

The background features a large, light gray watermark of the Seal of Tarrant County, Texas. The seal is circular and contains a five-pointed star in the center, surrounded by a wreath. The words "TARRANT COUNTY, TEXAS" are written around the perimeter of the seal, with small stars separating the words.

SAP NAVIGATION

**QUICK REFERENCE
CARD**

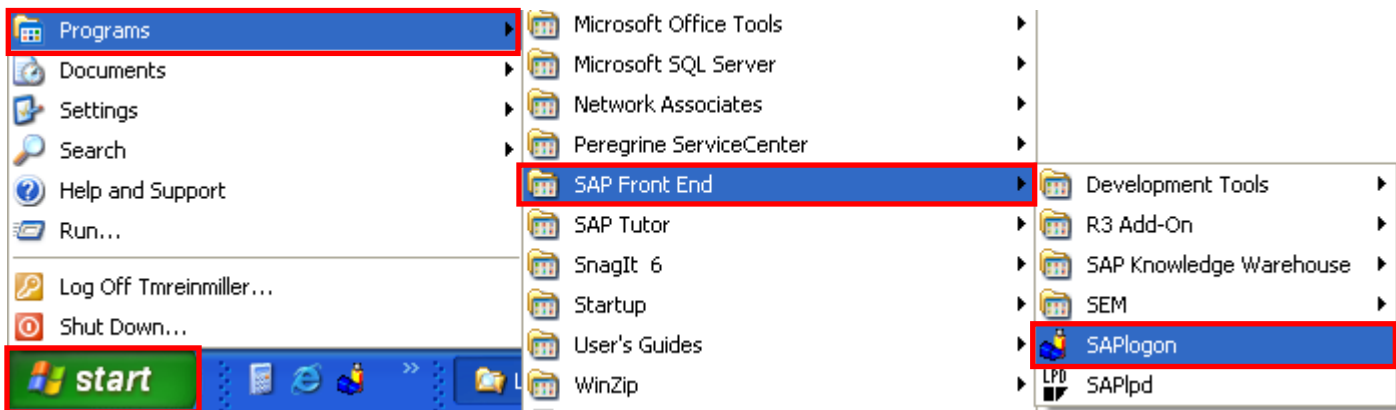
Table of Contents:

Log On To the SAP System.....	3
Change Your Password.....	5
SAP System Messages / Information.....	6
SAP Buttons / Screen Features.....	7
Open a New Session.....	9
Use Transaction Codes.....	10
Add a Favorites Folder.....	11
Add Favorite with Known Transaction.....	12
Add Favorite from Menu / Rename Favorites.....	13
Reorder / Delete Favorites.....	15
Add a Favorite to the Desktop.....	16
Use Find to Locate Transactions.....	18
Use the SAP Search Menu.....	20
Display Transaction Codes.....	21
Display Current Transaction.....	22
Use Field History.....	24
Adjust Field History Options.....	25
Retrieve Field Values / Field Help.....	26
Create a Personalized Picklist.....	28
Screen Help.....	31
System Help.....	32
SAP Printer Setup.....	34

LOG ON TO THE SAP SYSTEM

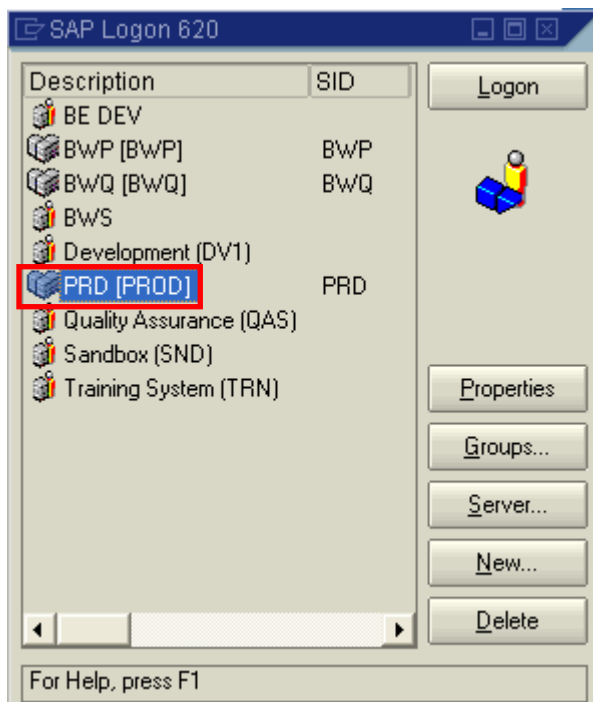
To log into the SAP system:

Step 1. Click Start > Programs > SAP Front End > SAP Logon.



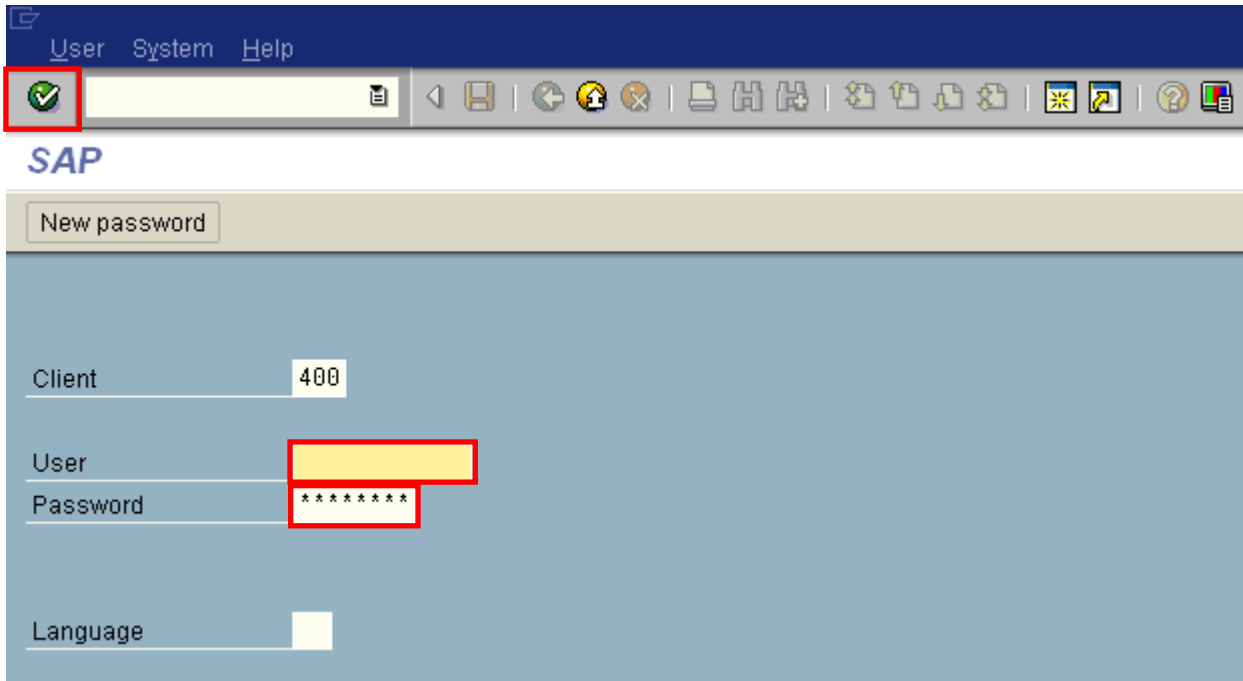
NOTE: The SAP Logon screen can also be accessed by double-clicking the SAPLogon icon on the main Windows desktop.


Step 2. Double-click the client you wish to log into (highlighted below):



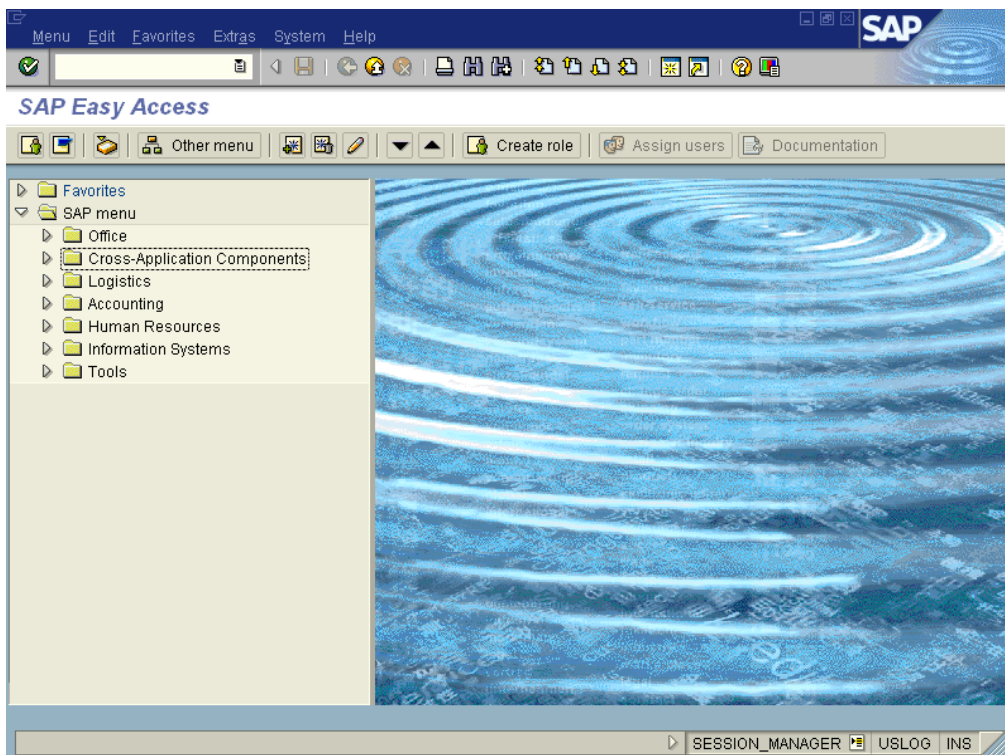
Step 3. Enter the following fields in the SAP login screen (highlighted below):

- a. Type your user ID in the “User” field.
- b. Type your password in the “Password” field.



Step 4. Click the  button (highlighted above).

The SAP Easy Access screen will appear as follows:

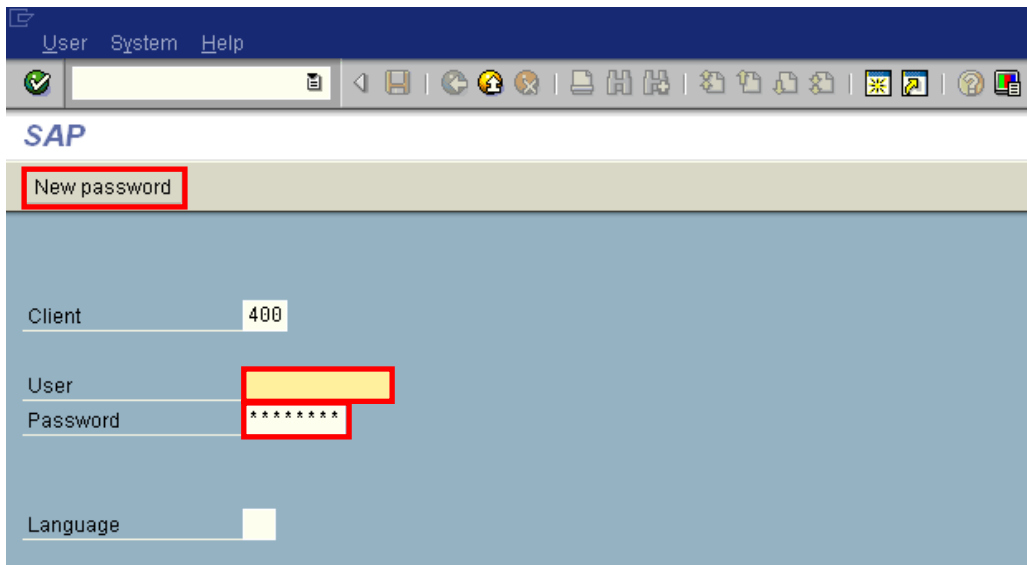


CHANGE YOUR PASSWORD

You can change your password up to once per day. (You will also be prompted to change your password every 45 days).

