



SAP 101 Basic Navigation

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Detailed description of course content (placeholder text to be determined)

1. Course Title Page



SAP 101 Basic Navigation



2. Course Agenda

Course Agenda

Select from the menu below to continue.

- SAP R/3 Modules
- SAP Access
- SAP Navigation - Standard Screens
- SAP Transactions
- SAP Navigation - Reporting
- Useful Tips
- Summary



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3. Course Navigation

Course Navigation

The Book Reader bar is shown below. The Book Reader toolbar helps you navigate through a course. Hover your mouse over any of the buttons to display a popup explaining what it does.

The screenshot shows the Book Reader toolbar for '2. Course Objectives'. The toolbar includes buttons for back, forward, search, and a progress indicator. Callout boxes provide the following information:

- Pause play:** Pause play the current page animation.
- The Progress Indicator:** Shows which page of the course you are viewing, and how many pages there are in the course.
- Table Of Contents:** Shows the structure of the course. Regular text with a decimal number indicates a chapter. You click on a chapter heading, you will jump to the first page of that chapter. Check marks on the right side of the Table Of Contents indicate chapters you have already viewed.
- Switch the Reader tool:** Switch the Reader tool from the top of the Book Reader to the bottom of the Book Reader.
- Display help:** Display help for the current page.
- Close the course:** Close the course.

The simulation Trainer toolbar is shown below. The simulation Trainer toolbar helps you navigate through a simulation. Hover your mouse over any of the buttons to display a popup explaining what it does.

The screenshot shows the simulation Trainer toolbar for 'Creating a Sales Order'. The toolbar includes buttons for back, forward, search, and a progress bar. Callout boxes provide the following information:

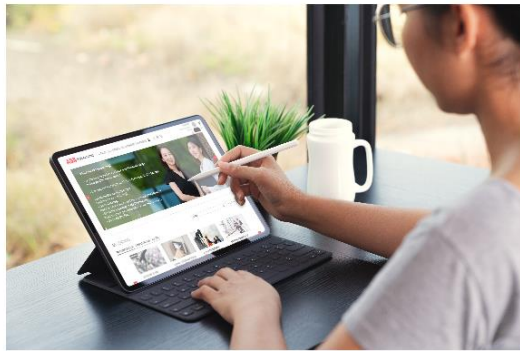
- Go back to the previous Node:** Go back to the previous Node (Not available in Test Mode.)
- Pause simulation:** Pause simulation (Not available in Test Mode.)
- Go forward to the next Node:** Go forward to the next Node (Not available in Test Mode.)
- Mute or unmute audio:** Mute or unmute audio playback content.
- Display audio controls:** Display audio controls.
- Progress Bar:** Progress Bar shows how far you have progressed through the simulation, and it is divided into Nodes for each frame. You can click on a Node to jump to that frame. (Not available in Test Mode.)
- Switch the Reader tool:** Switch the Reader tool from the top of the Book Reader to the bottom of the Book Reader.
- Display help:** Display help for the current page.
- Close the simulation:** Close the simulation playback.

4. Course Objectives

Course Objectives

At the end of this course you will be able to

- Log on to and log off from SAP
- Navigate through SAP screens
- Launch a transaction
- Explore further using useful tips



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5. Definitions and Acronyms

Definitions and Acronyms



ERP – Enterprise Resource Planning

SAP – Systeme, Anwendungen, Produkte (German) – Systems, Applications and Products

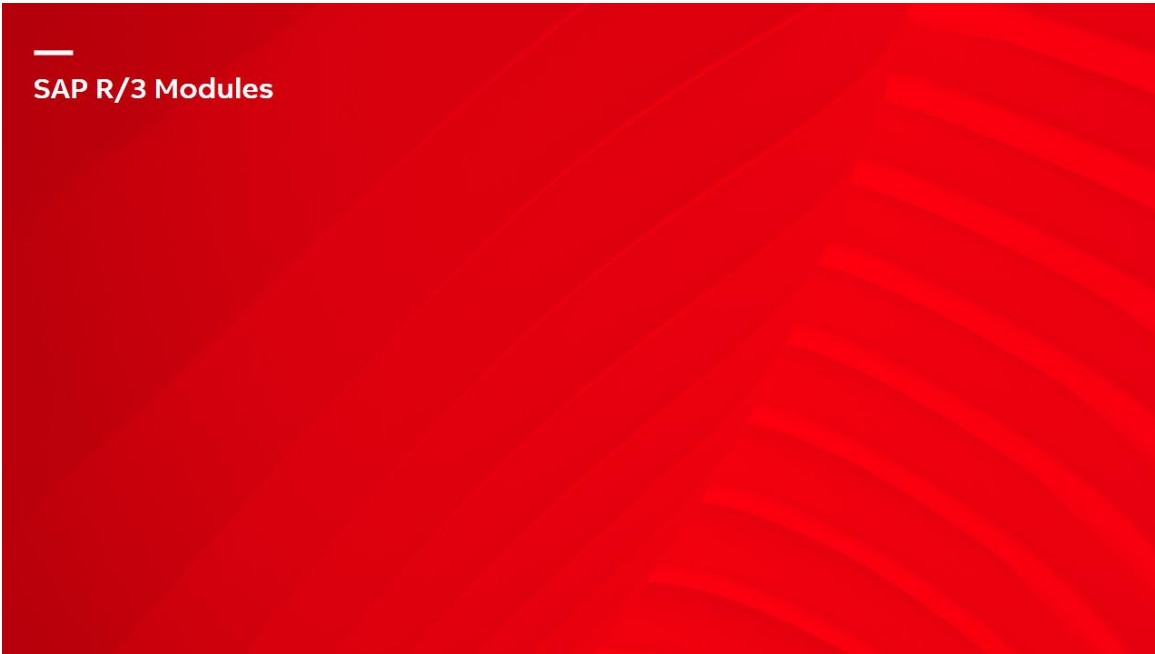
R/3 – Real Time Data Processing, 3-tier. Database, application server and client (SAP GUI)

GUI – Graphical User Interface

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6. SAP R/3 Modules

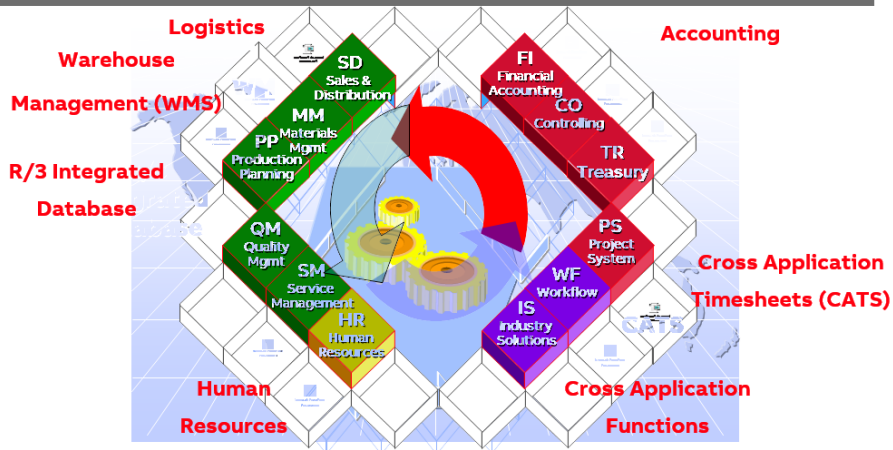
6.1. SAP R/3 Modules



6.2. SAP R/3 Integration Model 1 of 3

SAP R/3 Integration Model 1 of 3

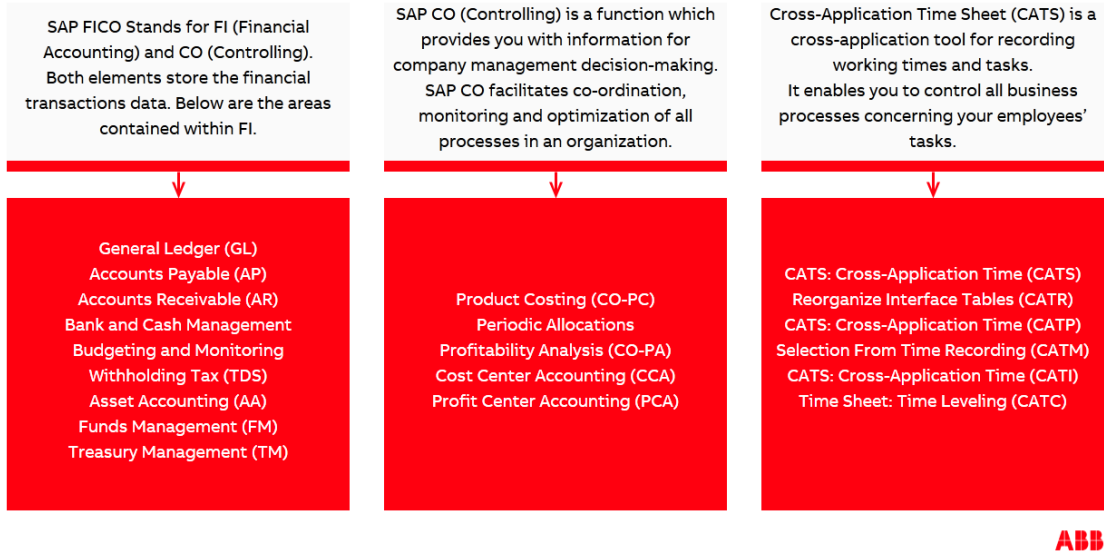
A SAP module is an area defined within SAP which covers a specific set of SAP processes.



