

Getting Started with SAP Quick Reference Guide

This document outlines some key steps to begin using the SAP system.

Logging In

Follow the steps below to login to SAP:

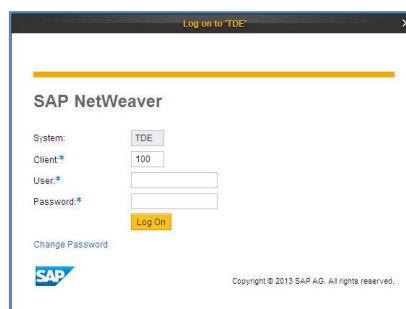
1. Click the **SAP Business Client** shortcut (shown below) in the SAP tab of your ZenWorks My Applications window to access the **Log On** screen.



2. Complete the following fields:

- User* - enter your username.
- Password* - enter your password.

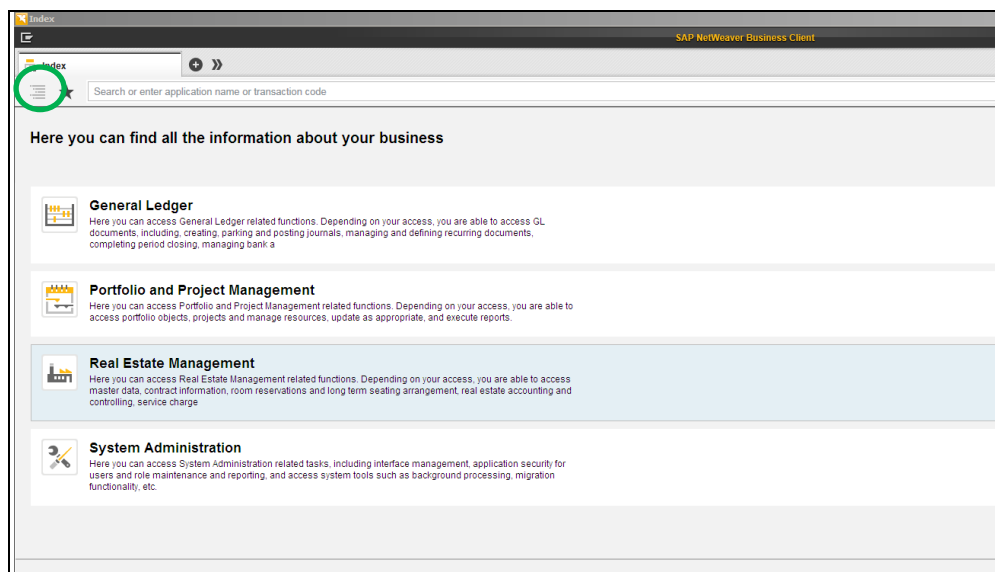
Note: You cannot tab between fields on the SAP logon screen. After entering your Username, click into the Password field to enter your password.



3. Click **Log On**.






Index screen

The Index screen provides you with access to the available menus.