To change your password:


Step 1. Click the  button AFTER entering your User ID and password (highlighted below).

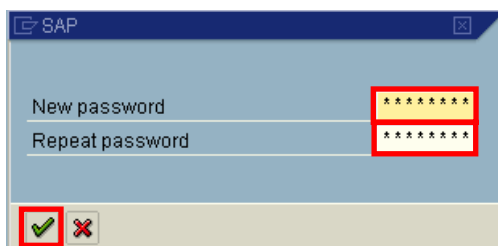


The screenshot shows the SAP main screen. At the top, there is a menu bar with 'User', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area of the screen is titled 'SAP' and contains several input fields: 'Client' with the value '400', 'User' with a yellow highlight, 'Password' with a red highlight and asterisks, and 'Language' with a yellow highlight. A 'New password' button is highlighted with a red box at the top left of the main area.

Step 2. Enter the following fields in the password pop-up (shown below):

- a. Enter a new password in the “New password” field.
- b. Press the tab key.
- c. Enter the new password again in the “Repeat password” field.
(This must be the same password you entered in Step a).

Step 3. Click the  button.



The screenshot shows a password pop-up dialog box. It has two input fields: 'New password' and 'Repeat password', both containing asterisks and highlighted with red boxes. At the bottom left, there are two buttons: a checkmark button (highlighted with a red box) and a close button (X).

Password Rules:

- Passwords must be 8 characters long
- One character must be numeric
- It cannot be the same as your user Id
- The new password cannot be the same as the previous 5 passwords
- You will be prompted to change your password every 45 days

SAP SYSTEM MESSAGES/INFORMATION

The SAP status bar at the bottom of the screen is actually broken down into two parts. These two parts are described below.


LEFT HALF – displays system messages. There will be three types of messages displayed on the status


Information messages – displayed in GREEN (select the  button to clear).

Example:  Save your entries

Warning messages – displayed in YELLOW (select the  button to clear).

Example:  Record valid from 01/01/2003 to 12/31/9999 delimited at end

Error messages – displayed in RED (correct the error or select the  [cancel] button).

Example:  Make an entry in all required fields

RIGHT HALF – displays system and logon information (see figure 6):


PRD (2) (400)  USAPP01 INS

The “PRD” is the system number.

The “(2)” is the session number (sessions will be defined later in this chapter).

The “USAPP01” is the name of the application server.


















“INS” means that this user is currently in the “insert” not, “overwrite” mode (to “toggle” to the overwrite mode, the user would single click on the “INS” to change the mode to “OVR” which means overwrite).







The  button is used to view addition information on the system and the user’s login. This information is displayed below:

✓ System	PRD (2) (400)
Host name	USAPP01
Client	400
User	SRHORN
Program	SAPLSMTR_NAVIGATION
Transaction	SESSION_MANAGER
Response time	0.125
Interpretation time	0.000
Round trips/Flushes	2/0

SAP BUTTONS / SCREEN FEATURES

The table below provides a summary of the most commonly used SAP buttons and screen features.


Button / Screen Feature:	Name:	Used For:
	Enter	Used to confirm entered information and to clear messages.
	Save	Used to save entered information.
	Back	Used to move to the previous screen.
	Exit	Used to exit the area of the system you are currently in.
	Cancel	Used to cancel or stop what you are currently trying to do. Often used to clear error messages.
	Create a new session.	Used to open a new "window" to the SAP system (discussed later in this chapter).
	Help	Used to get SAP's help or documentation on a particular field or screen feature.
 or 	Possible Entries	Used to get the picklist of possible values for the selected field.
	Create	Used to create new entries or records.
	Change	Used to change an existing entry or record.
	Display	Used to display/view an existing entry or record.
	Copy	Used to copy an existing entry or record.
	Delimit	Used to change the end date of an existing entry or record.
	Delete	Used to delete an existing entry or record (used with caution).
	Overview	Used to view a list of all entries or records.
	Print	Used to print the data displayed on the current screen.

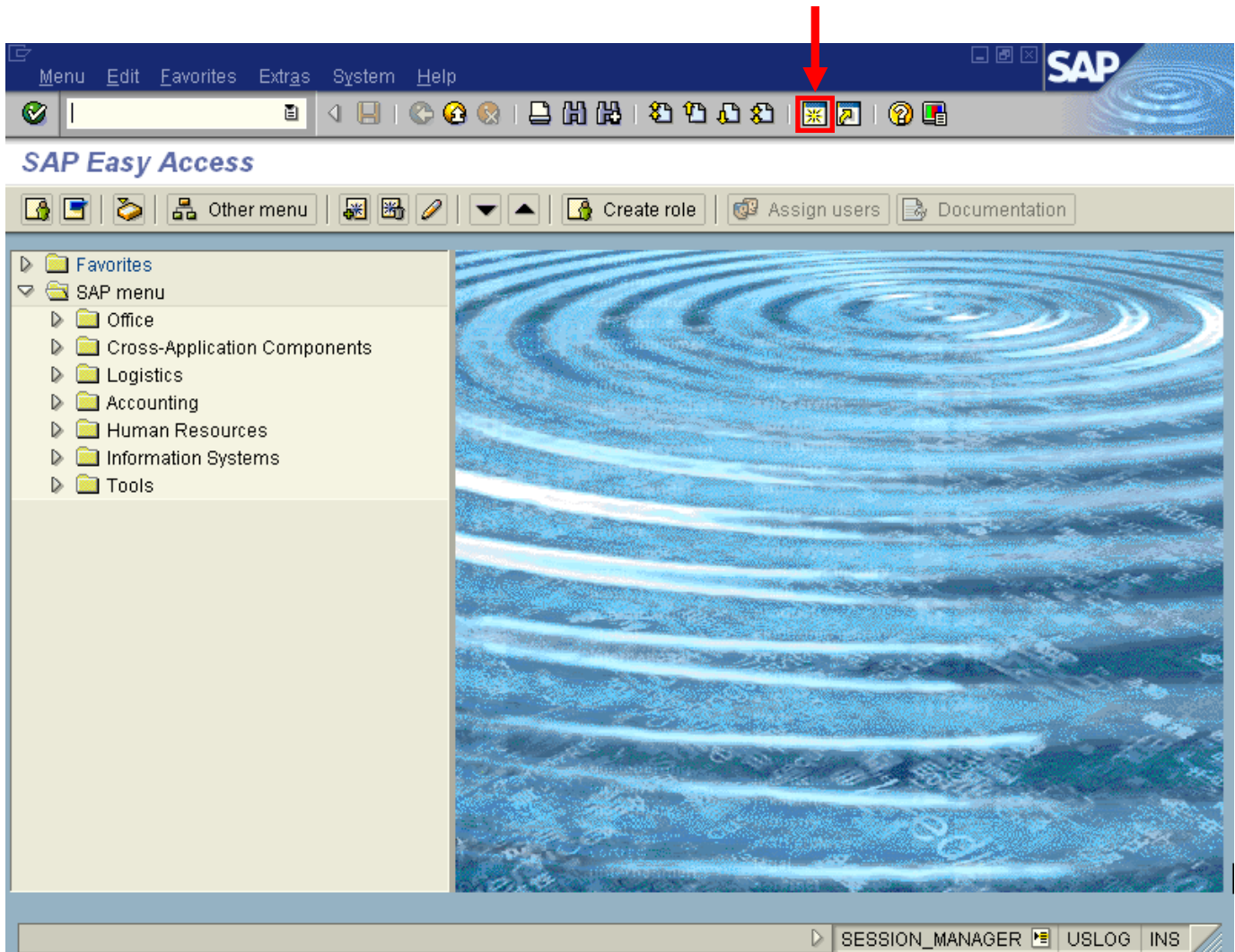
Button / Screen Feature:	Name:	Used For:
	Details	Used to view the “details” or “drill down” for the selected entry.
	Execute	Used to execute an application, program, or report from an SAP screen.
	Find	Used to find an entry in a screen or table that contains many entries or records.
	Command Field	Used for entering transaction codes (discussed in the next section). The command field will appear on every screen in the SAP system.
	SAP Menu	Used to close open (or expanded) folders on the SAP menu.
	Required Field	Used to indicate that a field is a required entry.

OPEN A NEW SESSION


A session is an instance of a SAP window. If you have additional tasks to perform or if one session is responding slowly, you can switch to another session that is already open. You can have a maximum of 6 sessions open at a time (2 are recommended).

To open an additional session:

Step 1. At the SAP Easy Access screen, click the  button (highlighted below).



Step 2. Press the “Alt-Tab” keys to switch between the open sessions.

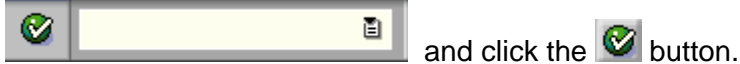
NOTE: A session can be closed using the  button (top right corner of the screen) or by selecting “System > End Session” from the SAP menu.

USE TRANSACTION CODES

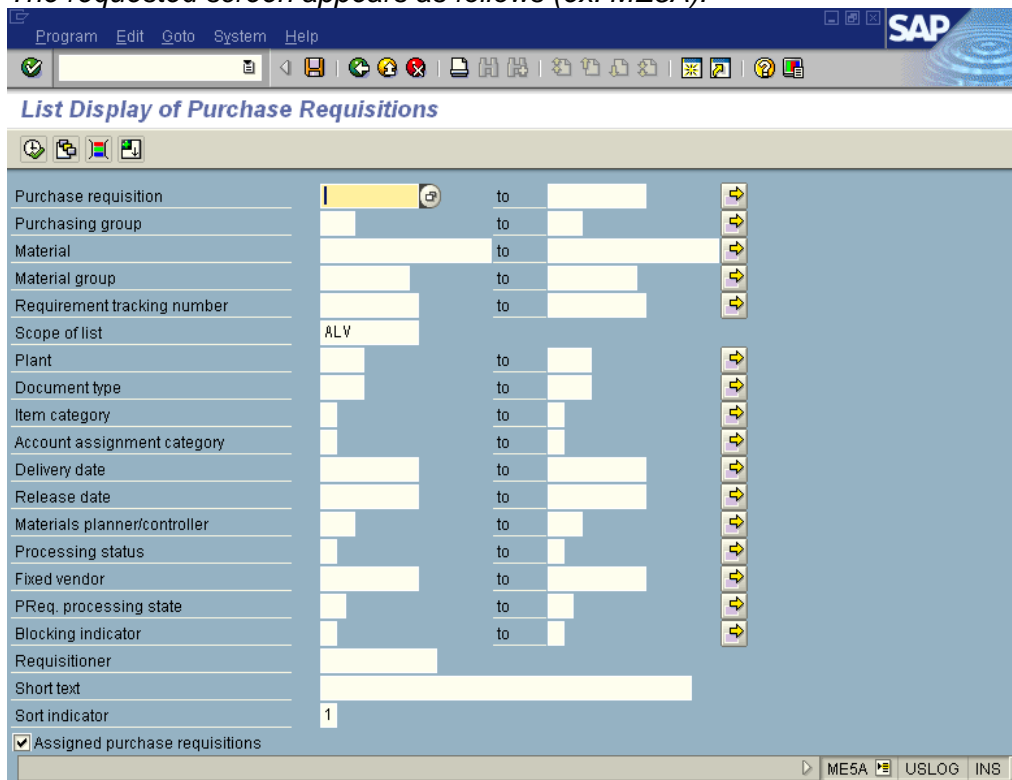
A transaction code is a way to access a SAP screen. The SAP Easy Access screen is the only screen that does not require using a prefix in front of a transaction code.

