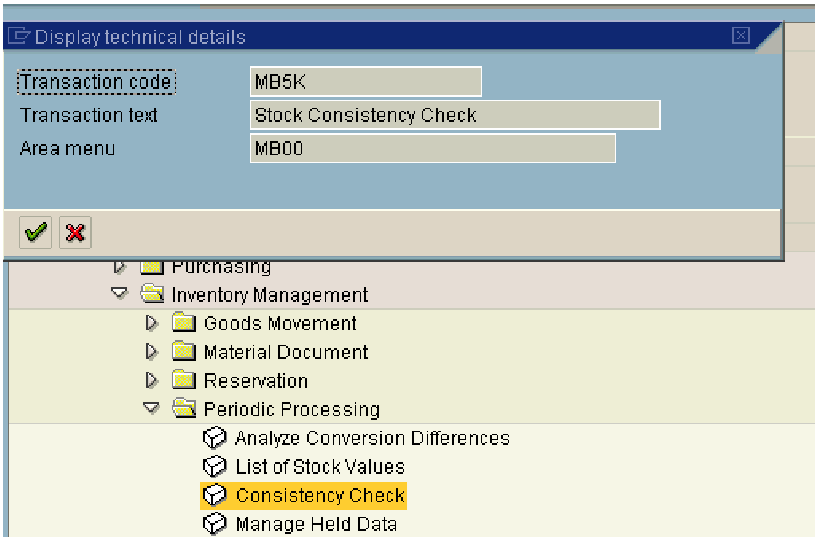
Before you can use a transaction code, you must find the transaction code for the task you want to start.

Procedure

To find a transaction code for a certain task, place the cursor on the appropriate function (that is, menu item) in the SAP Easy Access workplace menu, and either:

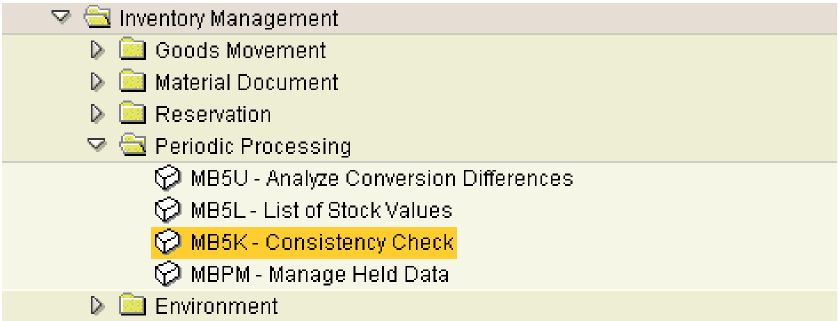
- Choose *Extras* ® *Technical details*.

  A dialog box appears displaying the details for the selected menu item, as in the following example:



- Or, choose *Extras* ® *Settings* ® *Show technical name*.

  The menu closes. When you reopen it, the system displays the transaction code (not only for the selected item, but throughout the workplace menu), as in the following example:



Result

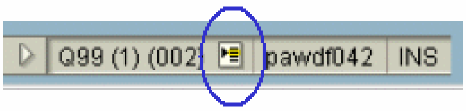
You can start the task now by double-clicking it, or by choosing *Enter*. You can also use the transaction code to start this task from any screen in the SAP System. When you use a transaction code to start a task, the SAP System ends your current task and then displays the initial screen of the new task.

Finding the Transaction Code for the Current Task

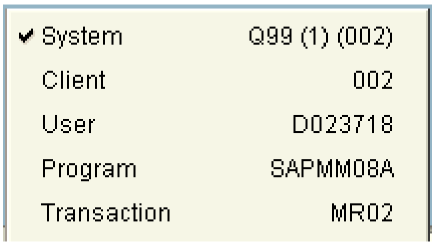
Procedure

To find the transaction code for the current task:

- Choose the arrow at the far right of the first status field, as in this example:

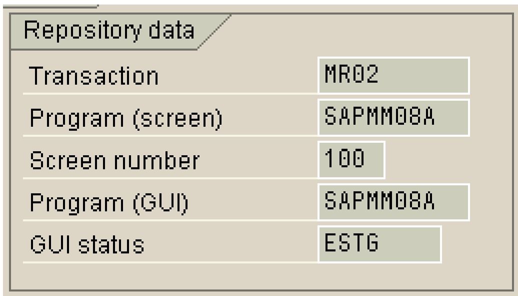


  The transaction code appears, along with other system information:



- Or, from the menu bar, choose *System* ® *Status.*

  The *System Status* dialog box appears. You can find the transaction code for the current task in the *Repository data* frame of the *SAP data* screen area, as in this example:



To find the transaction code for a different task, you can either:

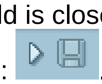
- Open the task, and choose *System* ® *Status*.
- Or, activate the appropriate options on the SAP Easy Access workplace menu (see Finding the Transaction Code for the Task You Want to Start [Seite 74]).

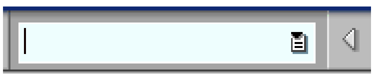
Entering a Transaction Code

Procedure

To enter a transaction code and start a task:

1. Place the cursor in the command field.

   As of Release 4.6, the command field is closed by default. To display it, choose the arrow to the left of the *Save* icon: .

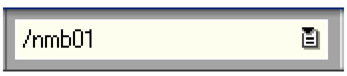
   The command field appears: 

   To hide it, choose the arrow to the right (outside) of the field.

   To display a list of the transactions you used last, choose the dropdown arrow at the right-hand end of the command field.

2. Enter **`/n`** (to end the current task) followed by a transaction code.

   For example, for Transaction code *MB01*, you would enter **`/nmb01`**, as shown here.



3. Choose *Enter*.

You exit the current task, and the initial screen of the new task appears.

If you do not want to end your current task, but you need to do another task, you can create a new session.

For example, suppose you are creating a purchase order and you need to look at a table with exchange rates. You can open a session to look at the exchange rate table without having to end your first task of creating a purchase order.

See Creating a New Session and a Task at Once [Seite 51].

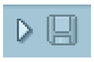
Choosing a Transaction Code from the History List

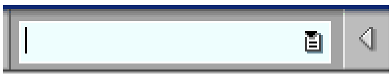
Use

You can display a list of the transaction codes processed since you logged on (called a history list), and then choose a transaction code from that list.

Procedure

1. In the standard toolbar, open the command field.

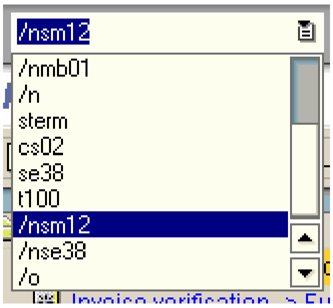
   As of Release 4.6, the command field is closed by default. To display it, choose the arrow to the left of the *Save* icon: 

   The command field appears: 

   To hide it, choose the arrow to the right (outside) of the field.

2. Choose the dropdown arrow  at the right-hand end of the command field.

   The history list appears, displaying the transaction codes for all the transactions you have accessed in all of your sessions since you logged on. A sample history list is shown here.

3. Choose the desired transaction code.
4. Choose *Enter*.

This takes you to the initial screen of the task associated with that transaction code.

Entering Data on a Screen

Procedure

Most of the tasks you perform in the SAP System involve data entry on a screen.

To enter data on a screen:

1. Enter data in all of the appropriate input fields on the screen.

   For details about fields and data entry, see Fields [Seite 78].

2. To have the system check the entries and proceed to the next screen in the task, choose *Enter*.

   The system checks your entries. If the system finds any errors, for example entries whose format is incorrect, it displays a message in the status bar and places the cursor in the field you need to correct.

   If the system does not find any errors, the next screen appears.

3. If the system found errors, change the incorrect entries.

   If you need help determining valid entries for an input field, see Help on Possible Entries for a Field [Seite 127].

4. When you are done making changes, choose *Enter*.

   The system checks your entries again. Repeat steps 3 and 4 until the system does not find any more errors and the next screen appears.

At this point, you can either save your data or cancel the task. For more information, see Saving the Data on a Screen [Seite 85] and Canceling All the Data on a Screen [Seite 84].

Fields

Definition

A field consists of:

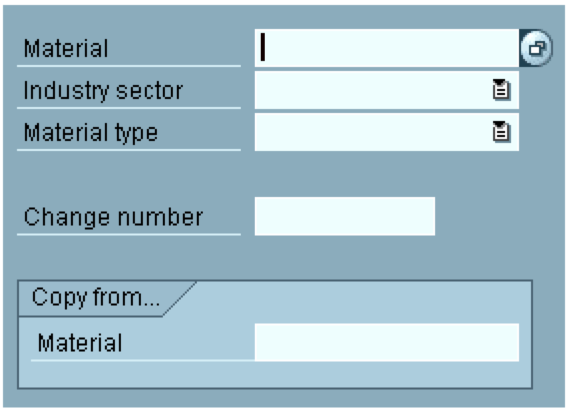
- A field name
- Field data

Field data is a single unit of information, such as a customer's name or account number.

Use

Most of the tasks you perform in the SAP System involve data entry. Typically, you enter data in the system in fields.

Most screens in the SAP System contain fields in which you enter data (input fields) or that provide information (display fields). Here is an example of the different field types:



Structure

Input fields vary in length. In some cases, the length of an input field determines how many characters you can enter in the field. In other cases, input fields are scrollable – that is, you only see part of the entry in the field.

Activities

Working in Fields Using the Keyboard

As an alternative to using the mouse, the following table shows the key combinations you use to work with fields. These functions are identical to the corresponding MS Windows functions.

Key combination	Result
↓	Moves the cursor to the beginning of the next input field or next line.
↑	Moves the cursor to the beginning of the previous input field or previous line.
→←	Moves the cursor to the left or right within the input field
Ctrl+→	Moves the cursor word-by-word to the right
Ctrl+←	Moves the cursor word-by-word to the left
Home	Moves the cursor to the beginning of the input field
End	Moves the cursor to the end of the input field
Shift+→	Marks text character-by-character to the right
Shift+←	Marks text character-by-character to the left
Shift+Ctrl+→	Marks text word-by-word to the right
Shift+Ctrl+←	Marks text word-by-word to the left
Shift+Home	Marks texts from the cursor position to the beginning of the line
Shift+End	Marks text from the cursor position to the end of the line
Ctrl+C, Shift+Insert	Copies marked text to the clipboard
Ctrl+V, Shift+Delete	Inserts text stored on the clipboard
Ctrl+X, Shift+Delete	Deletes marked text from the input field and copies it to the clipboard
Delete	Deletes text to the right of or highlighted by the cursor
Backspace	Deletes text to the left of the cursor
Insert	Toggles between insert and overwrite modes

Additional Information

Insert and Overwrite Modes [Seite 80]

Typing Data into an Input Field [Seite 80]

Changing the Data in an Input Field [Seite 80]

Moving from Field to Field [Seite 81]

Using the Clipboard [Seite 82]

Required Input Fields [Seite 83]

Help on Possible Entries for a Field [Seite 127]

Insert and Overwrite Modes

Use

You can enter data in two modes:

- **Insert:** Any data to the right of the cursor moves to the right as you type.
- **Overwrite:** You type over any data to the right of the cursor.

Typically, you use the *Overwrite* mode to enter data, and the *Insert* mode to enter data between existing data (for example, if you left out a letter in the middle of a word).

In the standard system, the default entry mode is *Insert*. However, you can to switch to *Overwrite* at any time.

The status bar shows which mode you are currently in. It displays *INS* when you are in the *Insert* mode and *OVR* when you are in the *Overwrite* mode. For more information, see The Status Bar [Seite 32].

Activities

To switch entry modes, press `INS` (insert).

The current entry mode changes to the new entry mode.

The `INS` key is a toggle between the two modes, that is, the entry mode changes each time you press `INS`.

You can also toggle between modes by clicking the entry mode status field at the far right of the status bar.

Typing Data into an Input Field

Procedure

In the standard system, when you place the cursor anywhere in an empty input field, the cursor jumps to the beginning of the field.

1. Click anywhere in the empty input field.

   The cursor jumps to the beginning of the field.

2. Type in the data. (If you need help determining valid entries for the field, see Help on Possible Entries for a Field [Seite 127].)

   If the data fills the input field, the cursor automatically moves to the next input field. Otherwise, the cursor remains in the input field until you press the TAB key to move it or you click another input field.

Changing the Data in an Input Field

Use

You can change data in an input field by either:

- Switching the data entry mode to *Overwrite,* and typing over the data in the field, or
- Highlighting the entry in the *Insert* mode and typing the new data

Some input fields contain data that is for display only; you cannot change or delete the data in these input fields. Input fields whose background is the same color as the background of the screen contain data that you cannot change.

Procedure

Insert Mode

1. Use the cursor to highlight the existing content of the field.
2. Type in the new data.

The entire content of the field is replaced by whatever you type.

Overwrite Mode

1. Make sure you are in the *Overwrite* mode (*OVR* in the status bar). If you are not, press `INS` to switch to this mode.
2. Place the cursor at the point in the data where you want to start overwriting.
3. Type over the old data. You can use the `DEL` key to delete data to the right of the cursor.

To change other input fields on the screen, repeat steps 2 and 3.

Moving from Field to Field

Procedure

Moving from Field to Field with the Mouse

Click the input field that you want to move to.

The cursor now appears in that field.

Moving from Field to Field with the Keyboard

To move the cursor with the keyboard, use any of the following keys:

Key	**Moves the cursor to the beginning of**
`TAB`	The next input field
`SHIFT+TAB`	The previous input field
↓	The next input field or next line
↑	The previous input field or previous line

In the standard SAP System, the cursor automatically moves to the next input field when it reaches the end of the current input field. This feature is called automatic tabbing (AutoTAB). It is useful when you are entering data in many fields and you want to avoid having to press the `TAB` key to move among these fields.

However, AutoTAB only works at the end of an input field. For example, if the *Material* field can hold 12 characters, but the material number you enter is only 7 characters long, you must press the `TAB` key to move to the next input field.

For information on activating AutoTAB, see Tabbing Between Fields Automatically [Seite 48].

Using the Clipboard

Prerequisites

You can transfer the contents of fields onto the clipboard of your operating system and then paste them into other fields of the SAP System or into other applications. To do this, you use the *Clipboard* functions.

There is a difference between the functions described here and similar functions you may sometimes find in the *Edit* menu. The *Clipboard* functions, though limited, work for the clipboard of your windowing environment, which means you can use them to move or copy contents between the SAP System and other applications. The functions in the *Edit* menu, though more extensive, only work within the SAP System.

Procedure

1. To select a field or the text you want to copy or move, click and drag the cursor over the desired text. The selected text is highlighted**.**
    a. To remove the information from an input field and place it onto the clipboard of your operating system, choose *Cut* (CTRL+X) The field is now blank.
    b. To copy the selected information onto the clipboard, choose *Copy* (CTRL+C) Data remains in the field.
2. To paste the text, position the cursor where you want the information and then choose *Paste* (CTRL+V). The text is pasted at the current cursor position.