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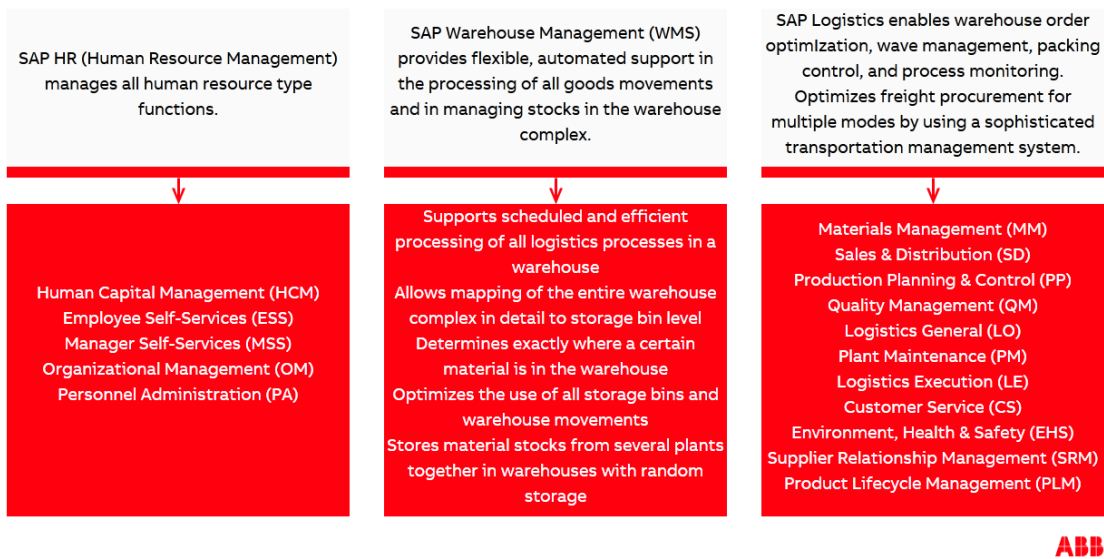
6.3. SAP R/3 Integration Model 2 of 3

SAP R/3 Integration Model 2 of 3



6.4. SAP R/3 Integration Model 3 of 3

SAP R/3 Integration Model 3 of 3



6.5. SAP R/3 Modules at ABB

SAP R/3 Modules at ABB

Logistics

Sales and Distribution (SD)

Materials Management (MM)

Production Planning (PP)

Project System (PS)

Accounting

Financial Accounting (FI)

Controlling (CO)

Human Resources (HR)

Organizational Management (OM)

Personnel Administration (PA)

Time Management (CATS and Manager's Desktop)

Payroll



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6.6. SAP Data

SAP Data

SAP uses two types of data.

Master data is pre-set and is required in order to undertake transactions. It is mandatory for every organization, for example to enable the creation of purchase orders and sales orders. Transactional Data can change very often and is not constant.

Master Data

Material masters
 Production order
 Work centers
 Vendor masters
 Customer masters
 Pricing records
 General Ledger (GL) accounts
 Accounts Receivable (AR) accounts
 Accounts Payable (AP) accounts

Transactional Data

Purchase order
 Sales order
 Delivery
 Material movement documents
 Account postings
 Cost postings

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6.7. SAP Features and Benefits

SAP Features and Benefits

Flexible

Customizable modules offer greater flexibility

Integrated

Inter-connected modules allow data to be shared

Real Time

Information updated instantly

- ◆ Cost effective way of sharing information company wide
- ◆ Consistent reporting across the organization
- ◆ Provide better information for decision making
- ◆ Provide better customer service

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6.8. SAP R/3 Modules Knowledge Check 1 of 3



SAP R/3 Modules Knowledge Check 1 of 3


In terms of SAP modules, what does the acronym SD stand for?

- Standard Data
- Sales and Distribution
- Same Day



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6.9. SAP R/3 Modules Knowledge Check 2 of 3


 SAP R/3 Modules Knowledge Check 2 of 3
Will ABB be using the SAP module Financial Accounting?

- Yes
- No



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6.10. SAP R/3 Modules Knowledge Check 3 of 3

 SAP R/3 Modules Knowledge Check 3 of 3
Master Data is one of the two data types in SAP. What is the other data type in SAP?

- Transitional Data
- Tried Data
- Transactional Data



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7. SAP Access

7.1. SAP Access



7.2. SAP Graphical User Interface (GUI)

SAP Graphical User Interface (GUI)

If you do not have SAP installed on your machine you can find the instructions on how to install it on the ABB SharePoint site at the following location.

Click on this link.

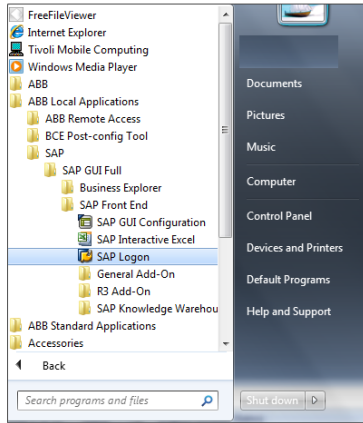
[ABB SAP Torque GUI Configuration Instructions](#)

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7.3. Access the SAP System via the SAP Logon Icon

Access the SAP System via the SAP Logon Icon

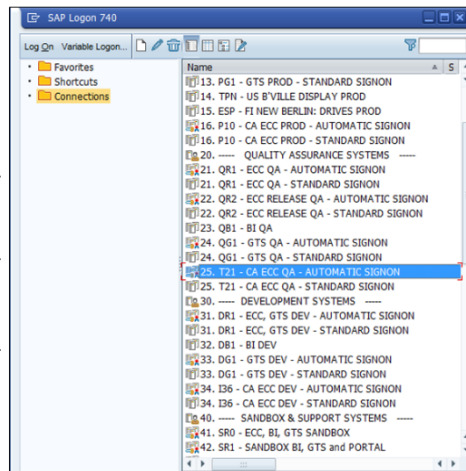
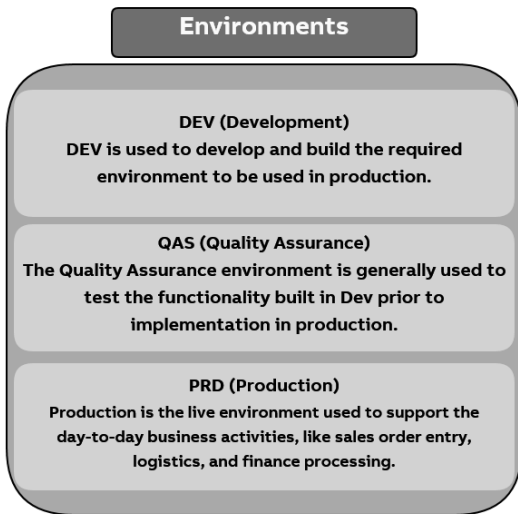
Click on SAP Logon



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7.4. Select the SAP Environment

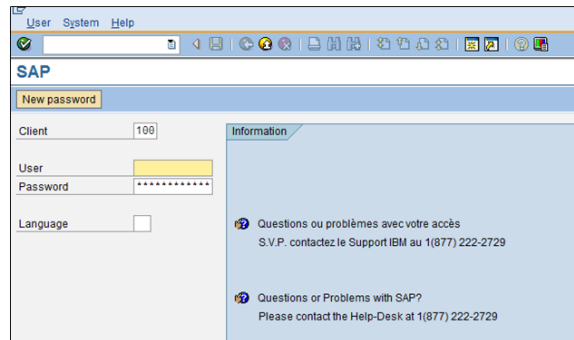
Select the SAP Environment NEW



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7.5. Access SAP Using Your UserID

Access SAP Using Your UserID



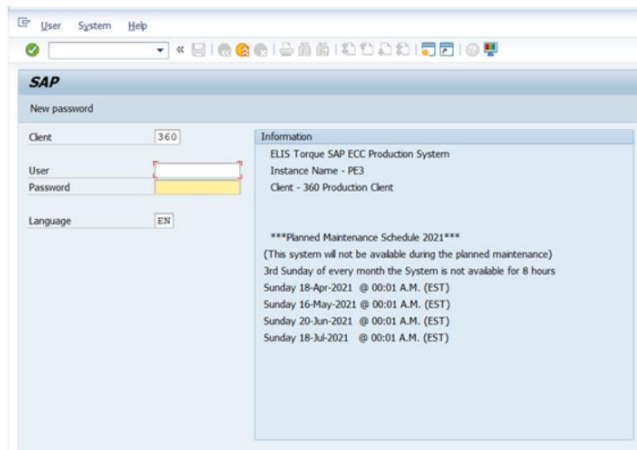
- ◆ Respects ABB Group standard format
- ◆ Controlled centrally by SAP Administrator
- ◆ Customized to reflect your job-related activities – high security
- ◆ You are accountable for all activities performed with your SAP UserID

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7.6. SAP Log on

SAP Log on

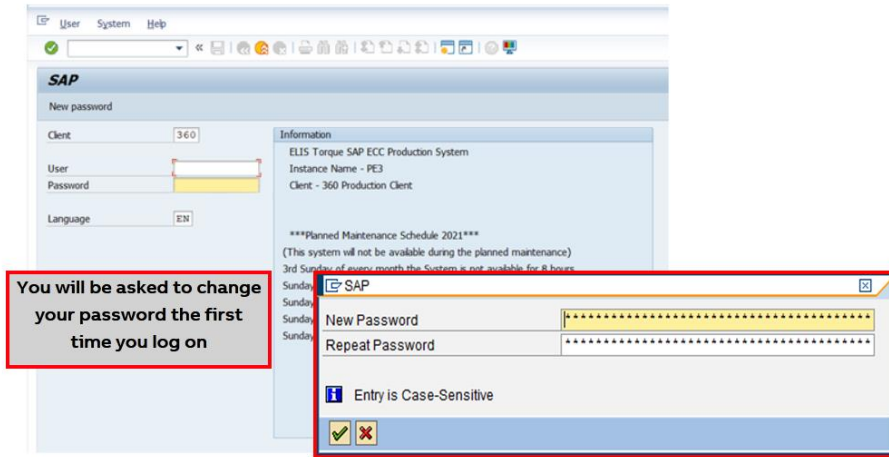
You will need to enter your SAP UserID and password



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7.7. SAP Password

SAP Password



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7.8. SAP Password Guidelines