To use a transaction code:

Step 1. At the SAP Easy Access screen, type the desired transaction code (ex: ME5A) in the




The requested screen appears as follows (ex: ME5A):



NOTE: If you are not in the SAP Easy Access screen, you can use the following prefixes (shown in green) with a transaction code:

/nME5A - will move the current session.

/oME5A - will open a new session.

Step 2. When finished, click the  button until you are at the SAP Easy Access Screen.

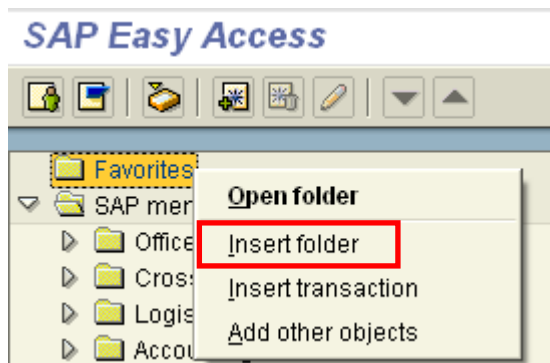
ADD A FAVORITES FOLDER

You can add favorites and folders to organize your favorites on the SAP Easy Access menu.

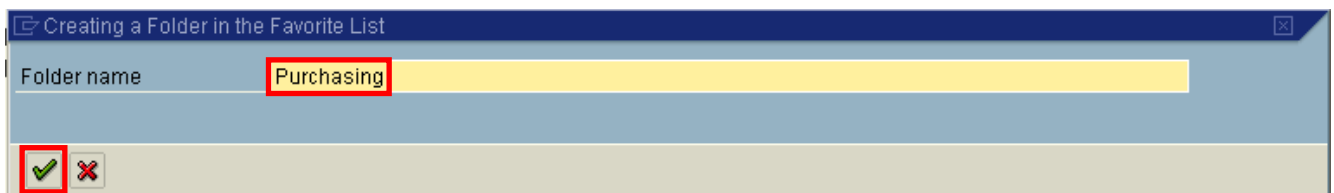
To add a folder that you can put favorites in:


Step 1. On the SAP Easy Access menu right-click on the “Favorites” folder.

Step 2. Click “Insert folder” on the menu (highlighted below).

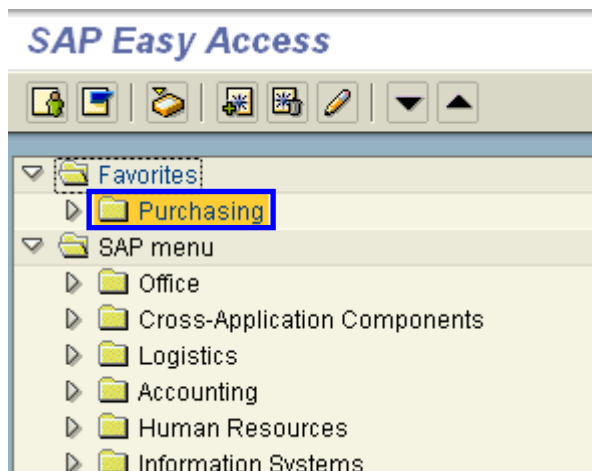


Step 3. Type in the name of the new folder (ex: Purchasing) in the “Creating a Folder” pop-up box.



Step 4. Click the  button (highlighted above).

Step 5. The new folder (ex: Purchasing) appears under the Favorites folder (highlighted below).



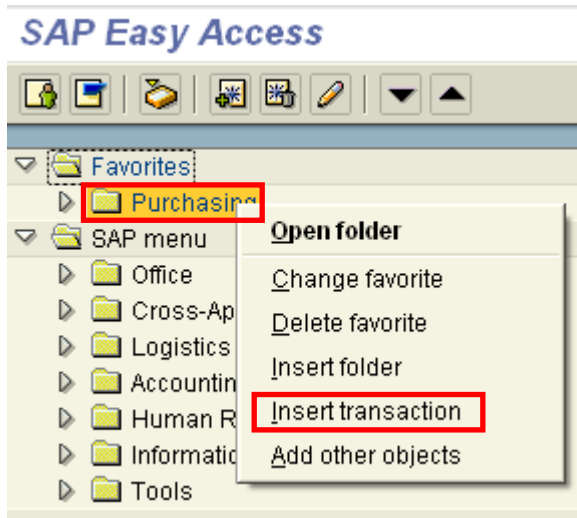
ADD FAVORITE WITH KNOWN TRANSACTION

You can add favorites for transaction codes on the SAP Easy Access menu.

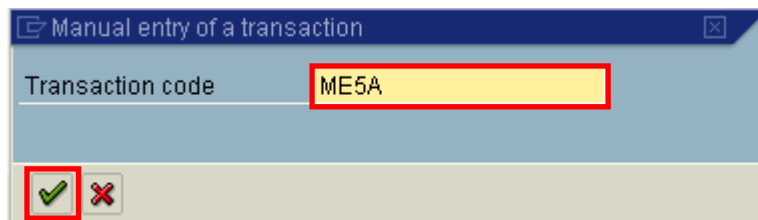
To add a favorite when you know the transaction code:


Step 1. On the SAP Easy Access menu right-click on the favorites folder you wish to create the favorite in (ex: Purchasing).

Step 2. Click “Insert transaction” on the menu (highlighted below).

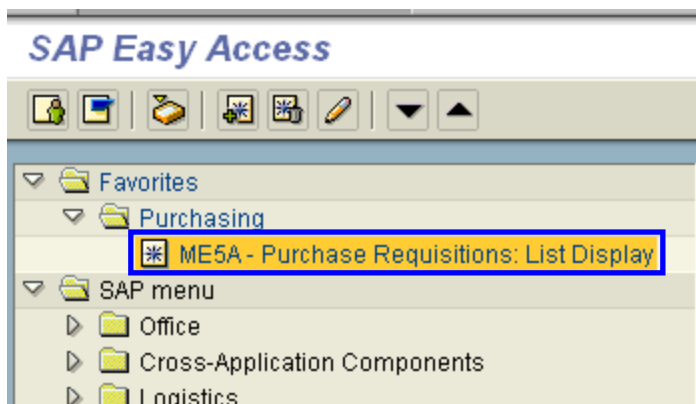


Step 3. Type in the transaction code (ex: ME5A) you wish to add a favorite for (highlighted below).



Step 4. Click the  button (highlighted above).

Step 5. The new favorite is added under the specified folder (highlighted below).

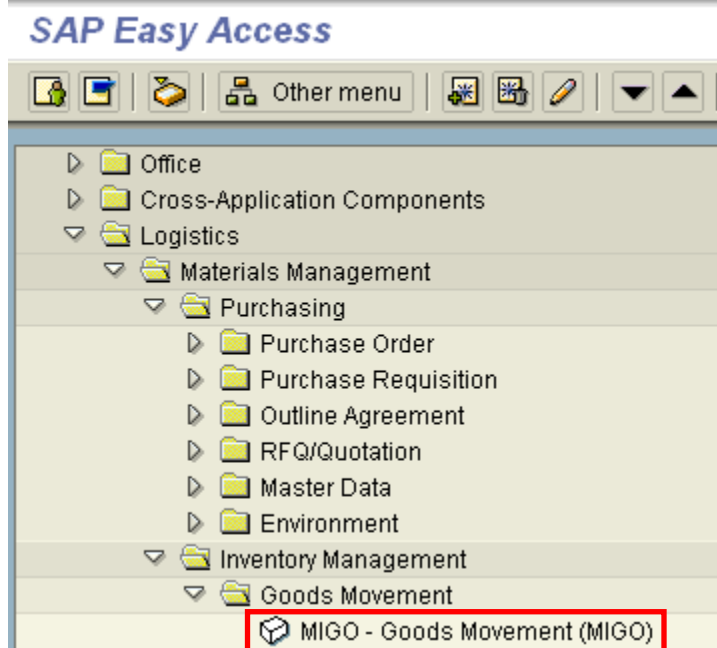


ADD FAVORITE FROM MENU / RENAME FAVORITES

You can also add a favorite that you locate on the SAP menu. This is useful when you do not remember a specific transaction code or when a transaction code is long, as with many reports.

To add a favorite that you locate on the menu:

Step 1. Open the menu structure and locate the transaction you wish to add a favorite for (as highlighted below).



Step 2. Position the mouse cursor over the transaction and right-click with your mouse.

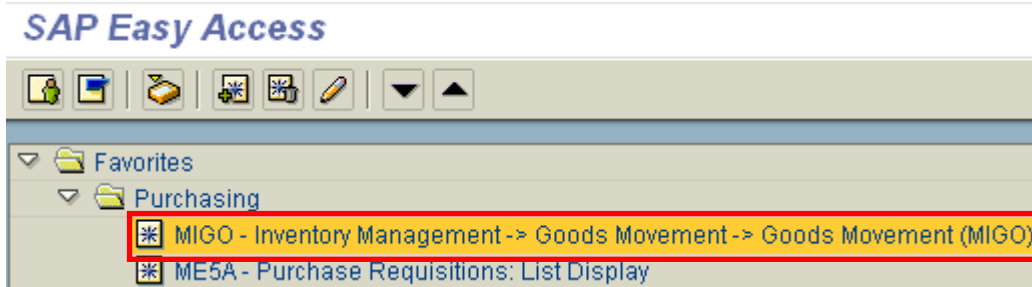
Step 3. Click “Add to Favorites” from the menu (highlighted below).



Step 4. Review the favorite that is now under your Favorites folder.

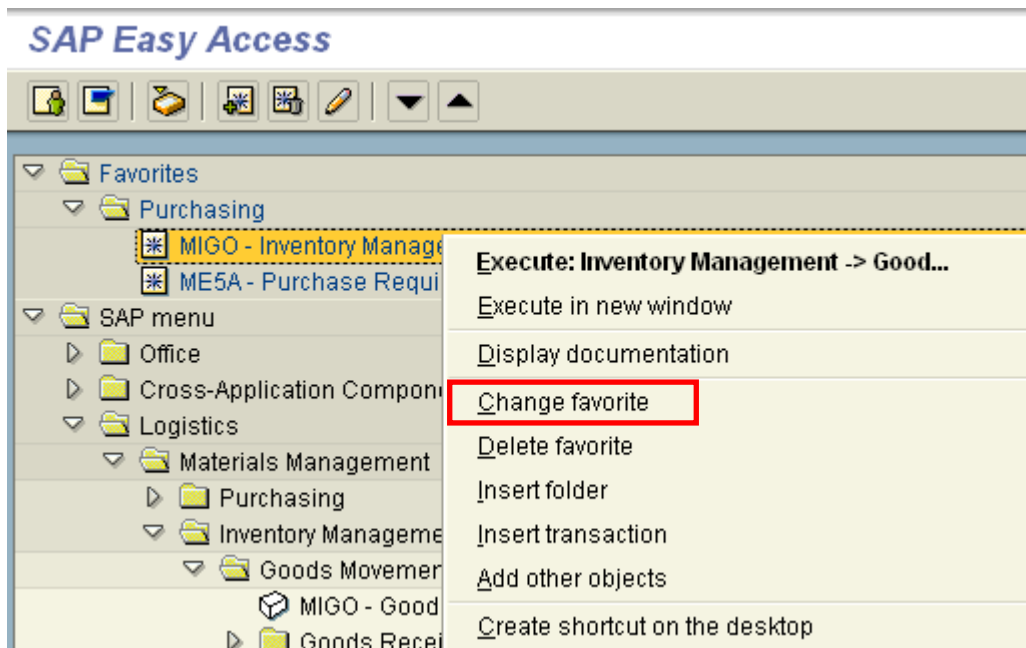


Step 5. If desired, click on the new favorite and drag it into another favorites folder.