    The transferred data remains in the clipboard until you use *Cut* or *Copy* again to move or copy new texts onto the clipboard. You can insert the texts into fields on another SAP screen or an external application.

To copy the data from several fields or different field types of the screen onto the clipboard, you must turn on the selection mode:

1. Select *Clipboard* ® *Mark* (CTRL+Y) in the Layout menu. The pointer changes into a crosshair cursor.
2. Click in one corner of the area you want to copy, hold the mouse button down and drag the cursor to the diagonally opposite corner (for example, from top left to bottom right). The system displays a rectangle to indicate the selected area.
3. Release the mouse button when the rectangle covers the entire text you want to copy.
4. Select *Copy* (CTRL+C) or *Cut* (CTRL+X). The selected text is copied onto the clipboard. When you choose *Cut*, the selected texts are deleted from the input fields.

    The clipboard now holds all the information from the fields you have selected, including the field names and short descriptions. For this reason, you usually cannot insert the contents of the clipboard in the current screen. This feature is primarily intended for copying SAP information and pasting it into an external program, such as Microsoft Word.

Required Input Fields

Definition

When you work in the SAP System, you will sometimes encounter input fields containing a question mark (?). These are required input fields. An example is shown below:

As of Release 4.6, required input fields are identified by a checkmark icon:

Use

If the screen you are working in contains any required input fields, you must enter data in these input fields before you can proceed to the next screen or tab (if the screen is using tabs).

Generally, if a screen has no required input fields, you can go to the next screen or tab without entering data in any fields. Some screens, however, have required input fields that are not identified. This situation can occur when

- You enter data in an optional field that has required fields associated with it
- You need to enter data in one of several input fields
  For example, freight can be delivered by a specific day or week. Neither the *Day* field nor the *Week* field are identified as required input fields; however, you must complete one of the fields (not both).

When you choose *OK* to proceed to another screen, if you have not completed all the required input fields on a screen, the SAP System displays an error message in the status bar. At the same time, it places the cursor in the required input field so that you can make the necessary data entry.

Hold Data and Set Data

Use

When you want to create a group of objects that contain similar data or the same data (say, a group of purchase orders), you use the functions *Hold data* or *Set data*. Both of these functions automatically enter the specified data for a specified field, with only one difference:

- *Hold data*: You can change the held data.
- *Set data*: You cannot change the held data.

For example, suppose you want to enter 20 purchase orders (POs). Each PO has the same delivery date, and the ordered goods will be delivered to the same plant and storage location. Instead of entering the same data 20 times, you can enter the data in the input fields once and "hold" it on the screen. Then, every time you create an invoice, the system enters the same data – the held data – in the appropriate input fields.

When you use *Hold data*, you can change the held data when it appears in the input fields; when you use *Set data*, you cannot. For example, if you are entering invoices, suppose the date and document type are the same for most of the invoices, but not all. If you use *Hold data*, you can change (that is, overwrite) the date or document type for the few invoices that differ. If you use *Set data*, you cannot change the date or document type for the few invoices that differ.

Using *Set data* also has an advantage, however. When you use *Set data*, the cursor skips over input fields with held data, so that you do not always have to press TAB to move to the next input field.

You can hold data for as many different screens as you like. The data you enter and hold on a screen is held for that screen until you delete it or until you log off the SAP System.

> The functions *Hold data* and *Set data* are not available for every task. If you try to use them in a task where they are not available, the SAP System displays a message in the status bar.

Holding Data on a Screen

Procedure

To avoid having to enter the same data repeatedly, hold the data on the screen, as follows:

1. On the screen, enter the data that you want to hold in the input fields.
2. From the menu bar, choose *System* ® *User profile*.

   The *User profile* menu appears.
3.
   a. To hold data with the option of changing it, from the *User profile* menu, choose *Hold data*.

   a) To hold data with the option of automatically skipping fields with held data, from the *User profile* menu, choose *Set data*. You will not be able to change the data.

If *Hold data* and *Set data* are not available, a message appears in the status bar. Otherwise, the data you entered is held on the screen. It will be held on the screen until you delete it or until you log off the SAP System.

Deleting Data Held on a Screen

1. Go to the screen that contains the data you want to delete.
2. Choose *System* ® *User profile* ® *Delete data*.

The data is deleted. The next time you access the screen, no held data will be displayed.

> You can also simplify the input of repeated data using user parameters.

Canceling All the Data on a Screen

Use

You may want to cancel, or delete, the data you just entered. For example, you are missing a piece of required data and cannot proceed until you locate it.

Procedure

To cancel all the data you just entered on a screen, choose or choose *Edit* ® *Cancel*.

The system removes the data on your current screen, closes the current screen, and returns you to the previous screen. Depending on the situation, the system may display a dialog box prompting you to confirm your action.

Saving the Data on a Screen

Prerequisites

When you are working in a task that consists of several screens, the system temporarily stores the data that you enter on each screen. After you complete all the necessary screens in your task, you need to save your data.

Procedure

To save the data for a task you are working in, choose or press `CTRL + S`.

The system processes the stored data and saves it in the appropriate database.

If you are doing a task for the first time and you do not know which screen is the last screen, the system prompts you to save when you reach the last screen. For example, if you are on the last screen of your task and you choose *Enter* instead of choosing *Save* or *Post*, a dialog box appears. The dialog box prompts you to save your data.

Going to Related Tasks

Use

When you are working in a task, you can use certain menus and functions to go to other screens within your task, as well as to screens in related tasks.

To find out which other screens and related tasks are available, check the *Goto*, *Extras*, and *Environment* menus in the menu bar. The contents of these menus change depending on the task you are doing.

Activities

Use	In order to
Goto	Move among the different screens within your task Often you do not need to complete every screen in your task, or you may want to return to a screen to make changes.
Extras	Access additional information and fields Sometimes you need additional information to complete a screen. Or you may need to complete fields that are used less frequently.
Environment	Go to a related task Often, when doing a task, you need to do a related task. The related task can be either in your current application or in another application. For example, suppose you are checking an invoice (Invoice Verification application) and you want to compare it to the purchase order (Purchasing application). From the *Environment* menu, you can display the purchase order, check the data on the purchase order, and then return to the

	invoice.

Depending on the application, you can often move from one screen to the next by choosing or by choosing *Enter*. If you have not filled out all required input fields, however, this will not work.

Ending a Task

Use

After you have completed a task, you will want to end it. Sometimes you may want to end a task without completing it.

Procedure

To end a task:

1. In the standard toolbar, choose or press `Shift+F3`.

   If you have already saved the data, or if you have not entered any data, the system ends the task and returns to the initial screen of your application.

2. If you have entered data while working in this task, but have not saved it yet, the system displays a dialog box prompting you to save your data.
   - To save the data and end the task, choose *Yes*.
   - To end the task without saving the data, choose *No*.
   - To return to the task, choose *Cancel*.

Reports

Use

When you are working in the SAP System, you may want to access information from the database. To do this, you use reports.

In this documentation, **report** refers to the report program, and **list** refers to the output – that is, the results of the report.

Some reports display information; others allow you to perform analyses.

A report must be started, or executed. In many cases, the SAP System automatically executes a report. Sometimes, however, you will want to execute a report yourself.

In addition to report programs, the SAP System provides numerous *reporting tools*, each of which has its own set of procedures for executing report programs.

This documentation describes report programs only. For an introduction to the SAP reporting tools, refer to the *Reporting Made Easy* guidebooks (Release 4.0B). You can find these guidebooks at: **`www.saplabs.com/rme`**.

Executing a Report

Prerequisites

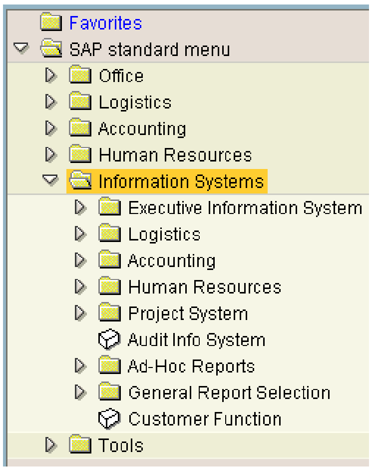
To display or analyze information from the database, you execute a report. Some reports are linked directly to tasks in the SAP System, and can be executed from one of the menus on the screen you are working with.

Reports that are directly linked to your task sometimes use the data already entered on your screen as selection criteria. This means you do not have to enter selection criteria when the report is executed.

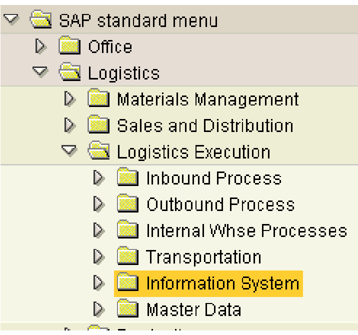
Procedure

Accessing Reports in the SAP Easy Access Workplace Menu

To access the reports used most frequently in the SAP System, go to the SAP standard menu, and choose *Information Systems*. In this directory, the reports are grouped by application:



Alternatively, you can access the reports belonging to a particular application by choosing the relevant application from the SAP standard menu, and choosing *Information System*, as shown in the example below:



Not all applications have this menu option.

Executing a Report in Your Task

To execute a report in your task:

1. Navigate to the function that corresponds to the report you want to execute, and choose that function. For example, to display a report of purchase orders issued to

particular vendors, you would go to the Purchasing menu, and choose *Purchase order ® List displays ® By vendor*.

2. If no additional selection criteria are required, the system executes the report and displays the resulting list.
3. If additional selection criteria are required, the system displays the selection criteria screen. For more information, see Selection Criteria [Seite 91].

Accessing Tool-Based Reports

ABAP Query

To execute a report using the **ABAP Query**, choose *Information Systems ® Ad Hoc Reports ® ABAP Query*.

QuickViewer

To execute a report using the **QuickViewer**, go to the menu bar of the SAP Easy Access initial screen, and choose *System ® Services ® QuickViewer.*

You can also start QuickViewer reports by using the ABAP Query.

Report Painter and Report Writer

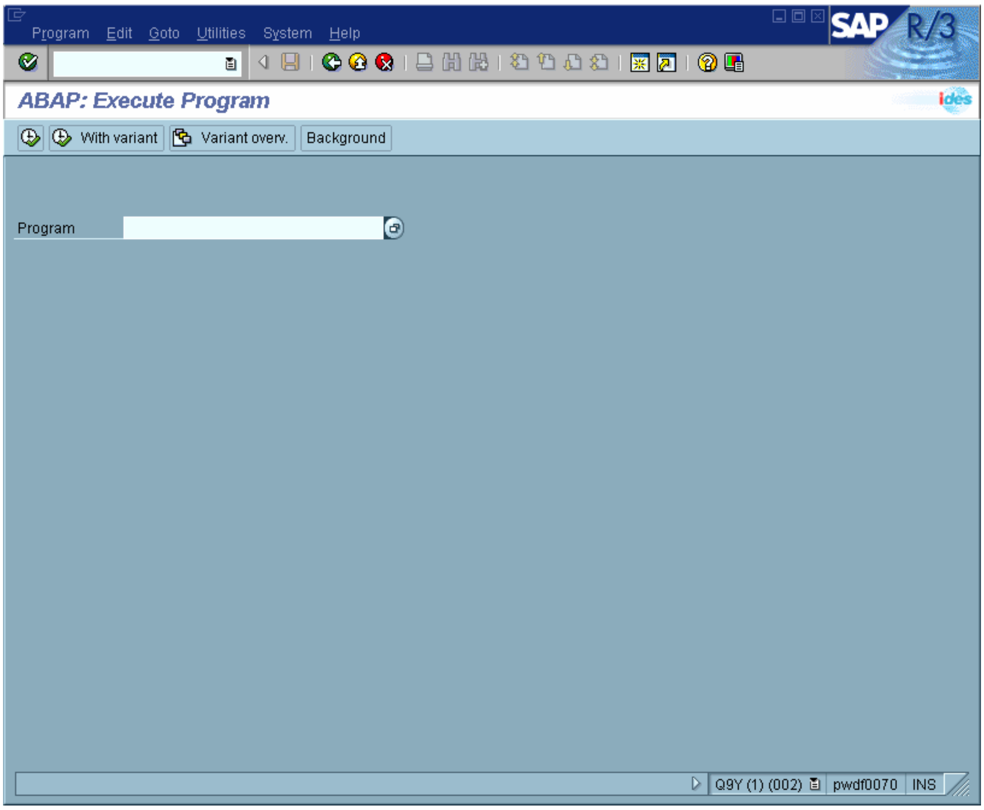
To access the **Report Painter** and **Report Writer**, choose *Information Systems ® Ad Hoc Reports ® Report Painter ® Report Writer ® Report group ® Execute.*

Executing All Other Reports

If a report is **not** available directly from the task you are working in, you can execute it by starting the *Reporting* function.

1. From the menu bar of the SAP Easy Access initial screen, choose *System ® Services ® Reporting*.

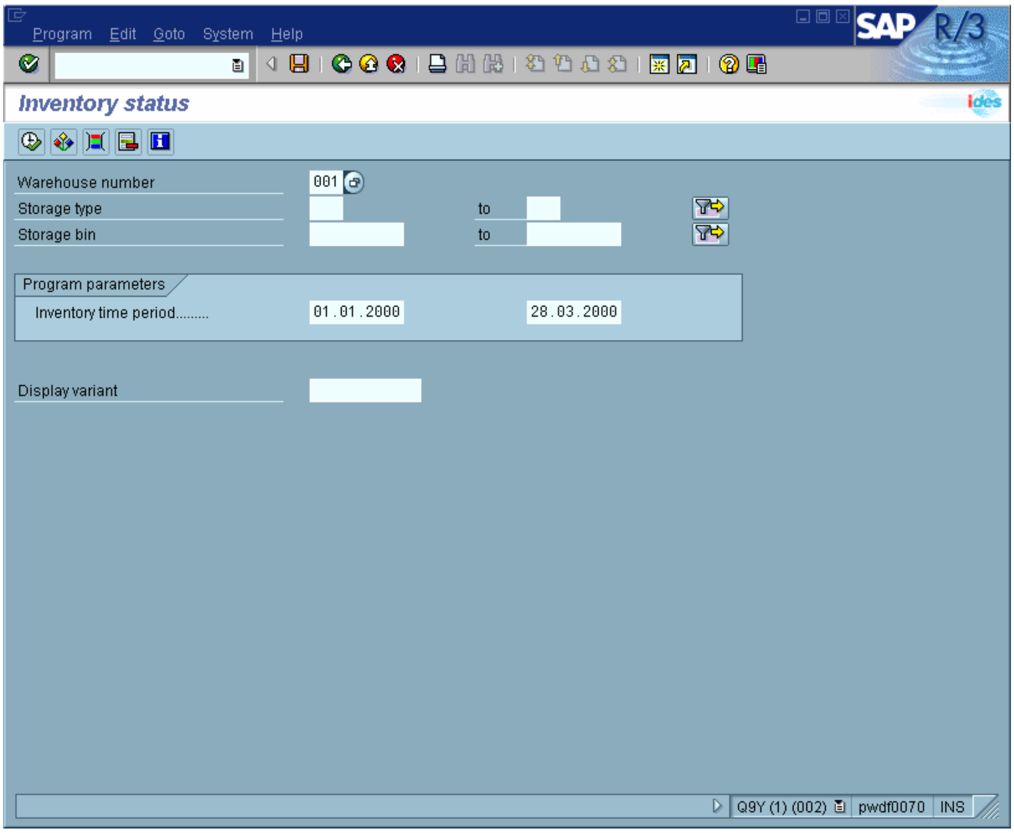
   The report selection screen appears:



2. In the *Program* field, enter the report name. If you do not know the name, see Finding the Name of a Report You Want to Execute [Seite 89].

