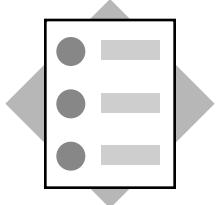


# Getting Started with SAP





**At the conclusion of this topic you will be able to:**

- Logon and identify the parts of an SAP R/3 Window
- Navigate the menu structure
- Identify icons
- Create sessions
- Use SAP R/3 Online Help
- Use On-Demand Help
- Create Favorites
- Use Match codes

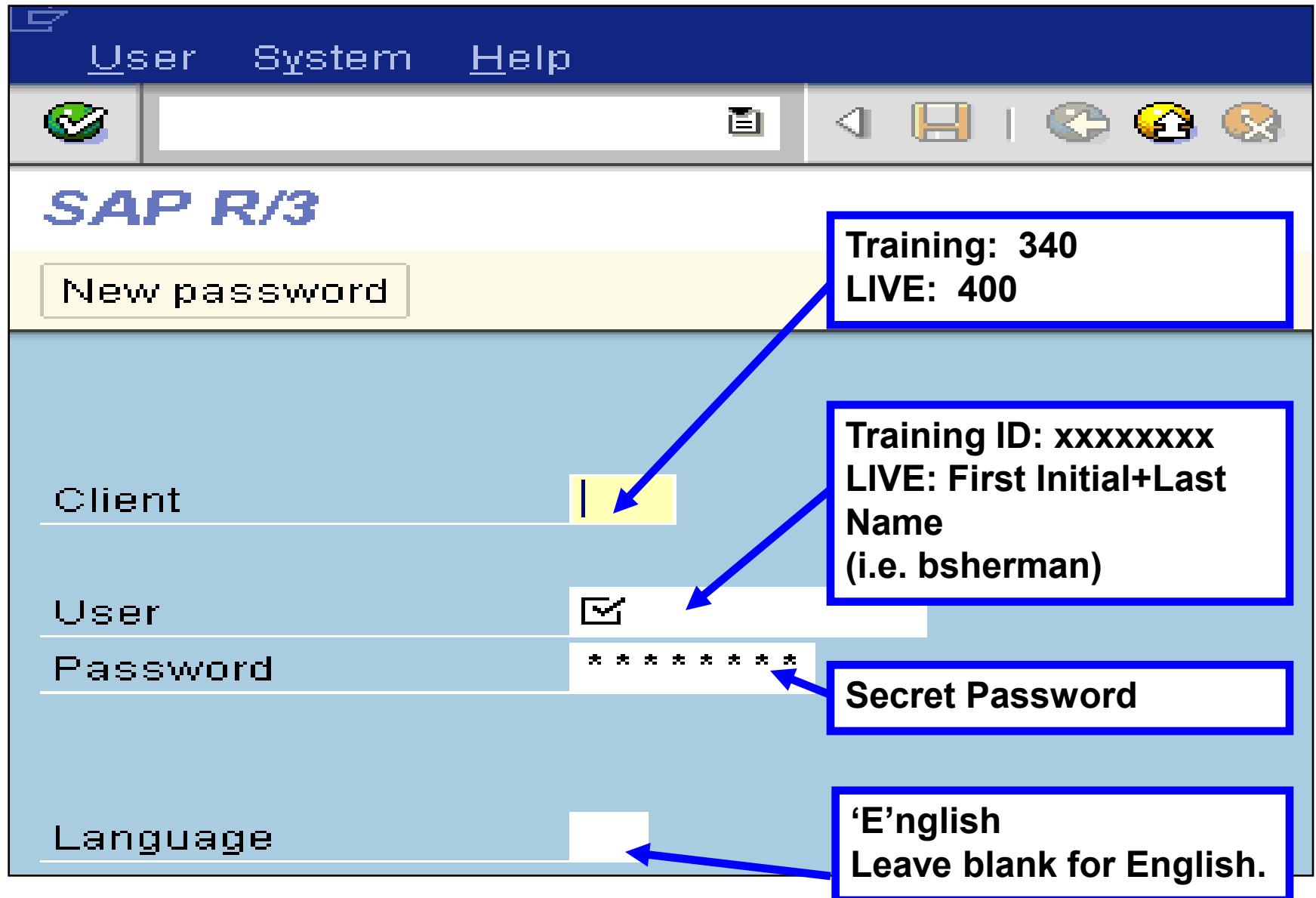


**"Only those who have been specifically authorized to use the system, meaning that they *have been assigned a login ID*, are permitted to use the system. These individuals have been trained/certified in its use. Due to the highly regulated nature of our business, we require that logon ID's only be used by those to whom they have been specifically assigned. This permits us to maintain audit trails of what has been done in the system, and by whom, while ensuring that those using the system are adequately trained. Sharing Login ID's is strictly forbidden".**