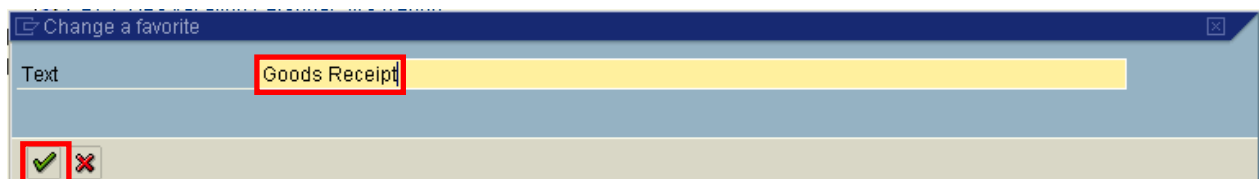


NOTE: In the above example, The new favorite was dragged into the “Purchasing” folder.

Step 6. If desired, you can **rename** your new favorite. To rename a favorite, right-click on it and select “Change favorite” (highlighted below).

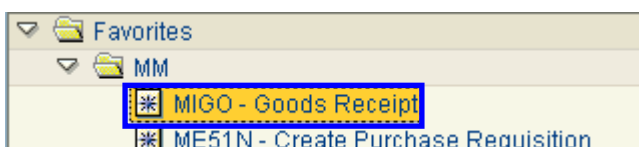


Step 7. Type in the new favorite name (ex: Goods Receipt) in the “Change a favorite” pop-up box.



Step 8. Click the  button (highlighted above).



The renamed favorite appears (highlighted below):

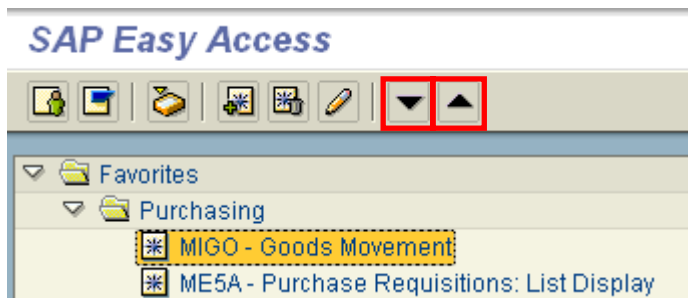


REORDER / DELETE FAVORITES

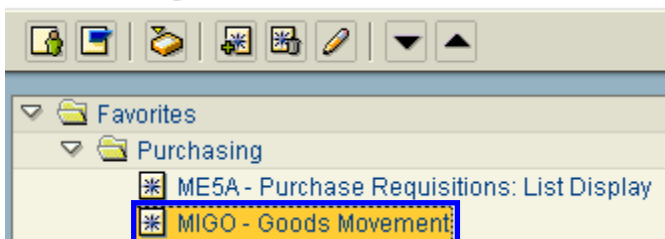
Step 1. To **reorder** favorites, click on the favorite (highlighted below).



Step 2. Click the  button to move the favorite down until it is in the desired position (highlighted below). (If you wish to move the favorite up, click the  button).



The favorite is now repositioned (highlighted below).

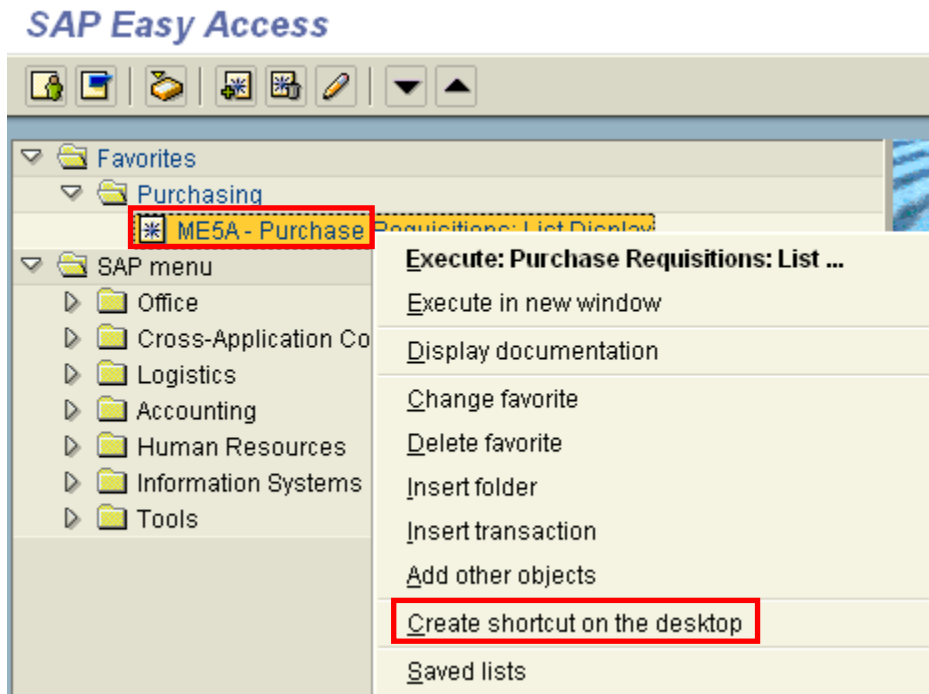


Step 3. To **delete** a favorite, right-click on it and select "Delete favorite" (highlighted below).



ADD A FAVORITE TO THE DESKTOP

Step 1. To create a shortcut on your desktop, right-click on the favorite and select “Create shortcut on the desktop” (highlighted below).



Step 2. The message  Shortcut created on the desktop will appear on the status bar.

Step 3. To use the shortcut, minimize any open windows and double-click on the shortcut on your desktop.



NOTE: If desired, you can right-click on the shortcut to rename it.

Step 4. Type in your password in the pop-up that appears (highlighted below).



Step 5. Click the  button (highlighted above).


The screen for that shortcut will appear (displayed below).

List Display of Purchase Requisitions

Icons: Refresh, Print, Filter, Save


Purchase requisition		to		→
Purchasing group		to		→
Material		to		→
Material group		to		→
Requirement tracking number		to		→
Scope of list	ALV			
Plant		to		→
Document type		to		→
Item category		to		→
Account assignment category		to		→
Delivery date		to		→
Release date		to		→
Materials planner/controller		to		→
Processing status		to		→
Fixed vendor		to		→
PReq. processing state		to		→
Blocking indicator		to		→
Requisitioner				
Short text				
Sort indicator	1			

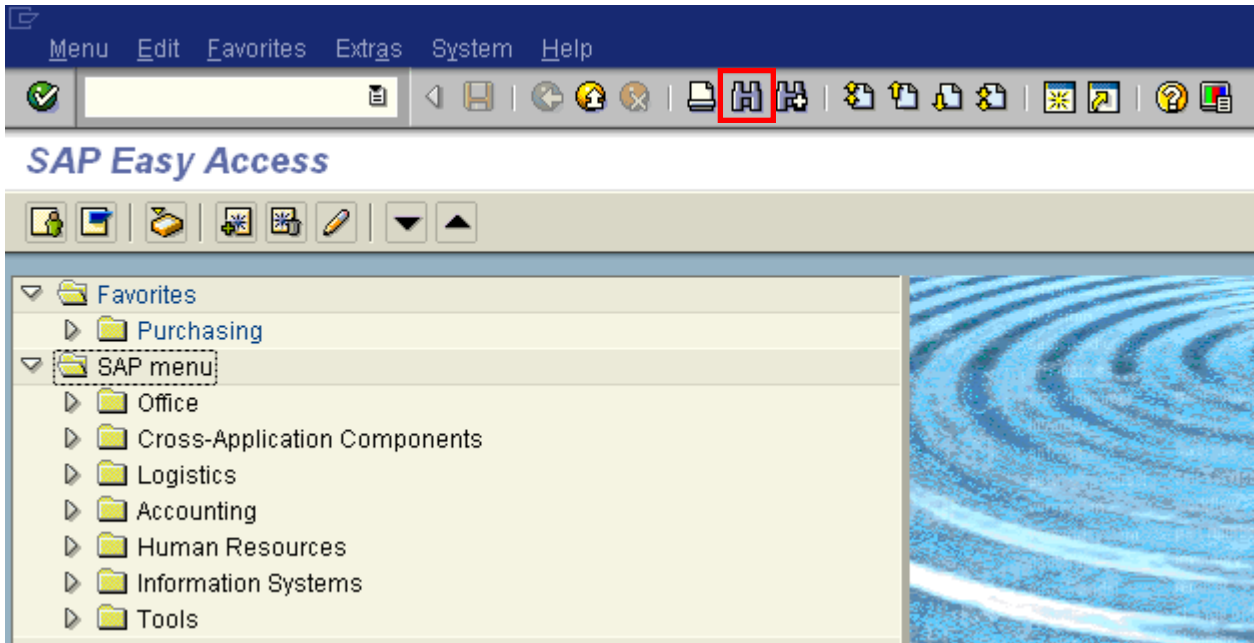
Assigned purchase requisitions


Step 6. When finished using the transaction code, click the  button until you are at the SAP Easy Access screen.

USE FIND TO LOCATE TRANSACTIONS

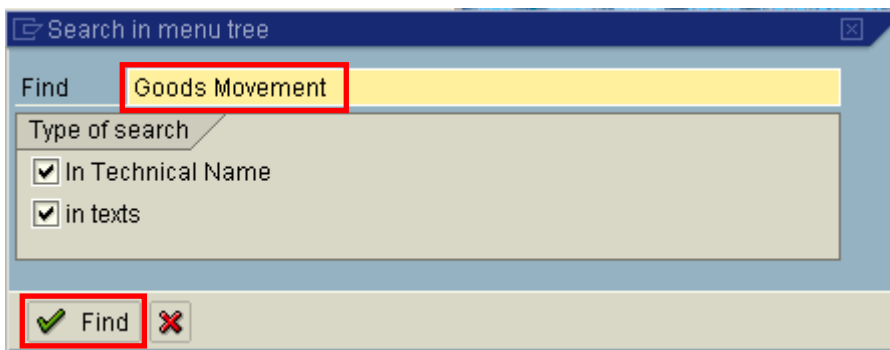
To locate transactions by using the find feature:

Step 1. At the SAP Easy Access screen, click the  button (highlighted below).



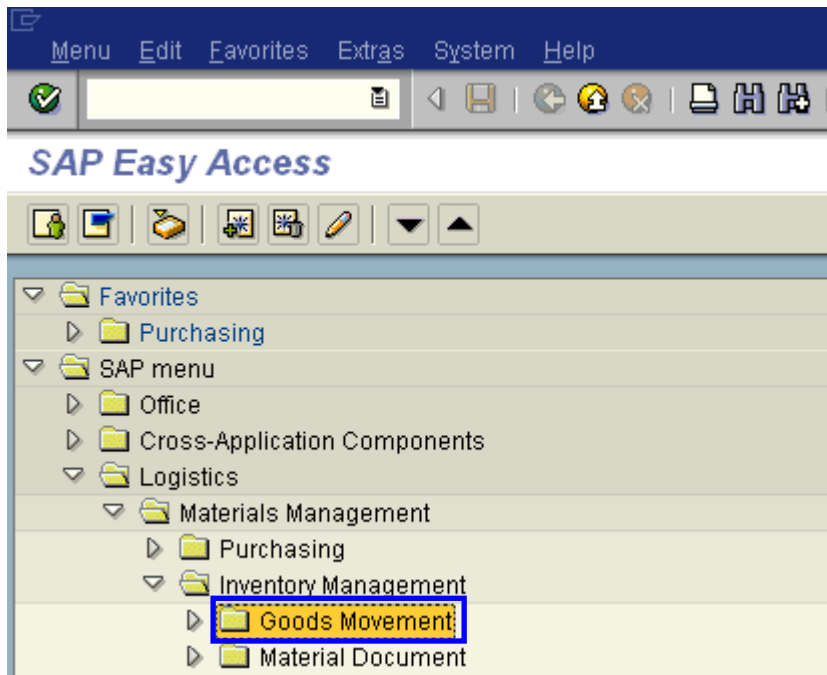
NOTE: In screens other than the SAP Easy Access screen, the  button will typically search for specific data, rather than transaction codes as illustrated here.