SAP Password Guidelines

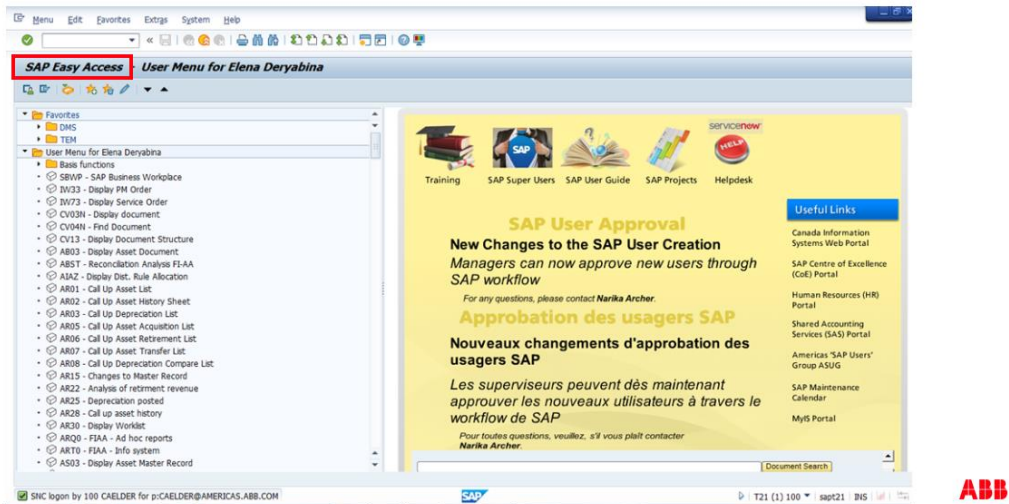
Your SAP Password must adhere to the following guidelines

- ◆ At least 8 characters
- ◆ Can not begin with 3 identical letters
- ◆ Can not begin with ? or ! or a space
- ◆ Can not be identical as the previous 5 passwords used
- ◆ Can not contain accented characters
- ◆ Can not begin with the first three letters of your UserID
- ◆ Is case sensitive
- ◆ Should have at least one capital letter and one number

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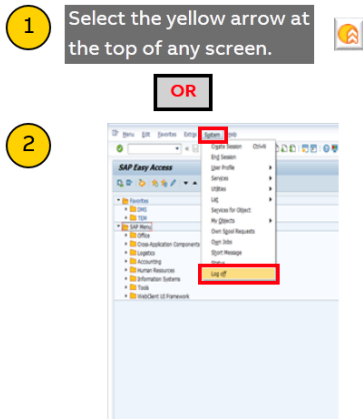
7.9. SAP Easy Access Initial Screen

SAP Easy Access Initial Screen

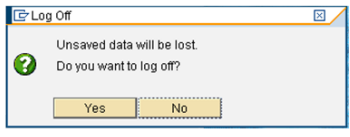
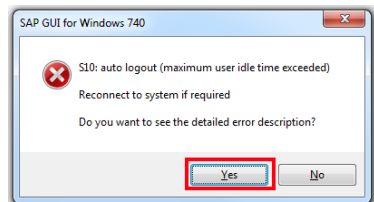


7.10. How to Logoff SAP

How to Logoff SAP




You will be warned about saving your data even if you have saved it!
Select "Yes" to log off.



After 10 minutes of idle time, the session will close automatically. Do not forget to log off from SAP when you finish your work and always lock your computer when leaving your desk.



7.11. SAP Access Knowledge Check 1 of 3


 **SAP Access Knowledge Check 1 of 3**
How do you access SAP?

- Click on SAP Logon in ABB Local Applications
- Via Accessories
- Via ABB Standard Applications



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7.12. SAP Access Knowledge Check 2 of 3

 **SAP Access Knowledge Check 2 of 3**
There are guidelines for setting your SAP password. Select the correct answer below.

- Your password must be at least 8 letters
- Your password can begin with the first three letters of your UserID
- Your password does not need to have a capital letter or a number



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7.13. SAP Access Knowledge Check 3 of 3



SAP Access Knowledge Check 3 of 3

How do you log off SAP?

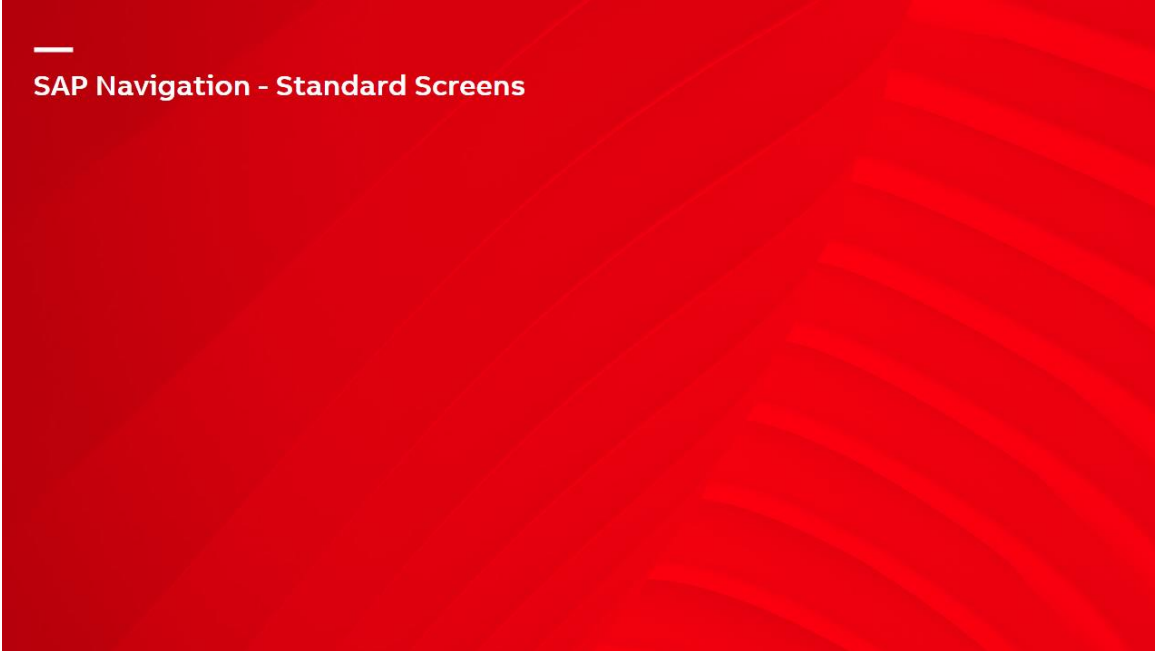
- Click the Back icon on the Toolbar
- Leave SAP running until you switch your computer off at the end of the day
- Click on the Exit icon on the Toolbar, then confirm that you want to log off



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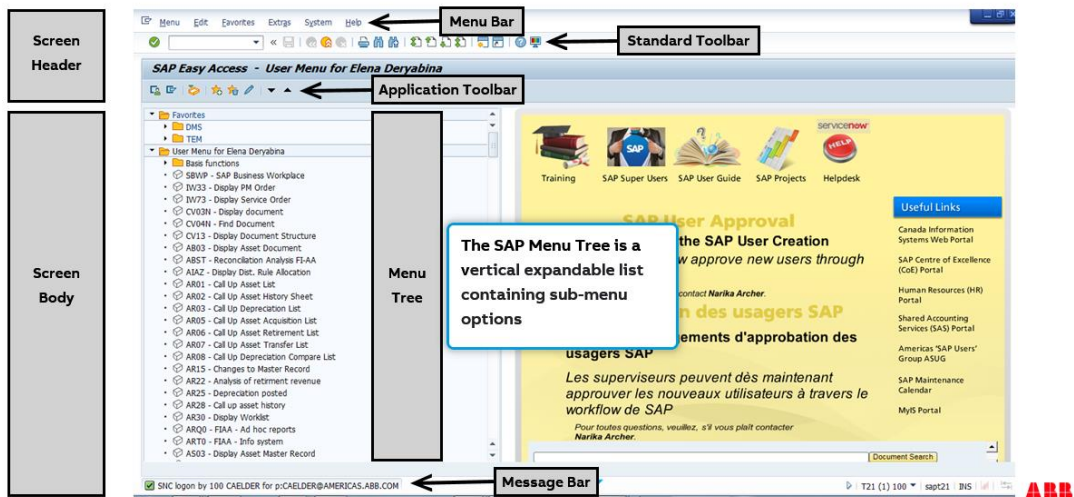
8. SAP Navigation - Standard Screens

8.1. SAP Navigation - Standard Screens



8.2. SAP Screen Description

SAP Screen Description



8.3. Standard Toolbar

Standard Toolbar

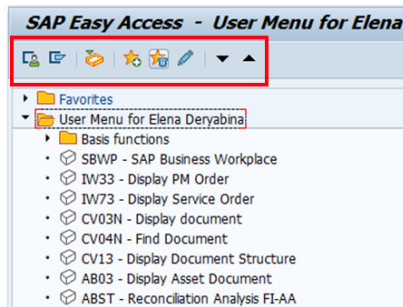









- 1 Enter. Validates data entered (Note that this does not save data)
- 2 Command field. To access SAP transactions
- 3 Save. Use this to save data into the system
- 4 Back. Exit current screen and return to the last screen
- 5 Exit. End the task and return to the initial screen (Note that if you are already in the initial screen, Exit will mean Log off)
- 6 Cancel. Cancels all of the data entered on the screen, closes the current screen and returns to the previous screen

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8.4. Application Toolbar


Application Toolbar



-  User Menu
-  SAP Menu
-  SAP Business Workplace
-  Add to Favorites
-  Delete Favorites
-  Change Favorites
-  Move Favorites

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8.5. SAP Navigation - Standard Screens Knowledge Check 1 of 3


 SAP Navigation - Standard Screens Knowledge Check 1 of 3
What is the top section of the SAP screen called?

