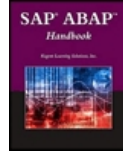


Chapters *To Go*



SAP ABAP Handbook

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Chapter 3: SAP Easy Access

Overview

SAP GUI is the software that displays a graphical interface to enable users to interact with an SAP system. This software acts as a client in the three-tier architecture of an SAP system, which contains a database server, an application server, and a client. SAP GUI can run on a variety of operating systems, such as Microsoft Windows, Apple Macintosh, and UNIX.

You can access the complete SAP GUI only after successfully logging on to an SAP system. When you have successfully logged on to an SAP system, you get the first screen of the system, named SAP Easy Access. The opening of this screen represents a new session in the SAP system. Consequently, each screen of the SAP GUI that you open creates a new session. You may open a maximum of six sessions simultaneously. The SAP Easy Access screen displays a user menu that displays the options to perform your tasks, such as creating and modifying transactions, reports, and web addresses. The menus of the navigational user menu can be expanded or collapsed. Moreover, you can create and maintain favorites for those transactions and reports that you commonly use.

In this chapter, you learn about the first screen of the SAP system, i.e., SAP Easy Access, after you have logged on to the SAP system. The chapter starts by explaining the SAP user menu that appears on the SAP Easy Access screen. Next, you explore the SAP GUI by discussing its three main components: the screen header, screen body, and status bar. You also learn how to customize the layout and settings of the screens displayed in the SAP system, such as modifying the color, text size, and window size of the screen. You learn how to navigate within the workplace menu and manage favorites by adding, modifying, and deleting items such as transactions, web address, and folders. Finally, you learn how to handle one or more sessions and navigate from one session to another.

Explaining the SAP Easy Access Screen

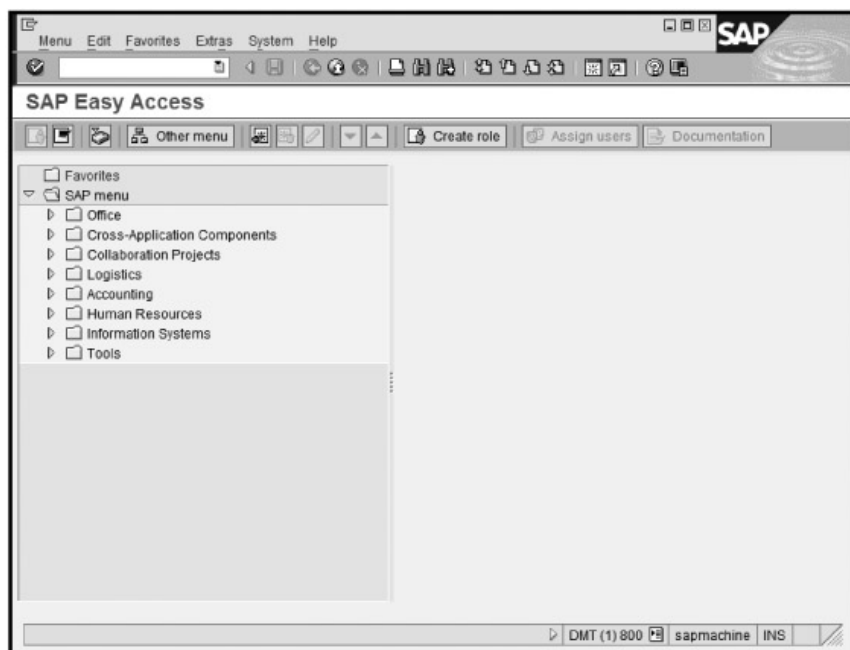
The first screen that appears after logging on to the SAP system is SAP Easy Access. This screen is the SAP user menu screen, also known as the SAP window. As we learned earlier, when we log on to an SAP system, a new session begins. The status bar displayed at the bottom of the screen shows the number of sessions opened by a user. The SAP user menu enables you to perform multiple tasks by allowing you to work on multiple sessions simultaneously. For example, suppose your manager asks you to generate a report when you are processing a new customer order. In such a situation, there is no need to stop processing the order. You can leave the previous session (the screen to process the new order) open on your computer and begin a new session to create the report. Moreover, you can customize the SAP user menu screen to fit the requirements. You learn more about customizing the SAP user menu screen later in this chapter.

The mySAP ERP system is designed as a client system, i.e., you can operate the system from any computer that has the SAP GUI installed and is connected to the SAP database. For example, if you are visiting your distribution plant and later realize that you forgot to perform a task at your plant, then you can perform the same job right at the distribution plant, because SAP recognizes you on the basis of your user name and password.

The SAP user menu consists of the following two folders:

- **Favorites**— Stores the list of favorites, i.e., frequently visited transaction codes or web addresses.
- **SAP menu**— Enables a user to work on the SAP system according to the roles and authorization provided by the administrator.

Figure 3.1 shows the SAP Easy Access screen containing the Favorites and SAP Menu folders:



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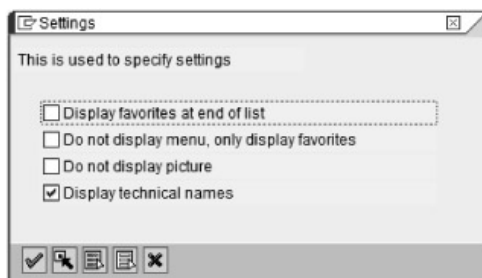
Figure 3.1: The SAP easy access screen

As shown in [Figure 3.1](#), the SAP Menu folder contains the following eight subfolders:

- Office
- Cross-Application Components
- Collaboration Projects
- Logistics
- Accounting
- Human Resources
- Information Systems
- Tools

Note The number and names of subfolders displayed in the SAP Menu folder may be different from those displayed in your SAP Easy Access screen, as they appear according to the settings configured by the system administrator.

You can modify various settings for the SAP Easy Access screen in the Settings dialog box. The Settings dialog box is opened by selecting the Settings option in the Extras menu bar (the Extras menu bar will be discussed later in the chapter). [Figure 3.2](#) shows the Settings dialog box:



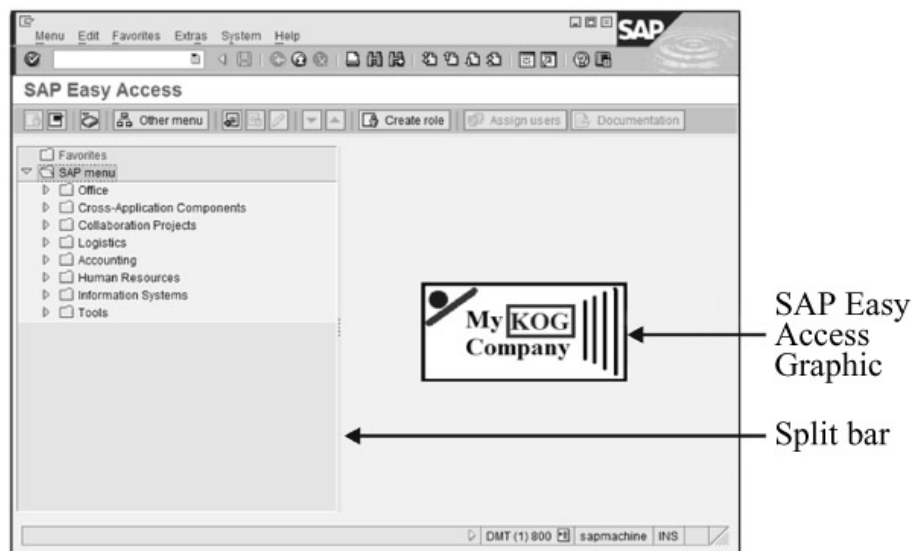
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Figure 3.2: The settings dialog box