3. Choose *Execute*.

   The system displays the selection criteria screen. An example is shown here:



4. Enter the selection criteria.

   To enter your selection criteria using a variant, you can choose a variant from the dropdown list of possible entries. This list only contains entries if variants were created earlier. For more information on variants, see Report Variants [Seite 93].

5. To start the report, choose *Program* ® *Execute*.

   The system executes the report and displays the resulting list.

   If you receive the message *No data exists*, recheck your selection criteria, including the *From/To Date*.

Additional Information

Selection Criteria [Seite 91]

Displaying Available Report Variants [Seite 95]

Finding the Name of a Report You Want to Execute

Prerequisites

You can search for a report name even when you do not know the exact name of a report.

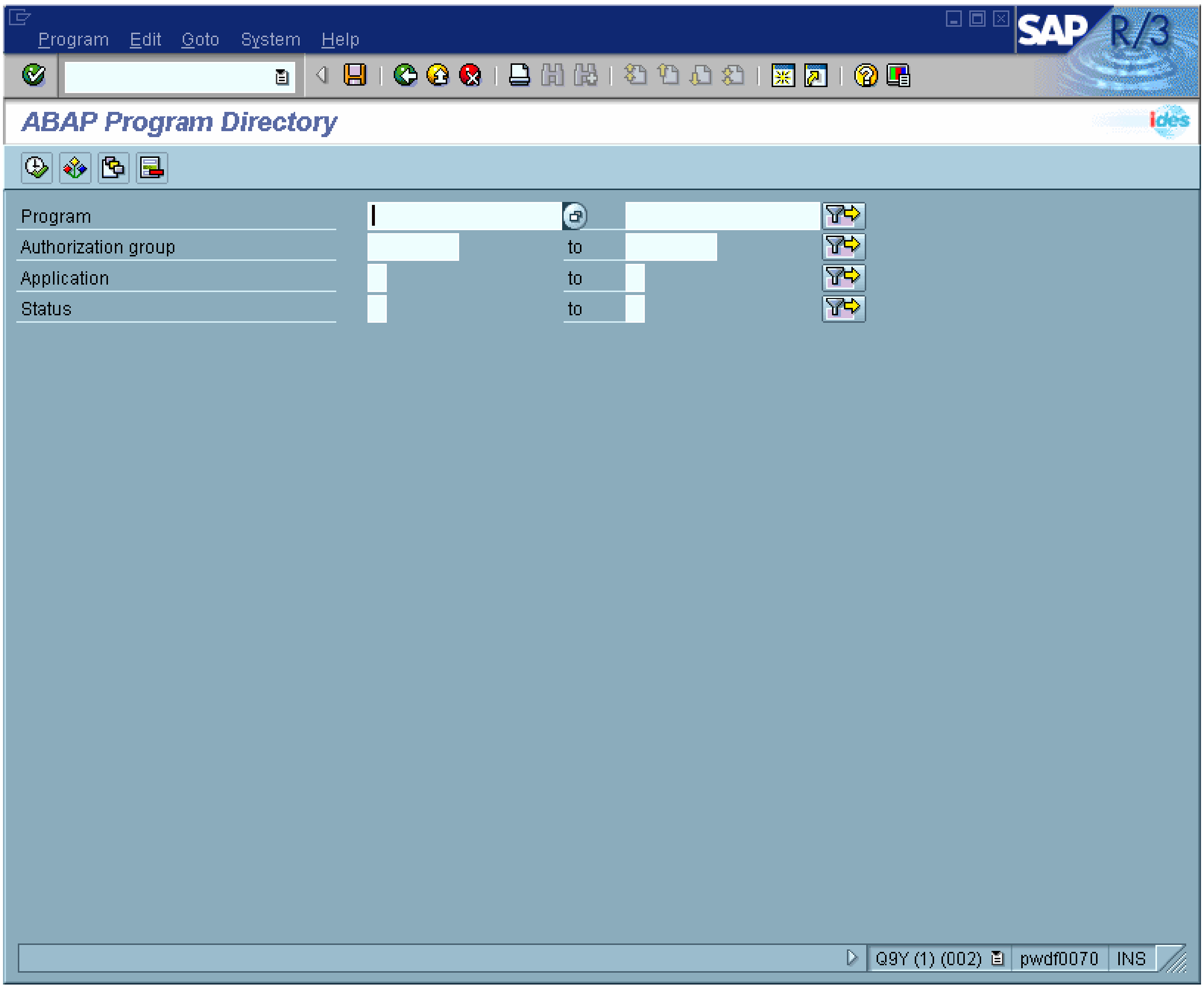
Procedure

1. Choose *System* ® *Services* ® *Reporting*.

The report selection screen appears.

2. Choose *Utilities* ® *Find Program*. Or, choose the possible entries icon for *Program*, and select an entry from the dropdown list box.

   The report search screen (*ABAP Program Directory*) appears:



3. In the *Program* field, enter any part of the report name that you know, plus any wildcards (***** or **+**), as needed.

Wildcard	**Represents**
***** and **+**	Characters you do not know
*****	Multiple characters
+	Exactly one character

Use the ***** and **+** anywhere in the report name, as often as necessary. For example:

Character	**Represents all report names...**
z*	Starting with **z**
sale	Containing the character string **sale,** such as rv**sale**07
*f+	Containing an **f** as the second-to-last character, such as rmlogi**f**a

rp+++sch	Starting with **rp**, ending in **sch**, and containing any three characters in between, such as **rp**012**sch** or **rp**inv**sch**

The report name can be upper- or lowercase; for example, **RF** is the same as **rf**.

4. Choose *Execute*.

   A list of reports appears.

5. Place the cursor on the report name, and choose *Choose*. Or, double-click the report name.

6. Choose *Program* ® *Execute*.

   If the report does not require a variant, the selection criteria screen for the report appears.

   If the report requires a variant, the system displays a message stating that you cannot select the report from this screen. Return to the report selection screen (choose , or press F3), and then enter the report and variant name. Before leaving this screen, note the name of the report. (For more information, see Report Variants [Seite 93].)

7. Enter the selection criteria.

8. Choose *Program* ® *Execute*.

   The system executes the report and displays the resulting data.

Additional Information

Selection Criteria [Seite 91]

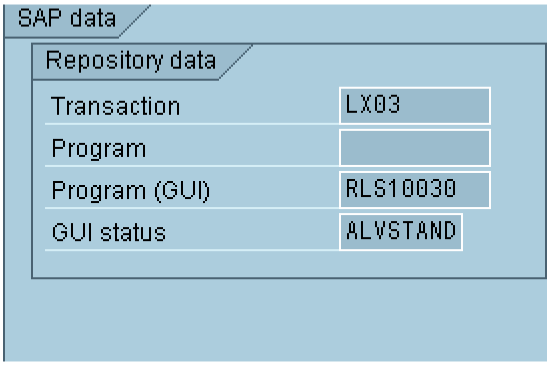
Finding the Name of a Current Report

Procedure

1. Execute the report.

2. From the menu bar, choose *System* ® *Status*.

The name of the report appears in the *Program* field.



Selection Criteria

Definition

Fields you use to define the type and amount of information you want a report to process. Reports are generated using selection criteria. For example, a selection criterion for a report on vendors would be the vendor number. This means that you can select a single vendor number or a range of numbers.

Use

You enter delimiting values in the selection criteria input fields. Only the data that matches these limits appears in the list. For example, to obtain data from customer accounts between 600 and 700 only, you enter those values in the input field for the *Customer account* selection criteria. If you do not enter any values for the *Customer account* selection criteria, the system uses data from all of the customer accounts when it executes the report.

You should aim for precision when specifying selection criteria. Your lists will be smaller, and the system will process them faster. Otherwise, the amount of data may be very large, and the system may not be able to process it all. In this case, a message indicating processing limitations appears in the status bar.

If you receive the error message *No data exists* after executing a report using a selection criterion, recheck the selection criteria input fields.

Entering Values for Selection Criteria

Procedure

Entering a Single Value for a Selection Criterion

1. Place the cursor on the input field for the desired selection criterion.
2. Enter the value. For more information on entering data in fields, see Fields [Seite 78].
3. To further qualify this selection criterion, choose *Selection options*.
4. You can specify that only the records *greater than* or *less than* a value should appear in the list. You can also specify that all records meeting the selection criteria should be *excluded*; in this case, the system displays all records that do **not** meet the selection criteria.

You have entered a value for a selection criterion. Repeat this procedure for all other selection criteria desired for this report.

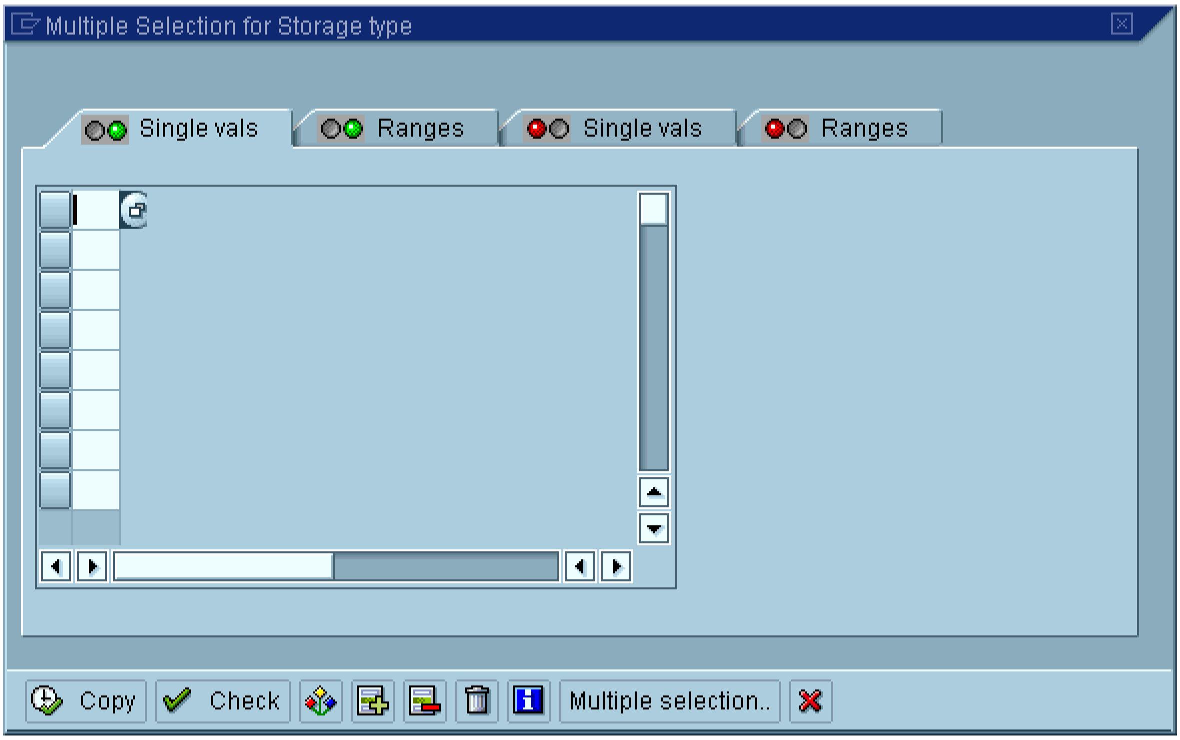
Entering a Range of Values for a Selection Criterion

1. Place the cursor on the input field for the desired selection criterion.
2. Enter the lower limit of the range in this field. This is the "from" value for the range. For example, for storage types from *007* to *014*, you would enter **`007`**. For more information on entering data in fields, see Fields [Seite 78].
3. Place the cursor in the adjacent *To* input field.
4. Enter the upper limit of the range in this field. This is the "to" value for the range.
5. To further qualify this selection criterion, choose *Selection options*.

Repeat this procedure for all other ranges of selection criteria desired for this report.

Multiple Selection

If you choose next to a selection criterion, the system displays a multiple selection screen. On this screen you can enter multiple single values or value ranges for each selection criterion.



Report Variants

Definition

Group of selection criteria that has been saved. A report can have several different variants, with each variant retrieving different types of information. For example, a vendor report might have one variant for U.S. vendors and another variant for European vendors.

Use

Instead of entering the same values in the selection criteria input fields each time you execute a report, you can enter the values once and then save the selection criteria as a variant. The next time you execute the report, you only need to enter the variant name, not the selection criteria. If you use variants, the selection criteria screen is already filled with data.

To execute certain reports, you must use a variant. In this case, a system message prompts you to do so. Although you are not always required to use variants or selection criteria, it is a good idea to use them when possible. Your resulting lists will be smaller and take less time for the system to process.

Creating Report Variants

Use

Instead of entering the same values in selection criteria fields each time you execute a report, you can create a variant. Using variants reduces both data entry time and system processing time.