Step 2. Type in a search description or transaction code in the “Find” field (ex: Goods Movement) of the search pop-up menu (highlighted below).



Step 3. Click the  button (highlighted above).


The results of the search are highlighted below.



Step 4. If desired, click the  button to search for additional occurrences.

Step 5. The additional search results are highlighted below.






NOTE: You can click the  button to search for additional occurrences as many times as needed.

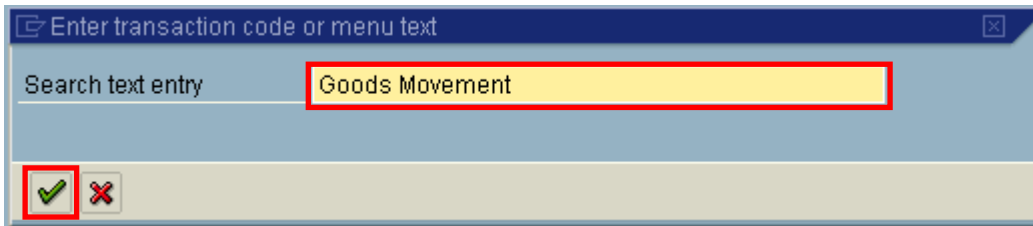
USE THE SAP SEARCH MENU

The SAP Search Menu can be used to search the SAP menu for a transaction code.

To use the SAP Search Menu:

Step 1. At the SAP Easy Access screen, type **SEARCH_SAP_MENU** in the   and click the  button.

Step 2. In the search pop-up box, enter the screen name or transaction code [ex: Goods Movement] to search for (as highlighted below):



Step 3. Click the  button (as highlighted above).

Step 4. View the search results as shown below. Scroll down as needed.


Search for a Transaction Code or Menu Title

Node	Transaction code	Text
Nodes	MIGO	Goods Movement (MIGO)
Preceding node		Goods Movement
Preceding node		Inventory Management
Preceding node		Materials Management
Preceding node		Logistics

NOTES:

The search results for this screen show that the Goods Movement screen can be accessed with transaction MIGO (as highlighted above).

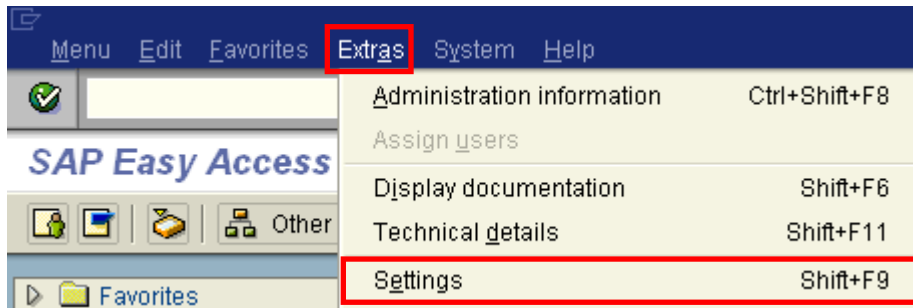
To read the menu path on this screen, start at the bottom and proceed up (as highlighted above):
Logistics > Materials Management > Inventory Management > Goods Movement > Goods Movement (MIGO)

Step 5. When finished, click the  button until you are at the SAP Easy Access Screen.

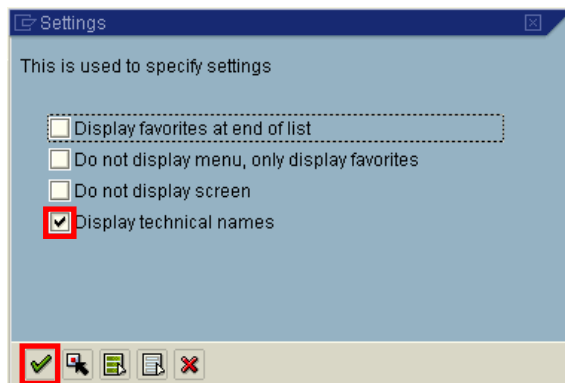
DISPLAY TRANSACTION CODES

You can view transaction codes on the SAP Menu by changing the following user settings:

Step 1. At the SAP Easy Access screen click on “Extras > Settings” (as highlighted below).



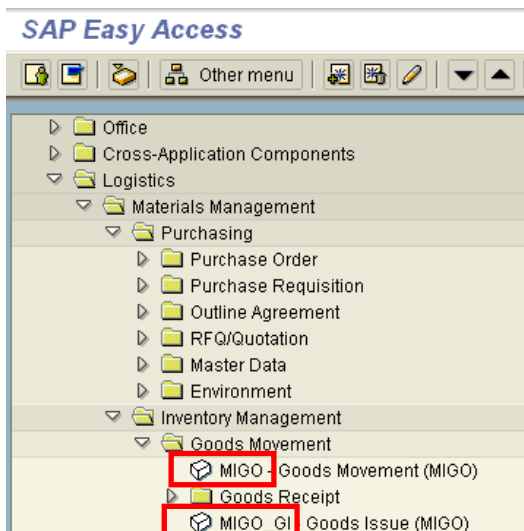
Step 2. Select the “Display technical names” checkbox (highlighted below).



NOTE: You can select the “Do not display screen” checkbox to change the rippling water background on the SAP Easy Access menu into a solid blue background.


Step 3. Click the  button (highlighted above).

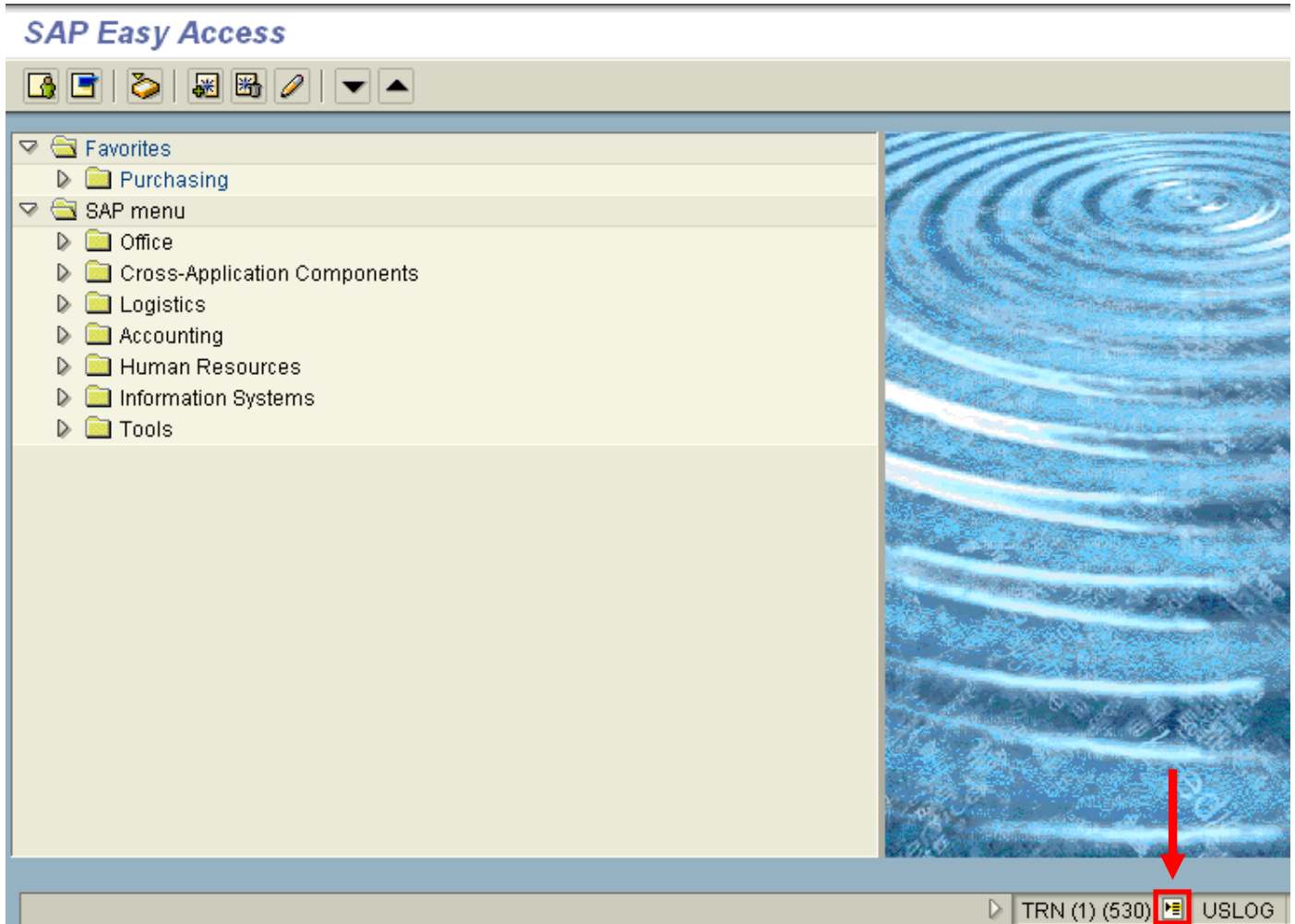
Step 4. Open the menu structure and view the transaction codes that are now displayed (as highlighted below).