**Jack Kay, COO  
Apotex Inc.**

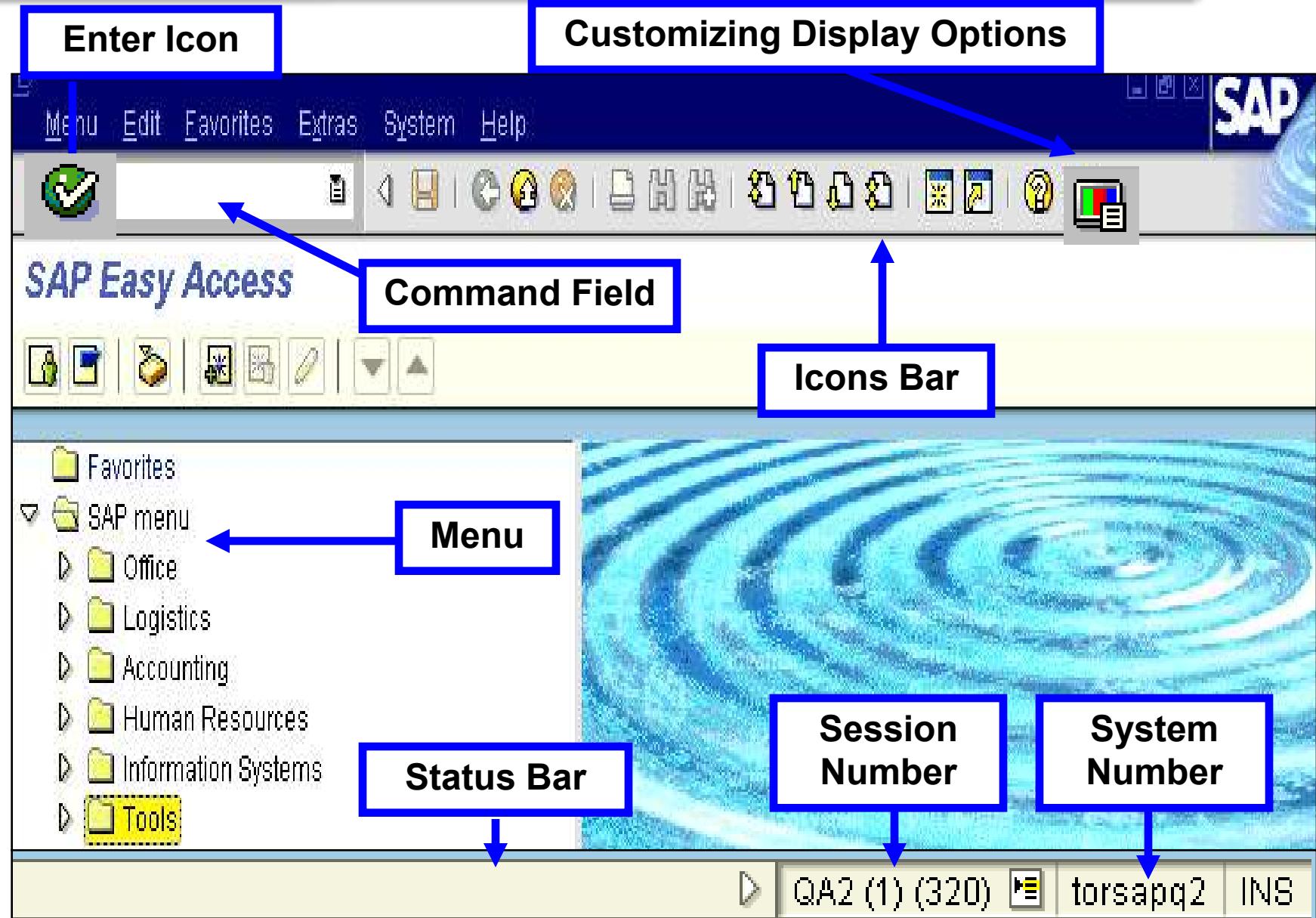
# Log On and Log Off

SAP



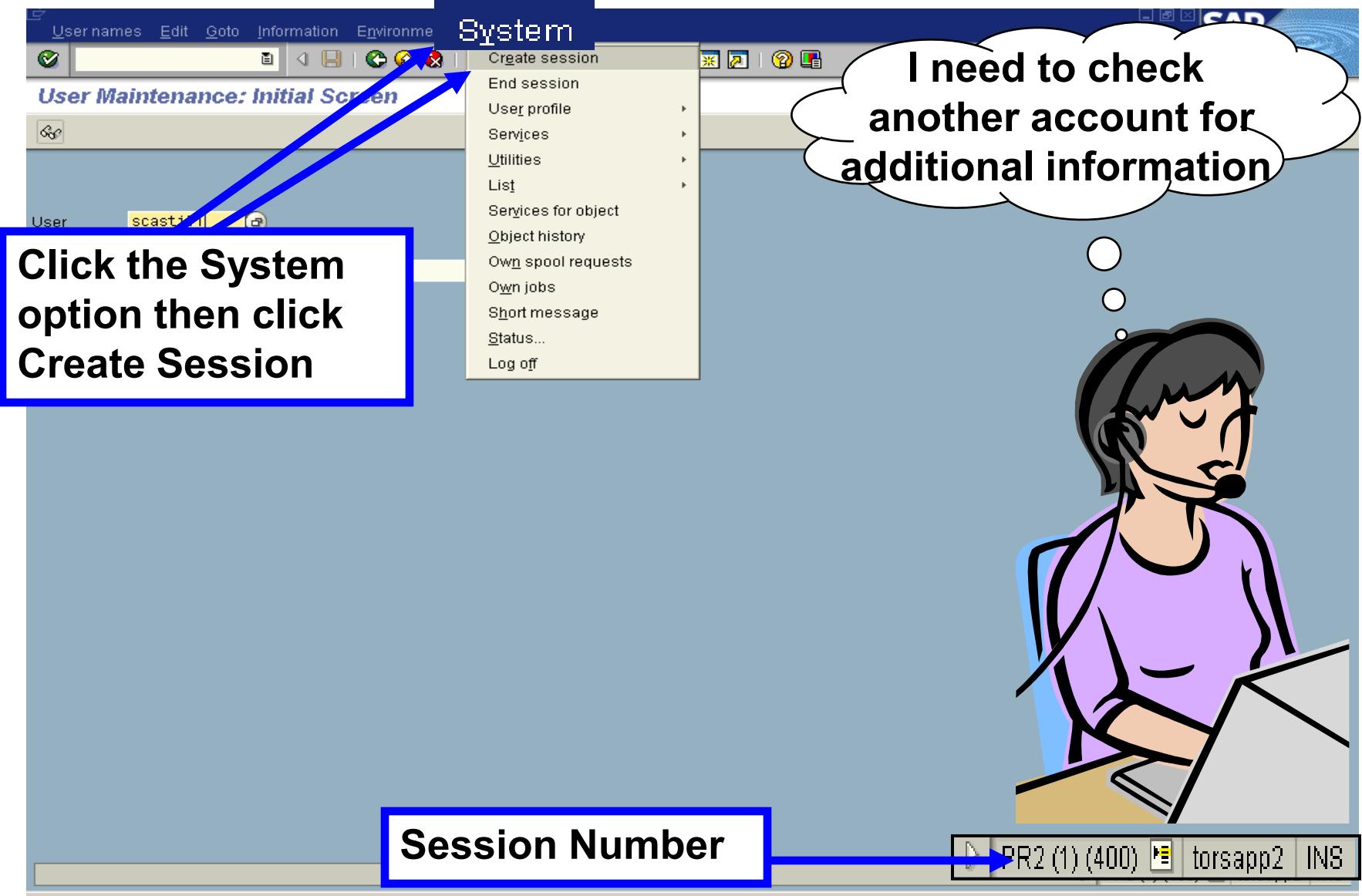
# R/3 Window

SAP



# Working With Sessions (1)

SAP



# Working With Sessions (2)

SAP

User names Edit Goto Information Environment System Help

Display User

User AAMODEO Last changed by VBETTENC 12/17/2002 15:54:18

References

Address Logon data Defaults Parameters Roles Profile

Reference user for additional rights

	Role	Typ	Valid from	Valid to	Text
1	BC-DISPLAY_AUTH-0010-01	BC	10/25/2002	12/31/9999	BC Display Authorizations R
2	BC-DISPLAY_AUTHORIZATIONS_ALL	BC	10/25/2002	12/31/9999	BC Authorizations Display R
3	HR-BASIC_EMPLOYEE_DISPLAY_ALL	BC	12/17/2002	12/31/9999	HR Basic Employee Display
4	HR-BASIC_EMP_DISPLAY-0010-01	BC	12/17/2002	12/31/9999	HR Basic Employee Display
5	HR-GENERAL_REPORTS-0010-01	BC	12/17/2002	12/31/9999	HR General Reports