As shown in [Figure 3.2](#), the `Settings` dialog box has several check boxes with the following options:

- Display favorites at end of list
- Do not display menu, only display favorites
- Do not display picture
- Show technical name

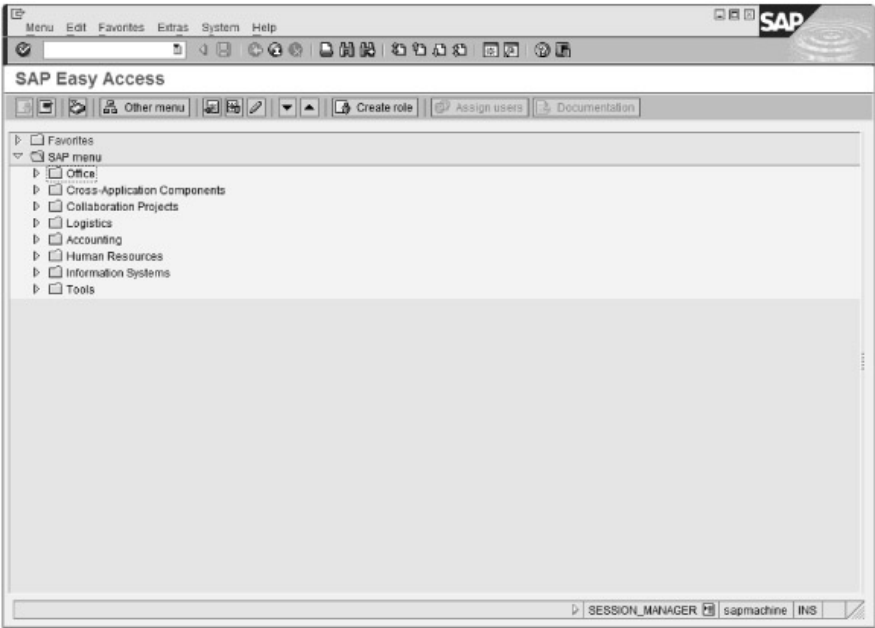
You can select one or more options from the available options by selecting the corresponding check box. Note that when the `Do not display picture` check box is unchecked, the `SAP Easy Access` screen also shows a graphic that appears on the right side of the screen, as shown in [Figure 3.3](#):



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Figure 3.3: The graphic and split bar in the SAP easy access screen

As shown in [Figure 3.3](#), the `SAP Easy Access` screen consists of a graphic and a split bar. You can hide or deactivate this graphical image by selecting the `Do not display picture` check box in the `Settings` dialog box ([Figure 3.2](#)). Another way to hide or deactivate the graphic is by dragging the split bar from the center to the right side of the `SAP Easy Access` screen, as shown in [Figure 3.4](#):



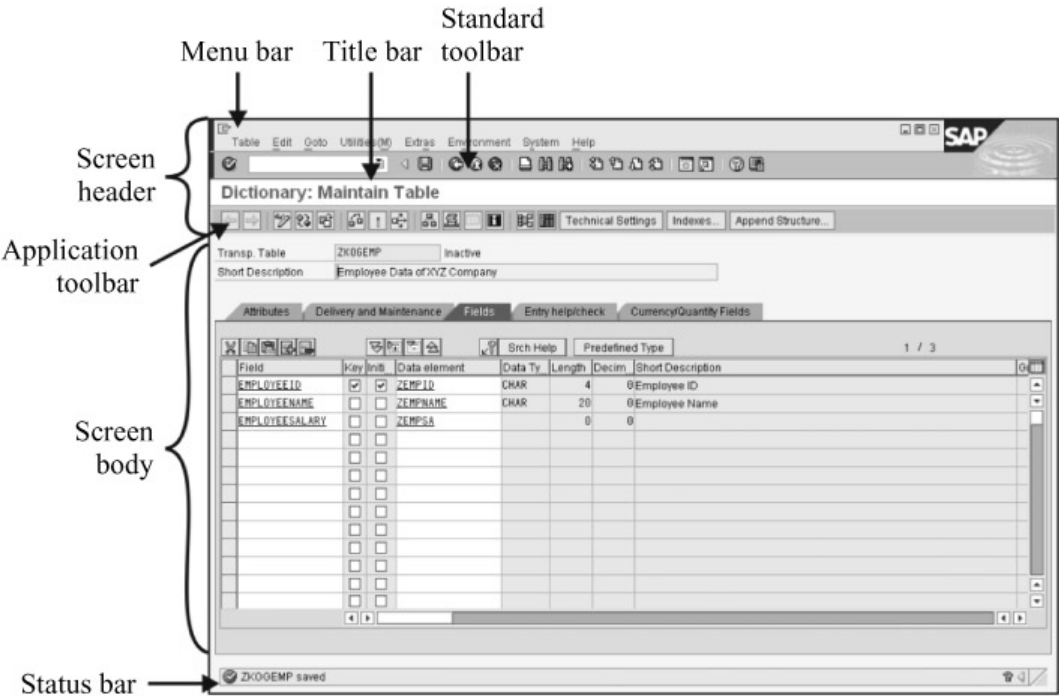
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Figure 3.4: Dragging the split bar to hide the graphic

Exploring the GUI of the SAP System

SAP GUI is the graphical interface or client in an SAP system. It is software that runs on a Windows, Apple Macintosh, or UNIX desktop, and allows you to access SAP functionality in SAP applications, such as mySAP ERP. SAP GUI also helps exchange information between SAP users.

Figure 3.5 shows the general components of an SAP GUI screen of the SAP ERP Central Component (SAP ECC) system:



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Figure 3.5: Components of an SAP screen

Figure 3.5 shows a menu bar, a standard toolbar, the title bar showing the title of the screen, an application toolbar, the working area, and the status bar.

The Screen Header

The screen header is located at the top of the main screen (see [Figure 3.5](#)). It includes the screen banner, along with other toolbars. [Figure 3.6](#) shows the screen header:



Figure 3.6: Various toolbars in the screen header of the SAP screen

As shown in [Figure 3.6](#), the screen header of any screen in SAP GUI consists of the following elements:

- Menu bar
- Standard toolbar
- Title bar
- Application toolbar

Let's discuss each of these elements in detail.

The Menu Bar

The menu bar contains menus to perform functional and administrative tasks on the SAP system. For example, generating reports is a functional task, and assigning passwords is an administrative task. The menus in the menu bar appear according to the opened screen or transaction. In the `SAP Easy Access` screen, the menu bar contains six menus:

Menu, Edit, Favorites, Extras, System, and Help. In addition, it contains a small icon (🏠) at the extreme upper-left corner, as shown in [Figure 3.7](#):



Figure 3.7: Icon displayed at the upper-left corner

Using the (🏠) icon, you can control SAP GUI by performing various tasks, such as creating a new session and closing a transaction. When the (🏠) icon is clicked, a drop-down menu appears, as shown in [Figure 3.8](#):

