Adding SAP transactions to the favorites folder helps you build a personalized menu and organize your frequently used transactions easily accessible. Follow the steps below:

**Step 1:** Log on to BUworks Central:

[http://ppo.buw.bu.edu](http://ppo.buw.bu.edu)

**Step 2:** Click on WebGUI tab

**Step 3:** Click on ECC System
Step 4: Locate your favorites folder. It is usually the first folder under MENU.
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Step 5: Right click on the Favorites folder. Click on “Insert Transaction”
Step 6: Enter the name of the transaction and click on the green check.
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Step 7: To add a transaction from your SAP menu path, click on any folder (eg. Position) and right click on the transaction. Now, click on “Add to Favorites”
Step 8: You will see a confirmation message “Node added to favorites list”

Congratulations! You added a transaction to your Favorites folder. You may access it from the Favorites folder, the next time you access SAP Easy Access System.