6	MM-DISPLAY_LOGISTICS-0010-01	BC	08/12/2002	12/31/9999	MM Display Logistics
7	MM-LOGISTICS_DISPLAY_ALL	BC	08/12/2002	12/31/9999	MM Logistics Dispaly ( All Co
8	T_50000051_GENERAL-01	BC	08/12/2002	12/31/9999	T 50000051 Apotex General
9	T_50000051_GENERAL-01	BC	12/17/2002	12/31/9999	T 50000051 Apotex General

Session number

→ R2 (2) (400) torsapp2 INS

Great here is the information I need!  
I'll go back to my other session.

<b>Enter</b>		<b>Execute</b>	
<b>Save/Post</b>		<b>Find</b>	
<b>Back</b>		<b>Sort</b>	
<b>Exit</b>		<b>Print</b>	
<b>Cancel</b>		<b>Display/Change</b>	
<b>Help</b>		<b>Page</b>	

Menu Edit Favorites Extras System Help

    | 

## SAP Easy Access

  |  |   |  |  

 Favorites

 SAP menu

- ▷  Office
- ▷  Logistics
- ▷  Accounting
- ▷  Human Resources
- ▷  Information Systems
- ▷  Tools

Application help  
SAP Library  
Glossary  
Release notes  
SAPNet  
Feedback  
Settings...

