

# ABAP Course

## Chapter 0 - Navigation

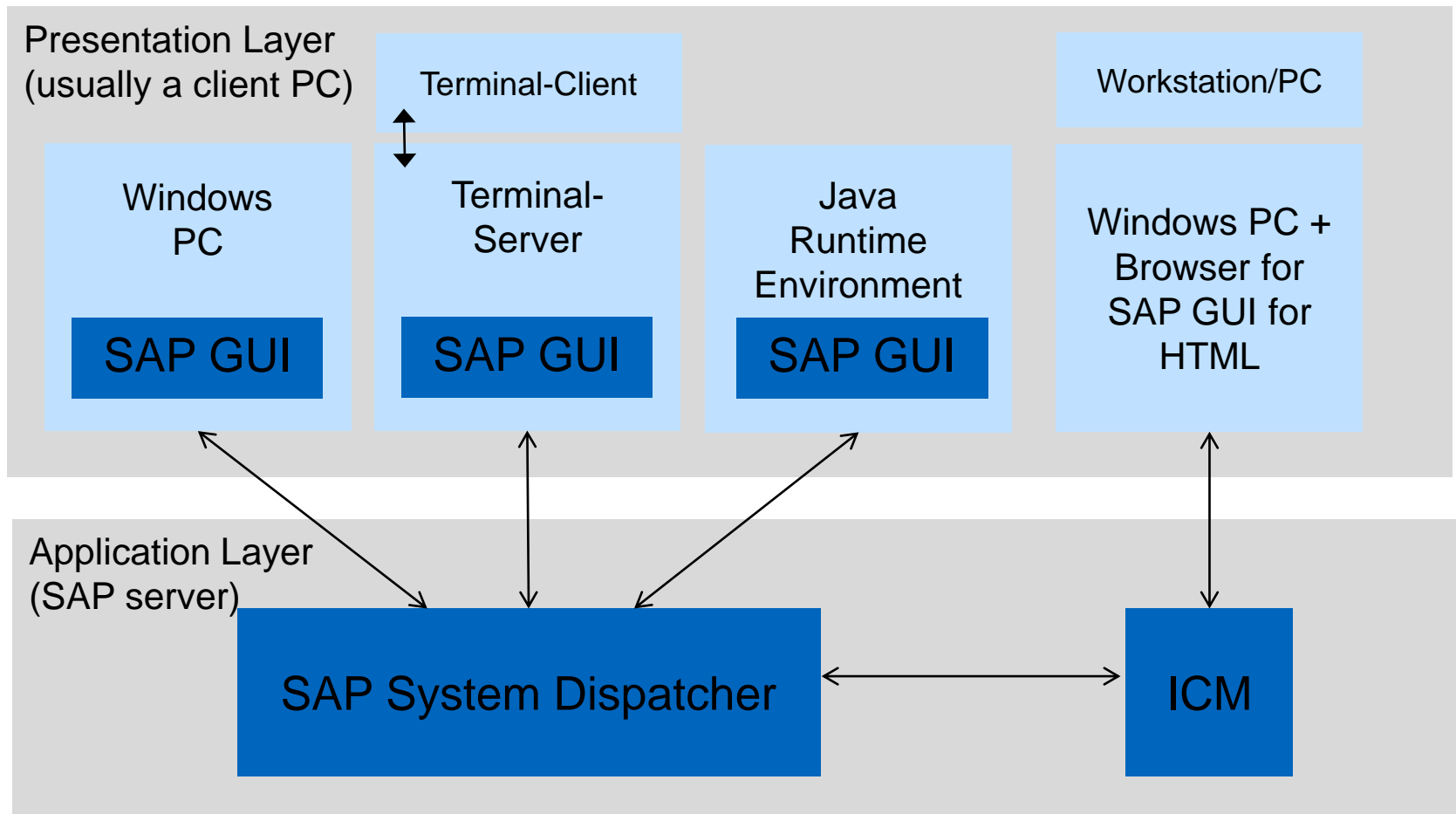
# Overview

1. About SAP GUI
2. Login
3. SAP Access Menu
4. System functions
5. Help
6. Exercises

# 1. About SAP GUI

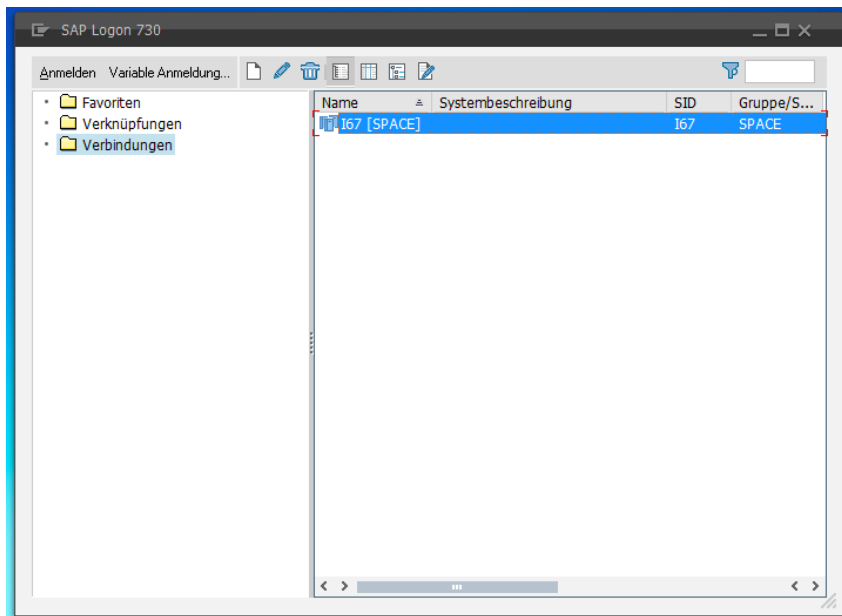
- User interface for system interaction
- SAP GUI is offered on different platforms
  - Windows (most popular)
  - Java Environment
  - HTML
- All three offer the same basic functionality, albeit the Windows client is recommended by SAP
- Most SAP solutions are accessible via SAP GUI

# 1. About SAP GUI



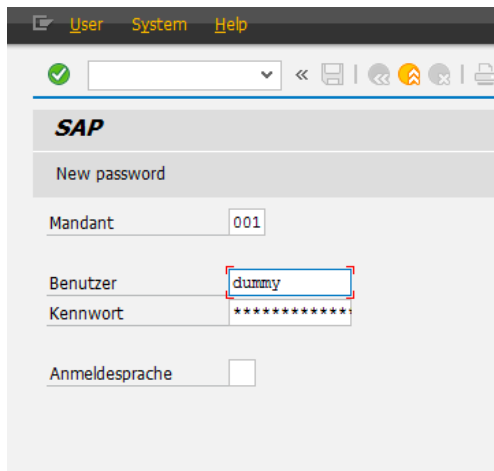