Prerequisites

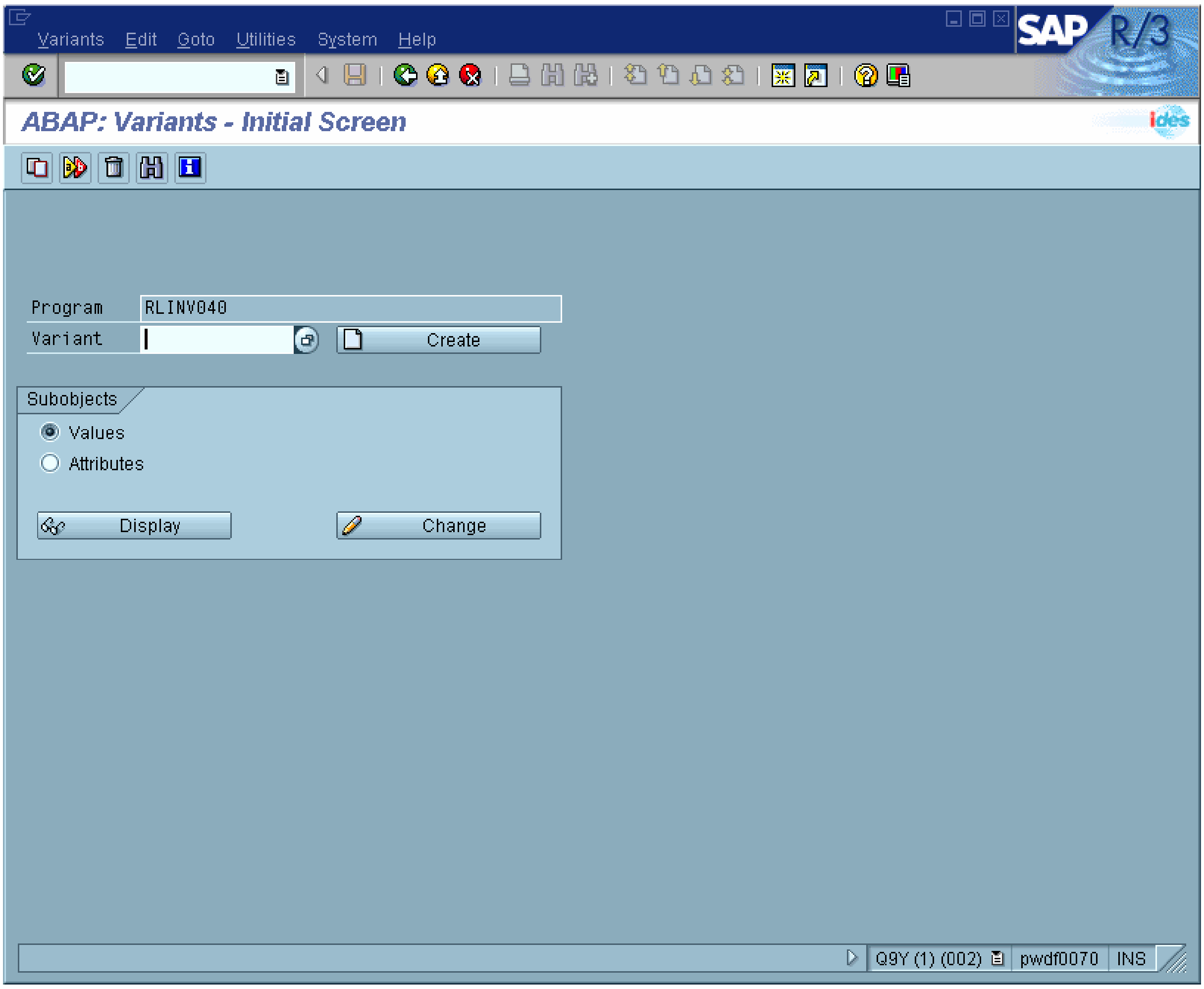
You must have the proper authorization to create a variant. For information on authorizations, see your system administrator.

A report can have any number of variants attached to it.

Procedure

1. From the menu bar, choose *System* ® *Services* ® *Reporting*.
2. In the *Program* field, enter the name of the report that the variant will be attached to. If you do not know the name, see Finding the Name of a Report You Want to Execute [Seite 89].
3. From the menu bar, choose *Goto* ® *Variants*.

   The *ABAP Variants* initial screen appears, as shown here:



4. In the *Variant* field, enter a name for this variant, and choose *Create*. You can use any combination of characters to create the variant name except for special characters, such as the percent sign (%) or dollar sign ($).

   The selection criteria screen for the report appears.
5. Enter values in the selection criteria input fields.

   For information on entering or changing values, see Entering Values for Selection Criteria [Seite 92].
6. Choose *Continue*.

   The *Save variant* screen appears. The name you entered for the variant is displayed in the *Variant* field.
7. In the *Description* field, enter a short description of the variant.

8. Choose any of the following environment options by selecting the checkbox to the left of the option. Your choices will affect the variant as a whole.

Only for background processing	To print the list using background processing. You should always print large lists in the background.
Protect variant	To protect the entire variant. Only the person who created the variant can change or delete it.
Only display in catalog	To reduce the number of variants displayed when using possible entries help.
System variant (automatic transport)	To make the variant a system variant.

9. Choose any of the following characteristics for the individual selection criteria by selecting the appropriate checkbox:
   - Type protected
   - Invisible
   - Selection variable
   - Without value SPA/GPA
10. Save the variant by choosing or pressing `CTRL+S`.

The variant is saved and its values appear on the selection criteria screen.

Additional Information

Displaying Available Report Variants [Seite 95]

Using Report Variants [Seite 96]

Displaying Available Report Variants

Use

Many reports have variants. If you do not know which variants are available, you can display a list of variants attached to a report. You can also view the contents of a variant before you choose it.

Procedure

1. From the menu bar, choose *System* ® *Services* ® *Reporting*.
2. In the *Program* field, enter the report name. (If you do not know the name, see Finding the Name of a Report You Want to Execute [Seite 89].)
3. From the application toolbar, choose *Overview of variants*.
4. All the variants attached to the report appear.
5. To view the contents of the variant, place the cursor on a variant and choose *Variants* ® *Display values*.
6. To use the variant, highlight the variant and choose *Execute with variant*.
7. The system displays the selection screen for the report, complete with data.

If a variant has not been created for this report, you receive the error message *Variant for program <program name> does not exist*.

Additional Information

Creating Report Variants [Seite 93]

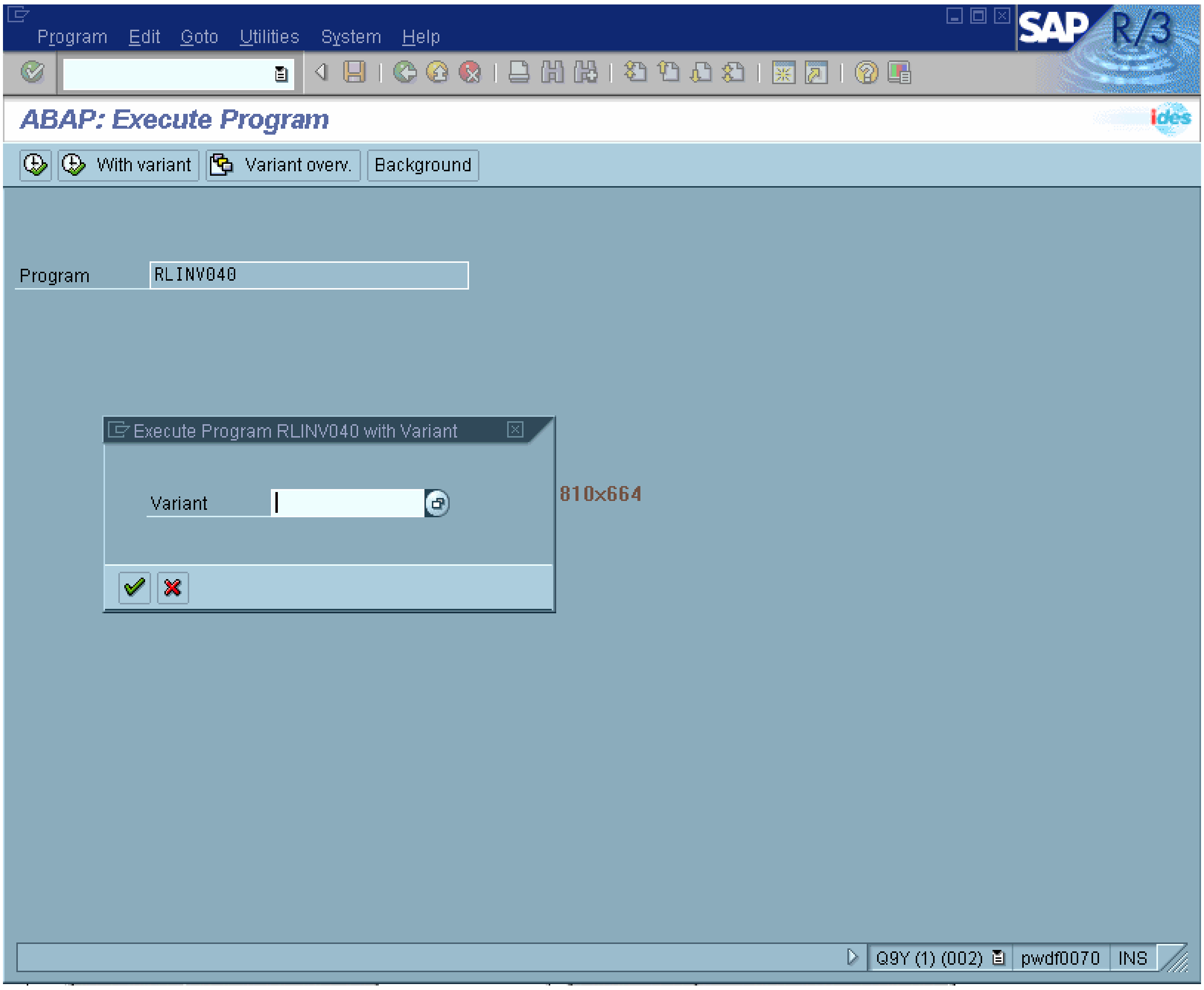
Using Report Variants [Seite 96]

Using Report Variants

Procedure

1. From the menu bar, choose *System* ® *Services* ® *Reporting*.
2. In the *Program* field, enter the report name. (If you do not know the name, see Finding the Name of a Report You Want to Execute [Seite 89].)
3. Choose *With variant*.

   The *Execute program with variant* dialog box appears:



4. In the *Variant* field, enter the desired variant. To obtain a list of available variants, choose the possible entries button.
5. To execute the report with the variant, choose *Execute*.

   The system displays the selection screen filled with data.
6. Choose *Execute*.

   The system executes the report and displays the resulting list.

Additional Information

Creating Report Variants [Seite 93]

Displaying Available Report Variants [Seite 95]

Report List Output

Use

You can display and print a report list by executing a report from within your task or from the *System* menu.

Most of the reports you need are available in your application, where you can choose them from the menus. The menu that contains the reports varies from application to application; however, many reports are available from the *Environment* menu. To choose a report in some applications, you may first need to enter a value, for example, a material number. Your application documentation describes which menus contain the reports, and provides instructions for choosing them.

You can find a complete list of report programs and report lists in the so-called report tree. To access the report tree from the SAP Easy Access standard menu, choose *Information Systems ® General Report Selection.* To display your report program and report list options, choose the application from which you want to execute the report or report list.

To execute a report, double-click the report name. The selection criteria screen appears. Enter your selection criteria, and choose *Execute.* See also Executing a Report [Seite 87].

Activities

To choose a report from the *System* menu, you must know the program name for the report. This applies only to the *System* menu. Using the *System* menu, you can execute reports:

- That are not available from menus
- From anywhere in the SAP System

For more information on report names, see Finding the Name of a Report You Want to Execute [Seite 89].

You can either print a list, or display a list and then print it. If you have large lists, you should print them using background processing.

Displaying and Printing Report Lists

Procedure

Displaying a List

To display a list:

1. Execute the report from your task or from the *System* menu.

   See Executing a Report [Seite 87].

2. In the selection criteria screen, enter the selection criteria in the appropriate input fields.

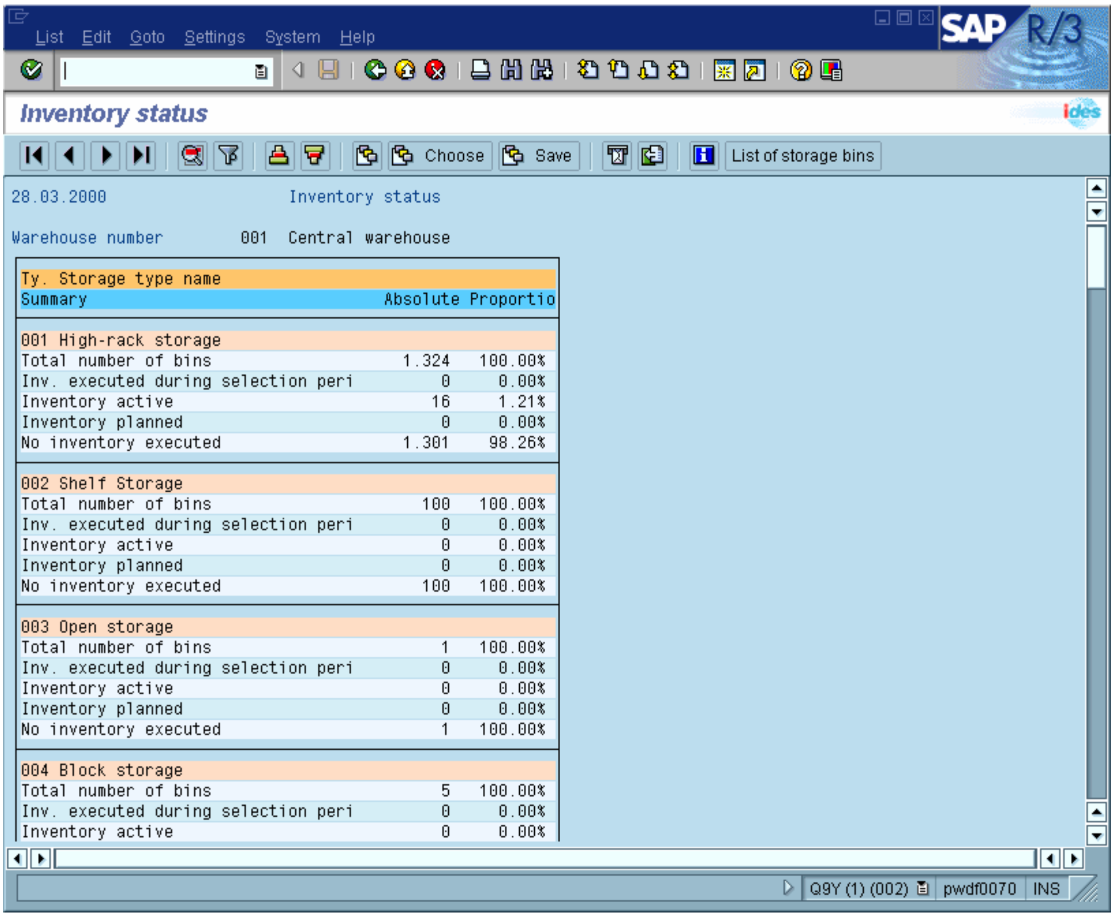
   See Selection Criteria [Seite 91].

   To enter your selection criteria using a variant, you can select a variant from the dropdown list of possible entries.

   See Displaying Available Report Variants [Seite 95].

3. From the selection criteria screen, choose *Program* ® *Execute*.

   The list appears. A sample list is shown here:



If your list is large, the SAP System takes longer to process all the data. If the SAP System cannot process all the data, a message indicating processing limitations appears in the status bar. In that case, you must:

- Execute the report with a variant, or
- Enter more selection criteria values, or
- Print the list using background processing

Printing a List

To print a list:

1. Execute the report from your task or from the *System* menu.

   See Executing a Report [Seite 87].