# Access Application Help

SAP

The screenshot shows the SAP Library - Getting Started application window. On the left is a sidebar with links: Help, Application help, SAP Library, Glossary, Release notes, SAPNet, Feedback, and Settings... A blue arrow points from the 'Application help' link to the 'The Menu Bar' node in the tree view on the right. The main content area displays the 'The Menu Bar' topic, which includes a sub-section 'Use' and a description of how menus work in SAP. Below this is a screenshot of a SAP menu bar with items: Storage bin, Edit, Goto, System, and Help. The 'Edit' item is highlighted. At the bottom, there is a table with two columns: 'Menu' and 'Description'.

Help

Application help

SAP Library

Glossary

Release notes

SAPNet

Feedback

Settings...

SAP Library - Getting Started

Hide Locate Back Forward Font Home Print Options Help

Contents Index Search

Getting Started

SAP Easy Access

The SAP Window

- Release 4.6: The New SAP GUI
- The Menu Bar**
- The Status Bar
- Tabs
- Table Controls
- Radio Buttons and Checkboxes
- Dialog Boxes
- Scrolling to View Information
- Customizing the Display Options
- Multiple SAP Sessions
- Startup and Shutdown of the SAP System
- What Are the Steps in a Typical Task?
- Reports
- Lists
- Printing from the SAP System
- Background Processing

**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:

Storage bin Edit Goto System Help

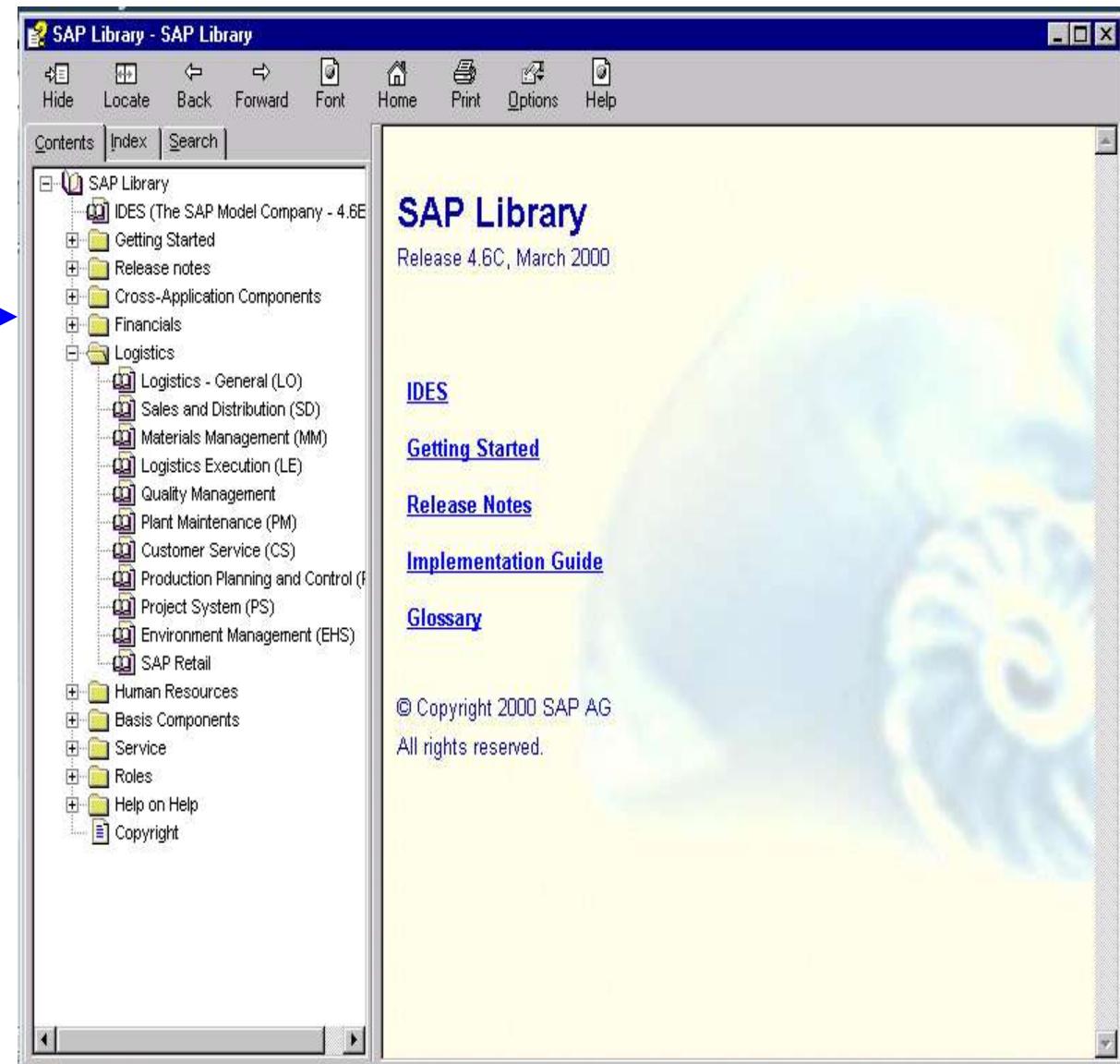
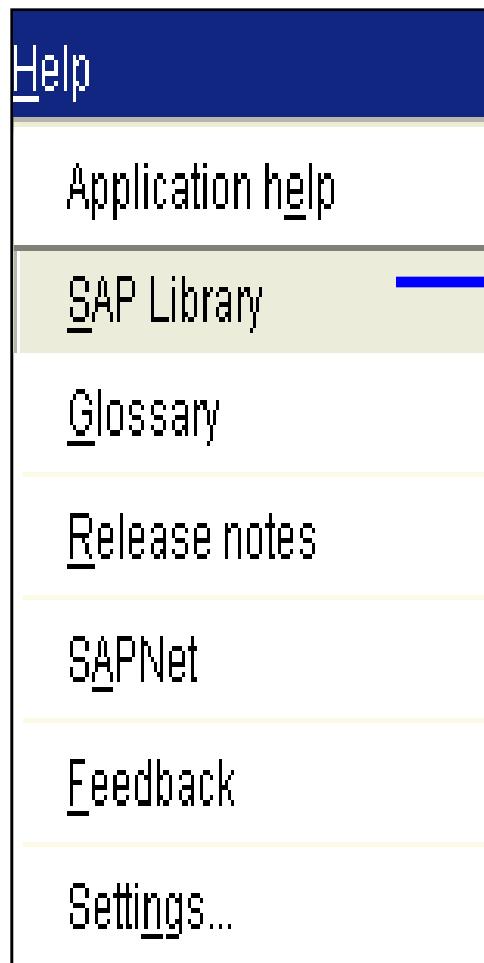
**Features**