- Screen Body
- Menu Tree
- Screen Header



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8.6. SAP Navigation - Standard Screens Knowledge Check 2 of 3


 SAP Navigation - Standard Screens Knowledge Check 2 of 3
As well as the Standard Toolbar, there is also another Toolbar. What is it called?

- Items Toolbar
- User Toolbar
- Applications Toolbar



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8.7. SAP Navigation - Standard Screens Knowledge Check 3 of 3

 SAP Navigation - Standard Screens Knowledge Check 3 of 3
When working with Favorites, which of the following options is correct?

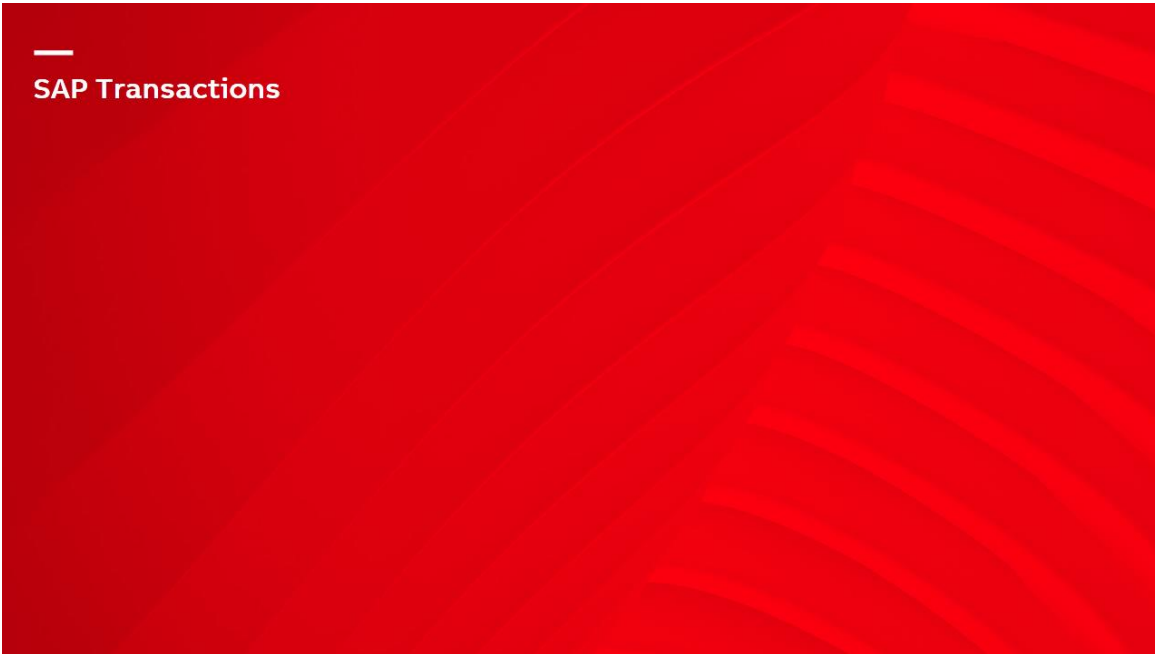
- Pinpoint Favorites
- Identify Favorites
- Add Favorites



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9. SAP Transactions

9.1. SAP Transactions



9.2. What SAP Transactions Are Used For

What SAP Transactions Are Used For

Transactions are used to create, change or display data, or to run a report in SAP

An alphanumeric code used to signify a single transaction

- XX01 – **Create** transaction
- XX02 – **Change** transaction
- XX03 – **Display** transaction

- Usually four digits long, ie, CAT2, VA01, MIGO, etc.
- Sometimes five digits long, eg, ZCADO, CJ20N, ME21N, etc.
- Sometimes 14 digits long, eg, S_ALR_87012249 (reports)

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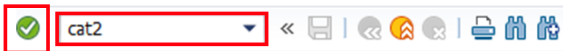
9.3. How to Launch a SAP Transaction 1 of 2

How to Launch a SAP Transaction 1 of 2

There are two ways to execute a transaction in SAP

1

Enter the transaction code in the command field then click on Execute

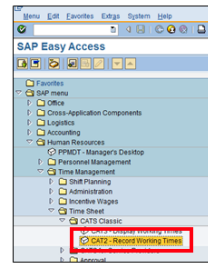


Below are examples of some common SAP transactions.

- VA03 - Display Sales Order
- MIGO - Stock Transfer Order
- ME2L - Purchase Order List by Vendor Number
- XD03 - Display Customer
- MMBE - Stock List/Reporting

2

Double-click on the transaction in the SAP menu tree, or user menu, to access the screen



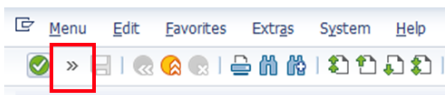
ABB

9.4. How to Launch a SAP Transaction 2 of 2

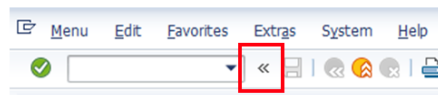
How to Launch a SAP Transaction 2 of 2

How to open and close the Command Field

To **OPEN** the Command Field, click on >>



To **CLOSE** the Command Field, click on <<



ABB

9.5. How to Stop a SAP Transaction

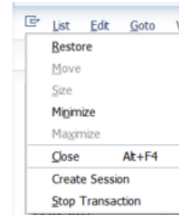
How to Stop a SAP Transaction

If you enter wide search criteria, for example when trying to run a report, it may take the system too long to execute and you may want to stop the transaction.

To do this there is an icon at the very top left of the SAP screen, which has a dropdown list. 

One of the options is "Stop Transaction".

You then have the option to go back to the transaction, enter more specific search criteria then try to execute the transaction again.



ABB

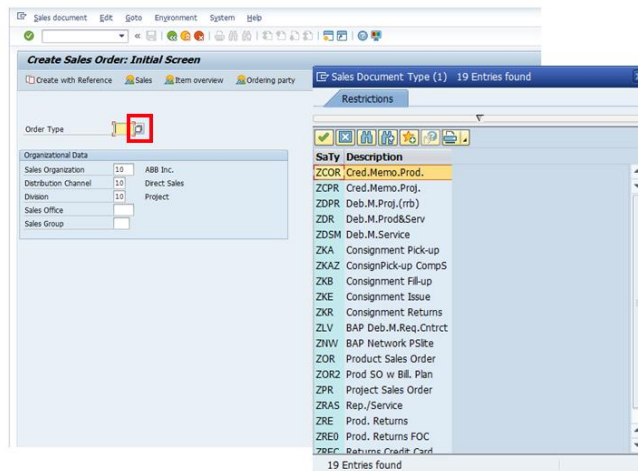
9.6. Search Functionality

Search Functionality

In SAP there are many ways to enter data, one of which is to search for it.

To do this you can use the matchcode icon adjacent to an active field. This will display a pop-up window. Note that sometimes there are only one or two results presented but usually there is a scrolling list that you can use.

Click on the item you require (it will then be highlighted) and then click on the Enter/Copy icon (green tick). This will copy the selected item to the field.



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9.7. Create and Update Favorites

Create and Update Favorites

There are two ways to create Favorites for transactions that are regularly used

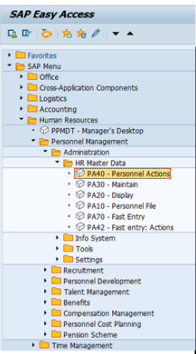
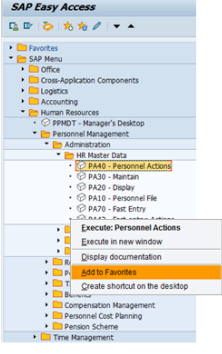
1 Drag and Drop

To drag and drop a Favorite, carry out the following steps.

1. Click on a Favorite in the list to select it
2. Hold down the left mouse button and move the Favorite to the position in the Favorites list where you want it to be
3. When your Favorite is at the correct location (indicated by a black line as you move it) release the left mouse button and the Favorite will be

2 Right Click

To open a transaction that is in your list of Favorites, double-click on the Favorite name and the transaction will launch.

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9.8. SAP Transactions Knowledge Check 1 of 3

●

SAP Transactions Knowledge Check 1 of 3

Which type of SAP transactions have up to 14 characters in their name?

- Create transactions
- Report transactions
- Change transactions
- Display transactions



>

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9.9. SAP Transactions Knowledge Check 2 of 3



SAP Transactions Knowledge Check 2 of 3

There are two ways to access a transaction in SAP from the Easy Access Screen. One way is via the Command Field. What is the other?

- Via the Menu Tree
- Via the Header
- By closing the Command Field



ABB

9.10. SAP Transactions Knowledge Check 3 of 3



SAP Transactions Knowledge Check 3 of 3

If a SAP transaction is taking too long to execute, how do you stop it?

- Click Exit
- Click Enter
- Click the icon in the very top left corner of the screen



ABB

10. SAP Navigation – Reporting Screens

10.1. SAP Navigation – Reporting Screens

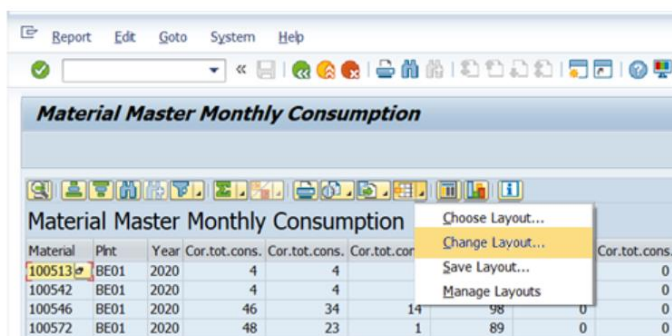


10.2. Change, Save and Choose a Report Layout 1 of 7

Change, Save and Choose a Report Layout 1 of 7

The "Change Layout" icon  can be used to change, save and choose a layout.

Click the arrow at the right of the icon to display a drop-down menu.



