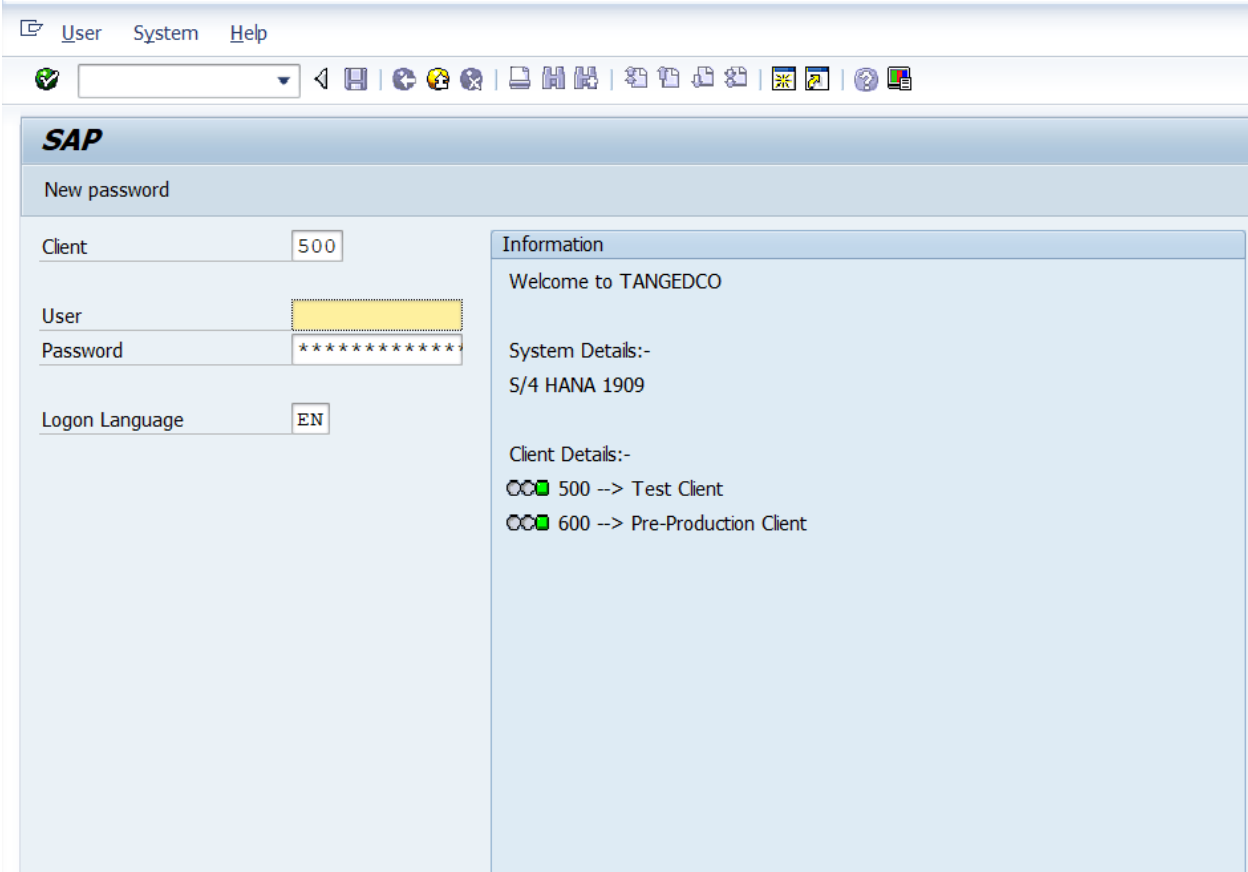


Basic SAP Navigation Menus Explanation

How to login to SAP:

Step 1 : Click the icon  in desktop

Step 2 : Below Window will open.



Step3: Please enter the provided user name and password.

The screenshot shows the SAP login interface. At the top, there is a menu bar with 'User', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'SAP' and contains a 'New password' section. The login fields are as follows:

Client	500
User	50000009
Password	*****
Logon Language	EN

To the right of the login fields is an 'Information' window with the following content:

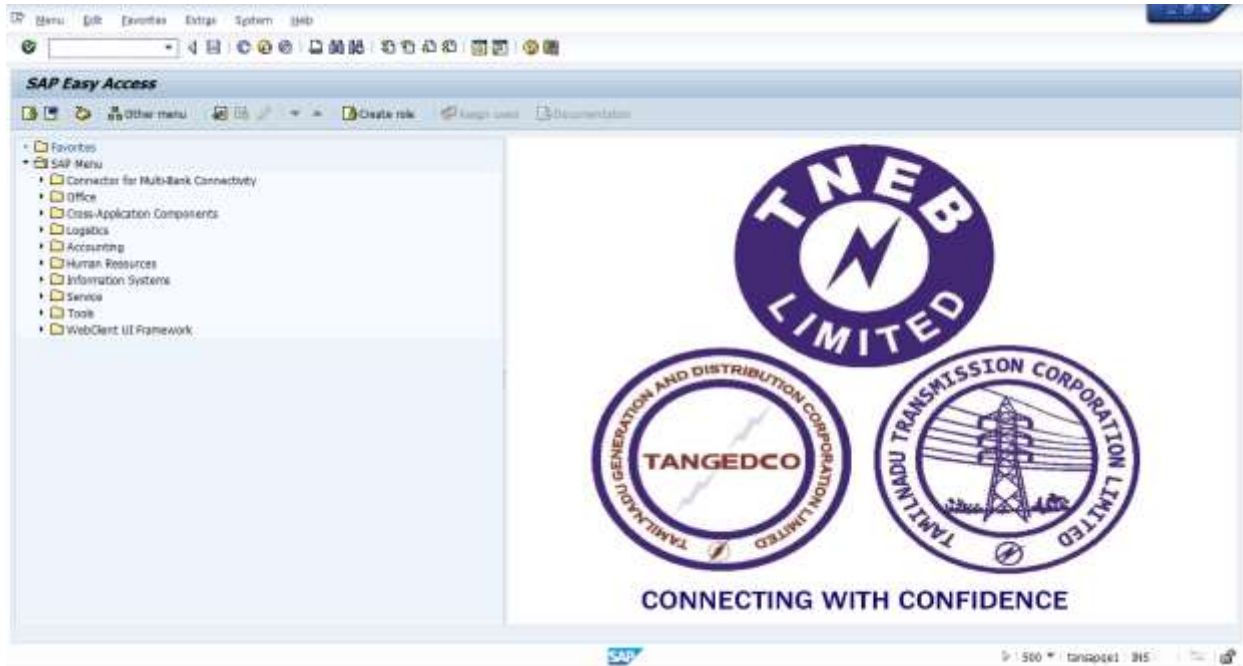
Information
Welcome to TANGEDCO
System Details:-
S/4 HANA 1909
Client Details:-
○○ 500 --> Test Client
○○ 600 --> Pre-Production Client

Step 4: Set your own password and login with your new password.

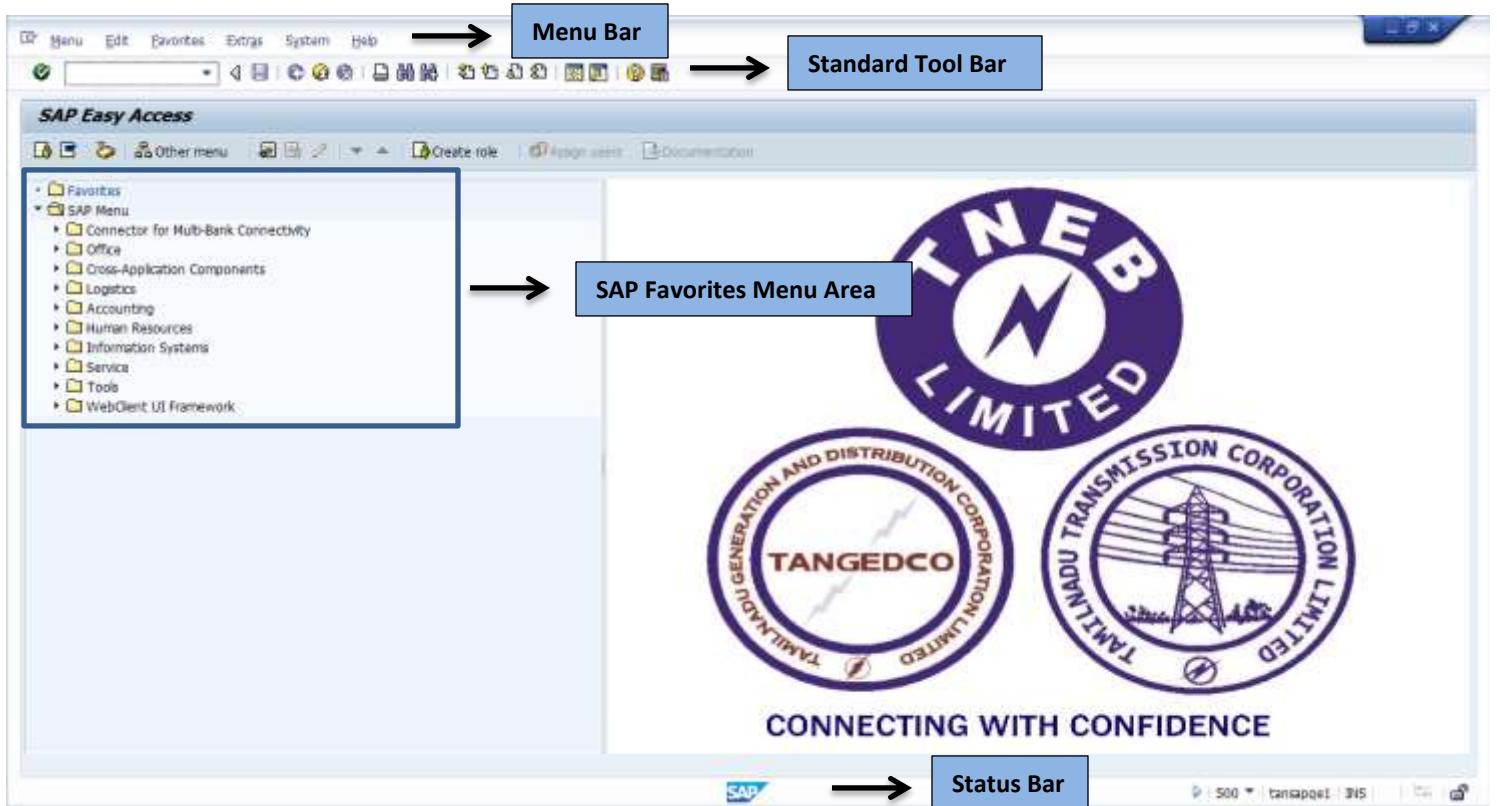
The screenshot displays the SAP login interface. At the top, the SAP logo is visible. Below it, the text 'New password' is shown. The main form contains several input fields: 'Client' with the value '500', 'User' with '50000009', 'Password' (empty), and 'Logon Language' with 'EN'. An 'Information' box on the right contains the following text: 'Welcome to TANGEDCO', 'System Details:- S/4 HANA 1909', and 'Client Details:-' followed by two entries: '500 --> Test Client' and '600 --> Pre-Production Client'. A modal dialog box titled 'SAP' is overlaid on the form. It has two input fields: 'New Password' and 'Repeat Password', both filled with asterisks. Below these fields is an information icon and the text 'Passwords are case-sensitive'. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

Note : If you enter password 3 times wrong, Account will be locked. Please contact concern person to unlock the account and change the password.

Step5: Below screen is the SAP Home page



1. SAP Window



1.1 MENU BAR/TOOL BAR


The Menu Bar contains menu paths available for navigation from the current screen. The menu options vary according to screen or task. On the following screen, the available options include:




1.2 STANDARD TOOLBAR


















The standard toolbar, located just below the menu bar, contains buttons/icons for performing common actions such as Save, Enter, Back, Exit, Cancel, etc. The toolbar also contains the Command field (see white rectangular box in red circle below) where transaction codes can be entered.



If you are in a particular transaction and want to proceed to the next transaction without going back to the main menu, you can enter “/n” followed by the transaction code in the command field, then click . 

The functions that can be performed with the toolbar will be dependent upon where you are in a particular transaction. For example, notice in the toolbar that the Save icon  is “grayed out”; you would not be able to Save in this instance. Other buttons may be “grayed out” at any given time depending on where you are in a particular transaction (i.e., what screen you are on).

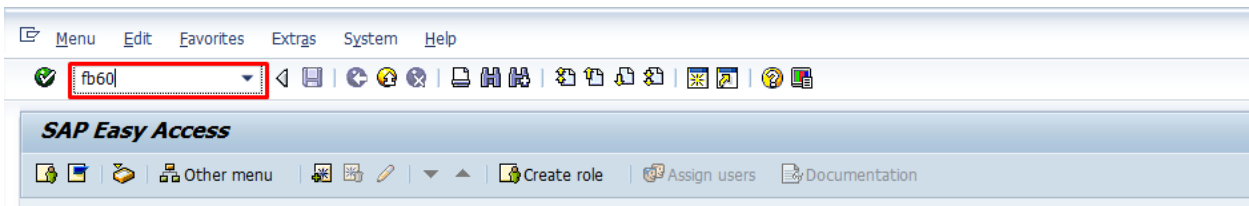
1.2.1 STANDARD TOOLBAR (Buttons/Functions)


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 <i>Edit</i> 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 <i>Edit</i> 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 <i>System</i> 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.

1.2.2 HOW TO ENTER A TRANSACTION CODE

A transaction code is a faster way that can be used to reach a transaction screen without using a menu path. It is an alphanumeric value that identifies a “transaction”, such as FB60, which is used for Entering a Vendor Invoice. On the following screen, the Command Field has been circled in red.





This is the place where you can enter the transaction code:



After entering a transaction code, hit or click the Green Checkmark to proceed to the transaction. NOTE: If you are already in a particular transaction and want to proceed to the next transaction without going back to the main menu, you can enter “/n” followed by the subsequent transaction code in the command field, then click .

1.2.3 NAVIGATION ARROWS

The functionality of each of these icons is explained as follows:

-  Green Checkmark This icon is used as the **ENTER** key that allows you to continue to the next step. It is used when you require the system to validate your field entries and then move to the next function, or screen, in a system task. **This key does NOT save the information that you enter. For that, you will have to use the SAVE icon.**
-  Green Arrow This icon is used as the **BACK** key. It is typically used to go back to the previous screen or menu level.
-  Yellow Arrow This icon is used as the **EXIT** key. It is used when you want to exit the current menu level or system task **without saving** the data.
-  Red X This icon is used as the **CANCEL** key. It is used when you want to cancel the data you entered in the current system task.

1.2.4 CREATING A NEW SESSION (Open a New SAP window)

You can work with multiple sessions (up to 6) of SAP. A session is equivalent to a window. What this feature allows is to have two, or more, windows open at the same time. For example, you can use one window to work on the transaction "Create an invoice". Simultaneously, you can use the other window to go to another transaction to check the address of the vendor, without closing the first window.

The following screen highlights the icon that is used to create a new session:



To create a new window:

- Click on the icon highlighted by the red circle on the above screen

This will create a new window. You can switch between the two windows, the old and the new, by:

- Pressing the <ALT>& <TAB> keys simultaneously to move to the other window(s)

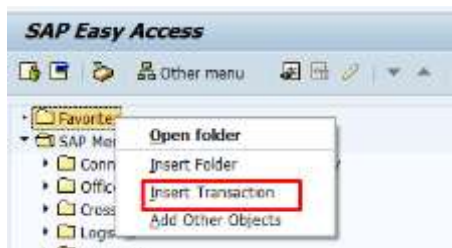
1.3 CREATING A FAVORITE

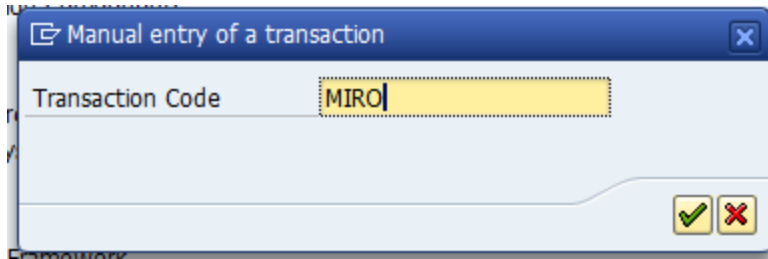
A favorite is just like a bookmark in a Browser, which enables you to reach a transaction without using a menu path or typing in a transaction code. You can add multiple, frequently used, transactions to your list of favorites so that you can reach your destination quickly without having to remember either the menu path or the transaction code.

To add a favorite:

- Navigate to the transaction code that you want to add to your favorites and highlight it by clicking on it once
- Click on Favorites on the menu bar
- Click on Add

You may also click and drag the transaction into your favorites.





1.4 Status Bar

The Status Bar is located at the bottom of the SAP screen. It displays important system messages, such as errors and completion of transactions, as well as other session information. The example below shows the message generated by the system when a requisition was saved:



The information on the right hand side of the status bar indicates the transaction code currently being used, the name of the server, and whether you are in overwrite keyboard mode (OVR) or insert keyboard mode (INS).

To change what information is displayed, click on the drop-down arrow (Square above) to open the selection list dialog.

<u>S</u> ystem	QE1 (1) 500
● <u>C</u> lient	500
<u>U</u> ser	YASH_FLM
<u>P</u> rogram	SAPLIQS0
<u>T</u> ransaction	IW21
<u>R</u> esponse Time	375 ms
<u>I</u> nterpretation Time	125 ms
<u>R</u> ound Trips/ <u>E</u> lushes	1/0