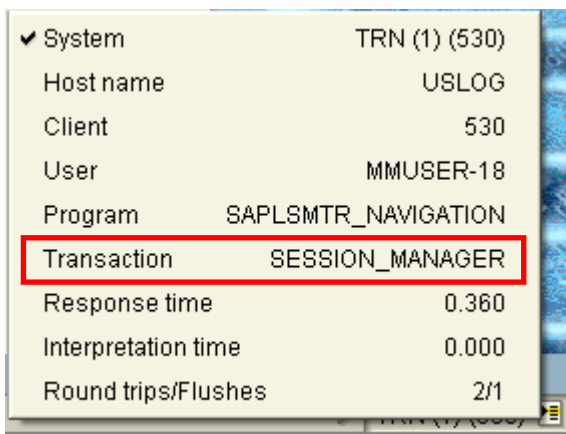
DISPLAY CURRENT TRANSACTION

To display the transaction code for the screen you are currently in:

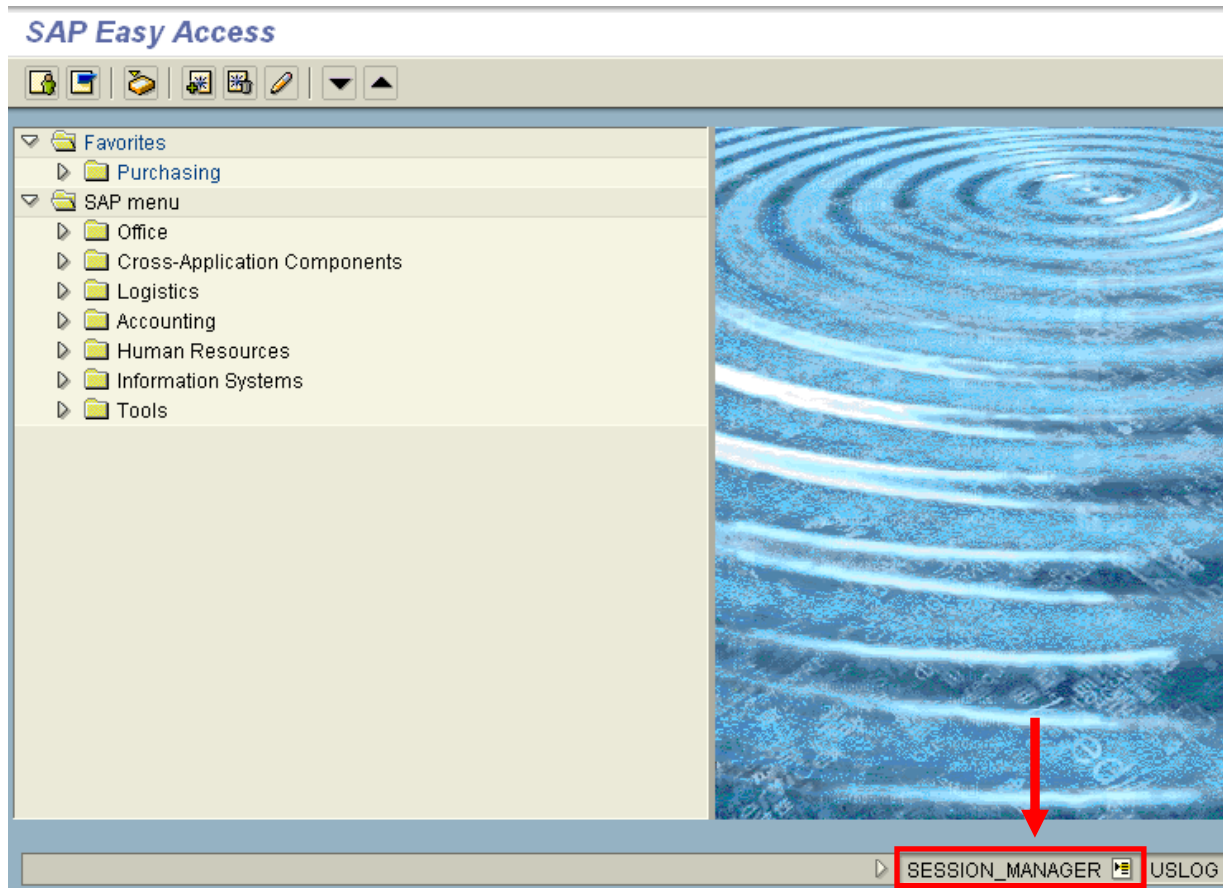
Step 1. At the SAP Easy Access screen, click the  button (highlighted below).



Step 2. Select Transaction `SESSION_MANAGER` from the pop-up (highlighted below).



The following screens illustrate the result of this option:



List Display of Purchase Requisitions

The screenshot shows the SAP List Display of Purchase Requisitions. The table contains the following data:

Doc. type	Purch. req.	Req. date	Rel	PO	PO date	Short text	Quantity	Unit	Requisnr.	Tota
NB	1000026600	12/19/2005	N			Correction Tape	1	EA	sowen	0
NB	1000026642	01/19/2006	N			CHAIR, HON 7724 24 HOUR TASK W/OUT ARMS	1	EA	sowen	239
NB	1000026660	04/25/2006				White out Correction Tape, Page123	4	EA	sowen	3
NB	1000026662	04/26/2006				White-out correction tape, page 35	15	EA	sowen	11
NB	1000026663	04/26/2006				LABEL,RED DOTS 3/4 IN., AVE 05466	6	BOX	sowen	16
NB	1000026665	04/26/2006	N			Chair, office	6	EA	sowen	630
NB	1000026667	04/26/2006	N			Roof Repair	1	AU	sowen	2,000
NB	1000026681	06/09/2006				White out	2	EA	sowen	1
NB	1000026683	06/15/2006				White out Correction Tape; pg 35	15	EA	sowen	11
NB	1000026683	06/15/2006				White out Correction Tape; pg 35	15	EA	sowen	11
NB	1000026689	06/15/2006	N			CHAIR, HON 7724 24 HOUR TASK W/OUT ARMS	2	EA	sowen	479
NB	1000026693	06/15/2006	N			Tables that fold	1	EA	sowen	94
NB	1000026699	06/15/2006	N			Roof repair for training facility	1	AU	sowen	194
NB	1000026710	06/30/2006	N			Software	1	EA	sowen	1,500
NB	1000026710	06/30/2006	N			Software	1	EA	sowen	3,000
NB	1000026710	06/30/2006	N			Software	1	EA	sowen	1,500
NB	1000026712	07/25/2006				White out	1	BOX	sowen	11
NB	1000026713	07/25/2006				White-out correction tape; pg. 35	15	EA	sowen	11
NB	1000026718	07/25/2006	N			Chair, office	6	EA	sowen	630
NB	1000026723	07/25/2006				PEN.RD STIC MED BLK BX/12EA EXP50010	6	BOX	sowen	3

At the bottom right, the status bar displays 'ME5A' and 'USLOG INS', with a red box highlighting 'ME5A' and a red arrow pointing to it from the table area.

USE FIELD HISTORY

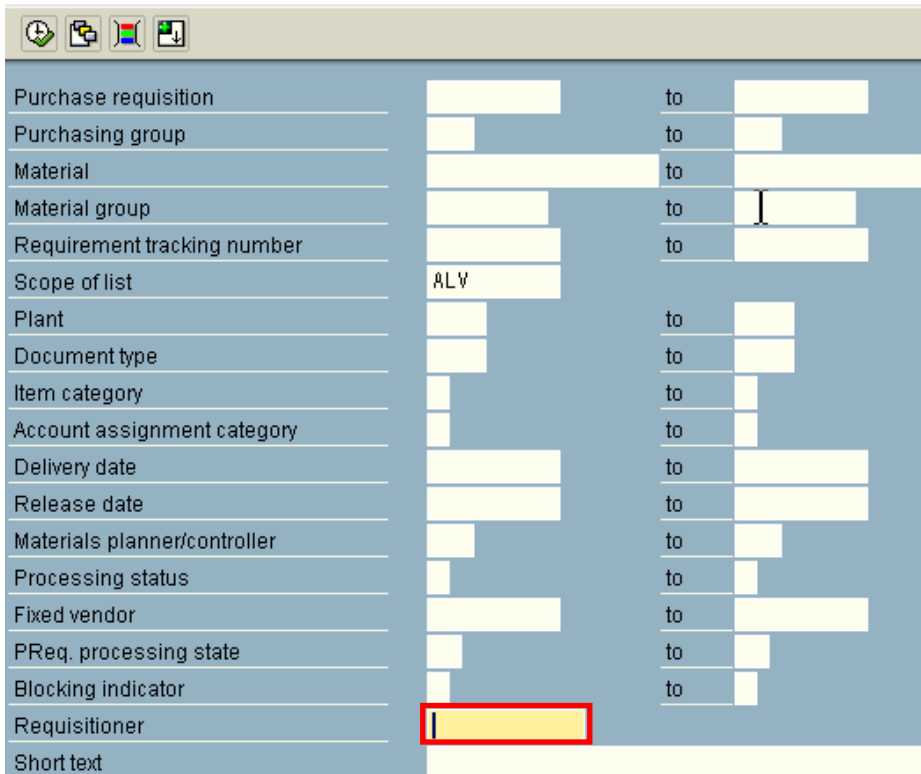
To display and reuse the values of fields that you have previously typed in:

Step 1. At the SAP Easy Access screen, type the desired transaction code (ex: ME5A) in the



Step 2. Click in a field where you have previously type in values. (ex: Requisitioner)

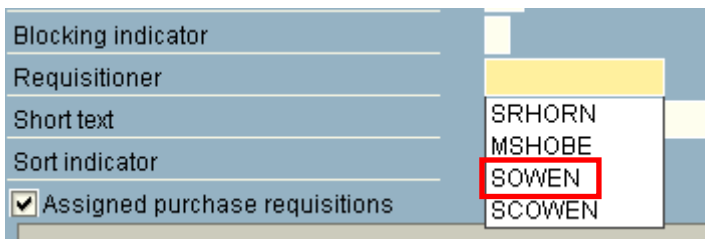
List Display of Purchase Requisitions



Purchase requisition		to	
Purchasing group		to	
Material		to	
Material group		to	
Requirement tracking number		to	
Scope of list	ALV		
Plant		to	
Document type		to	
Item category		to	
Account assignment category		to	
Delivery date		to	
Release date		to	
Materials planner/controller		to	
Processing status		to	
Fixed vendor		to	
PReq. processing state		to	
Blocking indicator		to	
Requisitioner			
Short text			

Step 3. Press the backspace key on your keyboard.

Step 4. Click on the desired field value [ex: SOWEN] from the drop-down list (highlighted below).




Blocking indicator	
Requisitioner	
Short text	
Sort indicator	
<input checked="" type="checkbox"/> Assigned purchase requisitions	

- SRHORN
- MSHOBE
- SOWEN**
- SCOWEN

Step 5. The selected value will now populate the field (highlighted below).




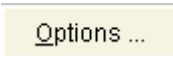
Requisitioner	SOWEN
---------------	-------

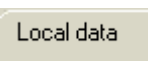
Step 6. When finished, click the  button until you are at the SAP Easy Access Screen.

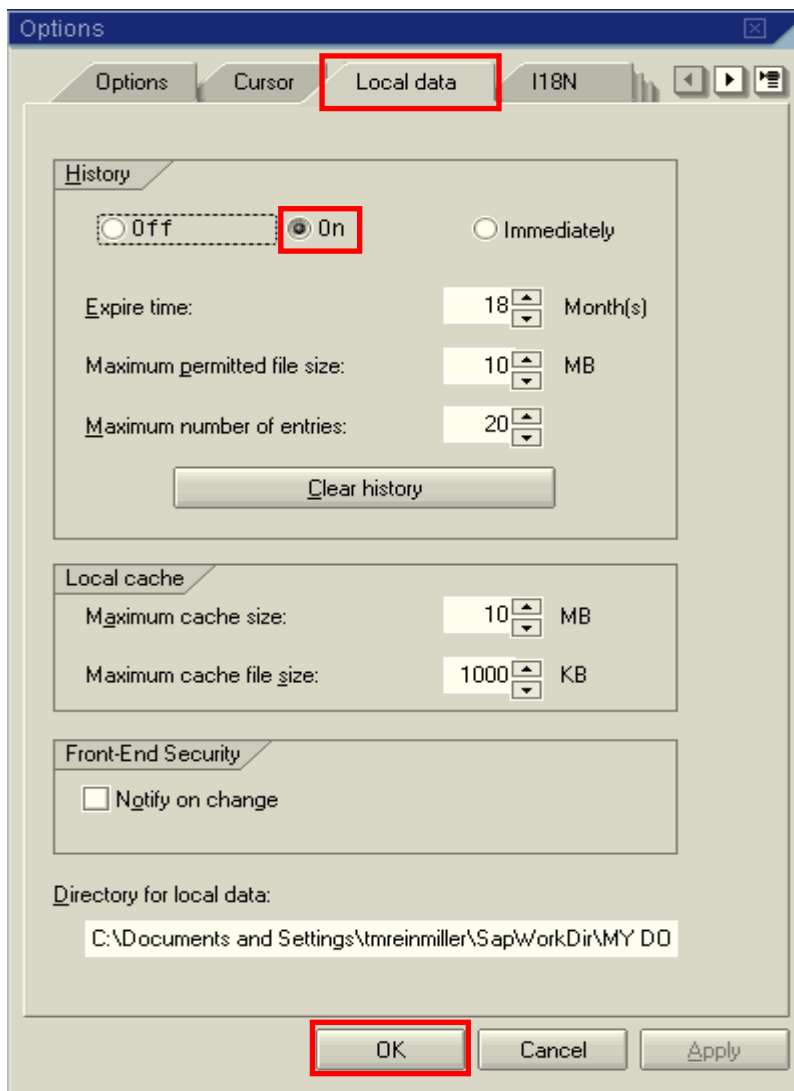
ADJUST FIELD HISTORY OPTIONS


To adjust your field history options:

Step 1. At the SAP Easy Access screen, click the  button.