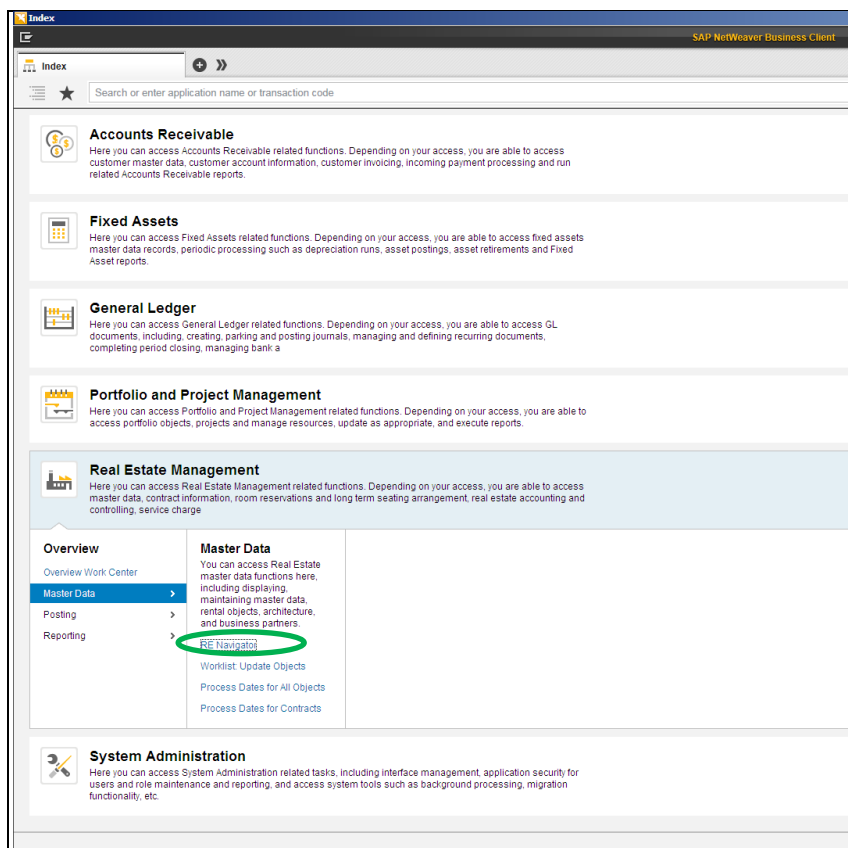
Note: You can access the Index from other tabs by clicking the Index icon (circled above).

The following table describes some of the key features of the SAP Index screen.

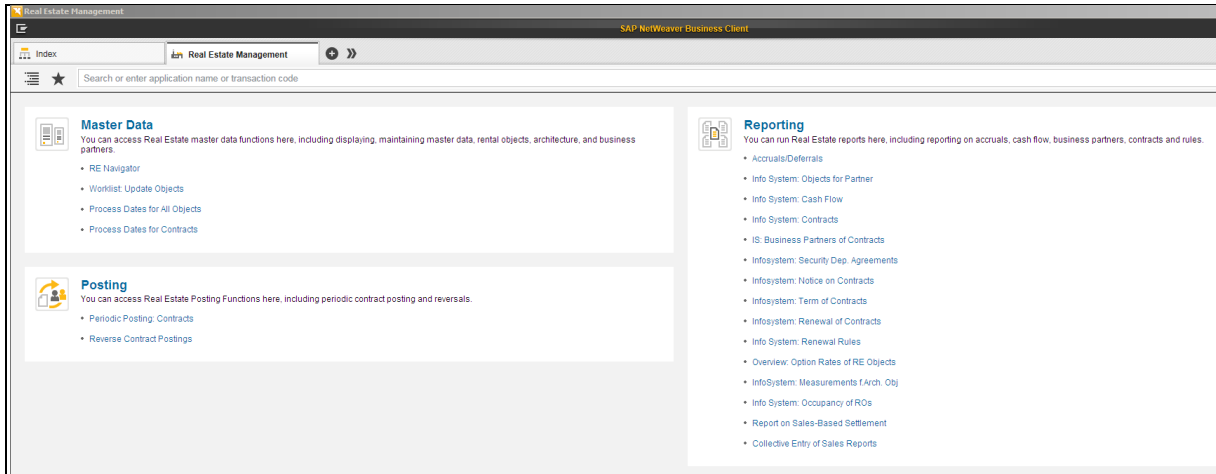
Fields/Buttons	Name	Function
	Search bar	Enter a transaction code or description to navigate to a transaction or sub-menu.
	Favourites	Contains a list of: <ul style="list-style-type: none"> • preferred transactions • previous searches • transactions recently used.
 Real Estate Management	Real Estate Management menu	Click this to open the Real Estate Management menu.
	Add Tab	Click the Add Tab icon to open a new tab.
	Tab List	Click the Tab List icon to view a list of all open transaction screen. Note: Clicking on any of the names in the list will display the selected transaction.

Index screen menus

The Menu views (e.g. the Real Estate Management menu) displayed below shows how the sub menus flow directly from left to right. When a menu item is underlined (or looks like a web link), this will open a new tab containing the selected transaction as indicated by green circle.