This following menus are standard on every SAP screen:

Menu	Description

# Access SAP Library

SAP



- [Help](#)
- [Application help](#)
- [SAP Library](#)
- [\*\*Glossary\*\*](#)
- [Release notes](#)
- [SAPNet](#)
- [Feedback](#)
- [Settings...](#)



**SAP Library - Glossary**

Hide Locate Back Forward Font Home Print Options Help

Contents Index Search

quality management

quality quality assurance agreement quality assurance program quality assurance system quality audit (AcceleratedSAP (BC-BE-ICM-ASP)) (Logistics - General (LO)) quality auditor quality certificate quality check quality costs quality level quality management quality management system quality notification quality number quality scale quality score

**quality management**

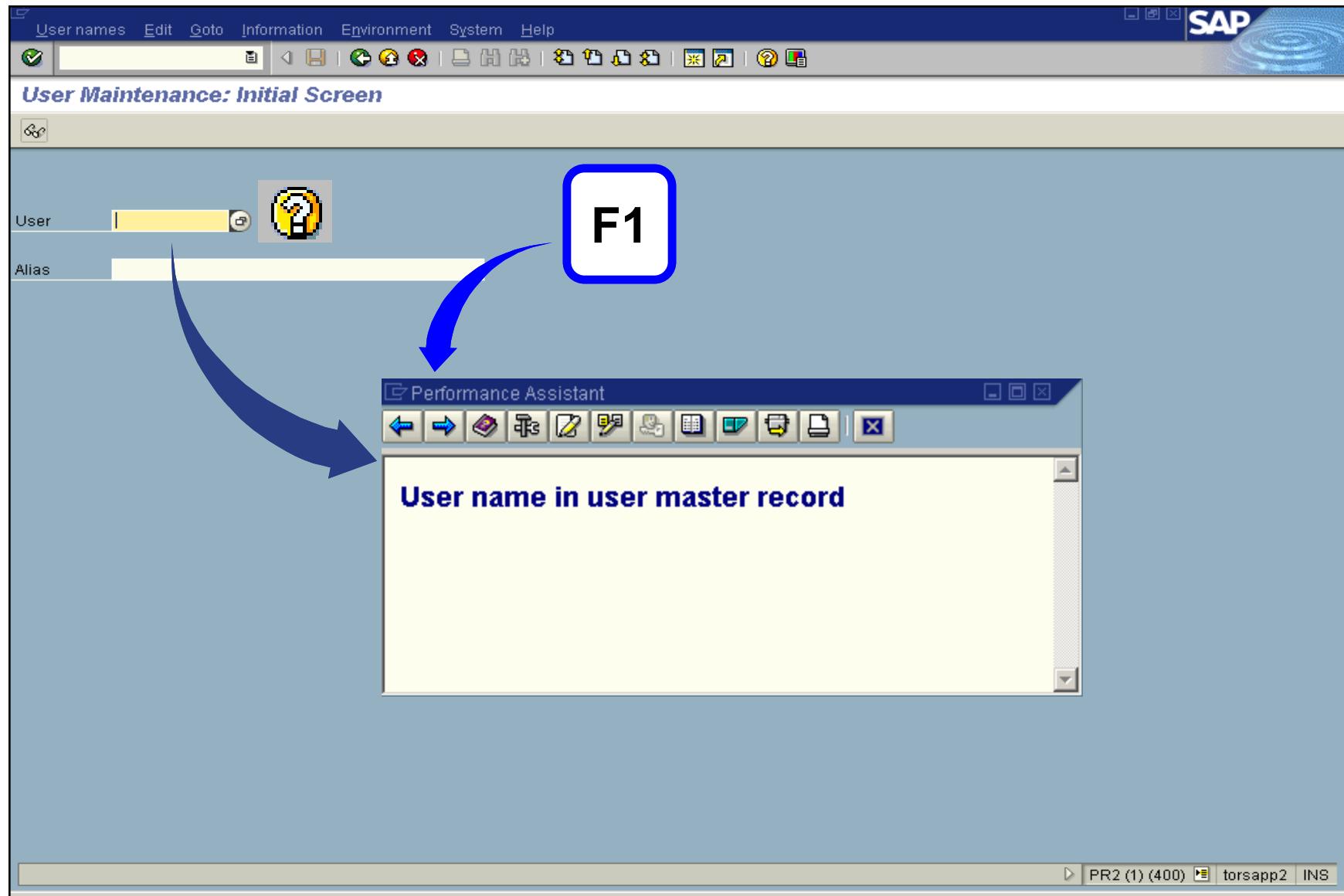
**Quality Management (QM)**

Overall term for quality-related activities and objectives. Activities for quality planning, quality inspection, quality control and QM representation.