Step 2. Select  from the drop-down menu.

Step 3. Click on the  tab (highlighted below).



Step 4. Make sure the “History” option has  selected so that you can retrieve field history (highlighted above).

NOTE: The  button can be used to clear existing history.

Step 5. When finished, click the  button (highlighted above).

RETRIEVE FIELD VALUES / FIELD HELP

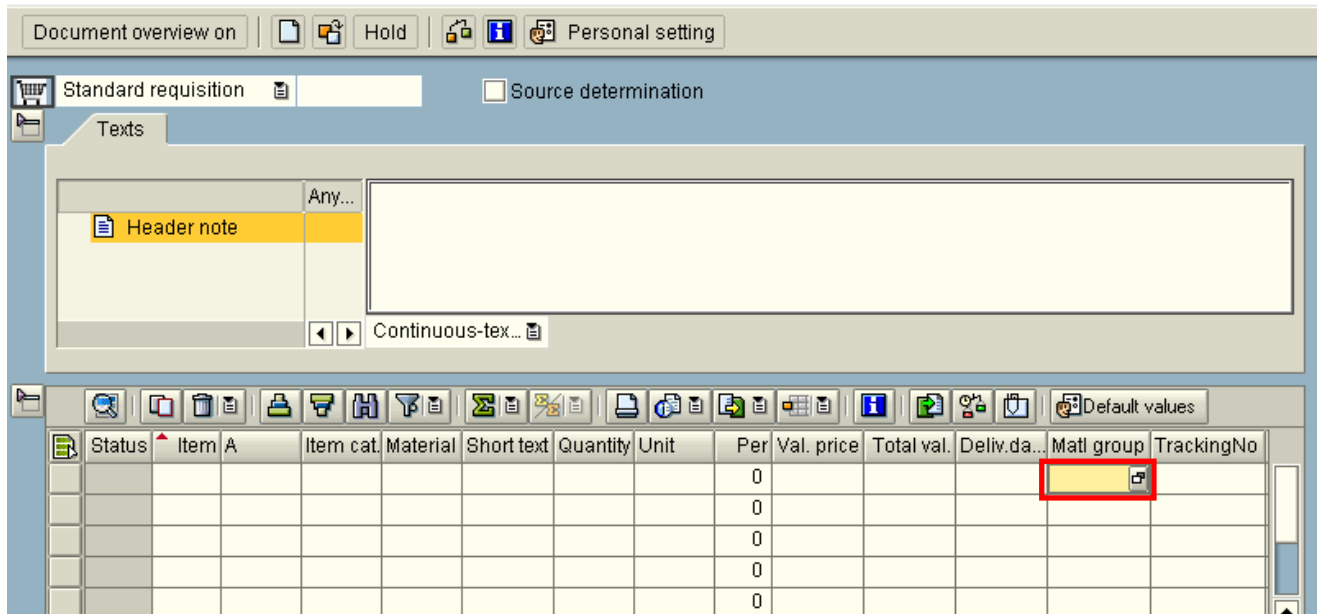
To access a list of the valid values or the “picklist” for a particular field:


Step 1. At the SAP Easy Access screen, type the desired transaction code (ex: ME51N) in the



Step 2. Click in the field where you wish to retrieve a valid value (ex: “Matl Group” - highlighted below).

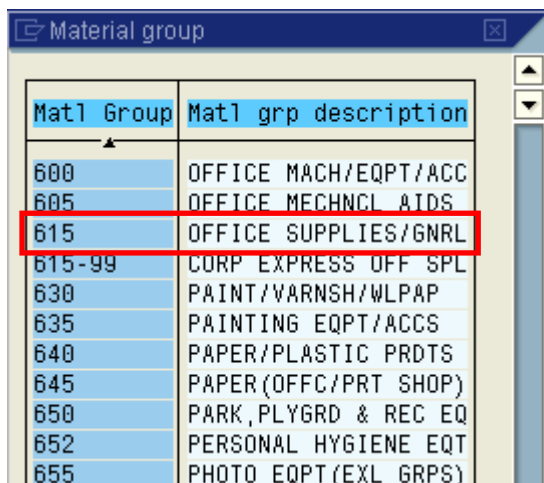
Create Purchase Requisition



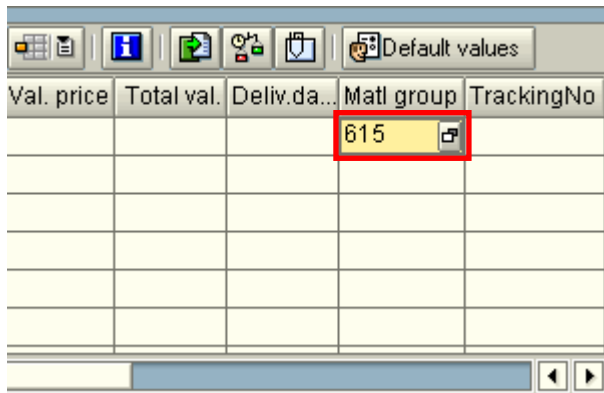
Step 3. Click the  button (or press the “F4” function key).

Step 4. Scroll down if needed to find the desired value.


Step 5. Double-click on the desired value in the pop-up list (ex: “615 - Office Supplies / General” - highlighted below).



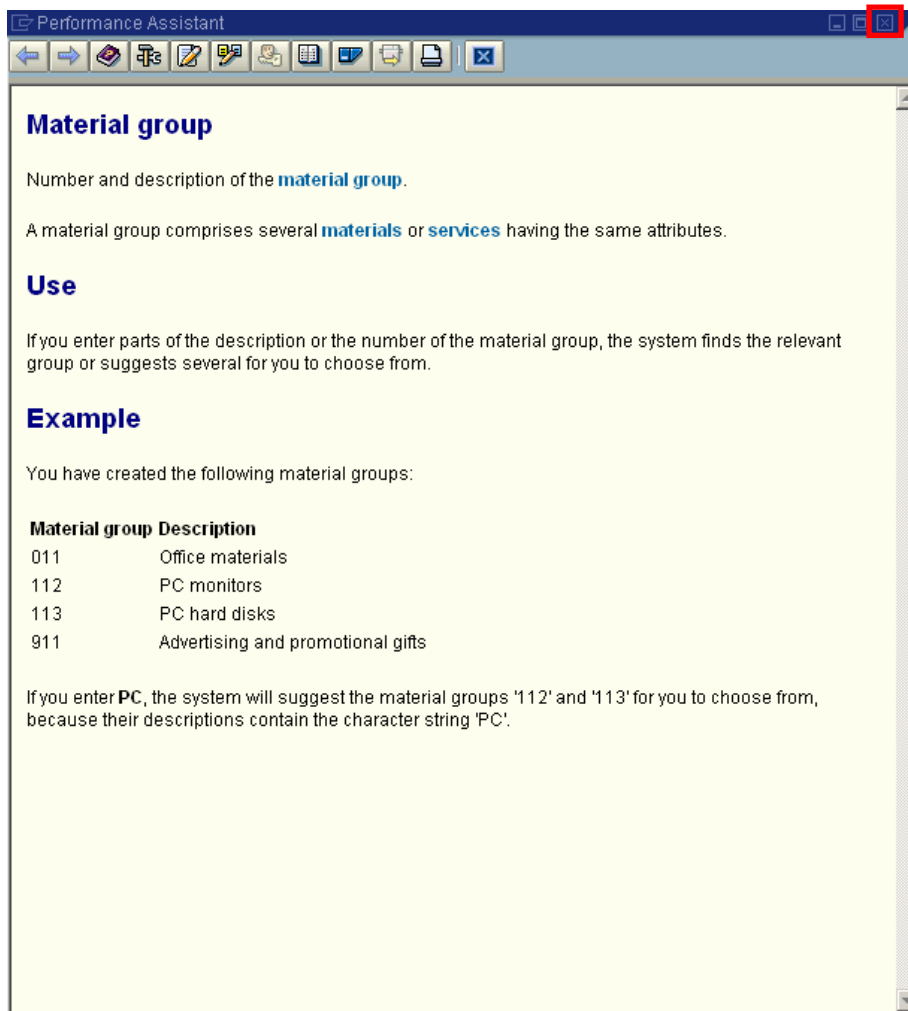
Step 6. The selected value will appear in the field (highlighted below).



Val. price	Total val.	Deliv.da...	Matl group	TrackingNo
			615	

Step 7. For help information on a **specific field**, click in the field (ex: “Matl Group”) and press the “F1” function key or use the  button.

Step 8. After viewing the field help (shown below), click the  button to close the help screen.



Performance Assistant

Material group

Number and description of the **material group**.

A material group comprises several **materials** or **services** having the same attributes.

Use


If you enter parts of the description or the number of the material group, the system finds the relevant group or suggests several for you to choose from.

Example

You have created the following material groups:

Material group	Description
011	Office materials
112	PC monitors
113	PC hard disks
911	Advertising and promotional gifts

If you enter **PC**, the system will suggest the material groups '112' and '113' for you to choose from, because their descriptions contain the character string 'PC'.

NOTE: Field help can be also be printed using the  button.

CREATE A PERSONALIZED PICKLIST

Some picklists in SAP can be lengthy. To customize these picklists, you can create your own “personal list” with the specific items you use on a regular basis.

To create a personal list:

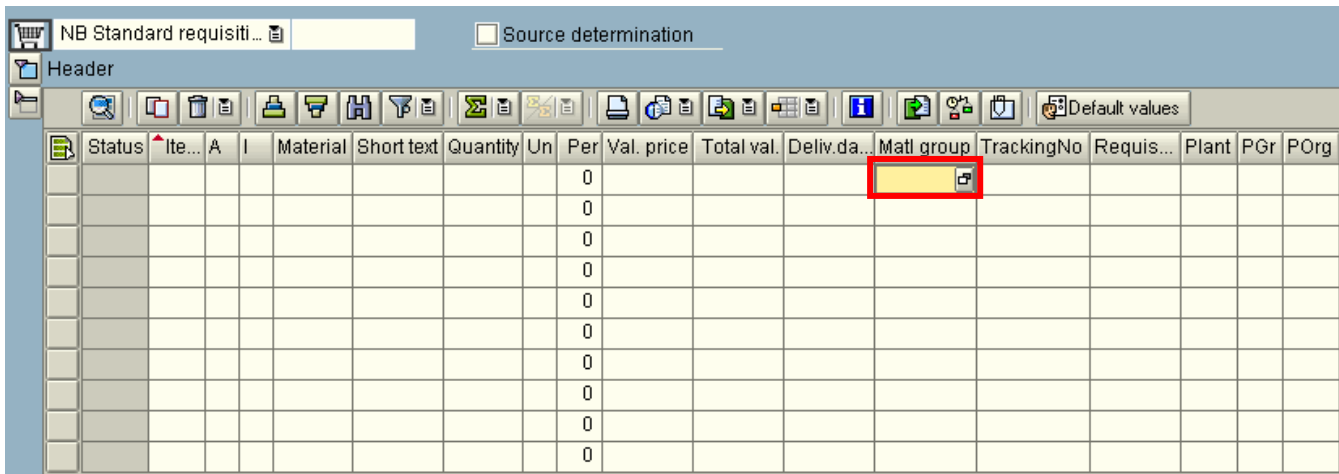
Step 1: At the SAP Easy Access screen, type the desired transaction code (ex: ME51N) in the

ME51N

Command Field. The *Create Purchase Requisition* screen appears.