2. In the selection criteria screen, enter the selection criteria in the appropriate fields.

   See Selection Criteria [Seite 91].

   To enter your selection criteria using a variant, you can select a variant from the dropdown list of possible entries. See Displaying Available Report Variants [Seite 95].

3. Choose *Program* ® *Execute + print*.

   The print screen appears. Complete the appropriate input fields.

   The system displays default values that you can overwrite. If your list is large, you may want to store it in the output controller and print it later, outside of business hours.

Printing large lists can slow down the system and tie up printers. See Printing from the SAP System [Seite 100].

In general, after you start printing a list, you cannot cancel it. You can cancel a list (that is, a spool request) only if you delete it immediately, before it leaves the SAP spool system.

4. On the print screen, choose *Output* ® *Print* from the menu bar.

   A print summary screen appears.

If your list is large, the SAP System takes longer to process all the data. If the SAP System cannot process all the data, a message indicating processing limitations appears in the status bar. In that case, you must:

- Execute the report with a variant, or
- Enter more selection criteria values, or
- Print the list using background processing

Lists

Use

Lists are used to present hierarchical data. In the SAP System, lists present the results of

- Reports
- Searches
- Queries for possible entries (in some cases)

Features

To save a list:

- To **SAPoffice**, choose *System* → *List* → *Save* → *Office folders*. In the subsequent dialog box, specify the folder where the list should be stored.
- To an **external file format** such as a Microsoft Excel spreadsheet or an HTML page, choose *System* → *List* → *Save* → *Local file.* Specify the external format type.
- In a **report tree**, choose *System* → *List* → *Save* → *Report tree*. The system saves this list to the node and report tree you specify.

Lists can be interactive:

- *Double-clicking a list entry* automatically opens the entry.
- *Clicking a hotspot* triggers an action in the system. The most common example of a hotspot is a hyperlink; when you click a hyperlink, you jump to a different topic or page.

Navigating Through Lists with the Keyboard

In addition to using the mouse, you can also use the following key combinations to work with lists:

Key combination	**Result**
→←	Moves the cursor to the left or right
↑↓	Moves the cursor up and down
`PgUp`	Scrolls back one screen
`PgDn`	Scrolls forward one screen
`Home`	Scrolls to the first column

`End`	Scrolls to the last column
`Alt+PageDown`	Scrolls one screen to the left
`Alt+PageUp`	Scrolls one screen to the right
`Ctrl+PageUp`	Scrolls to the first line
`Ctrl+PageDown`	Scrolls to the last line
`Tab`	Moves to the next input field
`Shift+Tab`	Moves to the previous input field
`Ctrl+Tab`	Toggles between the list and command field
`F2`	Chooses an entry
`Ctrl+Y`	Switches to the highlight mode, which lets you highlight sections of the screen
`Ctrl+C`, `Ctrl+Insert`	Copies marked text to the clipboard
`Ctrl+X`, `Ctrl+Delete`	Deletes marked text and copies it to the clipboard

Printing from the SAP System

Features

Using the SAP output system, you can output many types of documents on output devices such as printers or fax machines: purchase orders, invoices, delivery note, payroll documents, e-mails, report lists, and so on.

Process Flow

Unlike most other programs, which forward print requests directly to the printer, the SAP System temporarily stores the print data. If you want to print data in an SAP System (online or in the background [Seite 105]) and choose a print function, such as , the SAP output system creates two types of print requests:

1. a spool request [Extern], which temporarily stores the data to be printed in the system
2. an output request [Extern], which sends the data to the desired output device

If you want your document to be printed immediately on your printer without temporary storage, you must have made a setting in the print window [Seite 101] for immediate output [Extern]. In this case, the spool request and output request are generated immediately, and the data is printed.

If you want to temporarily store the data, do not choose print out immediately. You can display the temporarily stored print request (spool request) in the output controller [Seite 104] and/or print it at a later time.

More Information

Print Window [Seite 101]

BC - SAP-Printing Manual [Extern]

Print Options in the SAP Spool System

Use

The following document types are used in the SAP System:

Type	Use	Example
SAPscript/Smart Forms documents	For all documents for which a form is filled with data	Purchase orders, invoices
Report lists	For the output of a database selection	Cost center list
Business graphics	For overview graphics	Table relationships in the Data Dictionary

The different document types are formatted for the printer in different ways.

Procedure

If you choose *Print* (or *System* → *List* → *Print*) in an SAP application, a selection screen first appears; the print window [Seite 101] in which you can make specifications about the desired output. This print window can have a different appearance in each SAP application.

For more information about printing, see BC - SAP - Printing Manual [Extern].

The Print Window

Use

When you choose one of the print functions set up in your SAP System, such as *Print* or , a selection screen appears, the print window, in which you can make all entries required for your printout. For example, you can specify which output device you want to use, whether your print request should be output immediately or only stored temporarily, and so on.

The appearance of the print window varies depending on the SAP application (for examples, see the end of this section). The table below explains the most important fields and functions of the possible selection screens:

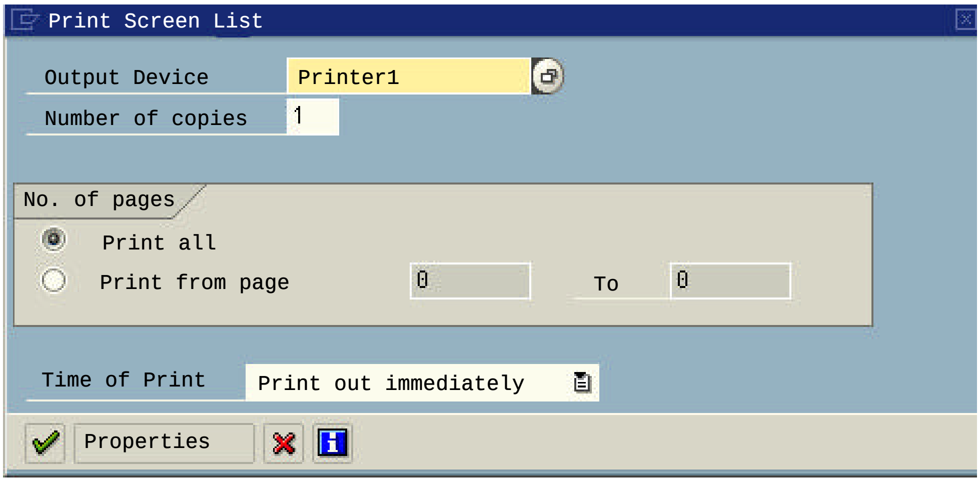
Field/Option	**Properties**
Output device	Enter the name of the printer with which your administrator defined it in the SAP System, such as Printer1. If you want to print on your workstation printer, enter the name than your administrator has assigned as a placeholder (generic name) for workstation printers, such as LOCL.
Number of copies	Specify the number of copies of printouts of this document that are to be produced.
Print All	This option must be selected, if the entire document is to be printed.

Print from page.... To...	You can define which pages of the document are to be printed here.
Print out immediately	You must select this option for your document to be output immediately. If this option is not selected, the system generates only a spool request; that is, the document is only stored temporarily in the SAP spool system. The document is output only when you use the output controller [Seite 104] to generate the output request for this spool request.

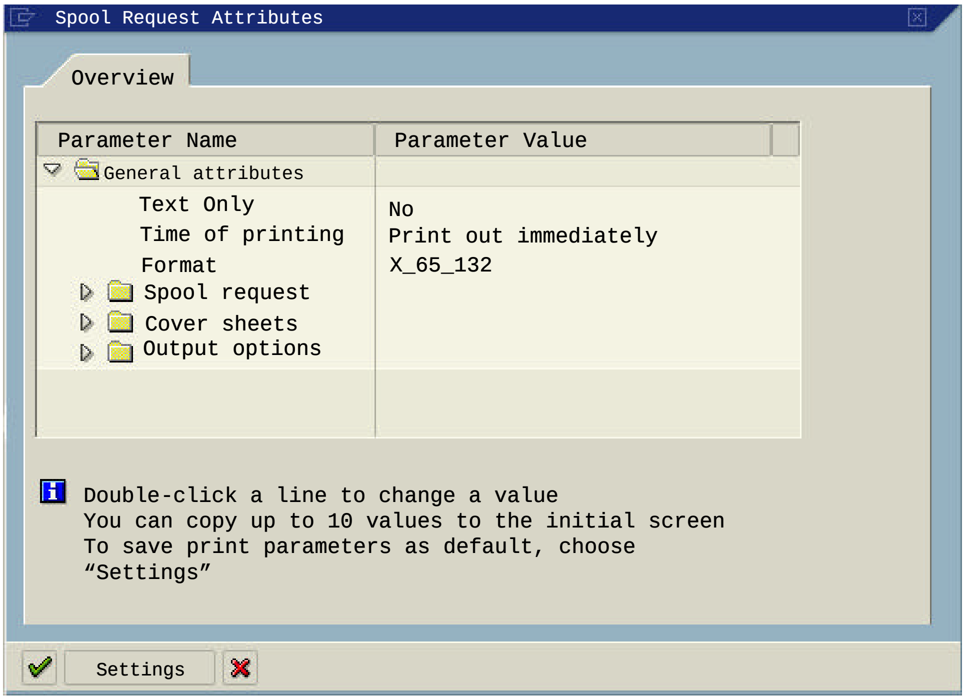
There may be additional parameters, such as *Properties* or *User-Specific Print Parameters*, depending on your application. These are details about spool requests, cover sheets, and about output options.

Example

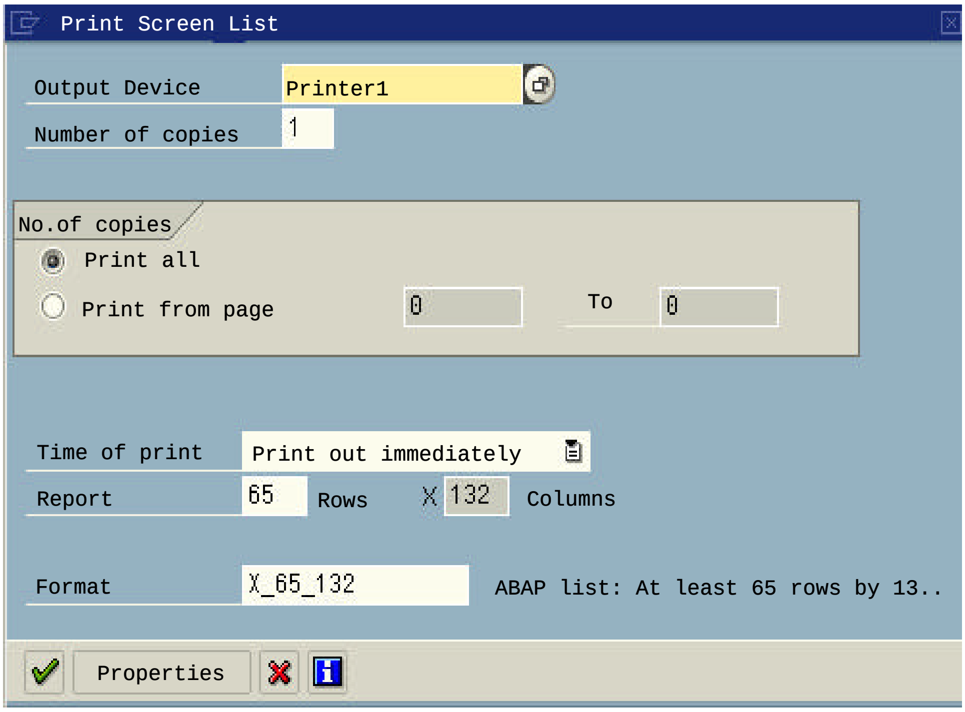
An example of a print window is shown below. This is a print window for printing lists. You want to print using Printer1. Immediate printing (option *Output Immediately*) is set.



If you assign a value to another parameter and want to display it on the *Print Screen List* initial screen, choose *Properties*. The *Spool Request Attributes* screen appears.



For example, if you want to change the format, that is the list format, double click *Format*. A subwindow appears, in which you can change the format. The option *Show Selected Print Parameter on Initial Screen* also appears. If you select this option and then confirm, the selection field for the format is also displayed on the initial print screen *Print Screen List*:



For more information about printing, see BC - SAP - Printing Manual [Extern].

Output Controller

Use

The SAP System has an output controller in which you can check your spool requests and output requests. Call the output controller in the following cases:

- You have sent a print request, but did not select *Print Out Immediately*.

  In this case, the system creates a spool request and stores it temporarily. It only sends an output request to the printer when you release the spool request for printing from the output controller.

- You want to check whether your output request has already been printed or not.

Activities

You can use the output controller for more than just checking the status of an output request. You can also:

- Choose *Print* to send spool requests to an output device.
- Choose *Delete* to delete requests that you no longer require. Obsolete requests are usually deleted automatically.
- Choose *Display* to display the contents of your output request in the form in which it will later be output on paper.

See also:

Working with the Output Controller [Seite 104]

For more information about printing in the SAP System in general, see BC - SAP-Printing Manual [Extern].

Working with the Output Controller

Procedure

3. In the menu of any SAP screen, choose *System* → *Services* → *Output Controller* (or call transaction SP01).
4. The *Output Controller: Spool request selection screen* appears. On this screen, you can specify the requests that you want to display in the relevant fields. If required, you can add other fields by choosing *Further Selection Criteria*.
5. The system displays the requests that match your selection criteria.

Result

In the *Output Status* column, you can see the current status of your request.

The following entries are possible, among others, for the status column:

Status	**Meaning**
--- (dashes)	The request has not yet been sent to a printer. To print the request, choose *Print* or *Print with changed parameters*.
Compl. (completed)	The output request has been successfully printed.

Probl., **waiting**, messages that are displayed in red or orange	The SAP System could not print your request, or could only print part of your request.
For more information about the cause of the error, see the log [Extern]. To view this, select the spool request and choose *Output requests*. On the next screen, the output request with errors and choose .	The cause for displaying this status may be, for example, that the desired printer is not activated. If you cannot solve the problem yourself, contact your system administrator.

More Information

Displaying the Status of Spool and Output Requests [Extern]

BC - SAP-Printing Manual [Extern]

Defining Default Values

Use

You can enter print parameters that you frequently use as default values in your user master record. For example, you can specify the output device that you normally use to print your reports or texts as the default printer there. When you print, the system then inserts this field in the corresponding field of the print window [Seite 101]. You can, of course, overwrite the value when required.

Procedure

6. Choose *System* → *User Profile* → *Own Data*.
7. On the *Defaults* tab page, you can define the *Output Device* and/or the options *Output Immediately* or *Delete After Output* as default values.
8. *Save* your entries.

Result

The next time that you print, the system has already entered these values for you in the print window. You can change the values as required.

For more information about printing, see BC - SAP - Printing Manual [Extern].