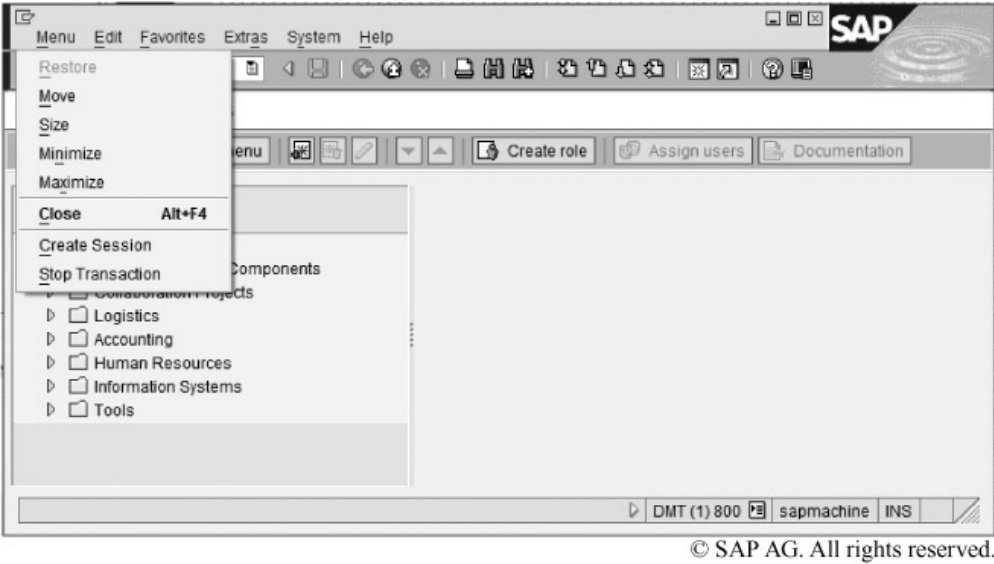


Figure 3.8: Selecting the stop transaction option

Select the desired option from the drop-down list to perform the required task.

Table 3.1 describes the default menu options:

Table 3.1: Default menu options

Option	Description
System	Contains the functions that affect the working of the SAP system as a whole, such as creating a session or user profile and logging off.
Help	Provides online help.

Table 3.2 describes the standard menu options available for all SAP applications:

Table 3.2: Standard menu options

Option	Description
<Object>	Contains the functions that affect the object as a whole, such as Display, Change, Print, or Exit. (Components of a program or application are considered as objects in SAP.) It is named after the object currently in use, such as Material.
Edit	Allows you to edit the current object by providing various options, such as Select and Copy. The Cancel option allows you to terminate a task without saving the changes.
Goto	Allows you to navigate through screens in the current task. It also contains the Back option, which helps navigate one level back in the system hierarchy. Before going back, the system checks the data you have entered on the current screen and displays a dialog box if it detects a problem.


Additional menu options for any specific SAP module functionality are given in Table 3.3:

Table 3.3: Additional menu options

Option	Description
Extras	Allows you to use additional functions to create or modify the current application.
Environment	Allows you to display additional information about the current application.
View	Displays the application or object in different views.
Settings	Sets user-specific transaction parameters.
Utilities	Performs object-independent processing, such as the delete, copy, and print functions.

The Standard Toolbar

The standard toolbar is an important element of SAP GUI. It is located below the menu bar and provides a range of icons with general SAP GUI functions and a command field to enter a transaction code. Various types of icons are found in the

standard toolbar. These icons give access to common functions, such as *Save*, *Back*, *Exit*, and *Cancel*, as well as navigation help functions. The command field used to enter the transaction code is located to the right of the *Enter*  icon.



By default, the *Command* field remains closed. To display the command field, click the *arrow*  icon located to the left of the *Save*  icon, as shown in [Figure 3.9](#):



Figure 3.9: Displaying the arrow button to open the command field


When you click the *arrow*  icon, the command field expands, where the desired transaction code can be entered. [Figure 3.10](#) shows the expanded command field:







Figure 3.10: Expanded command field












[Figure 3.10](#) shows the command field where the transaction code for a particular application is entered, such as the *SE38* transaction code, which opens the ABAP Editor.

Note A transaction code is a parameter of four alphanumeric characters used to identify a transaction in the R/3 system. In SAP R/3, every function has a transaction code associated with it. To call a transaction, enter the transaction code in the command field at the upper-left corner of your R/3 window and click the *Enter* button or press the *ENTER* key. Use */N* before the transaction code to end the current task and start another corresponding to the transaction code entered. For instance, */NS000* ends the current task with the transaction code *S000*. The *S000* transaction code is used for the initial screen of SAP. Transaction code is not case-sensitive, which means you can enter the transaction code either in lowercase or uppercase. Using certain transaction code for navigating to certain screens depends on your system's authorization. If you want to find the transaction code for a particular function, select the *Status* option in the *System* menu bar. You can find the required transaction code in the transaction field of the status bar.

The SAP icons displayed on the standard toolbar provide quick access to commonly used SAP functions. If a function is not available for use on a particular screen, its corresponding icon appears gray on the toolbar. [Table 3.4](#) describes the various icons of the standard toolbar of the SAP R/3 system, which perform different tasks according to the user's requirements.

Table 3.4: Standard toolbar icons

Icon	Control Name	Keyboard Shortcut	Description
	Enter	ENTER	Confirms the data that the user has selected or entered on the screen. It works in the same manner as that of the ENTER key, but does not save the work.
	Save	CTRL+ S	Saves the changes or data in the SAP system.
	Back	F3	Navigates to the previous screen or menu level.
	Exit	SHIFT+ F3	Exits from the current menu or system task.

	Cancel	F12	Cancels the data entered in the current system task.
	Print	CTRL+ P	Prints a document.
	Find	CTRL+ F	Searches the open document or display screen for words and alphanumeric combinations.
	Find Next	CTRL+ G	Finds the next instance of a previously searched item.
	First Page	CTRL +PAGE UP	Enables to navigate to the first page.
	Previous Page	PAGE UP	Enables to scroll one page up.
	Next Page	PAGE DOWN	Enables to scroll one page down.
	Last Page	CTRL+ PAGE DOWN	Enables to scroll to the last page.
	Help	F1	Provides help on the field where the cursor is positioned.
	Create New Session	None	Creates a new SAP session.
	Customized Local Layout	ALT+ F12	Modifies the layout and settings of the SAP system.

The Title Bar

The title bar displays the title of the opened screen in the SAP system. [Figure 3.11](#) shows the title of the `SAP Easy Access` screen in the title bar:



Figure 3.11: The title bar

In [Figure 3.11](#), the title bar displays the title of the first screen of the SAP system, i.e., `SAP Easy Access`. Moreover, the title bar is a part of the screen header and lies between the standard toolbar and application toolbar (shown previously in [Figure 3.6](#)).

The Application Toolbar

The application toolbar contains various icons and buttons that help you to create and maintain the applications in the SAP system. These icons and buttons are application-specific, as different applications have different requirements and functionalities. The application toolbar is located just below the title bar. [Figure 3.12](#) shows the application toolbar:



Figure 3.12: The application toolbar

The Screen Body

The area between the screen header and the status bar is known as the screen body (see [Figure 3.2](#)). It acts as a primary window where the user actually performs the task. Every transaction screen contains a screen body, and different applications have different screen bodies.

A screen body has several entry fields and a work area. In the entry field, you can enter, change, or display information to accomplish your system task. SAP R/3 has the following three field types:

- **Required fields**— Specifies that data must be filled by a user.
- **Default fields**— Contain predefined data. However, the predefined data can be overwritten depending on the system task or your SAP profile.
- **Optional field**— May or may not contain data that has to be filled by the user, depending upon the task requirement.