ABB

10.3. Change, Save and Choose a Report Layout 2 of 7

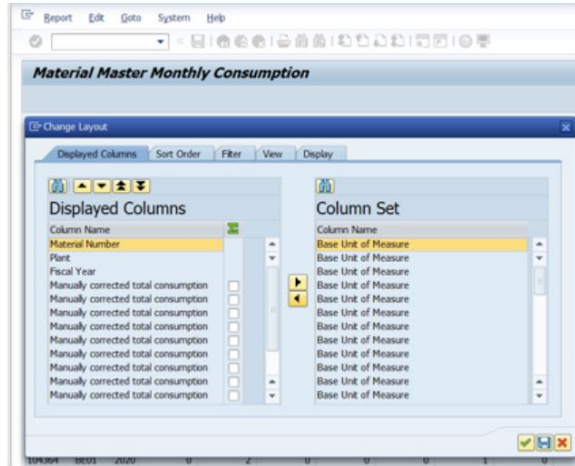
Change, Save and Choose a Report Layout 2 of 7

A "Change Layout" pop-up window is displayed. In this example the "Displayed Columns" tab is active.

In this tab you can select columns to either add to, or remove from, your report.

Columns that are already on the report are listed under "Displayed Columns".

Columns that are available to add to your report are listed under "Column Set".



ABB

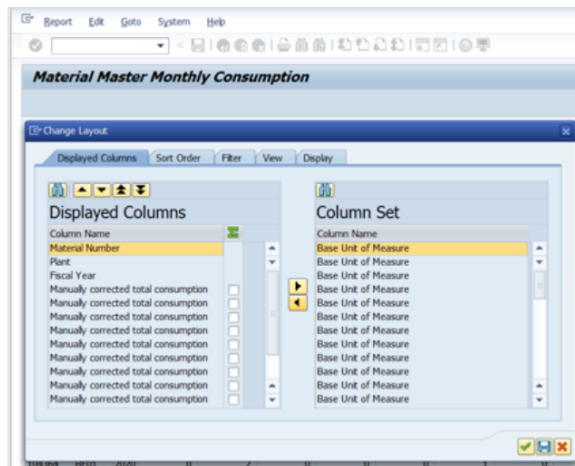
10.4. Change, Save and Choose a Report Layout 3 of 7

Change, Save and Choose a Report Layout 3 of 7

To add a column to your report you need to carry out the following.

1. Click on the required Column Name within the "Column Set" list - in the image you can see that "Base Unit of Measure" is selected
2. Click the central black arrow icon facing "Displayed Columns"
3. Click on the green tick to confirm

You would carry out this action in reverse to remove a column from your report.




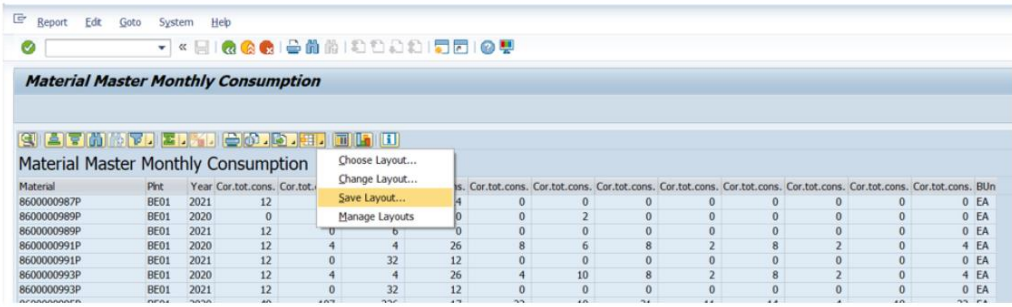
ABB

10.5. Change, Save and Choose a Report Layout 4 of 7

Change, Save and Choose a Report Layout 4 of 7

The column has been added at the far right of the report.

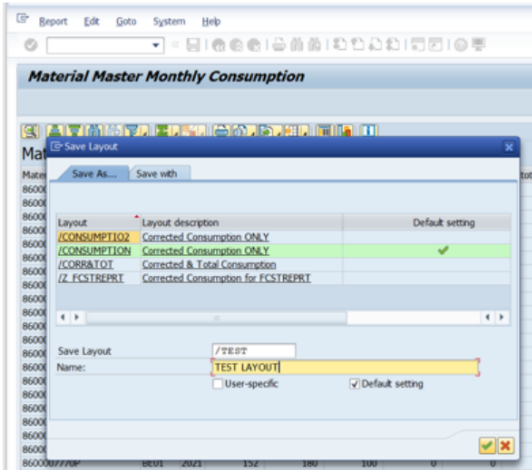
To save the layout of your report click on the Change Layout icon  and select Save Layout from the drop-down menu.



ABB

10.6. Change, Save and Choose a Report Layout 5 of 7

Change, Save and Choose a Report Layout 5 of 7



The "Save Layout" pop-up window is displayed.

On the "Save As..." tab you enter a suitable name for your layout in the "Name:" field.


If the report is specific to yourself then you should also check the "User-specific" checkbox (not shown in this example).

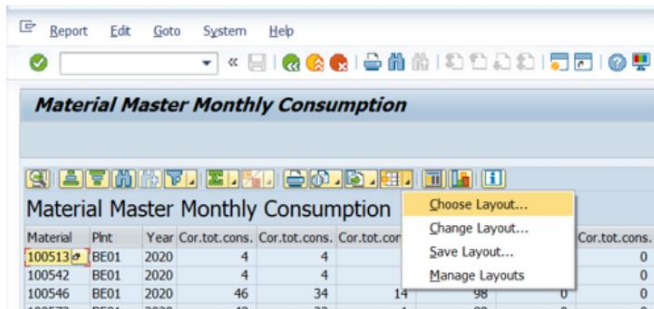
Click the green tick to save your layout. Your layout will then be available for you to choose in the future.

ABB

10.7. Change, Save and Choose a Report Layout 6 of 7

Change, Save and Choose a Report Layout 6 of 7

To choose a saved layout, click on the "Change Layout" icon  then select "Choose Layout" from the drop-down list.



ABB

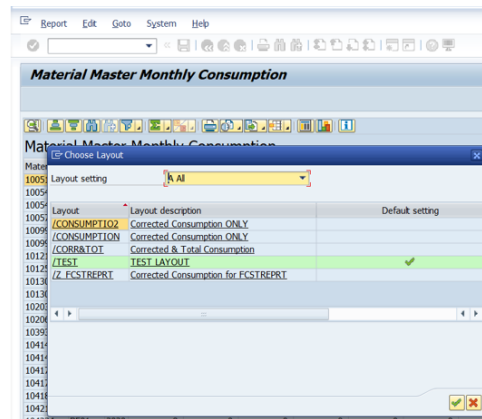
10.8. Change, Save and Choose a Report Layout 7 of 7

Change, Save and Choose a Report Layout 7 of 7

The "Choose Layout" pop-up window is displayed.

Click on your chosen layout then click the green tick to confirm.

Your selected report layout will open.



ABB

10.9. Selection Variants

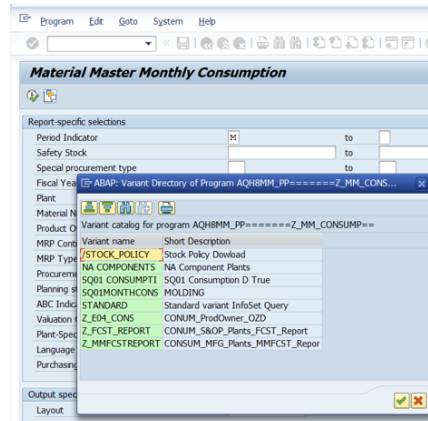
Selection Variants

If you regularly run the same report using the same selection criteria, you can create and save a variant (to avoid having to enter the same criteria each time manually). The variant can be selected when you want to run the report. Click on the variant icon then select the variant that you want.

This is the variant icon



If more than 5 variants exist for the report, SAP will help you by automatically adding your user name in the "Created by" field. Do not forget to clear this if you are looking for a variant created by someone else!



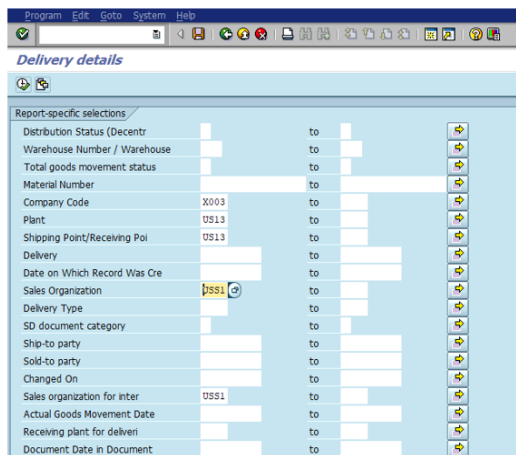
ABB

10.10. Create, Use and Change a Selection Variant 1 of 2

Create, Use and Change a Selection Variant 1 of 2

You can create your own Selection Variant to avoid having to enter the same selection criteria each time.

1. Enter the required data in the fields (this is your selection criteria)
2. Click Save



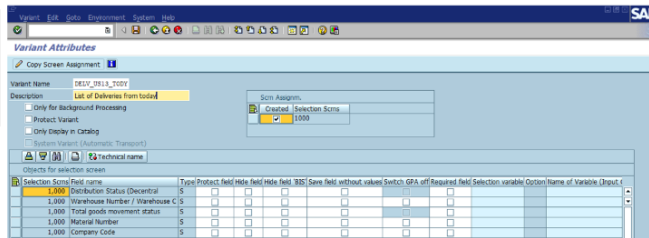
ABB

10.11. Create, Use and Change a Selection Variant 2 of 2

Create, Use and Change a Selection Variant 2 of 2

The Variant Attributes screen is displayed.

- 1. Enter Variant Name
- 2. Enter Description
- 3. Click Save



When you next want to use a variant that you have saved then click on the variant icon then select and confirm the variant you wish to use.

The data will then be populated in the main screen. You can amend then save prior to executing the transaction.