Background Processing

Use

In background processing, the SAP System automatically runs any report or program that you can start interactively.

When you schedule a job in the background processing system, you must specify:

- The ABAP report or external program that should be started
- The start time
- The printing specifications

The background processing system starts your job and runs the program(s) that you specify. Afterwards, you can check whether your job was executed successfully and display a log of any system messages.

Suppose you need to run a report of customers whose bills are overdue.You can:

- Start the report yourself from the ABAP Editor. If you do this, the system runs the report interactively, in a session at your PC or workstation. While the report is being processed, your computer response time may be slower.
- Or, you can have the background processing system run the report. To do this, you must create a background job that tells the system what you want it to do.

The background processing system runs your “late bills” report according to your instructions. The list generated by the report is either printed directly or is waiting for you in the SAP output controller (see Using the Output Controller [Seite 104]).You can also check in the background processing system whether the report ran correctly.

Features

- **Running a report in the background does not tie up the SAP sessions you are currently working with.**

  When you start a report interactively, your current SAP session is blocked for further input for as long as the report runs.

  When you start the report in the background, running the report does not influence your interactive work with the SAP System.

- **You can shift the execution of reports to the evening or other periods of low load on the SAP System.**

  You can schedule a report or external program to run at any time that the SAP System is active. You can also set up reports to run automatically on a regular basis (for example, on the last day of each month).

- **Background processing is the only way you can execute long-running jobs.**

  To prevent tying up system resources with interactive sessions for long reports, the SAP System has a built-in time limit on interactive sessions. If a single ABAP report runs for more than 5 minutes continuously in an interactive session, the SAP System terminates the report automatically.

  The background processing system executes long-running ABAP reports more efficiently. Often, such reports are automatically scheduled for execution in the background. In this case, you do not need to schedule them for background processing yourself.

Accessing the Background Processing System

Procedure

The table below shows how you can access the background processing system.

Point of Departure	To Schedule a Program	Result
The ABAP Editor You can start ABAP programs and reports either interactively or as background jobs.	Choose *Program* ® *Background.*	The system displays the ABAP job scheduling screen.

Elsewhere in the SAP System You can schedule an ABAP program or external program as a background job.	Choose *System* ® *Services* ® *Jobs* ® *Define job.* This is an alternative to job scheduling by way of the ABAP Editor.	The system displays the standard job scheduling screen. You can schedule an internal (ABAP) or external program to run.
An SAP application Often, long-running reports are scheduled automatically or semiautomatically for background processing.	Choose the appropriate report using the menu or a function key. The SAP application schedules the report as a background job.	Your program is scheduled to run in the background.

Scheduling Background Jobs

Use

In many SAP applications, long-running programs are automatically scheduled as background jobs. However, you can also schedule background jobs yourself.

Procedure

To schedule a program for background processing:

1. Start the job scheduling function.

   To start the **standard** job scheduling function, choose *Administration* ® *CCMS* ® *Jobs* ® *Define job*.

   To schedule ABAP programs, you can also use the **ABAP** job scheduling function. From the ABAP Editor, choose *Program* ® *Execute* ® *Background*.

   If you are scheduling an external command or external program as a background job, you must use standard job scheduling.

2. Use the Job Wizard to define your job. In the application toolbar, choose the wizard icon: Job wizard

   The Job Wizard is available only from the standard job scheduling function.

   The initial screen of the SAP Job Wizard appears:

3. Save the job. When you see the message *Job saved*, the job has been successfully scheduled.

   A job that has been scheduled must also be released. This restriction applies even if you specify an immediate start for your job.

   If you have the necessary authorization, your job is released automatically when you schedule it. Otherwise, your system administrator will release your job.

4. Check the status of your job by choosing *System* → *Own jobs*.

   For more information on your jobs than is shown in the status screen, choose *Job overview*. See also Checking the Status of a Background Job [Seite 112].

Scheduling ABAP Jobs

Procedure

1. Choose a variant for your report. The name of the report that is to run is filled in automatically. If you want to enter a different report, you can overwrite this name.
2. Optionally, set the printer options for output from the report.

   If you do not set printer options, the system uses the options saved with your user account. To display these options, choose *System* ® *User profile* ® *User defaults*.

3. Choose:
   a. *Execute immed.* to have your job started right away.
   b. *Schedule* to have your job start at the date and time that you specify. Here you can also specify that your job should be restarted periodically.

To access the more complete standard job scheduling [Seite 109] function, choose *Goto* → *Define job*.

Scheduling Standard Jobs

Procedure

1. On the first screen, identify your job [Seite 109].
2. Optionally, specify a recipient [Seite 109] for spool requests generated by your job.

   The spool output is automatically mailed to this user or distribution list.
3. Choose *Start time* to choose a start time for your job [Seite 110]. Save the start time and return to the first screen.

   Each of the start time options offers a *Check* function that lets you confirm your start specification. Several of the start time options also let you have your job repeated automatically.

   No job can start until it has been released, even if you specify an immediate start. If you have the required authorization, your job is automatically released when you schedule it. Otherwise, your system administrator will release your job.
4. Choose *Steps* to specify the program to run [Seite 111] in your background job. Save your program specification and return to the first screen.
5. Save your job. When you see the *Job saved* message, your job has been accepted by the background processing system and is scheduled for background processing.

Identifying Your Job

Procedure

On the job identification screen (*Define background job*):

1. Enter a **name** for your background job. You can choose the name as desired; the name helps you identify your job when you check the job's status.
2. Enter a **priority class** for your job. The default priority is **C** (normal priority).

   If your job is extremely urgent, you can have it placed in a class with higher priority. Only system administrators are authorized to enter the higher priorities (A is the highest, B is next). Your installation may reserve work processes for class A jobs.
3. Leave the *Target server* field blank unless you are sure that your job must be run by a particular SAP application server.

Specifying a Recipient

Procedure

1. On the initial screen, choose *Spool lists recipient* → *Enter*. The system displays a dialog box.
2. In the *Recipient* field, enter a user's SAPoffice mail name, an SAPoffice distribution list, an SAP user ID, or an external e-mail address.
3. Activate mailing options as desired.
4. To save the recipient, choose *Copy*.

   All spool requests generated by the job are sent to this recipient.

Choosing a Start Time

Procedure

1. Choose a start time option.

   To have your job started on a particular date and time, choose *Immediate* or *Date/Time*. You also have the options shown in the following table.
2. Enter any additional information the system asks for.
3. Save the start time. You can then return to the job identification screen.

Start Time Options for Background Jobs

Start Time Option	Result
Immediate	Your job starts as soon as you save the job definition. For jobs that are repeated automatically, you can set *Restrictions* on future start dates. For example, you can have your job started only on workdays.
Date/Time	Your job does not start until the date and time you specify. You can also: • Define a start time window. That is, you can set the time and date after which your job should no longer be started, if its start has been delayed. • For jobs that are repeated automatically, set *Restrictions* on future start dates. For example, you can have your job started only on workdays.
After job	Your job starts when another job that you specify has been completed. Before you choose this option, you must determine the name of the other job. To display jobs that have been scheduled, choose *System* → *Services* → *Jobs* → *Job overview*. If you want your job to start only if the other job was completed successfully, select *Start status depend.*. If this job was cancelled, your job does not start.
After event	Your job starts when the selected event occurs. Use the *Possible values* arrow to choose from the available events. An event is a signal to the background processing system that something has happened. For example, an event is signaled when the SAP System starts up.
At operation mode	Your job starts when the selected operation mode becomes active. Use the *Possible values* arrow to choose

	an operation mode. An operation mode is a configuration for your SAP System. For example, system administrators sometimes set up a *Night* mode with extra resources for background jobs. Choosing *Night* lets your job start when your SAP System switches to this operation mode.
(Start on workday)	Your job starts on a particular workday. The system displays a screen where you can specify: • The SAP factory calendar to use for finding out which days of the month are workdays. Use the *Possible entries* arrow to choose a calendar. • The workday on which your job should start. Enter a number, such as **`03`** for the third workday of the month, **`11`** for the eleventh workday, and so on. • The time of day for the job to start. • *Do not start before*: The date as of which the job may be started. • Whether to count the workdays from the start or end of the month. For example, 03 from the end of the month is the third-to-last workday; 01 from the start of the month is the first workday. • For automatically repeated jobs, the number of months between repetitions. 1 repeats the job every month. Example: The specifications: • Factory calendar **`01`** • Workday **`03`** • Time **`0800`** • Do not start before **`6/1/2001`** • **`Start of month`** tell the system to start your job on the third workday of June, 2001 at 8 AM, counting workdays from the start of the month.

Specifying the Program to Run

Prerequisites

On the *Job step* screen, you specify the ABAP program or external program to be run in the background.

For ABAP programs, you can also specify how any print output should be treated.

In each job step, you can name one program to be executed. However, you can also run more than one program with a single background job. Simply add a job step for each desired program.

Procedure

ABAP Report

1. By default, your name appears in the *User* field. This means that the program in this job step will run under your SAP System authorizations.

   If you want the program to run under the authorizations of another user, enter the appropriate name.

2. Choose *ABAP*.
3. Enter the name of the report.
4. You can select a variant for the report with *Variant list*. If you need to maintain a variant, you do this in the ABAP Editor.
5. In the *Language* field, specify the language to use for the report output.
6. With *Print specifications*, you can have the report output held in the SAP spool system or have it printed as soon as the job has run.

External Command

1. By default, your name appears in the *User* field. This means that the program in this job step will run under your SAP System authorizations.
2. Enter another user name if the program should run under the authorizations of another user.
3. Choose *External command*.
4. Enter the predefined SAP name for the command.
5. If required, enter any additional arguments required for the command.
6. Specify the name of the host system on which the command should run and the type of operating system at the host.

   You can determine the host name with the host name command on the target host system.

   With *Control flags*, you can specify how output from the external program should be treated, as well as other runtime options. Usually, you should leave these options at their default settings.

   For more information on external commands, see the `F1` field help.

   If you have administrator authorization for background processing, you can also choose *External programs* as a job step option. To run an external program, enter:

- The exact path and program or script name
- Any arguments required by the program
- The name of the host system on which the program is to run

  External programs are not predefined in the SAP System, and the system does not perform an authorization check to determine whether you are permitted to use the command.

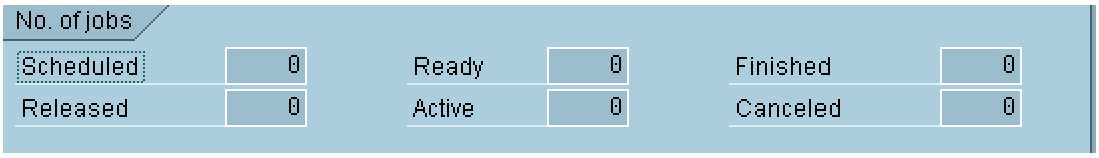
7. Save the job step and return to the job identification screen.

Checking the Status of a Background Job

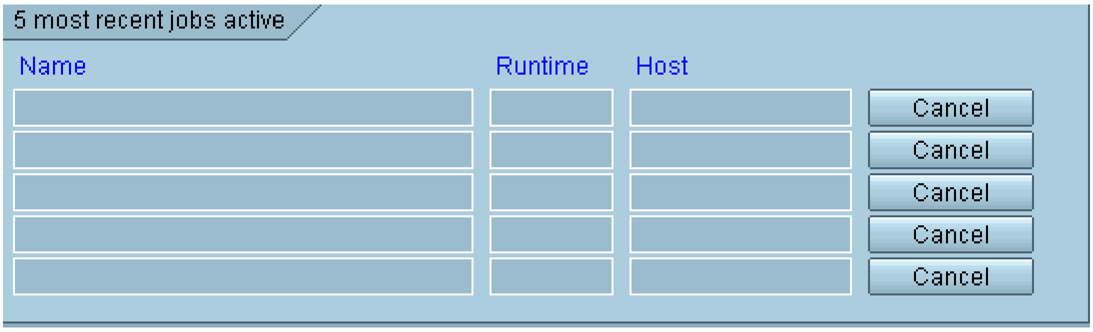
Procedure

1. Check the status of your background jobs by choosing *System ® Own jobs* from anywhere in the system.

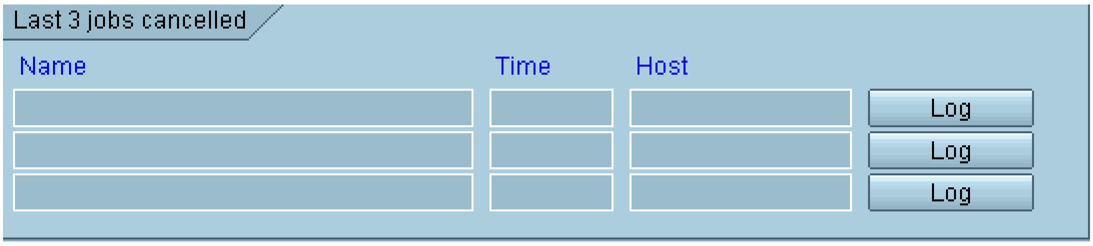
At the **top of the screen**, the system displays the status of each of your jobs. The `F1` field help explains each status.



In the **middle of the screen**, the system displays the names of your jobs that are *active* (that is, currently running). Unless you are sure of what you are doing, you should leave the *Cancel* button alone. *Cancel* interrupts an active job; that is, it terminates the report that was running.



At the **bottom of the screen**, the system displays the names of any of your jobs that have been *cancelled* (that is, ended unsuccessfully). To see the background processing log, choose *Log*. The log indicates what went wrong with the job.



2. For more information on your jobs, you can access the management functions of the background processing system by choosing *Job overview*.

Help on Help

Use

The *Help* function provides information about the components of the SAP System and explains how to use them.

Features

You can select the following options from the *Help* menu:

Menu option	Help
Application Help [Seite 114]	Context-sensitive help for tasks you are performing in the SAP System
SAP Library [Seite 114]	An online library of the entire SAP documentation
Glossary [Seite 125]	Definitions for terminology used in the SAP System
Release Notes [Seite 131]	Information about enhancements and changes

	to SAP System releases
SAPNet	Connects you to SAP's website for communication with customers and partners
Settings See: Help on Fields and Field Input [Seite 126] Help on Possible Entries for a Field [Seite 127]	A dialog box where you can define how you want the field help and possible entries help to be displayed

SAP Library

Definition

The SAP Library comprises all of the online documentation, in HTML format, for all SAP components.

Structure

After you have called the SAP Library and selected an application component, a tree structure appears on the left side of the screen. The tree provides a table of contents for the library and corresponds to the structure of the application component hierarchy.

Application Help

Definition

Context-sensitive help that you can call from every SAP component.

Use

Use the application help to obtain help on the screen you are working with. While the field help explains how to fill out a specific field on the screen, the application help gives you instructions or information you may need to complete the task.

