

## Adding a SAP Transaction (T-Code) to the Favorites Folder-Quick Reference Guide

Adding transaction codes (T-codes) to the Favorites folder in SAP helps you build a personalized menu and make them easily accessible. This instruction guide shows you how to add the Display Organization and Staffing SAP transaction "PPOSE" to the Favorites folder.

BOSTON	1. Log on to BUworks Central <u>http://ppo.buw.bu.edu</u>
Home Employee Self-Service Payroll Coordinator Organizational Chart Reporting Worklist WebGUI	2. Click on the <b>WebGUI</b> tab
VebGUI   • Systems  • ECC System	3. Click on <b>ECC System</b>
SAP Easy Access - User Menu Menu	4. Locate your <b>Favorites</b> folder. It is usually the first folder under MENU
<ul> <li>Favorites</li> <li>Display organization and Staffing</li> </ul>	
SAP Easy Access - User Menu for S	5. Right click on the <b>Favorites</b> folder. Click on <b>Insert</b> <b>Transaction</b>
Menu 🖌   Log off System 🖌   User men	
💌 🔂 Favorites	
Display organization and Staffing     Execute: Display organization and Sta     Execute in New Window     BU	
<ul> <li>Eva Display Documentation</li> <li>Mai</li> </ul>	
Con Change Favorites	
Mai Delete Favorites ed	
Mai Insert Transaction     Mai Add Other Objects     Cess - Central	



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-	0. Enter the name of the transaction and click of the green
Menu 🖌 📔 🖌 Kara Kara Kara Kara Kara Kara Kara Kar	place Add to Far Check mark
C Eavorites	
Manual entry of a transaction	
Transaction Code PPOSE	
Maintain - Time Management Timeke	
Contraction Functions All Access Colours	
	7. You will see a confirmation message "Node added to
SAP Fasy Access - User Menul	favorites list"
Menu 🔺 📔 🚽 🖌 🖌 🖌 🖌 Menu 🖌 🖉	You successfully added a transaction to your Favorites
	folder. You will now be able to access the transaction from
💌 🔂 Favorites	the Equarities folder
Display organization and Staffing	the Pavointes folder
💌 🔂 User Menu for	
BUWorks Help Menu	
Construction Authorization Observe	
Evaluate Authorization Check	
🤣 Maintain form help URL links	
Node added to favorites list	