- 1. Click Save
- 2. Select the variant name
- 3. Click Save again

ABB

10.12. Use the Dynamic Selection Functionality 1 of 3

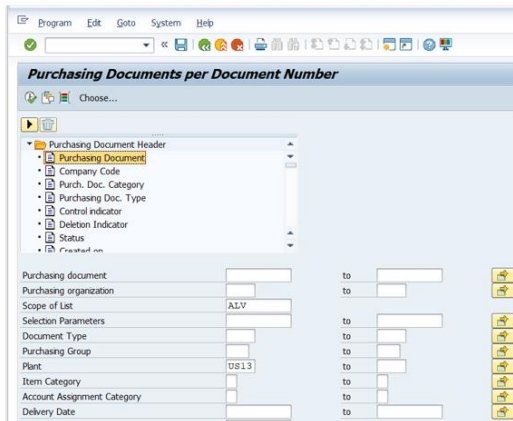
Use the Dynamic Selection Functionality 1 of 3

A large number of SAP reports have a Dynamic Selection icon that provides additional selection fields.

Having extra selection criteria means that the system can retrieve data more quickly.

Click the Dynamic Selections icon to display a list of options.

This is the Dynamic Selections icon




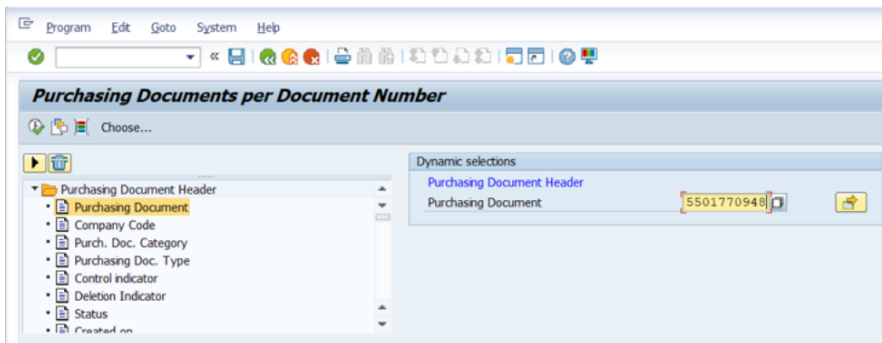
ABB

10.13. Use the Dynamic Selection Functionality 2 of 3

Use the Dynamic Selection Functionality 2 of 3

Double click on the required option.

This opens "Dynamic selections". Enter the required data then click 



ABB

10.14. Use the Dynamic Selection Functionality 3 of 3

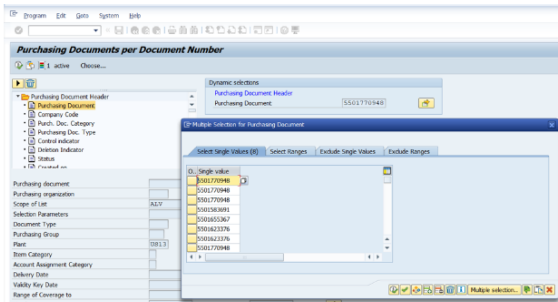
Use the Dynamic Selection Functionality 3 of 3

The Multiple Selection pop-up window opens and here you are able to specify the following.

1. Single items for inclusion
2. Single items for exclusion
3. Ranges of items for inclusion
4. Ranges of items for exclusion

Once you have selected or entered data for the items you want in your dynamic selection, click on the green tick (in the pop-up adjacent to the Execute icon) to check your entries, and then click Execute.

The data will then be returned based on your selection.



This is the Execute icon 

ABB


10.15. Filters and Sorting

Filters and Sorting

Filter

It is more efficient to limit the returned results through criteria selection, but filters may be added afterwards as well.

To filter the contents of a report, there are two possible options

1. Choose the column and select the Filter button 
2. Click on the Filter button and select parameters

Once a filter is applied it can also be removed, and the original data set will be restored.

Sort



To sort a column you need to select the column and then use the following icons



ABB

10.16. Adding Totals and Subtotals


Adding Totals and Subtotals

-  "Display Sum" adds a total for the selected column
-  "Subtotals" provides a window to pick fields in the existing report for subtotals

Doc. Date	Purch. Doc.	Item Material	PGI/Short Text	Vendor/supplying plant	To be d.	To be del.	To be in.	To be inv.	Qty	Quantity	Per	Net price
					654,85							USD
12.03.2021	5501770948	10 1011322702	U17 BASE PLATE ASSY AKD-5, AKD-6 3KA-4KA R	F33691101	10	1,825.00	0	0.00	USD	10	1	182.50
12.03.2021		20 1009988202	U17 BREAKER MTG PLATE LH ASSY	F33691101	3	105.00	1	35.00	USD	3	1	35.00
12.03.2021		30 1009988502	U17 BREAKER MTG PLATE RH ASSY	F33691101	2	70.00	0	0.00	USD	2	1	35.00
12.03.2021		40 1009802201	U17 CAM ASSY,F3-LH SIDE	F33691101	2	17.50	0	0.00	USD	2	1	8.78
01.10.2020	5501655367	10 1010362062	U87 BASIC MET TU ASSEMBLY 12 PIN	954356101	1,200	77,634.00	0	0.00	USD	1,200	100	6,469.50
01.10.2020		20 1010362062	U87 BASIC MET TU ASSEMBLY 12 PIN	954356101	1,200	77,634.00	1,200	77,634.00	USD	1,200	100	6,469.50
01.10.2020		30 1010362062	U87 BASIC MET TU ASSEMBLY 12 PIN	954356101	1,200	77,634.00	1,200	77,634.00	USD	1,200	100	6,469.50
01.10.2020		40 1010362062	U87 BASIC MET TU ASSEMBLY 12 PIN	954356101	1,200	77,634.00	1,200	77,634.00	USD	1,200	100	6,469.50
01.10.2020		50 1010362062	U87 BASIC MET TU ASSEMBLY 12 PIN	954356101	1,200	77,634.00	1,200	77,634.00	USD	1,200	100	6,469.50

ABB

10.17. SAP Navigation - Reporting Screens Knowledge Check 1 of 3


 SAP Navigation - Reporting Screens Knowledge Check 1 of 3
In a SAP report, can you change and save a layout?

- Yes
- No



ABB

10.18. SAP Navigation - Reporting Screens Knowledge Check 2 of 3

 SAP Navigation - Reporting Screens Knowledge Check 2 of 3
If you regularly use search criteria for a transaction you can save that for future use. What is saved search criteria called?

- A Variation
- A Variant
- A Look-up



ABB

10.19. SAP Navigation - Reporting Screens Knowledge Check 3 of 3



SAP Navigation - Reporting Screens Knowledge Check 3 of 3

When setting up a Dynamic Selection you can select or enter single items for inclusion or exclusion. What is the other option?

- To enter a range of items for inclusion or exclusion
- To set up a table



ABB

11. Useful Tips

11.1. Useful Tips



11.2. Multiple Sessions and Their Use

Multiple Sessions and Their Use

Features

- You can open up to four sessions at the same time, doing the same or different tasks
- Each session can be closed independently, without having to log off the system

Benefits

- Allows users to perform more than one task at a time
- Saves time jumping from screen to screen

Example

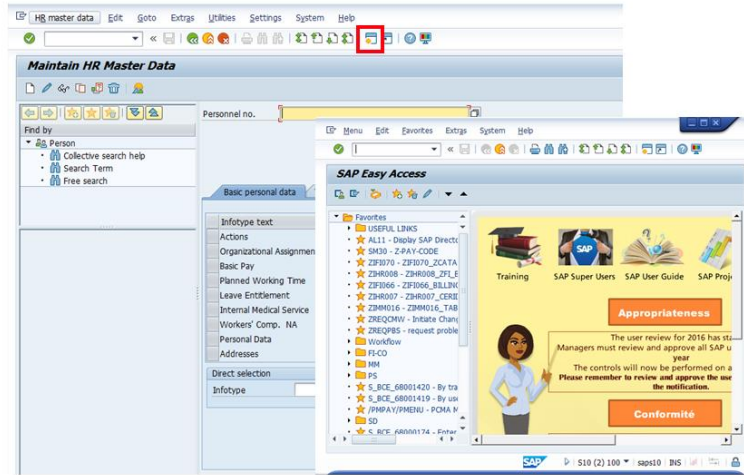
- Someone calls to ask for information while you are creating a purchase order (PO)
- You can bring up another session to check information without exiting your PO creation

ABB

11.3. How to Open Multiple Sessions

How to Open Multiple Sessions

Click on  to open a new session



ABB

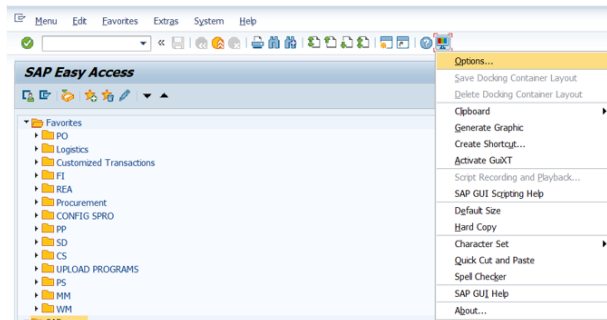
11.4. Set Options for Help and Status Messages 1 of 2

Set Options for Help and Status Messages 1 of 2

You can also customize SAP to your personal preference by changing (for instance) the way help and status messages are displayed.

Click the Customizing of Local Layouts icon then select "Options".

Once you select "Options" from the drop-down menu, the "Options" window will be displayed.