See also:

SAP Library [Seite 114]

General Information Classes

Definition

Method of classifying SAP documentation by content, in order to make specific types of documentation easier to find. For example, component-level documentation gives you an overview of a component's features, while procedure documentation gives you step-by-step instructions for completing a specific task, such as creating a purchase order.

Structure

Component

Keyblock	Answers the questions
Title	What is the component called?
Purpose	What is it? What does it do?
Implementation Considerations	Under what specific considerations (business or technical) would I decide to implement the component?
Integration	How is it related to other components? Where does it fit in the component hierarchy? What other components or functions do I need?
Features	What capabilities does the component describe?

Example: "Shipping"

Function

Keyblock	Answers the questions
Title	What is the function called?
Use	What does it do (in general)?
Integration	How is it related to other functions?
Prerequisites	What must be in place before I can use the function? What events or system settings?
Features	What does it do (details, special features)?
Activities	What does the user do? What does the system do?

Example: "How Picking Lists are Handled in the SAP System"

Object

Keyblock	Answers the questions
Title	What is the object called?
Definition	What does the object mean?
Use	How can I use the object (in general)?
Structure	What are the parts of the object?
Integration	How is the object related to other objects?

Example: "Collective Picking List"

Process

Keyblock	Answers the questions
Title	What is the process called?
Purpose	How can I use the process?
Prerequisites	What do I need to know before the process starts?

Process Flow	When does the process begin? How does the process work?
Result	What is the overall result of the process?

Example: "Picking"

Procedure

Keyblock	Answers the questions
Title	What is the task?
Use	What is the purpose and effect of the procedure? Why do I execute the procedure (context)?
Prerequisites	What do I need to know before I start the task?
Procedure	What specific actions do I perform?
Result	What is the overall result of completing the task?

Example: "Creating a Collective Picking List"

Background

Keyblock	Answers the question
Title	What is the topic background?

This information class has no keyblocks.

Example

Keyblock	Answers the question
Title	What is this an example of?

This information class has no keyblocks, unless it is an example of a process or a procedure.

Syntax

Keyblock	Answers the question
Title	What is the syntax of this command?

This information class has no keyblocks.

Single / Composite Role

Keyblock	Answers the questions
Title	What is the name of the role?
Technical name	What is the technical name of the role?
Tasks	Which business or technical tasks does this role include?

Activities	Which activities does this role include?
Notes on tailoring	Which combinations of roles or activities make sense?
MiniApps	What type of information or functions do the MiniApps provide for this role?
Integration	How does this role relate to other roles?

Glossary

Keyblock	**Answers the following questions**
Title	What is the term?
Component ID	Which component does this definition refer to?
Definition	What does the term mean?
Example	Can you give me an example of how the term is used?

Release Note

Keyblock	**Answers the following questions**
Title	What is new in this release? What was changed or deleted?
Use	What does the new or changed feature do? Why do I need it? How is the new function integrated in the system and how does it relate to other functions?
Effects on Existing Data	How does the new or change feature affect existing system data?
Effects on Data Transfer	How does the new or changed feature affect data transfer? What changes do I need to make to my own programs for data transfer?
Effects on System Administration	How does the new or changed feature affect the system from the system administration point of view?
Effects on Customizing	How does the new or changed feature affect the specific components in Customizing? Which activities must be carried out in the Implementation Guide as a result?

Information Classes for Business Information Warehouse

Definition

Method of classifying SAP documentation by content, in order to make specific types of documentation easier to find. The Business Information Warehouse (BW) information classes describe the different types of Business Content objects.

Structure

InfoSource

Keyblock	Answers the questions
Title	What is the InfoSource called?
Technical Name	What is the technical name of the InfoSource?
Use	What data should be loaded with the InfoSource? How is the InfoSource structured? What is the business context of the InfoSource? What special features should I note with the InfoSource?
Characteristics	What characteristics does the InfoSource contain?
Time Characteristics	What time characteristics does the InfoSource contain?
Units	What units does the InfoSource contain?
Key Figures	What key figures does the InfoSource contain?

InfoCube

Keyblock	Answers the questions
Title	What is the InfoCube called?
Technical Name	What is the technical name of the InfoCube?
Use	What is the function of the InfoCube as a data basis (for example, which evaluations do I use it for)? What is the business context of the InfoCube? What special features should I note with the InfoCube?
InfoSources	From which InfoSources is data loaded into the InfoCube?
Characteristics	What characteristics does the InfoCube contain?
Time Characteristics	What time characteristics does the InfoCube contain?
Key Figures	What key figures does the InfoCube contain?
Restricted Key Figures	What restricted key figures does the InfoCube contain?
Calculated Key Figures	What calculated key figures does the InfoCube contain?
Units	What units does the InfoCube contain?

Query

Keyblock	Answers the questions
Title	What is the query called?
Technical Name	What is the technical name of the query?
Use	What does the query do (in general and as regards business)? Why do I need the query? What navigation options do I have?

	What special features should I note with the query?
Filter	What key figures or characteristics are evaluated in the query filter?
Free Characteristics	What free characteristics can I use to navigate in the query?
Rows	What characteristics or key figures are evaluated in the query rows?
Columns	What characteristics or key figures are evaluated in the query columns?

Workbook

Keyblock	**Answers the questions**
Title	What is the name of the workbook?
Use	What decision-making situation does the workbook content support? How are the queries in this workbook used?
Structure	What queries does the workbook contain? How is the query data prepared for the evaluation and decision-making support (for example, drill-down characteristics)? What graphics or navigation aids does the workbook contain?

Characteristic

Keyblock	**Answers the questions**
Title	What is the name of the characteristic?
Technical Name	What is the technical name of the characteristic?
Use	What purpose does the characteristic serve? What special features should I note with this characteristic? What is an example of using this characteristic?
Technical Data	From which OLTP Release* is the characteristic available? Which characteristic is the reference characteristic? Can an external hierarchy be used? If so, which one?
Navigation Attributes	What navigation attributes can be used?

Key Figure

Keyblock	**Answers the questions**
Title	What is the name of the key figure?
Technical Name	What is the technical name of the key figure?
Use	What is the purpose of the key figure (in general and as regards business)?

	What do I need the key figure for? What special features should I note with the key figure?
Technical Data	From which OLTP* Release is the key figure available? Which unit does the key figure have? Which unit InfoObject is referenced to? What aggregation does the key figure have? What exception aggregation does the key figure have? What characteristic does the exception aggregation refer to? How is the key figure calculated? Which formula is used? What restriction (characteristic value selection) is there for the key figure?

Icons and Typographic Conventions

Icons in Body Text

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax

Additional icons are used in SAP Library documentation to help you identify different types of information at a glance. For more information, see *Help on Help* → *General Information Classes and Information Classes for Business Information Warehouse* on the first page of the any version of *SAP Library*.

Typographic Conventions

Type Style	Description
Example text	Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options. Cross-references to other documentation.
Example text	Emphasized words or phrases in body text, graphic titles, and table titles.
EXAMPLE TEXT	Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE.
`Example text`	Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation,

	upgrade and database tools.
`Example text`	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
`<Example text>`	Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system.
`EXAMPLE TEXT`	Keys on the keyboard, for example, `F2` or `ENTER`.

Full-Text Search

Use

Full-text search allows you to search for information using a single word or phrase.

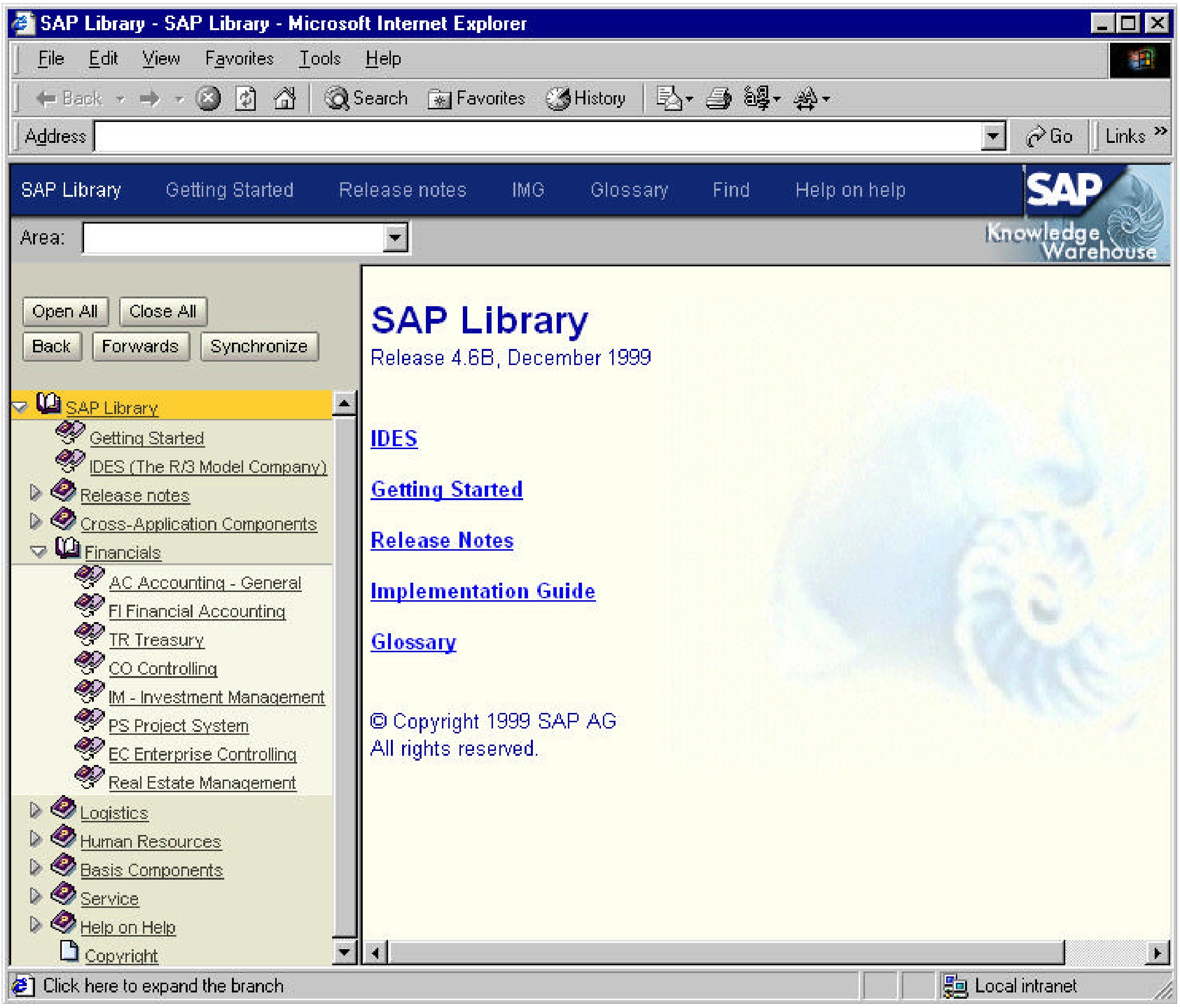
Activities

As of Release 4.x, SAP delivers the SAP Library both in **plain HTML** format and **HTML help** format on the documentation CD. The following table describes the differences between the two formats.

	Platform		Browser		Search				Print	
					Index		Full text			
	MS	All	Standard	Help Viewer	Local folder	Loc. Lib.	Local folder	Loc. Lib.	Indiv. topics	Complete structure
Plain HTML	X	X	X						X	
HTML Help	X			X	X	X	X	X	X	X

Plain HTML

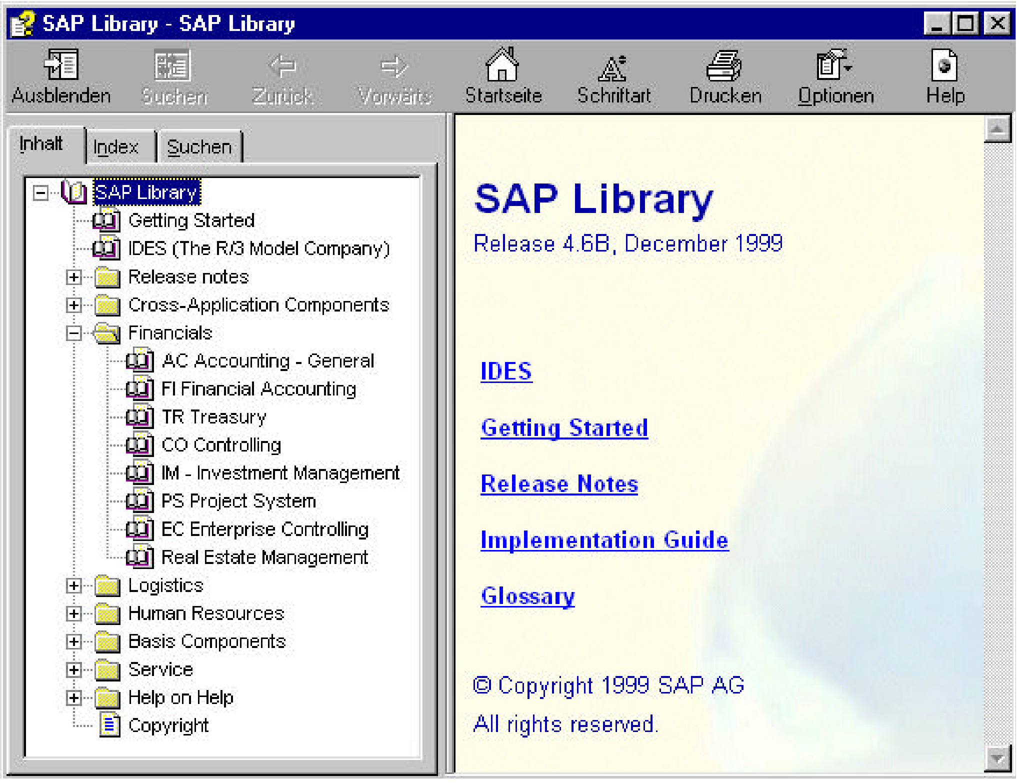
The plain HTML format looks approximately like the following graphic (depends on version):