[Figure 3.13](#) shows examples of the preceding fields within the screen body of an SAP screen:

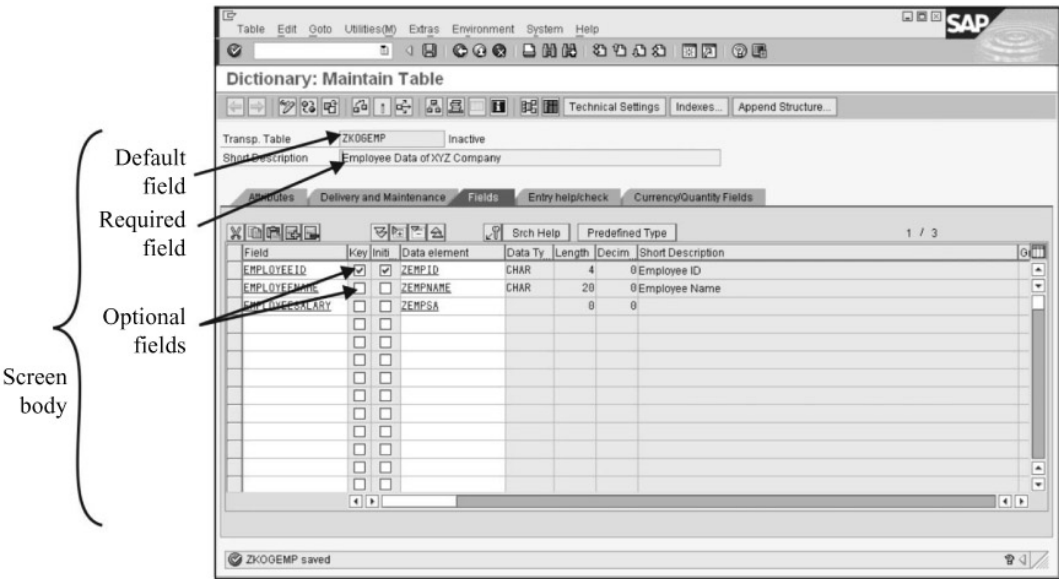


Figure 3.13: Required, default, and optional fields in the screen body

In [Figure 3.13](#), you can see that the `Transp. Table` field is the default field, the `Short Description` field is the required field, and the `Keys` and the `Initial Values` check boxes are optional fields.

The Status Bar




The SAP status bar provides information about applications and programs being executed in the SAP system. The information may include messages about the status of executing a program, opening a transaction, or error messages. [Figure 3.14](#) shows the SAP status bar:




Figure 3.14: The SAP status bar

In [Figure 3.14](#), you can see that the system messages are defined on the left-hand side of the status bar. Note that the messages are flashed once and then displayed in the status bar. [Table 3.5](#) describes the status messages with their icons:

Table 3.5: Status message with icons

Icon	Message Indicating	Example
	Error	Make an entry in all required fields
	Informative	Document 90006078 has been saved
	Warning	Enter PO number

The right side of the status bar contains three fields: system information, host application server name, and the mode of writing, i.e., the insert mode (INS) or the overwrite mode (OVR).

The system information includes the server name, the session number, the client number, and the Status Information ( icon). In [Figure 3.10](#), DMT (1) 800 shows the server name as DMT, session number as 1, and the client number as 800. The status information includes the name of the host application server (in this case, it is sapmachine) and the mode of writing. In our case, the mode of writing is INS.

At times, you may find that the status bar is closed on your computer, as shown in [Figure 3.15](#):



Figure 3.15: Closed status bar

To display the status bar, click the arrow at the right corner of the screen. [Figure 3.16](#) shows the opened status bar of the SAP system:

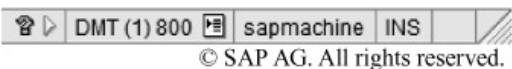



Figure 3.16: Opened status bar

The Status Information () icon displays the current information of various elements such as Transaction, Response Time, and Interpretation Time, as shown in [Figure 3.17](#):

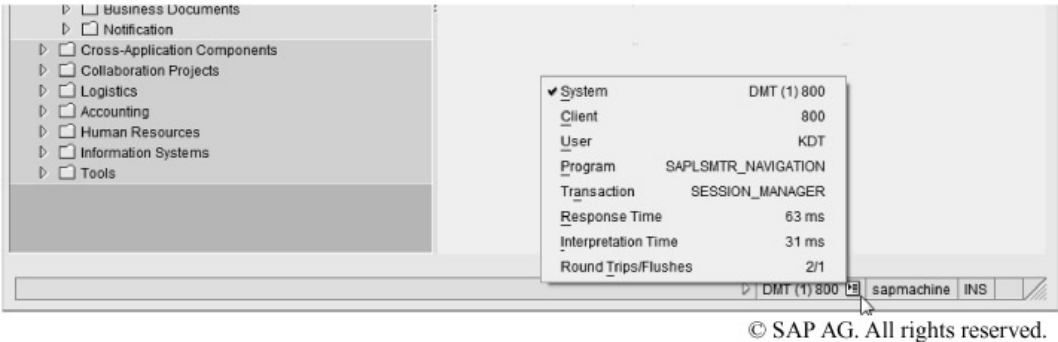


Figure 3.17: Options to change the information on the status bar

Figure 3.17 shows the status bar and various options available within the Status Information (📄) icon.

Customizing the SAP GUI

You can customize the layout and settings of the SAP system by modifying the color, text size, and window size of the screens that open in the system. For this purpose, you use the Customized Local Layout (📄) icon that appears in all SAP R/3 system screens. This icon is used to customize the SAP GUI settings according to the requirements of the user. Figure 3.18 shows the Customized Local Layout icon:



Figure 3.18: Customized local layout icon on the standard toolbar

When you click the (📄) icon, a drop-down menu appears (see Figure 3.19). You can use the selections of this drop-down menu to:

- Change the SAP R/3 window colors and text font
- Set the default size of the SAP R/3 windows
- Change the behavior of the cursor positioning in fields and set the auto-tabbing function
- Hide or display the standard toolbar, the application toolbar, and the status toolbar
- Use the clipboard to transfer information from the SAP R/3 window to other Windows applications
- Affirm the position of the cursor and status bar
- Change the display time in the status bar
- Create SAP GUI shortcuts on the desktop
- Display or hide the grid lines in a list

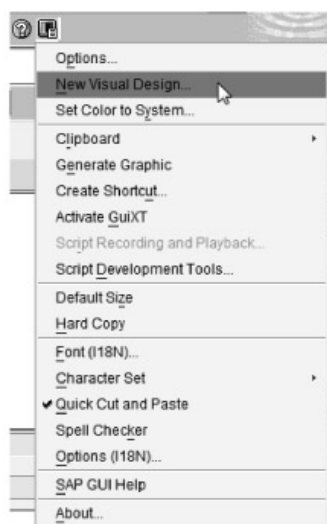
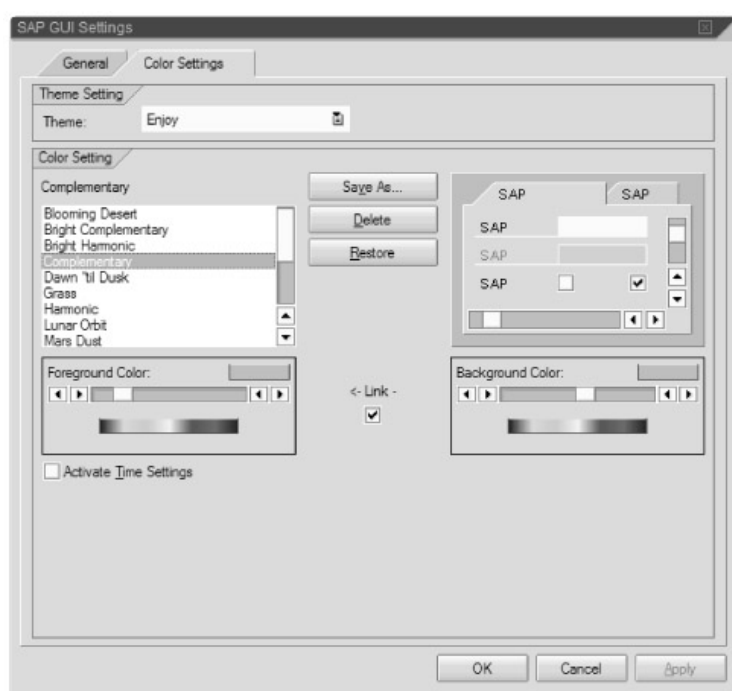


Figure 3.19: The drop-down menu of the customized local layout icon

In this case, we select the New Visual Design option from the drop-down menu, as shown in Figure 3.19:

The SAP GUI Settings dialog box appears. Now, select the Color Settings tab in it. This dialog box allows you to

make changes in the SAP Easy Access screen. Figure 3.20 shows the SAP GUI Settings dialog box:



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Figure 3.20: The SAP GUI settings dialog box

The SAP GUI Settings dialog box shown in Figure 3.20 helps to change the color settings of the SAP system. The foreground and background colors of the SAP system can also be changed. The time settings can also be activated by checking the Activate Time Settings check box.