Display

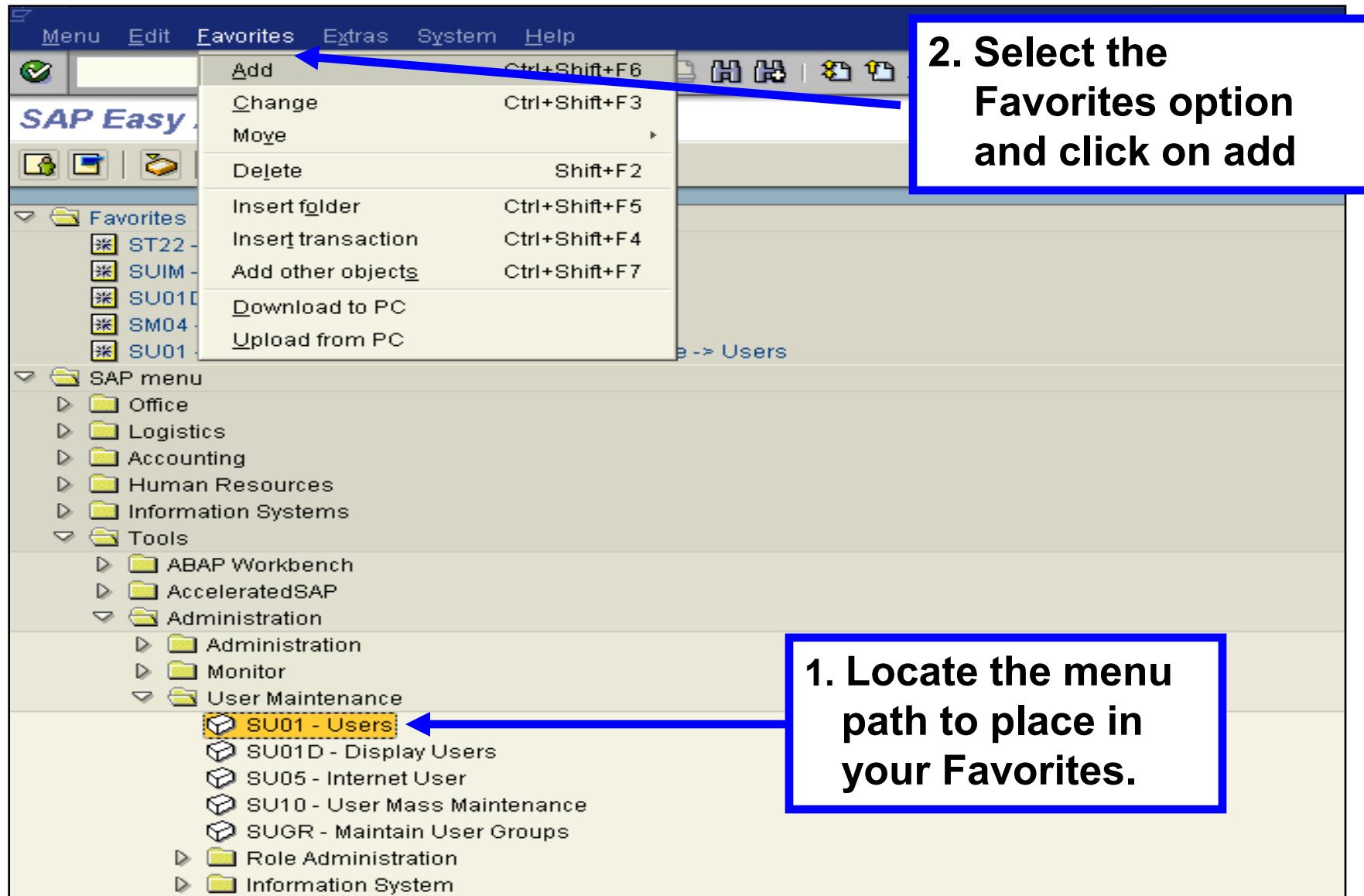
# Field Level Help

SAP



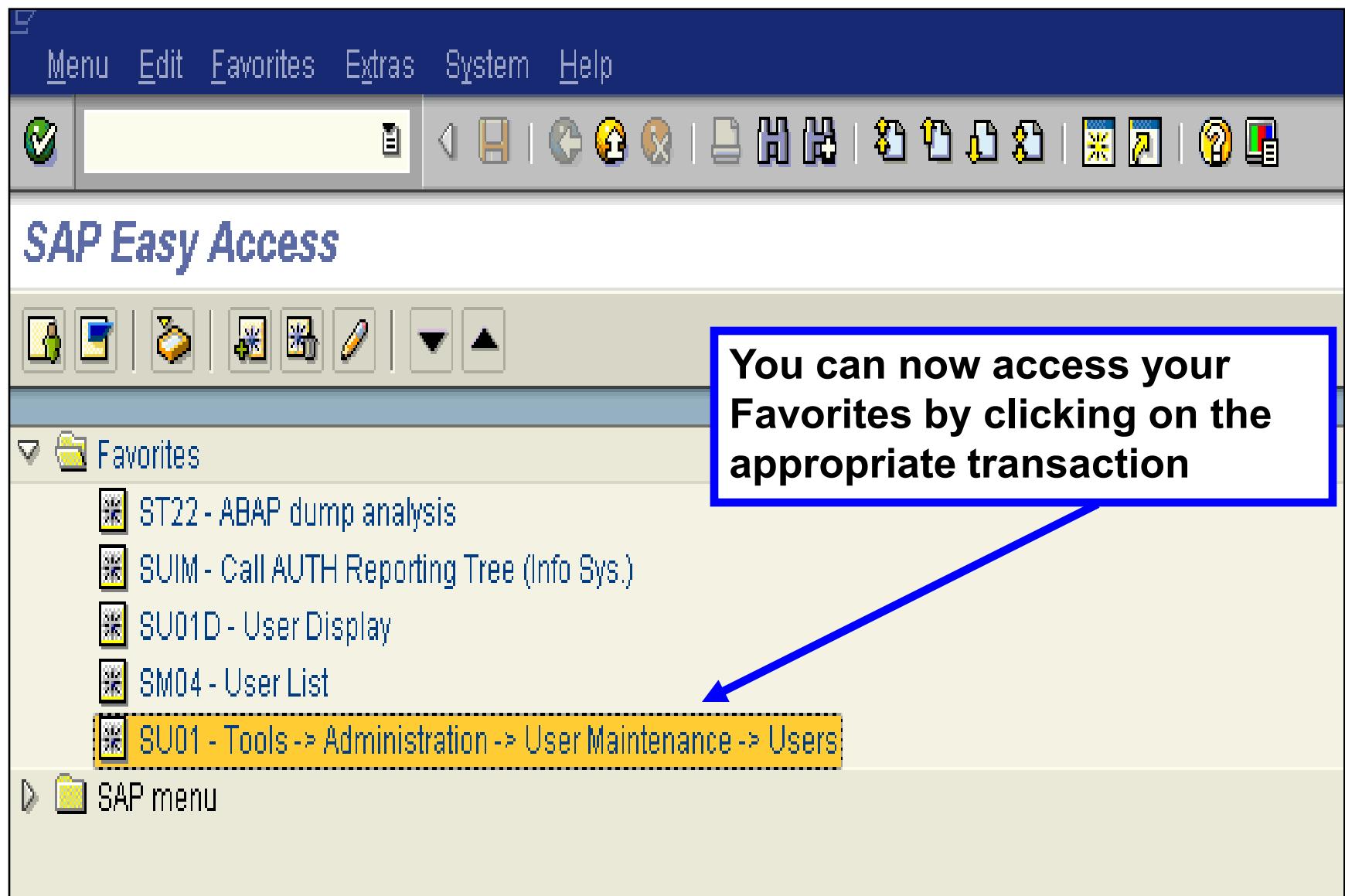
# Create Favorites

SAP



1. Locate the menu path to place in your Favorites.

2. Select the Favorites option and click on add



The screenshot shows the SAP Easy Access interface. The menu bar includes: Menu, Edit, Favorites, Extras, System, Help. The toolbar contains various icons for file operations like Open, Save, Print, and Help. The title bar says "SAP Easy Access". Below the title bar is a toolbar with icons for: Home, Favorites, Print, Copy, Paste, Undo, Redo, Find, Replace, and Help. The main area shows a "Favorites" folder expanded, containing the following transactions:

- ST22 - ABAP dump analysis
- SUIM - Call AUTH Reporting Tree (Info Sys.)
- SU01D - User Display
- SM04 - User List
- SU01 - Tools -> Administration -> User Maintenance -> Users** (This item is highlighted with a yellow box and has a blue arrow pointing to it from the text box below.)