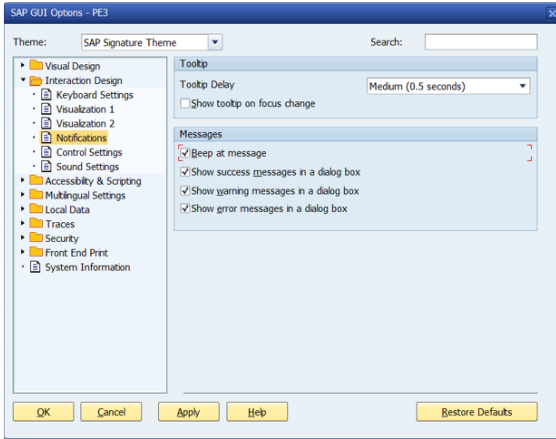


This is the Customizing of Local Layouts icon 

ABB

11.5. Set Options for Help and Status Messages 2 of 2

Set Options for Help and Status Messages 2 of 2



The "SAP GUI Options" pop-up displays.

- Expand Interaction Design
- Select Notifications

If you wish to switch from status bar messages to pop-up dialog box messages, and also get an audible "beep" for a message too, then take the following actions.

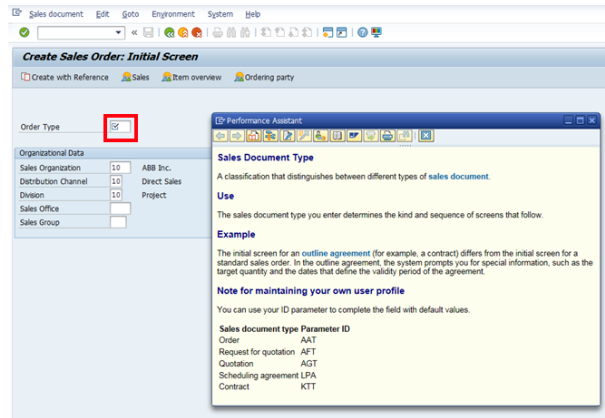
- Check the check-box for Beep at message
- Check the check-box for Show success messages in a dialog box
- Check the check-box for Show warning messages in a dialog box
- Check the check-box for Show error messages in a dialog box
- Click the Apply button
- Click the OK button

ABB

11.6. Field Help

Field Help

Right click and select help in the field or press F1 in the field




ABB


11.7. System Messages - Error, Warning and Information

System Messages - Error, Warning and Information


Information - System processing produced an expected result based on your action.

Example  Standard Order 491958 has been saved

Warning - Value or setting out of normal ranges. Check entry then press enter to continue.

Example  Customer 6837 has delivery block: Hold for Allocation

Error - Problem must be corrected to continue.


Example  Material DCC-1200123 is not defined for sales org.01

ABB

11.8. Authorization Error Messages

Authorization Error Messages

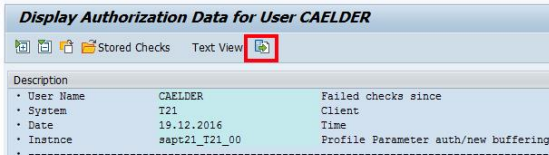
In a case where you have no authorization/access to a transaction, a particular element or action, you will get an authorization error:

 You are not authorized to use transaction ME22N


It is recommended that you generate an SU53 report IMMEDIATELY after your authorization failure.

After that you have to export it to a local file and send it to the Helpdesk.

This will ease the authorization issue resolution process and minimize the delays.



Display Authorization Data for User CAELDER

Stored Checks Text View 

Description		
• User Name	CAELDER	Failed checks since
• System	T21	Client
• Date	19.12.2016	Time
• Instance	sept21_T21_00	Profile Parameter auth/new buffering

ABB

11.9. How to Customize Your User Profile

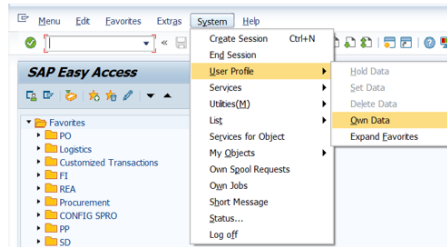
How to Customize Your User Profile

To modify the SAP user interface, select "System > User Profile > Own Data" on the menu bar.

The "Maintain User Profile" screen is then displayed.

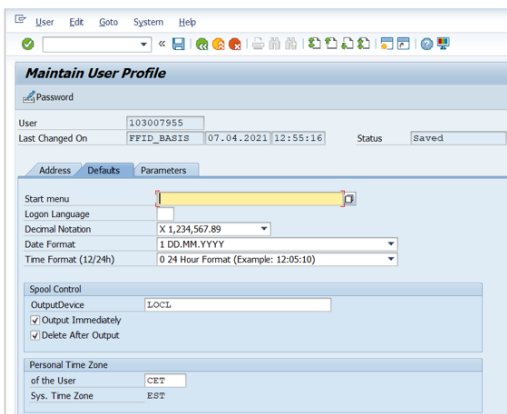
On the "Defaults" tab, you can customize a number of layout options:

- Start Menu
- Logon Language
- Decimal Notation
- Date and Time Format
- Output Device
- Personal Time Zone



11.10. User Profile "Defaults" Tab Options

User Profile "Defaults" Tab Options



Logon language (only if different from your site's system language)

Personal choice for Decimal Notation, Date Format and Time Format

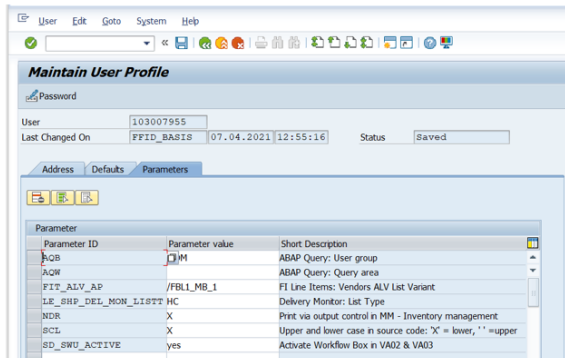
Personal Time Zone (only if different from your site's time zone)

- Output Device - Standard printer to use. (Enter "LOCL" to use your default Windows printer)
- Print Immediately - If not checked, documents will be sent to the Print Spool first
- Delete After Output - Documents will be deleted from Print Spool after being printed



11.11. User Profile "Parameters" Tab Options

User Profile "Parameters" Tab Options



On the "Parameters" tab, you can set up default values for key fields.

Parameter IDs (PIDs) are a useful way of always automatically populating the same value in a field, so that you do not need to populate it manually every time.

Some values are set against your security access, for example language and help server.

There are others that you can set for yourself, for example

- Distribution Channel
- Plant number
- Purchasing group

Note that not every field has a PID! Also, be careful when using PIDs! They can have unintended side effects on data searches, etc.

ABB

11.12. How to Set Up a Parameter ID (PID)

How to Set Up a Parameter ID (PID)

PIDs allow users to set repeatedly used values so they are automatically defaulted into the transactions that use them.

Parameter IDs can be set by following the steps below.

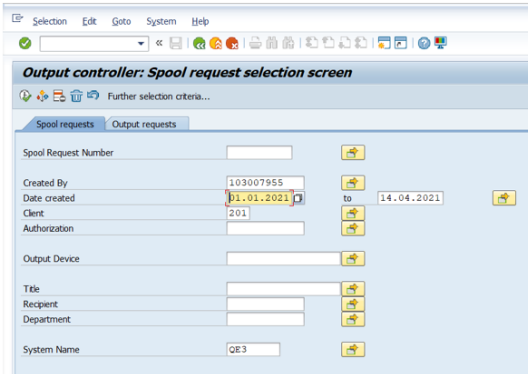
- Identify the field you want a default entry to show in
- Click in the field (this makes the field "active")
- Press F1 - this opens the "Performance Assistant" window
- Click on the "Technical Information" button
- The "Technical Information" pop up box is now displayed. You need the "Parameter ID" code
- In your user profile, on the Parameters tab, enter this code and the value that you want to default in to this field

ABB

11.13. Using the Print Spool 1 of 3

Using the Print Spool 1 of 3

Transaction SP01
 SP01 allows you to look at the Print Spool, with a date selection.



When you print a document in SAP, it passes through the Print Spool before it is sent to a printer. You can view the list via transaction SP01.

You can look at your previously printed documents in the Print Spool, using transaction SP02 (or through the Systems menu).

ABB

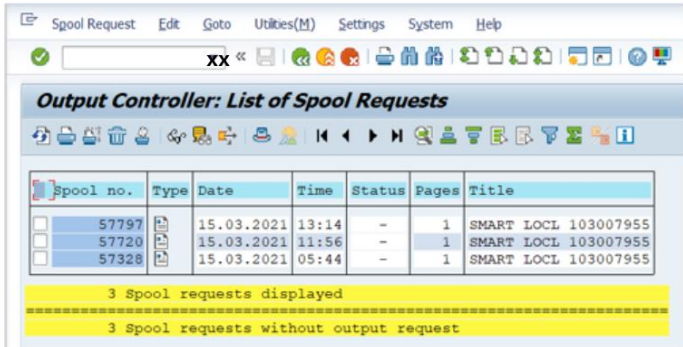
11.14. Using the Print Spool 2 of 3

Using the Print Spool 2 of 3

The Output Controller shows the current list of spool requests.

To print or reprint a document, select it then click the print button.

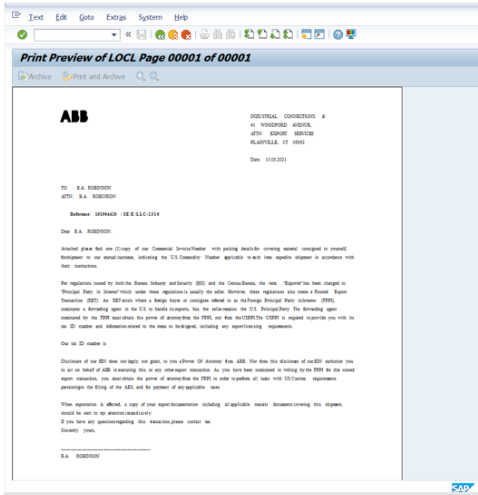
If you want to reprint but with modified parameters (e.g. a different printer), use the 'Print with changed parameters...' icon.



ABB

11.15. Using the Print Spool 3 of 3

Using the Print Spool 3 of 3



To preview the printed document, click on the icon in the column "Type".