Similarly, you can customize the appearance of the folders, transactions, and location of the folders in the mySAP ERP system, depending on the user's requirements.

Managing Favorites

As stated earlier, the SAP user menu contains the Favorites folder, which is used to store a list of frequently used transaction codes or web addresses. These favorites are similar to the favorites or bookmarks added in an Internet browser. They allow users to organize transactions, web pages, applications, or documents within a personalized menu. In other words, it is a shortcut to use transactions, files, and web addresses on the SAP Easy Access screen. Instead of searching for the transaction in folders or remembering and typing in the transaction code, double-click the item in the Favorites folder. You can perform the following tasks in the Favorites folder:

- Add an item, such as a transaction code
- Insert a folder
- Make changes to the inserted folder and added items
- Rename the inserted folder and added items

Now, let's discuss the various types of services and actions performed within the Favorites folder.

To perform actions in the Favorites folders, click the Favorites menu on the menu bar and select an option, such as Add or Move, as shown in Figure 3.21:

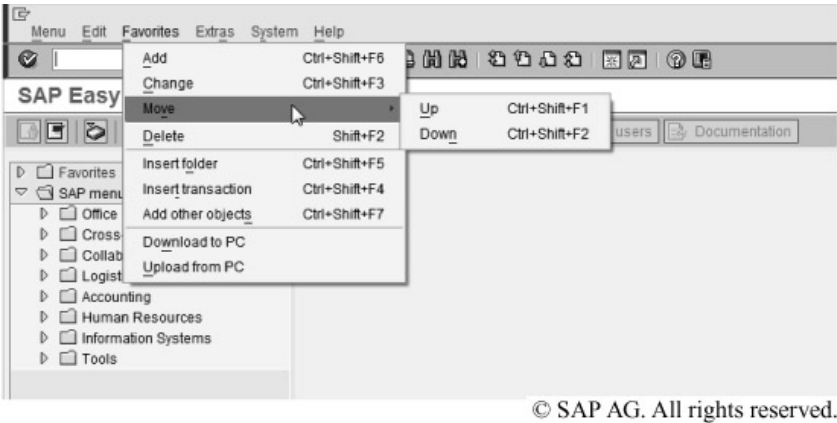


Figure 3.21: The favorites menu on the menu bar

As shown in [Figure 3.21](#), the drop-down menu is displayed when the Favorites menu is clicked.

[Table 3.6](#) shows the options in the Favorites menu to create and manage the Favorites folder and their links:

Table 3.6: Options in the favorites menu

Option	Description
Add	Adds a transaction to the folders.
Change	Renames folders and links.
Move	Changes the sequence of folders and links.
Delete	Deletes folders and links.
Insert folder	Creates a new folder in the Favorites folder.
Insert transaction	Adds a transaction to the current folder by using transaction code.
Add other objects	Adds web links, mail systems, and other destination to folders.
Download to PC	Downloads the Favorites folder to a personal computer or to an external storage site.
Upload from PC	Uploads the Favorites folder from your personal computer or an external web site to the SAP system.

The application toolbar provides several icons to manage the Favorites folder, as shown in [Figure 3.22](#):

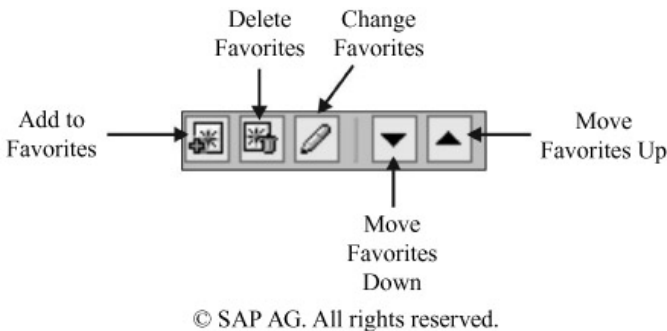


Figure 3.22: Icons to manage the favorites folder

Managing the Favorites folder involves the following actions:

- Adding an item
- Inserting transactions
- Inserting folders
- Moving favorites and folders
- Renaming favorites and folders

- Deleting favorites and folders
- Adding a web address

Now, let's discuss these functionalities, one by one.

Adding an Item

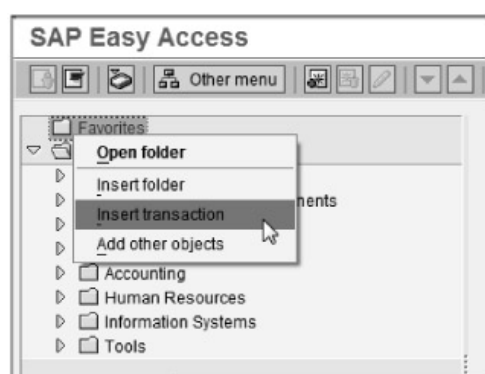
At times, you might need to add an item from the SAP menu to create a favorites list in the `Favorites` folder. An item can be added to the favorites list through any of the following means:

- **Using the drag-and-drop method**— Select a menu item from the SAP menu and drag-and-drop the item inside the `Favorites` folder.
- **Using the Favorites menu**— Select a menu item from the SAP menu and add it to the `Favorites` folder by selecting `Favorites > Add`.

Inserting Transactions

You can use the `Favorites` folder to insert a transaction by using the `Manual Entry of a Transaction` dialog box. Perform the following steps to insert a transaction in the `Favorites` folder:

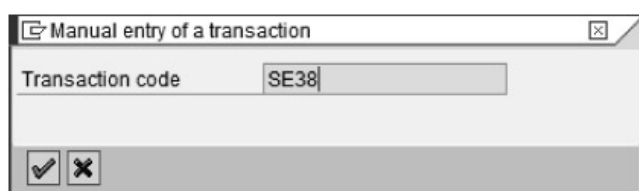
1. Right-click the `Favorites` folder and select the `Insert transaction` option from the displayed context menu, as shown in [Figure 3.23](#):



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Figure 3.23: Selecting the insert transaction option

The `Manual Entry of a Transaction` dialog box appears, as shown in [Figure 3.24](#).



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Figure 3.24: Manual entry of a transaction dialog box

Note The `Manual entry of a transaction` dialog box can also be opened by selecting `Favorites > Insert transaction`.

2. Enter a transaction code in the `Transaction code` field of the `Manual Entry of a transaction` dialog box. For example, the transaction code `SE38` is entered in the `Transaction code` field. Next, click the `Continue` (✓) icon, as shown in [Figure 3.24](#):

[Figure 3.25](#) shows the transaction code `SE38 – ABAP Editor` as a favorite in the `Favorites` folder:



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Figure 3.25: Inserting a favorite in the favorites folder

Inserting Folders

As already discussed, the Favorites folder reduces the number of clicks that are required to open a transaction or a link to perform a task. We can also create different folders inside the Favorites folder to simplify the task of categorizing favorites. Perform the following steps to insert a folder inside the Favorites folder:

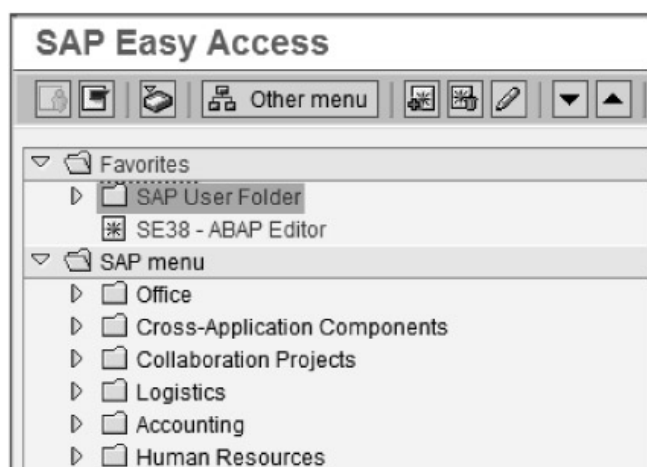
1. Right-click the Favorites folder and select the Insert folder option (see Figure 3.23). The Create a Folder in the Favorites List dialog box opens.
2. Enter a folder name, for instance, SAP User Folder, in the Folder name field, as shown in Figure 3.26:
3. Click the Continue (✓) icon or press the ENTER key to complete the process.



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Figure 3.26: Entering a folder in the favorites list dialog box

Figure 3.27 shows a folder, called SAP User Folder, created inside the Favorites folder:



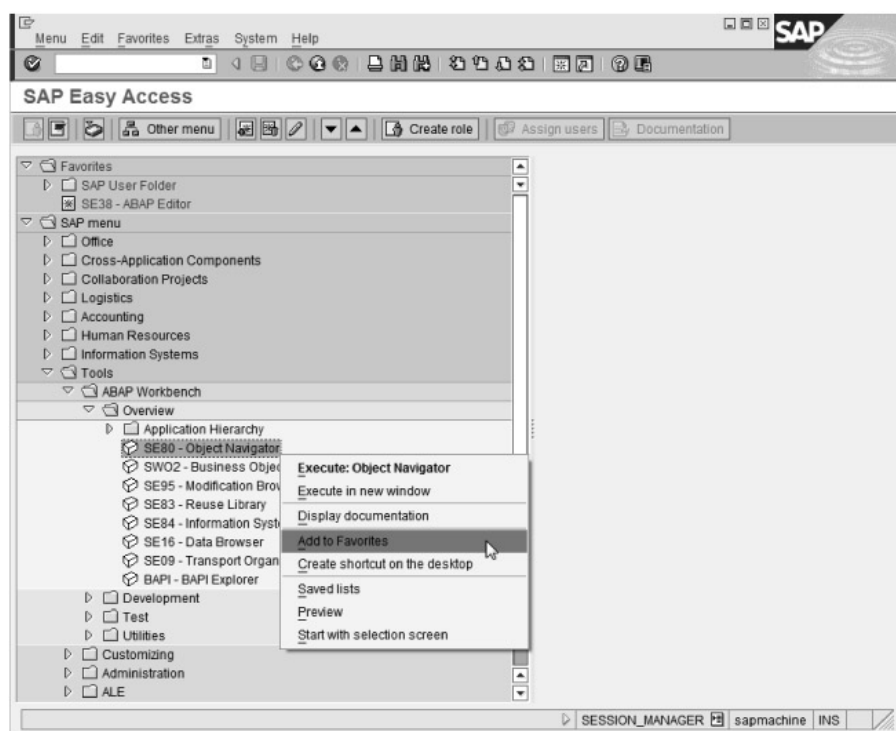
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Figure 3.27: The SAP user folder added in the favorites folder

Moving Favorites and Folders

To perform certain activities, favorites and subfolders in the Favorites folder often need to be moved from their original location to some other location in the Favorites folder. Perform the following steps to add a particular object to the favorites list and then move it to a different location:

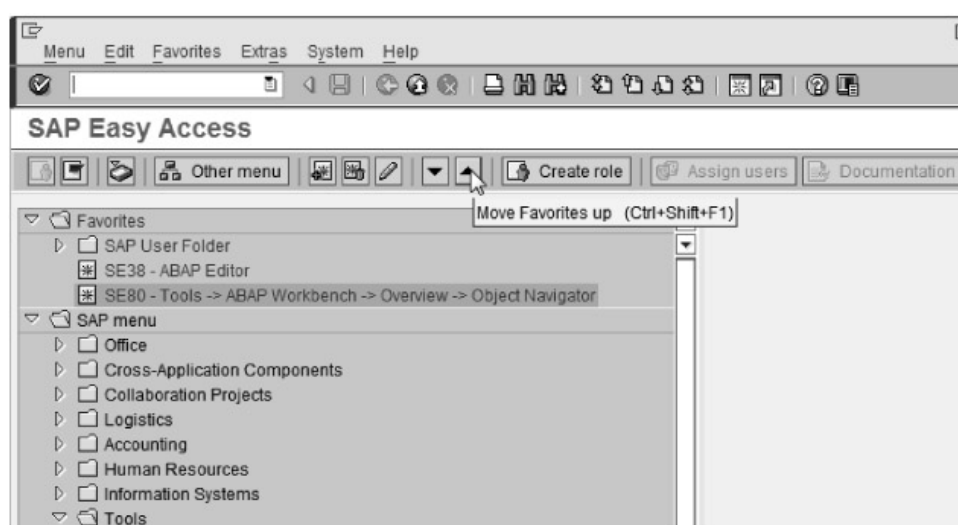
1. Select a particular object from the SAP menu. For example, the SE80 - Object Navigator is selected in [Figure 3.28](#):
2. Right-click the object and select the Add to Favorites option, as shown in [Figure 3.28](#).



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Figure 3.28: Selecting the add to favorites option

A favorite of Object Navigator is added in the favorites list, as shown in [Figure 3.29](#):



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Figure 3.29: A favorite added in the favorites folder

3. Click the Move favorites up icon (see [Figure 3.29](#)). The Object Navigator favorite will move upward inside the Favorites folder hierarchy, as shown in [Figure 3.30](#):

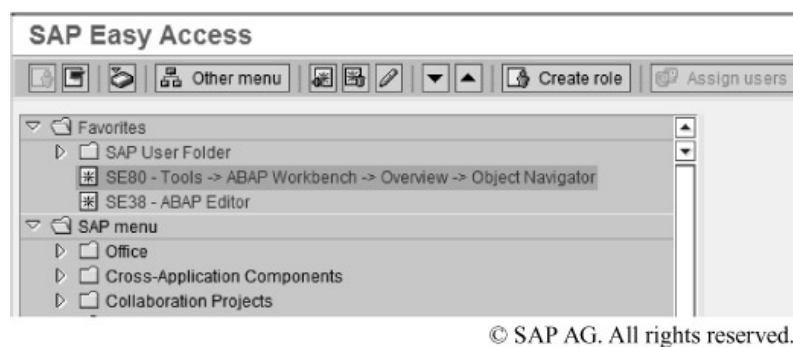


Figure 3.30: Moving a favorite

Note You can also use the drag-and-drop method to move a favorite or folder inside the Favorites folder. In such cases, we first select the favorite or folder and then drag-and-drop the favorite or folder to the desired position in the Favorites folder. The favorite or folder now appears at the desired location.

Renaming Favorites and Folders

A folder can be renamed to meet the user's requirements. Perform the following steps to rename a favorite:

1. Select the favorite or folder. In this case, a link to the Object Navigator favorite is selected (see Figure 3.31).
2. Click the Favorites menu and select the Change option, as shown in Figure 3.31:

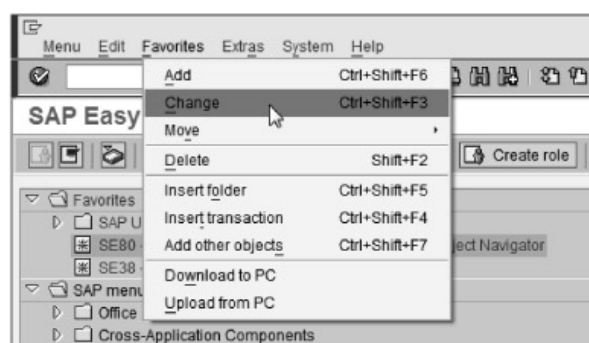


Figure 3.31: Selecting the change option

The Change a Favorite dialog box appears, as shown in Figure 3.32:

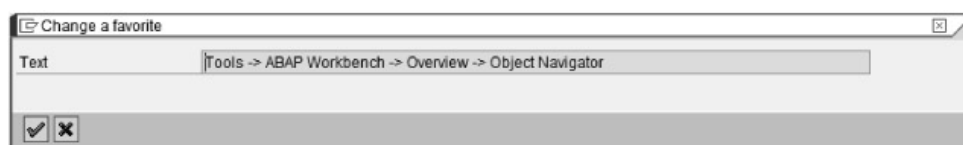


Figure 3.32: The change a favorite dialog box

Note An alternative way to open the Change a favorite dialog box is by right-clicking the name of a favorite in the Favorites folder and then selecting the Change a Favorite option from the context menu.

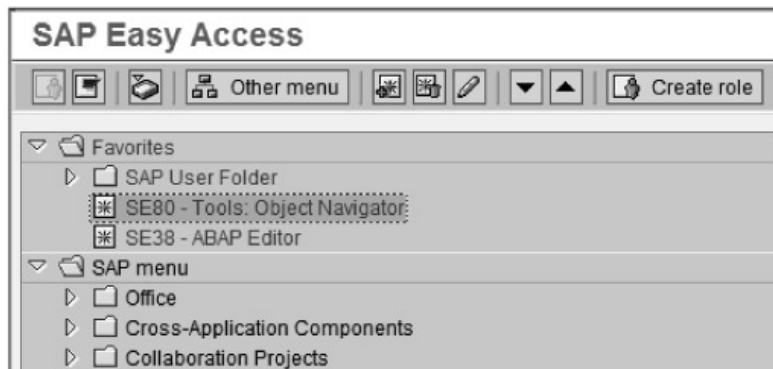
3. Enter new text for the favorite in the Text field of the Change a Favorite dialog box. In this case, we have entered the text "Tools: Object Navigator" in the Text field, as shown in Figure 3.33:
4. Click the Continue (✓) icon in the Change a Favorite dialog box or press the ENTER key.



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Figure 3.33: Entering new text for the favorite

A new name is assigned to the specific favorite, as shown in [Figure 3.34](#):



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Figure 3.34: A favorite renamed

Deleting Favorites and Folders

The favorites and the folders created inside the `Favorites` folder can also be deleted, as the user wants. To delete an existing favorite or a folder from the `Favorites` folder, select the favorite or folder that has to be deleted and then select `Favorites > Delete` in the `SAP Easy Access` screen (see [Figure 3.30](#))

Note An alternative way to delete existing favorites or folders is by right-clicking the name of a favorite or folder in the `Favorites` folder and then selecting the `Delete Favorite` option from the opened context menu.

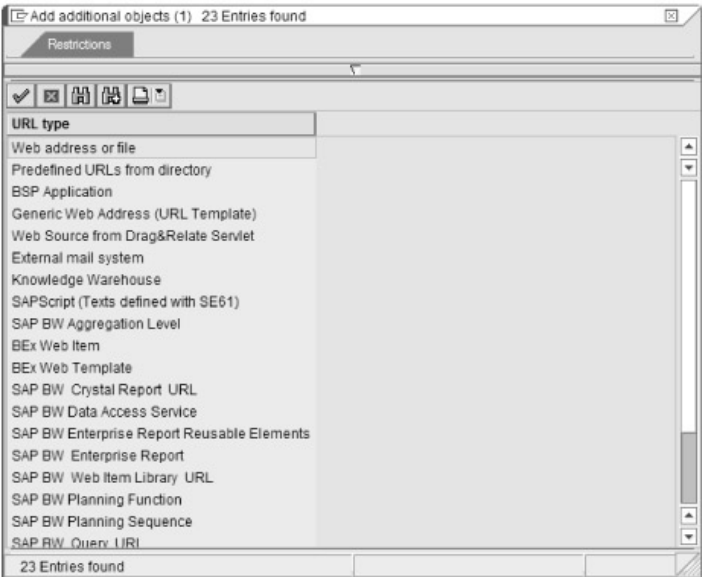
Adding a Web Address

To include a frequently used web document or web link while you are working on another task, add the address of the web link in the `Favorites` menu. Perform the following steps to add a web address inside the `Favorites` folder:

1. Right-click the `Favorites` folder and select the `Add Other Objects` option (see [Figure 3.23](#)) from the context menu. The `Add Additional Objects` dialog box appears, as shown in [Figure 3.35](#):
2. Select the `Web address or file` option (see [Figure 3.35](#)). Click the `Copy` (✓) icon or press the `ENTER` key. The `Change Web Address or Path` dialog box opens (see [Figure 3.36](#)):
3. In the `Change Web Address or Path` dialog box, enter the web address or the location of a file in the `Text` and `Web Address or File` fields, respectively. For example, in our case, `sap help` is entered in the `Text` field and `help.sap.com` is entered in the `Web Address or File` field, as shown in [Figure 3.36](#):

Note You can add an object, such as a web page link, a data file, or an application program, such as a microsoft Excel file or a directory, on the hard disk.

4. Finally, click the `Continue` (✓) icon (see [Figure 3.36](#)) or press the `ENTER` key.



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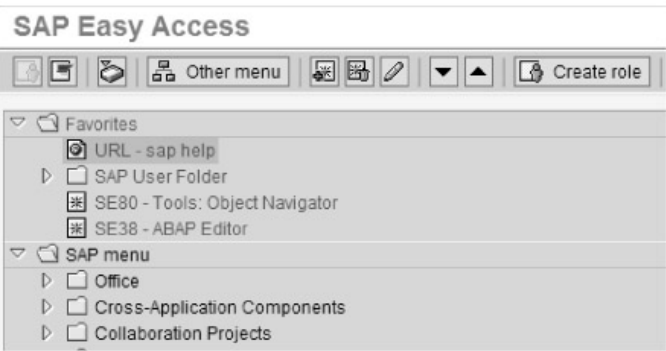
Figure 3.35: The add additional objects dialog box



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Figure 3.36: The change web address or path dialog box

A URL is added to the Favorites folder, as shown in [Figure 3.37](#):



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Figure 3.37: A URL added to the favorites folder

Now, let's discuss how to handle SAP sessions, in particular how to create and end a session and how to manage one session while working with another session.

Handling SAP Sessions

A session is an instance of an SAP system on the user screen. Multiple sessions or multiple instances allow users to work on multiple screens simultaneously. A maximum of six sessions can be opened at one time, and you can perform either different tasks or the same task in each of the sessions. You can also navigate from one session to another open session and close any open session without logging off of the system.

Note A record can be modified by only one user at a time in a session. Multiple write access to the same record is

denied.

Handling one or more SAP sessions involves the following operations:

- Creating a new session
- Displaying a list of all sessions
- Ending a session

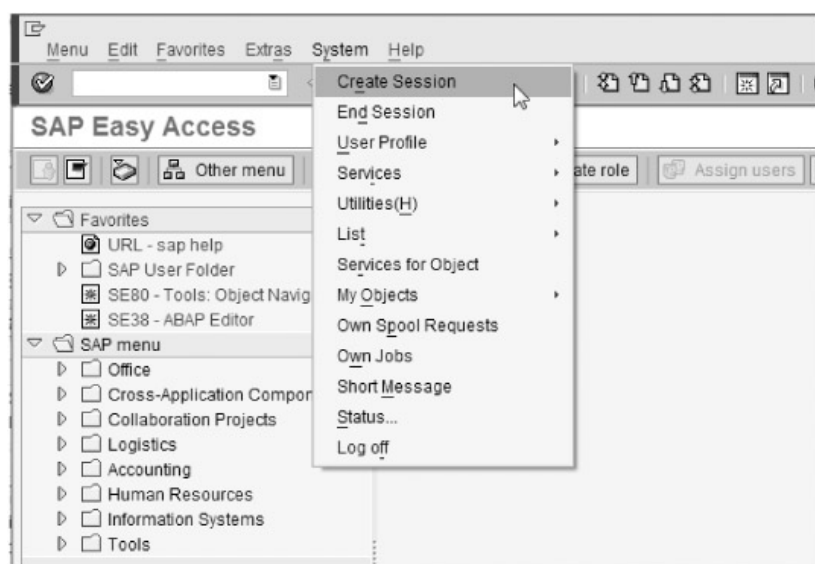
Now, let's discuss each operation in detail, one by one.

Creating a New Session

Every session you open is a new and independent session. An operation on one session (for example, closing it) does not change the status of the other sessions.


Note If multiple sessions are opened simultaneously in the SAP R/3 system, the speed and performance of the system decrease. For this reason, the system administrator limits the number of sessions you can create to six.

You can create a session from any screen of the SAP system by selecting the `Create Session` option in the `System` menu, as shown in [Figure 3.38](#):



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Figure 3.38: Creating a Session

Note Another way of creating a new session from a screen of the SAP system is by clicking the `Create Session`  icon on the standard toolbar. When you create a new session, it automatically becomes the active session, while other open sessions are deactivated. This session continues to remain the active session unless you open another session. Each session has a number that is displayed in the status bar, within parentheses, next to the system name. [Figure 3.39](#) shows three opened sessions and the number of active sessions in the status bar:

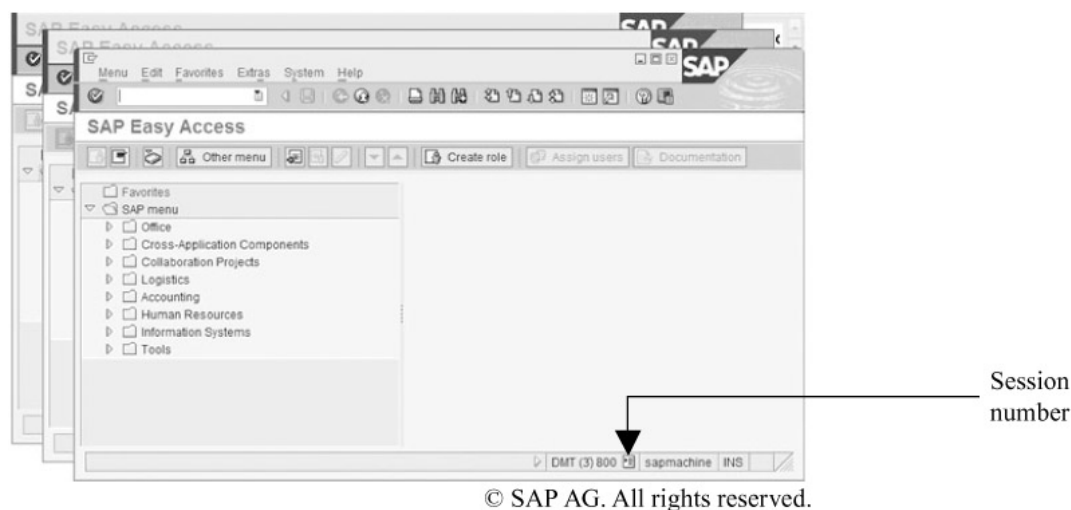


Figure 3.39: Showing the new session number

Similar to any Windows application, you can activate any session from the multiple opened sessions. Navigating among the sessions is similar to navigating among active applications in the Windows environment. You can activate any session either by clicking it or by using the ALT and TAB keys.

Displaying a List of All Sessions

To display the list of all the opened sessions within the SAP system, enter the `/o` system command in the command field. The Overview of Sessions dialog box appears, as shown in Figure 3.40:



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Figure 3.40: The overview of sessions dialog box

In Figure 3.40, you can see that five sessions are currently opened in the SAP system. These sessions are running the ABAP Editor, ABAP Dictionary Maintenance, ABAP Editor, Screen Painter, and Menu Painter transactions. In the Overview of Sessions dialog box, the Generate button is used to generate a new session (with the SAP Easy Access screen), and the End Session button is used to end a session that is selected from the list in the Overview of Sessions dialog box. Moreover, the Continue (☑) icon is used to close the Overview of Sessions dialog box, and the Cancel (✕) or (⌫) icon is used to close the Overview of Sessions dialog box.

Ending a Session

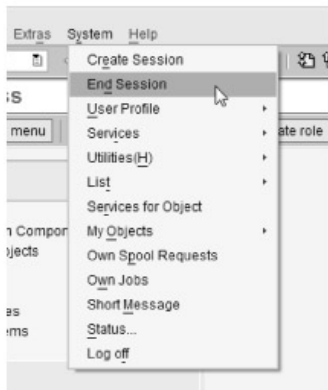
As a best practice, you must end a session after you have finished using it because each session uses system resources, which affects the efficiency and working of the SAP R/3 system.

Note You must save useful data before ending a session, as a SAP R/3 system does not prompt you to save data.

You can choose any one of the following ways to end a session:

- Selecting **System > End session**, as shown in Figure 3.41:

- Clicking the Exit (🚪) icon.
- Clicking the Close (✖) icon at the upper-right corner of the screen.
- Selecting the Close option from the drop-down menu of the (📄) icon, which is present at the upper-left corner of the SAP GUI window.
- Entering the `/i` system command in the command field of the session that you to close.
- Entering the `/i` system command followed by a session number in the command field to close a particular session specified by number. For example, the `/i5` command is used to close the fifth session.



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Figure 3.41: Selecting the end session option

Moreover, to close all the sessions simultaneously, perform either of the following actions:

- Enter the `/nend` system command in the command field; you are prompted to confirm that you want to close all the sessions.
- Enter the `/nex` system command in the command field; all the sessions are closed without prompting.

Summary

In this chapter, you have learned about the first screen of the SAP R/3 system, SAP Easy Access. In addition, you have learned how to work with the SAP R/3 system by using various commands, tools, and facilities. This chapter also explains the SAP GUI by exploring the screen header (containing various toolbars) the screen body, and the status bar. In addition, you have learned to customize the layout and settings of the screens displayed in the SAP system. Further, you have learned to navigate within the workplace menu and manage favorites by adding, modifying, and deleting the items, such as transactions, web address, and folders. Finally, you have learned how to handle one or more sessions and navigate from one session to another.