Clicking on the **Overview Work Centre** link will open a new tab for the menu area (e.g. Real Estate Management) with all menu items listed individually, as shown below.

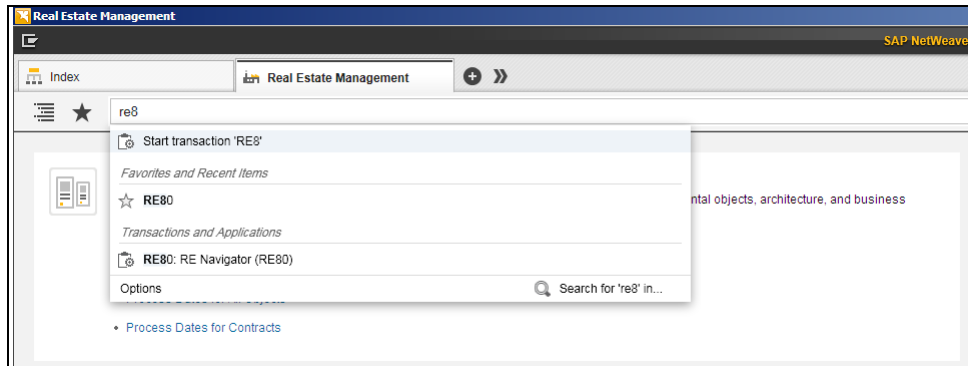


Navigating and searching for a Transaction

There are two ways to search for a transaction you can either:

- search by the transaction code, or
- search by the transaction name.

To search by transaction code, type in either part of or all of the transaction code. Select the transaction from the predictive search list. This opens the transaction in a new tab.

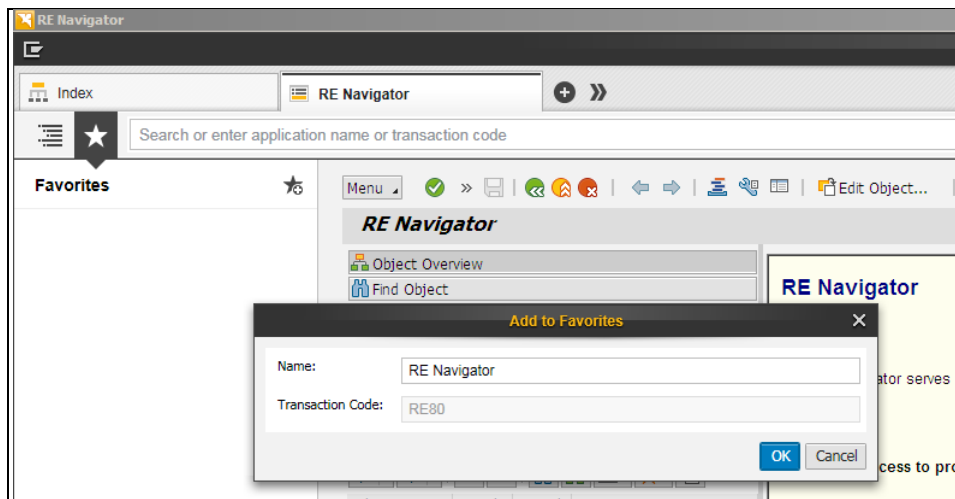


To search by transaction name, type in part or all of the transaction name. Select the transaction from the predictive search list. This will open the transaction in a new tab.

Please note that this list will also include previous entries that you have made (including any incorrect transaction codes entered).

Adding Favourites

To add a transaction to your list of favourites, open the **Favorites** panel and click the **Add Favorites** icon, then click **OK** when the **Add to Favorites** dialog box displays. (To remove a favourite, right click on the name in the **Favorites** pane and click **Delete**.)



Closing a Tab

To close a tab click the cross (x) at the top right of the tab as indicated by green circle.



Note: When closing a tab you may be prompted to save your transaction.

SAP Sessions

The Maximum number of SAP sessions that you can have open is eight. Once you reach this limit you will receive the following message:

