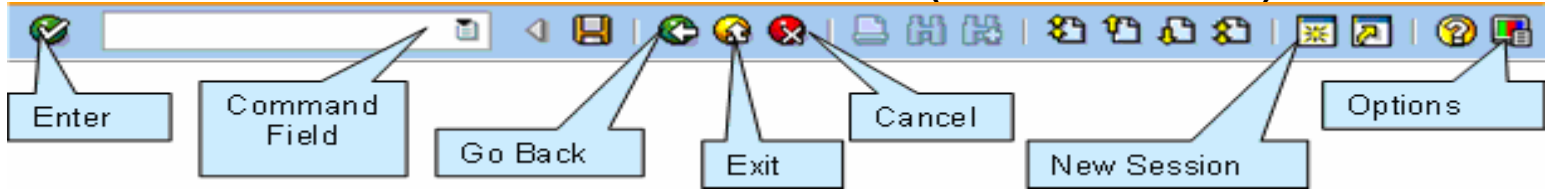

















SAP NAVIGATION QUICK REFERENCE CARD (EASY ACCESS MENU)



If You Want To....	Then
Start a transaction using the t-code but the command field is not open	Click  to the right of  to open the command field (at the top of the <i>SAP Easy Access</i> screen but under the menu bar), then enter the t-code in the Command field
Start a new transaction in the same window	Enter /n and the t-code in the Command field and click 
Start a new transaction in a new session	Enter /o and the t-code in the Command field and click 
Create a new session while the current session is busy	Click  (upper left corner of the screen) and select Create Session
End or log off a session	Enter /nend in the Command field and click 
Search for an SAP menu path for a new transaction code	Enter /n search_sap_menu in the Command field and click 
Add a transaction to your Favorites list using the menu path	Follow the menu path to get to the transaction, single click on the transaction, and click 
Add a transaction to your Favorites list	Follow the menu path Favorites>Insert transaction , enter the t-code and click 
Display the transaction code in the <i>SAP Easy Access</i> menu path	Follow the menu path Extras>Settings , select <input checked="" type="checkbox"/> to the left of Display technical names , and click 
Add a folder to your Favorites list	Right click on your Favorites folder and select Insert Folder , name the folder, and click 
Rename a folder in your Favorites list	Right click on the folder and select Change Favorite , type in the new folder name, and click 
Add a URL link (website) to your Favorites folder	Right click on your Favorites folder, select Add other objects , ensure Web address or file is selected, click  , enter a description of the Web address in the Text field, enter the web address in the Web address or file field, then click 
Print a hardcopy of a screen	Click  select Hardcopy
Log of the system	Follow the menu path System>Log off

Common SAP Buttons

 Add or Change Text

 Cancel


 Check

 Copy Object


 Deselect All


 Display Other Reports

 Exit

 Export to Excel

 Find

 Further Selection Criteria


 Last Page

 Next Object

 Page Down

 Print

 Select All


 Sort Ascending

 Variant

 Back

 Change


 Choose

 Create New

 Detail Line Item


 Enter


 Expand

 Export to Word

 Find Next

 Header

 Matchcode (Search)


 Other Reports


 Page Up

 Save

 Select Documents

 Sort Descending


 Business Workplace

 Change Layout

 Collapse

 Delete

 Display

 Execute Object

 Export to File


 Filter

 First Page

 Header Data

 Multiple Selections

 Overview

 Previous Object

 Save Layout

 Select Layout

 Sum