

#### Introduction

# **Process and Trigger**

Perform this procedure when you need to create favorites on your SAP Portal WebGUI Easy Access screen. These instructions also show how to display or hide technical information on the menu.

#### Prerequisites

None

#### Menu Path

Use the following menu path to begin this transaction:

None

Begin this transaction from the SAP Easy Access screen.

#### Transaction Code

None

## **Tips and Tricks**

At times you may need to use your scroll bar to view additional information.

#### **Reports**

None



#### Procedure

**1.** Start the transaction using the above menu path and transaction code.

#### **SAP Easy Access**



2. To display the transaction codes on the SAP Easy Access screen, click the Menu button Menu

## SAP Easy Access

	SAP Easy Access		
	Menu Log off System	User menu SAP menu SAP Business Workplace Add to Favorites Delete Favorites Change Favorites Move Favorites down Move Favorites up	
	Menu Edit Favorites Extras	ans.     Display documentation Shift+F6	
	System Help	Technical details     Shift+F11	
3 -	Using SAP GUI for HTML Options	Set start transaction Shift+F7	
		ERP Development System	
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**3.** From the drop-down list, select **Extras → Settings**.



## Settings

	🖙 Settings	$\times$	
	This is used to specify settings	<b>^</b>	
	Display favorites at end of list		
	🗌 Do not display menu, only display favorites		
	🗌 Do not display picture		
4 -	Display technical names		
		-	
5 -			
4.	Click the box to the left of 🗹 Display technical names	to display a	a checkmar

5. Click the **Continue** button

# **SAP Easy Access**



6. Right-click the **Favorites** folder **Favorites** to add a transaction code to this folder.



SAP Easy Access	
Menu Log off System User menu SAP menu SAP Business Workplace Add to Favorit	es Delete Favorites Change Favorites Move Favorites down Move Favorites up
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7. From the drop-down menu, select Insert transaction Insert transaction

# Manual entry of a transaction

	🖙 Manual entry of a transact	tion	×
8 -	Transaction Code		
9 -	<ul> <li>✓ ×</li> </ul>		

**8.** As required, complete/review the following fields:

Field	R/O/C	Description
Transaction Code	Required	A unique four-character (in most cases) identification assigned to each SAP transaction based on its purpose. <b>Example:</b> FMBB

9. Click the Continue icon 🖌.





**10.** To change the name of the transaction code, right-click the **FMBB - Budgeting Workbench FMBB - Budgeting Workbench** transaction code within the **Favorites** folder.



# SAP Easy Access

	SAP	Easy Ac	cess										
	Menu	Log off	System	User menu	SAP menu	SAP Busines	s Workplace	Add to Favorites	Delete Favorites	Change Favorites	Move Favorites down	Move Favorites up	
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	🔀 F	MBB - Budge	Execute:	Budgeting Wo	orkbench								
	F	B50 - G/L Act	Execute	n new windov	v	Ctrl+F2							
		P menu Iffice	Display o	locumentation	n	Shift+F6							
11		ross-Applica	Change	favorite									
	) ) 🗀 L	ogistics	Delete fa	vorite									
	► □ A	ccounting	Insert fol	der		Ctrl+Shift+F5					DOOT		
		luman Resol	Insert tra	nsaction		Ctrl+Shift+F4					BOSL	ON	
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		00.0	Create s	nortcut on the	desktop	Ctrl+F3					OTATVER.	5111	
											ERP Developmen	t System	
1													
	Node	added to favo	rites list										DER (110) 🖭

11. From the drop-down list, select Change favorite Change favorite



# Change a favorite

40	🖙 Change a favorite		$\times$	
12 -	ext	Budgeting Workbench	Ľ	•
			•	-
	4		►	
13 -	- 🖌 🗙			

**12.** As required, complete/review the following fields:

Field	R/O/C	Description
Text	Required	Description field for an entry. <b>Example:</b> Budget Transfer

**13.** Click the **Continue** icon

# **SAP Easy Access**

	SAP Easy Access	
	Menu   Log off System User menu SAP menu SAP Business Workplace Add to Favor	tes Delete Favorites Change Favorites Move Favorites down Move Favorites up
14		BOSTON UNIVERSITY ERP Development System
-	Node channed	
	III Node changed	DER(110)

**14.** Right-click the **Favorites** folder Favorites to create a new folder within the **Favorites** folder.



	SAP Easy Access
	Menu / Log off System User menu SAP menu SAP Business Workplace Add to Favorites Delete Favorites Change Favorites Move Favorites up
15 -	Image: Tree open folder       Open folder         Image: First States       Citi-Shift-F6         Image: States       Citi-Shift-F6         Image: Counting       Citi-Shift-F7         Image: Counting       Citi-Shift-F6         Image: Counting       C
	Node changed     DER (110)

15. From the drop-down list, select Insert folder Insert folder

# Create a Folder in the Favorites List

4	🖙 Create a Folder in the Favorites List					
16 -	older name	Newfolder		٠		
		-				
				-		
	•		Þ			
17 -	<ul> <li>✓ ×</li> </ul>					

**16.** As required, complete/review the following fields:

Field	R/O/C	Description
Folder name	Required	Name of the folder.
		<b>Example:</b> Budget

**17.** Click the **Continue** icon





**18.** Click on the **FMBB - Budget Transfer Eudget** transaction code and drag the transaction code into the **Budget** folder.



Notice the new folder is now displayed within the Favorites folder.

Note that an alternative method for adding favorites would be to select and drag an item from the user menu into the **Favorites** folder.

**19.** The transaction is complete.



# **Results and Next Steps**

You have created a favorite on your SAP Portal WebGUI Easy Access screen.