## 2. Login

- SAP Logon offers a list of SAP-Systems (Application- and/or Group-Servers) to login
- List is configured in „saplogon.ini“



## 2. Login

- After the selection of a system a login dialog appears



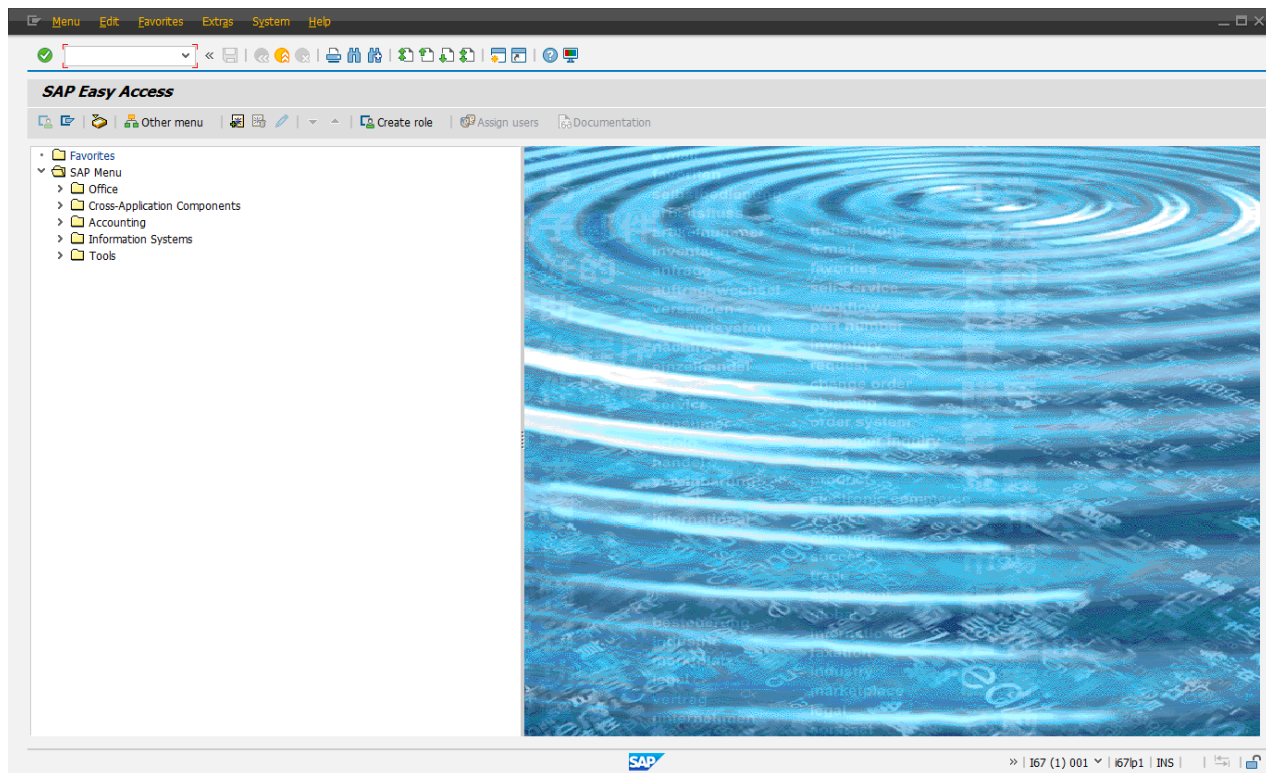
The image shows the SAP login dialog box. At the top, there is a menu bar with 'User', 'System', and 'Help'. Below the menu bar is a status bar with a green checkmark, a dropdown menu, and several icons. The main area of the dialog is titled 'SAP' and contains the following fields:

- New password**: A label for the password field.
- Mandant**: A text box containing the value '001'.
- Benutzer**: A text box containing the value 'dummy'.
- Kennwort**: A text box containing a series of asterisks '\*\*\*\*\*'.
- Anmeldesprache**: A checkbox that is currently unchecked.

- The client is an organizational, legal and/or economical entity and has access to the systems data
- Userdata is saved dependent on the logged in client

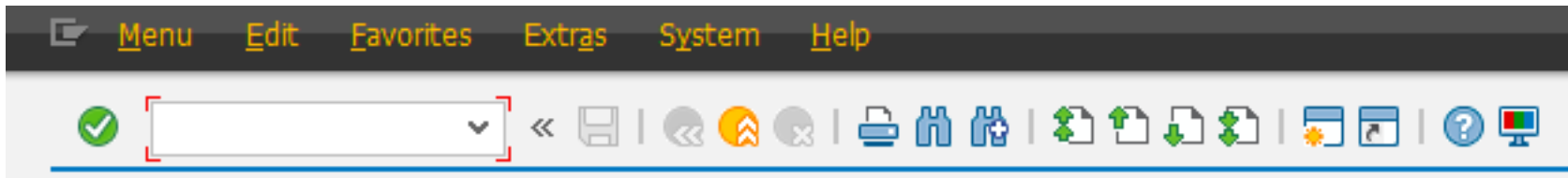
## 3. SAP Access Menu

- The entrance screen, SAP Easy Access



### 3. SAP Access Menu

- Menu Bar



- Standard Toolbar

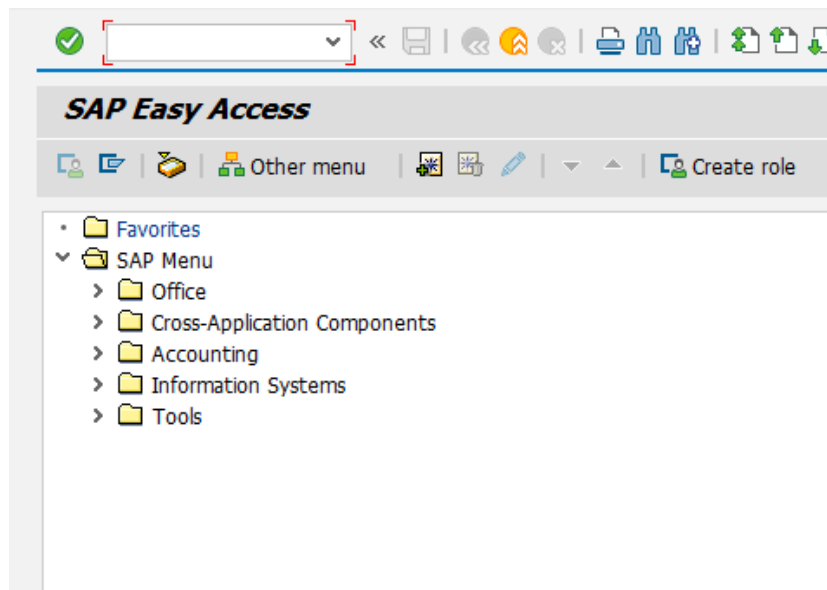


### 3. SAP Access Menu

- Application toolbar



- SAP Easy Access menu

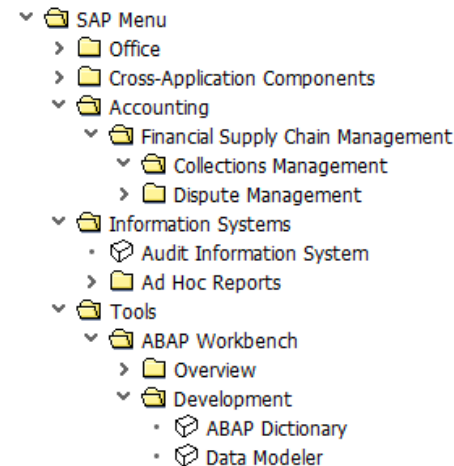
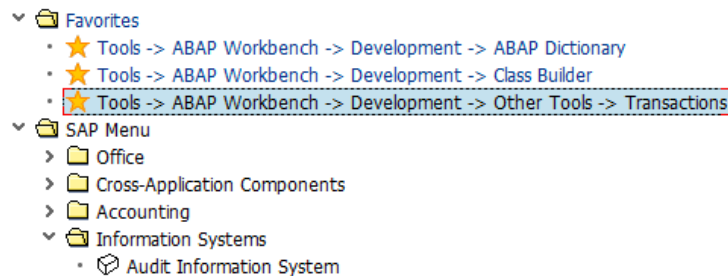


### 3. SAP Access Menu

- **SAP Easy Access Menu** is based on the user role
- Transactions (shortcuts to functions of the system) can be found in the tree structure of the navigation menu
- **Favorite Menu** contains links to user specific transactions
- Transactions can be added at *Menu Bar -> Favorites -> Add* after being selected by the cursor or via Drag&Drop

## 4. System functions

- Functions can be called in three different ways
  - Input of transaction codes in the command line (TA-Code)
  - Entries in the Menu Bar
  - Entries in Favorite Menu or User Menu



## 4. System functions

- Using the **command line**:
- Every transaction has a four character code
- The transaction „SEARCH\_SAP\_MENU“ opens a search dialog for finding transactions or code of a specific transaction

## 4. System functions

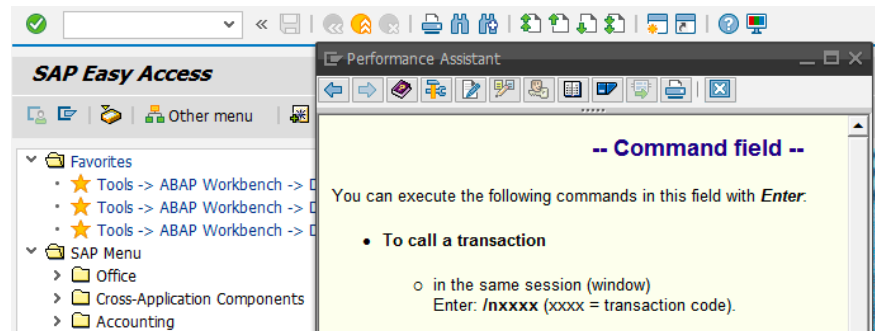