**You can now access your Favorites by clicking on the appropriate transaction**

# Match Codes

SAP

User Maintenance: Initial Screen

Match code

Search Results

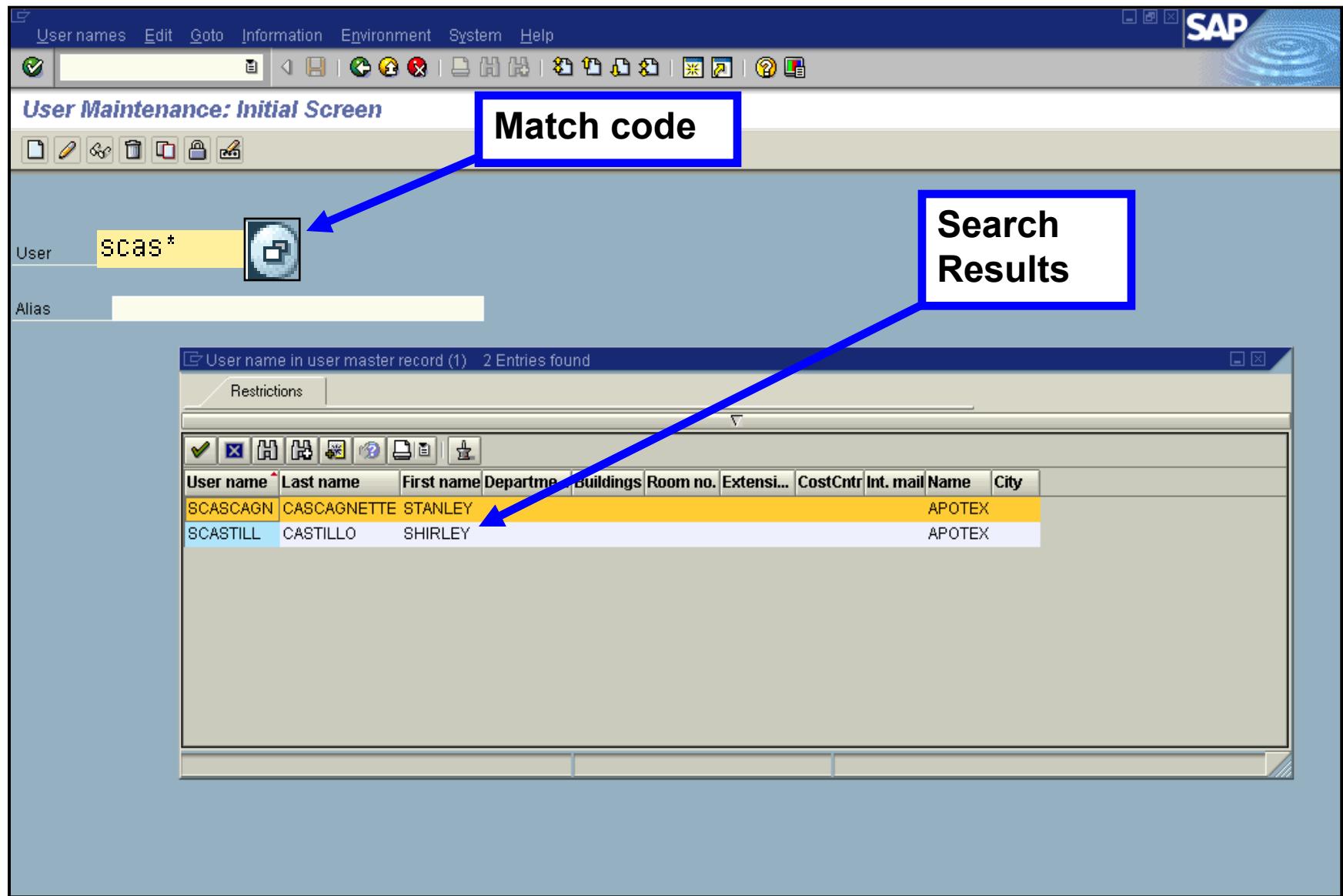
User SCAS\*

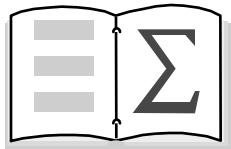
Alias

User name in user master record (1) 2 Entries found

Restrictions

User name	Last name	First name	Department	Buildings	Room no.	Extensi...	CostCntr	Int. mail	Name	City
SCASCAGN	CASCAGNETTE	STANLEY							APOTEX	
SCASTILL	CASTILLO	SHIRLEY							APOTEX	





**You should now be able to:**

- **Logon and identify the parts of an SAP R/3 Window**
- **Navigate the menu structure**
- **Identify icons**
- **Create sessions**
- **Use SAP R/3 Online Help**
- **Create Favorites**
- **Use Match codes**