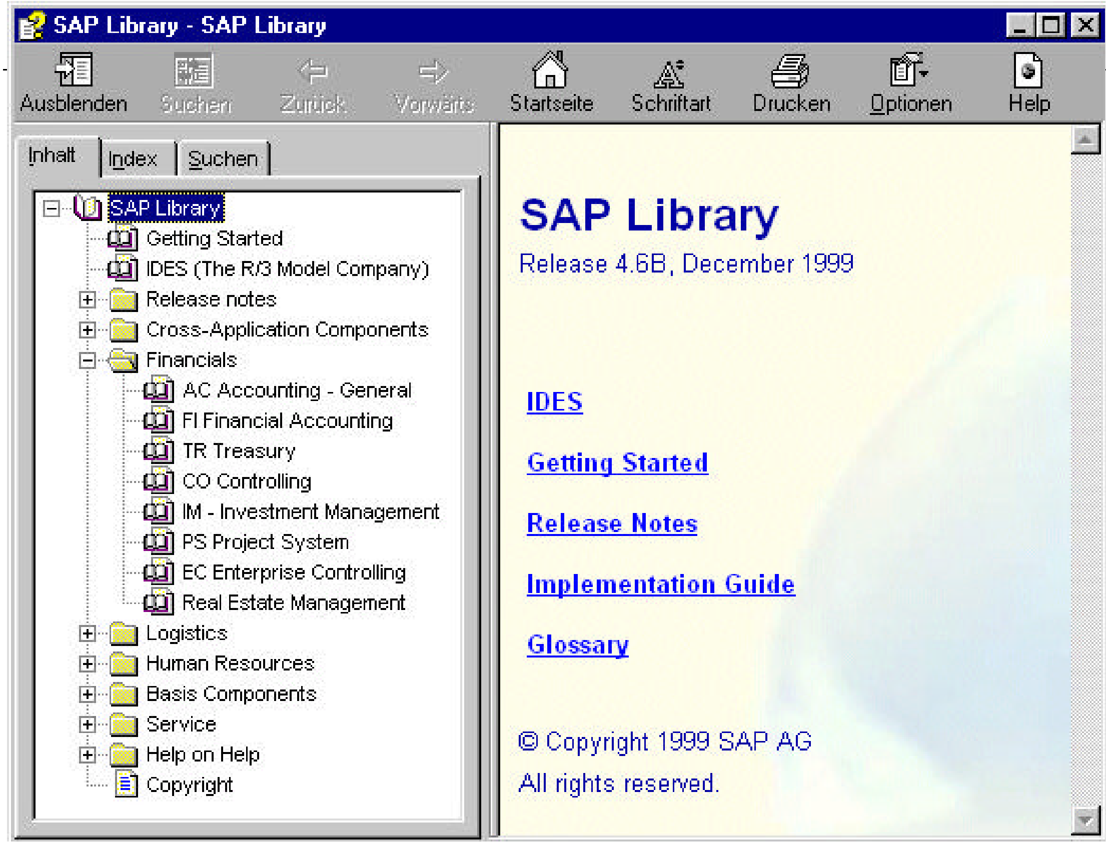


HTML Help

The Microsoft HTML help format provides full-text search within the current node of the documentation structure. You choose *Search*, enter the word or phrase, and then choose *List topics*. Then select a topic from the resulting list.

The HTML help format looks approximately like the following graphic (depends on version):


SAP Library - SAP Library
Ausblenden
Suchen
Zurück
Vorwärts
Startseite
Schriftart
Drucken
Optionen
Help
Inhalt
Index
Suchen
SAP Library
Getting Started
IDES (The R/3 Model Company)
Release notes
Cross-Application Components
Financials
AC Accounting - General
FI Financial Accounting
TR Treasury
CO Controlling
IM - Investment Management
PS Project System
EC Enterprise Controlling
Real Estate Management
Logistics
Human Resources
Basis Components
Service
Help on Help
Copyright
SAP Library
Release 4.6B, December 1999
IDES
Getting Started
Release Notes
Implementation Guide
Glossary
© Copyright 1999 SAP AG
All rights reserved.



If your display does not match or is not similar to one of the screens shown above, contact your system administrator to determine which help type is available in your company.

Do not click the *Search* button in the browser toolbar. This will take you to an Internet search using the default search engine defined for your browser.

Index

Definition

Search catalog for the entire SAP Library. The index lets you search for information about a specific topic in the current documentation area.

Use

Keywords are defined for every topic in the SAP Library. If your company is using the Microsoft HTML Help display variant, you can use an index search to find topics in a documentation area.

To use the *Index* tab for the entire SAP Library, you need a PC with at least 64 MB of RAM and a 200 MHz processor. With this configuration, it currently takes about 5 minutes to generate the complete index.

See also:

See *Help* in the HTML Help browser.

Full-Text Search [Seite 121]

SAP Library [Seite 114]

Glossary

Definition

Catalog of definitions for SAP-specific and general business terminology.

Use

If you find a term in the SAP System that you are not familiar with, you can search the glossary for a definition. For more detailed explanations and information, see the SAP Library

See also:

Searching the Glossary [Seite 125]

SAP Library [Seite 114]

Searching the Glossary

1. Choose *Help* ® *Glossary*.
2. On the alphabet navigation bar, select the first letter of the term whose definition you are looking for.
3. Use the scrollbar in the alphabetic list of terms to find the desired term.
4. Select the term.

See also:

Index [Seite 124]

Application Help [Seite 114]

Quick Infos

Use

Quick infos are small windows that appear when you place the cursor over certain screen elements. Quick infos identify:

- The name of the function

Quick infos may also include the shortcut keys corresponding to that icon.

Activities

In the layout menu (see Setting Display Options [Seite 38]), you can specify whether you want to display or hide quick infos, as well as how quickly they should appear.

In the standard toolbar, choose → *Options* → *General*. Select one of the following in the *Display Quick Info* box:

- *None* (Quick info is not displayed)
- *Slow* (Quick info appears after a few seconds)
- *Quick* (Quick info appears immediately)

Data Tips

Use

The SAP System uses data tips for data that cannot be displayed fully on the screen. Data tips are small windows that appear when you place your cursor over the relevant control element, and are used for:

- Scrollable input fields
- Table headers
- Table cells

Help on Fields and Field Input

Procedure

Displaying Help for a Field

1. Place the cursor on a field.
2. Choose or choose F1.

   A dialog box appears with information about the field.

   Terms in the field help that are displayed in a color different from the surrounding text are defined in the SAP online glossary. To display a definition, choose the term.

In addition to the field help, you can access Application Help [Seite 114] and technical information.

Setting the Display Parameters

Select *Help* → *Settings*

A dialog box appears in which you specify whether you want to display F1 help in an amodal (external viewer) or a modal window (in the SAP System). If you choose the amodal window, F1 help will be called faster.

To activate the amodal display, select *Load viewer during logon*.

Amodal Display

To display the application help, choose .

To display technical information, choose *Technical info*.

Additional functions, such as printing, searching, maintaining entries, and downloading help, are available in the application toolbar of the amodal window.

Modal Display

To display the application help, choose *Application help*.

To display technical information, choose *Technical info*.

If you place the cursor in the help window and press the right mouse button, a popup menu appears. This menu provides access to print functions, lists of possible entries, and field format.

Help on Possible Entries for a Field

Use

If you are unsure of the valid entries for an input field, certain input fields enable you to display a list of possible entries. To determine if such a list is available for an input field, you place the cursor in the input field. If possible entries exist for that field, a possible entries arrow or icon appears to the right of the field.

Depending on the operating system you are running, and the selections you have made under *Help* → *Settings*, the system can display the list of possible entries in

- An Active X control (Microsoft Windows 32-bit operating system)
- A combo box (Microsoft Windows 32-bit operating system)
- An SAP System dialog box

Procedure

Selecting a Possible Entry for the Input Field

1. Place the cursor in a field.

   A possible entries arrow or icon appears to the right of the field.

   If no possible entries arrow or icon appears, you cannot display a list of entries for this field.

2. Click the possible entries arrow or icon.

   A list of values for the field appears.

3. Place the cursor on the desired value and double-click or press F2.

   The system inserts the chosen value in the field.

Displaying a Limited List of Possible Entries for a Field

The number of possible entries for a field may be very large. You can limit the number of field values before you click on the possible entries arrow or icon. To do this, you enter the first character or two of a value, followed by the wildcard *. For example, if the desired value begins with a k, enter **k*** in the field. Only those field values that begin with **k** appear.

To display a limited list of values for a field:

1. Place the cursor in a field with possible entries.

When you place the cursor in the field, the possible entries arrow or icon appears next to the field.

2. Enter the first character or characters of a field value, followed by *****
3. Click the possible entries arrow or icon.

A list of field values appears.

4. To select a value from the list, double-click it (or place the cursor on a value; then press F2).

   The system inserts the chosen value in the field.

Help on Reports

Procedure

Help on a Report from Within Your Task

1. From within your task, execute a report. (See Executing a Report [Seite 87].)

   The selection criteria screen appears.

2. From the main menu, choose *Help* ® *Application Help*.

   General information about the report appears.

Help on Any Report

1. From the main menu, choose *System* ® *Services* ® *Reporting*.

   The report selection screen appears.

2. In the *Program* field, enter the name of the report for which you want help.

3. Choose *Execute*.

   The selection criteria screen appears.

4. From the main menu, choose *Help* ® *Application Help*.

   General information about the report appears.

Help on Messages

Use

The SAP System displays warning and error messages in the status bar. A system message usually consists of one line; however, you can get more information by checking the field help (`F1`).

Procedure

In the status bar:

- Click anywhere on the message
- Or, place the cursor on the message and choose or `F1`

If available, a dialog box appears with the help for the message.

Status Information About Your System

Use

The SAP System provides information about:

- The system you are working with
- The SAP graphical user interface (frontend) you are using

You can display this information at any time.

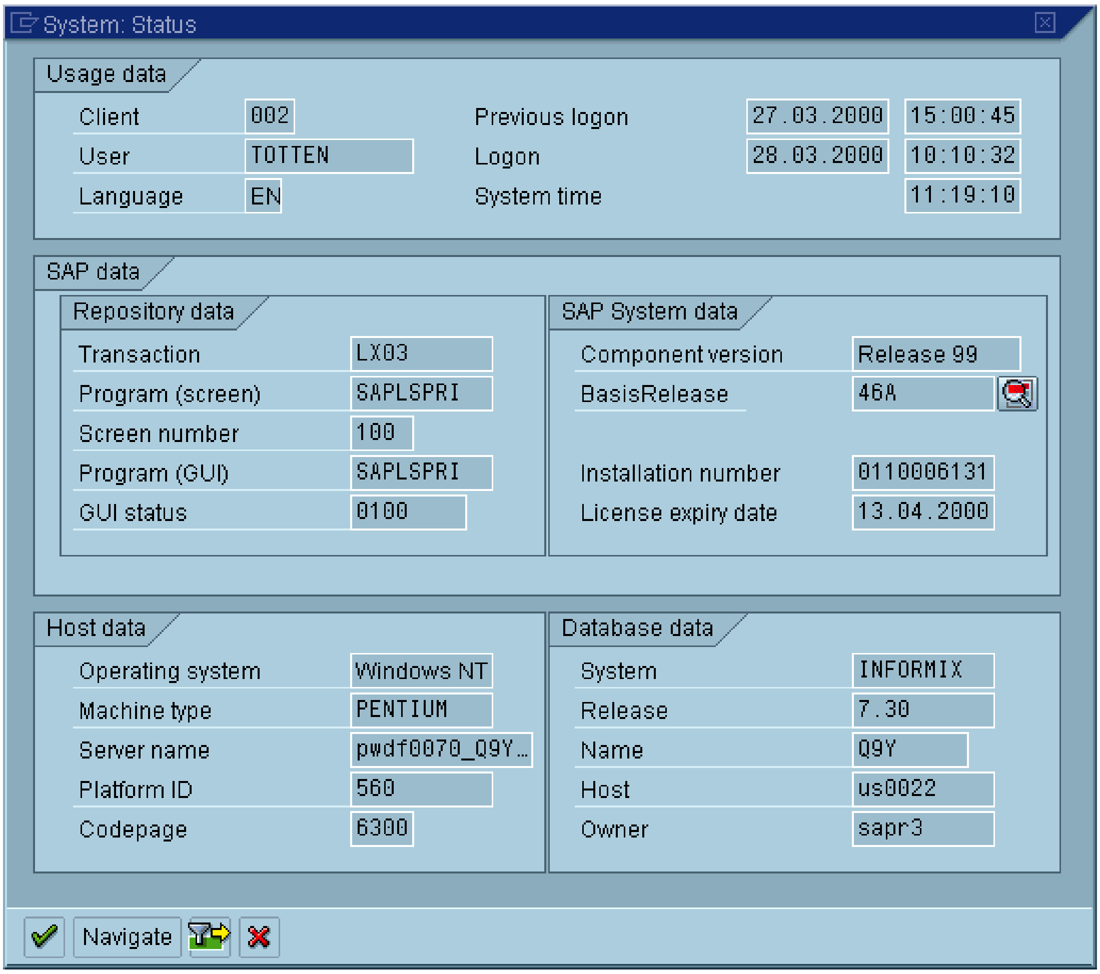
If you encounter any problems while working with the SAP System, it may be useful to display status information. Also, if you need to contact technical support, you may be asked to provide some of this information.

Procedure

Status Information About the SAP System

From the main menu, choose *System* ® *Status*.

A dialog box appears, containing various kinds of information about the system you are working on, such as the name of the program currently running, the transaction code of the current task, the SAP release number, and so on. A sample status dialog box is shown here.



Status Information About the Frontend Server

From the layout menu, choose *About.* (see Setting Display Options [Seite 38])

A dialog box appears, containing the version information for the frontend server running on your workstation, as well as the storage and memory currently available on your server.

Release Notes

Use

Release notes describe the new functions and changes in each SAP release. Using the *Help* menu, you can display release notes for any SAP application and release. You can also search for release notes using keywords and attributes.

Whenever you receive a new SAP release, you should review the release notes. The release notes describe new functions that may affect the task you perform in the system. They also describe how to change Customizing and installation parameters before upgrading from one SAP release to another.

Procedure

You can display release notes in the SAP Library or from within the SAP System.

To display release notes in the SAP System, proceed as follows:

1. From the menu, choose *Help* → *Release notes*.

The *Find Release Notes* screen appears.

2. For a list of all release notes, choose *Complete list 3.0/3.1* or *Complete list from 4.0*.
3. Highlight the release notes for the SAP version you want to see, and choose *Choose*.

   A hierarchical list of the available release notes appears, with plus signs [+] to the left of every item that has sublists.
4. Display one of the release note sublists by double-clicking it.

   The sublist appears, containing release notes, more sublists, or both. You can identify a set of release notes by the fact that no plus or minus sign appears to the left of it.
5. Repeat step 3 until you see the desired release notes.
6. Double-click the release notes you want to display.

   The release notes appear. To print the selected release notes, choose *Print.*

Searching for Release Notes

You can search for release notes by *keyword* or by *attribute*.

A **keyword** is a term associated with a release note, such as "Purchasing" for release notes in purchasing.

An **attribute** refers to the type of information the release note contains. You can narrow the search for release notes by choosing the attributes of the release notes you want to display. For example, a release note has the attribute *Changes to Customizing parameters* if the new function requires a change in your system's Customizing parameters. Thus, if you want to display all release notes requiring a change to Customizing, you can list all release notes with this attribute.

To search for release notes:

1. From the menu bar, choose *Help* → *Release notes*.
2. To search by keyword, choose *Full text search*.
3. To search for release notes that contain only a certain type of information, choose *Attribute search*.
4. Enter your search criteria (keywords or attributes).
5. Choose *Find*.

   The system displays any release notes that match your search criteria.