- The following control prefixes influence what happens when a transaction is called – for more F1-key

/o	Opens a new session/mode without closing the current one
/n	Exits the current transaction
/i	Delete the current session
/h	Start debug mode
/ns000	End the current transaction and return to the SAP Easy Access menu
/nend	Log off from the system
/nex	Log off from the system without a confirmation prompt

## 5. Help

- **F1-Help**

- Provides explanations about fields, menus, functions or messages
- Contains also technical information about the current field



## 5. Help

- **F4-Help**
  - Provides information about possible input values
- **Help-Menu**
  - Access to SAP-Library (Online-Documentation)
  - Contains information about the usage of system functions and explains concepts of the system architecture
  - Gives examples for configuration and warns about usage mistakes

## 6. Exercises

### System Login and first steps

1. Start SAP Logon and create a new entry according the instructions of your course conductor – log in.
2. How much sessions/modes can be created?
3. What is the name of the function reached by “**Tools > Administration > Monitor > System Monitoring > User Overview**“ and what is its transaction code?



## 6. Exercises

### Function calls

1. Find out who is logged into the system by calling the user overview (SM04) via SAP-Menu or command line
2. Save a transaction to your favorite menu
3. Add the following transactions to favorites without expanding the SAP Menu „RSPFPAR, SEARCH\_SAP\_MENU, SEARCH\_USER\_MENU“
4. Use the F1- and F4-Help for a button of your choice.