11.16. Select and Copy Text

Select and Copy Text

Generally, field contents in SAP can be selected using the mouse pointer and then copied (with the CTRL+C keyboard combination).

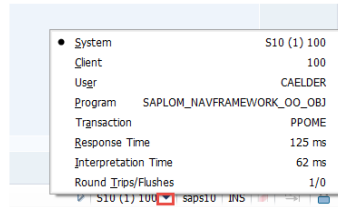
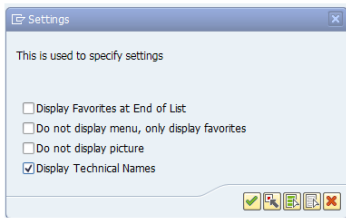
In some SAP screens, or lists, it is not possible to select text or cells for copying. In such cases you could try to use the CTRL+Y keyboard combination before selecting and copying. Often, but not always, this will allow you to select a text or a series of cells.



11.17. Display Technical Information

Display Technical Information

To see the transaction codes in SAP Easy access, click on Extras > Settings, then choose 'Display Technical Names'



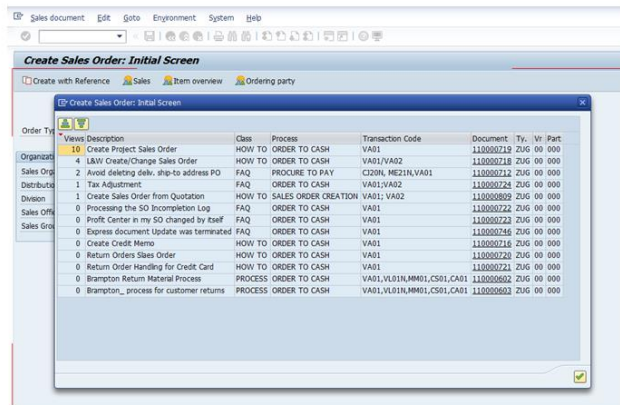
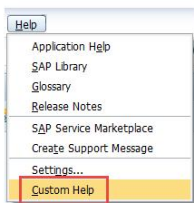
To find out which SAP system, client and transaction you are in, click on an arrow in the right-bottom corner of the screen

ABB

11.18. SAP Help

SAP Help

When using a transaction, refer to custom help for more information and instructions



ABB

11.19. Basic Navigation Help Card 1 of 2

Basic Navigation Help Card 1 of 2

Help Card – Navigation Basics – SAP ECC6	
<p>Launching an SAP R/3 session</p> <ol style="list-style-type: none"> 1. Double click 2. Select the work environment. (P10 for production, T21 for training) 3. Double Click on the work environment. 4. In the SAP identification screen, enter your User ID and Password. 5. Click or press ENTER. <p>Changing your SAP R/3 password</p> <ol style="list-style-type: none"> 1. In the SAP identification screen, once you've entered your User code and Password, click New password 2. Enter your new password. 3. Confirm your new password. 4. Click to validate your new password. <p>Password restrictions Passwords must contain at least 8 characters. They can be any combination of alphanumeric characters including:</p> <ul style="list-style-type: none"> • Letters from A to Z; • Numbers from 0 to 9; • Punctuation marks • At least one capital letter and one numerical character. <p>Passwords cannot begin with:</p> <ul style="list-style-type: none"> • An exclamation point (!); a question mark (?); a space; three identical characters (for example, bbba!); • A three-character sequence that includes your User ID (for example, "tost", if your user ID is Brown). <p>Do not use:</p> <ul style="list-style-type: none"> • "pass" or "inf" as a password; • Any of your 5 most recent passwords. <p>Show/Hide History</p> <ol style="list-style-type: none"> 1. Click and select Options. 2. Select the Local Data tab. In the History section, select the <input checked="" type="checkbox"/> check box to show the history or the <input type="checkbox"/> check box to hide it. 	<p>Closing a session with the Close button</p> <ol style="list-style-type: none"> 1. Click in the upper right-hand corner of your screen, or click 2. In the Log Off window, click Yes. <p>Displaying transaction codes in the SAP Easy Access menu</p> <ol style="list-style-type: none"> 1. In the menu bar, click Extras and select Settings. 2. Select the Display technical names check box. 3. Click . <p>The code, followed by the name of the transaction, is now displayed in the menu.</p> <p>Favorites in the SAP Easy Access screen</p> <ol style="list-style-type: none"> 1. To add a transaction to your Favorites, select the transaction and click . 2. To delete a transaction from your Favorites, select the transaction and click . 3. You can organize your Favorites and group transactions in different folders. Use the options available in the Favorites menu. <p>System messages</p> <ul style="list-style-type: none"> • Error Message: Indicates that a mandatory field has not been filled in or that a field contains invalid data. Enter the appropriate information in the required field to complete the transaction. • System confirmation message: Displays a message regarding an action that has just taken place. • Information or Warning message: Provides information on the current transaction or warns about the possibility of an error in data. You can still complete the transaction. <p>Display the keys in dropdown lists</p> <ol style="list-style-type: none"> 1. Click and select Options. 2. Select the Expert tab. In the Controls section, select the following check box: Show Keys in All Dropdown Lists 3. Select the following check box to sort the items in the list by key: Sort Items by Key.



11.20. Basic Navigation Help Card 2 of 2

Basic Navigation Help Card 2 of 2

Help Card – Navigation Basics – SAP ECC6																																													
<p>Create a variant</p> <ol style="list-style-type: none"> 1. Click in the Command field and enter the transaction code or click in your Favorites to go directly to a frequently used report. 2. Click to get the report variant and delete the user name in the Created by field. 3. Click to get the variant name and click to show report criteria. 4. Once criteria are OK, click to display the report. 	<p>Print a report</p> <ol style="list-style-type: none"> 1. Click to access the Print menu. 2. Verify the location of the output device (printer) for the one nearest you. 3. Select the number of pages (default: All) 4. Ensure all three Spool options are checked. 5. Click to print the report. 																																												
<p>Searching</p> <p>There are three ways to search using Wildcards [*]:</p> <ol style="list-style-type: none"> 1. Type *[*] before the text – "des*" – the system displays all information that ends with the "des" character string. 2. Type *[*] after the text – "part*" – the system displays all information that begins with the "part" character string. 3. Type *[*] before and after the text – "j*us*" – the system displays all information that contains the "jus" character string. 																																													
<table border="0"> <tr> <td></td> <td>Confirm data entry</td> <td></td> <td>Go to next page</td> </tr> <tr> <td></td> <td>Save data</td> <td></td> <td>Go to last page</td> </tr> <tr> <td></td> <td>Return to previous screen without saving</td> <td></td> <td>Create a new session</td> </tr> <tr> <td></td> <td>Quit current transaction without saving</td> <td></td> <td>Create a desktop shortcut for any SAP report, transaction or application</td> </tr> <tr> <td></td> <td>Quit current application (screen) without saving</td> <td></td> <td>Obtain online help for area/item on which the cursor is placed</td> </tr> <tr> <td></td> <td>Print current screen</td> <td></td> <td>Personalize display options</td> </tr> <tr> <td></td> <td>Display first occurrence of search string</td> <td></td> <td>Add a transaction to Favourite file list</td> </tr> <tr> <td></td> <td>Display next occurrence of search string</td> <td></td> <td>Delete selected Favourite</td> </tr> <tr> <td></td> <td>Return to first page</td> <td></td> <td>Edit name of selected Favourite</td> </tr> <tr> <td></td> <td>Return to previous page</td> <td></td> <td>Executes a report</td> </tr> <tr> <td></td> <td>Gets the user specific report variant</td> <td></td> <td></td> </tr> </table>		Confirm data entry		Go to next page		Save data		Go to last page		Return to previous screen without saving		Create a new session		Quit current transaction without saving		Create a desktop shortcut for any SAP report, transaction or application		Quit current application (screen) without saving		Obtain online help for area/item on which the cursor is placed		Print current screen		Personalize display options		Display first occurrence of search string		Add a transaction to Favourite file list		Display next occurrence of search string		Delete selected Favourite		Return to first page		Edit name of selected Favourite		Return to previous page		Executes a report		Gets the user specific report variant			
	Confirm data entry		Go to next page																																										
	Save data		Go to last page																																										
	Return to previous screen without saving		Create a new session																																										
	Quit current transaction without saving		Create a desktop shortcut for any SAP report, transaction or application																																										
	Quit current application (screen) without saving		Obtain online help for area/item on which the cursor is placed																																										
	Print current screen		Personalize display options																																										
	Display first occurrence of search string		Add a transaction to Favourite file list																																										
	Display next occurrence of search string		Delete selected Favourite																																										
	Return to first page		Edit name of selected Favourite																																										
	Return to previous page		Executes a report																																										
	Gets the user specific report variant																																												



11.21. Useful Tips Knowledge Check 1 of 3



Useful Tips Knowledge Check 1 of 3

The default for messages is to display them on the status bar at the bottom of the screen. How else can they be displayed via update of your personal preferences?

- At the top of the SAP screen
- In the middle of the SAP screen
- In a dialog box



ABB

11.22. Useful Tips Knowledge Check 2 of 3



Useful Tips Knowledge Check 2 of 3

To get Field help in SAP you can right click in the field and select help. What is the other way to do this?

- Click in the field then press F4
- Click in the field then press F3
- Click in the field then press F2
- Click in the field then press F1



ABB

11.23. Useful Tips Knowledge Check 3 of 3



Useful Tips Knowledge Check 3 of 3

If you receive a warning message in SAP how is this indicated at the beginning of the message?

- With a white tick on a green background
- With an exclamation mark on a yellow background
- With a white cross on a red background



ABB

12. Summary

12.1. Summary



12.2. Review of the Learning Objectives

Review of the Learning Objectives

You are now able to

- Log on to and log off from SAP
- Navigate through SAP screens
- Launch a transaction
- Explore further using useful tips

ABB

13. Course End Page