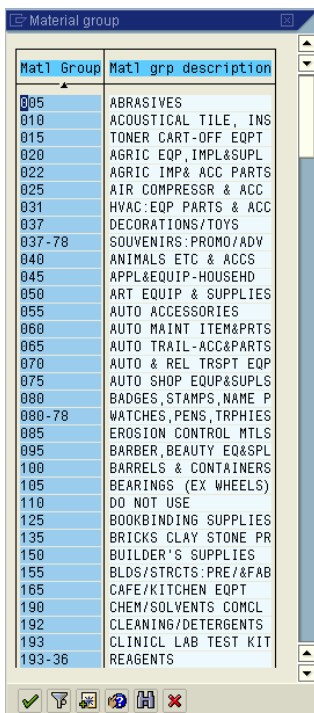
NOTE: You do not have to create a requisition to create a personal list.

Step 2: Single click on the Material group field to highlight it (as shown below).



The screenshot shows the SAP 'Create Purchase Requisition' screen. The title bar reads 'NB Standard requisiti...' and there is a 'Source determination' checkbox. Below the title bar is a 'Header' section with a toolbar containing various icons. The main area is a table with the following columns: Status, Ite..., A, I, Material, Short text, Quantity, Un, Per, Val. price, Total val., Deliv.da..., Matl group, TrackingNo, Requis..., Plant, PGr, POrg. The 'Matl group' column is highlighted with a red box, and a small drop-down arrow icon is visible in the top right corner of that cell.

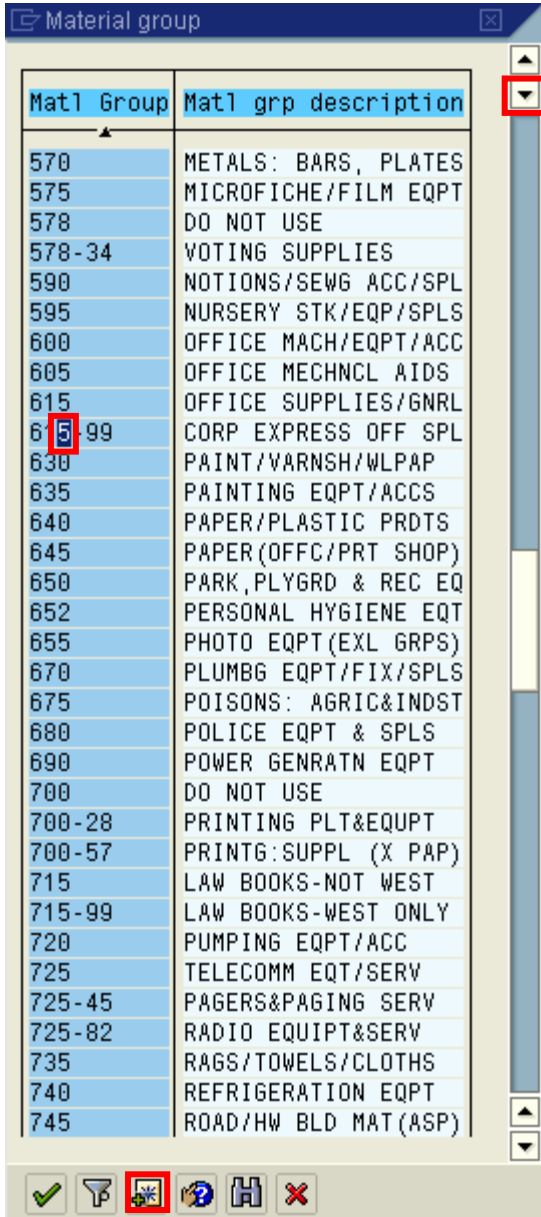
Step 3: Click on the  (drop-down) button [highlighted above].



The screenshot shows the 'Material group' selection dialog box. It has a title bar 'Material group' and a list of material groups with their descriptions. The list is as follows:


Matl Group	Matl grp description
005	ABRASIVES
010	ACOUSTICAL TILE, INS
015	TONER CART-OFF EQPT
020	AGRIC EQP,IMPL&SUPL
022	AGRIC IMP& ACC PARTS
025	AIR COMPRESSR & ACC
031	HVAC:EQP PARTS & ACC
037	DECORATIONS/TOYS
037-78	SOUVENIRS:PROMO/ADV
040	ANIMALS ETC & ACCS
045	APPL&EQUIP-HOUSEHD
050	ART EQUIP & SUPPLIES
055	AUTO ACCESSORIES
060	AUTO MAINT ITEM&PRTS
065	AUTO TRAIL-ACC&PARTS
070	AUTO & REL TRSPT EQP
075	AUTO SHOP EQP&SUPLS
080	BADGES,STAMPS,NAME P
080-78	WATCHES,PENS,TRPHIES
085	EROSION CONTROL MTLs
095	BARBER,BEAUTY EQ&SPL
100	BARRELS & CONTAINERS
105	BEARINGS (EX WHEELS)
110	DO NOT USE
125	BOOKBINDING SUPPLIES
135	BRICKS CLAY STONE PR
150	BUILDER'S SUPPLIES
155	BLDS/STRCTS:PRE/&FAB
165	CAFE/KITCHEN EQPT
190	CHEM/SOLVENTS COMCL
192	CLEANING/DETERGENTS
193	CLINICL LAB TEST KIT
193-36	REAGENTS

Step 4: A listing of the material groups will be displayed as shown above.




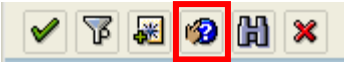
Step 5: Scroll down the list to locate the material group you wish to add to your personal list (ex: Corporate Express Office Supplies).

Step 6: Single click anywhere on the item (ex: CORP EXPRESS OFF SPL) and a small dark blue box will appear on that item as shown above.

Step 7: Click on  button to add the selected item to Personal List.


NOTE: After you create your personal list, the  button will appear.

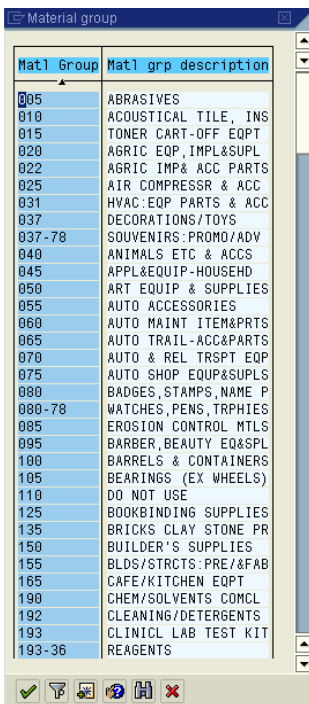
Step 8: Select the  button (highlighted below) to display your personal list of material groups.



Step 9: Your new personal list will now be displayed as shown below.




Step 10: If you would like to see the whole material group list, click on the  button (highlighted above).



Step 11: To add other material groups to your personal list, repeat steps 5 – 10 above.

NOTES:

- The next time you return to the material group field, your personal List will be displayed. To return to the entire material group list, click on the  button.

- Personal list may be created for any field that has a pick list in SAP. Just look for the  button to add an additional item to your list.

SCREEN HELP

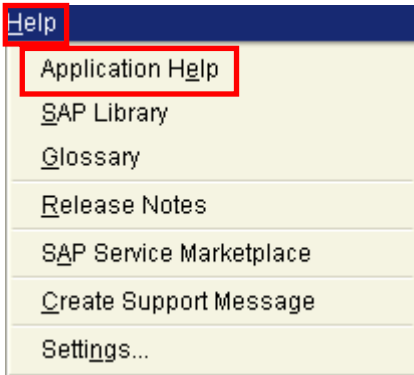
To access screen help for a particular screen:


Step 1. At the SAP Easy Access screen, type the desired transaction code (ex: ME51N) in the

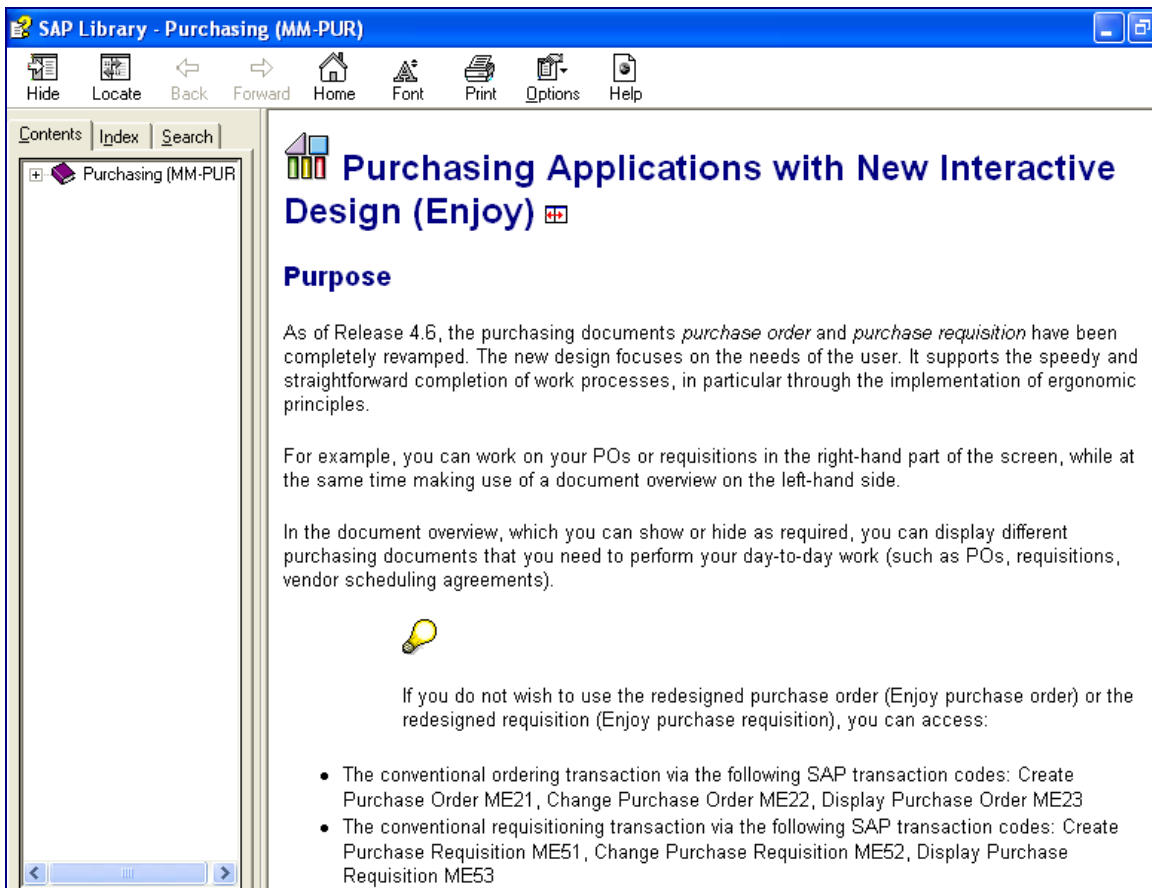


and click the  button.

Step 2. Click Help > Application Help.



Step 3. After viewing the screen help (highlighted below), click the  button to close the help screen.

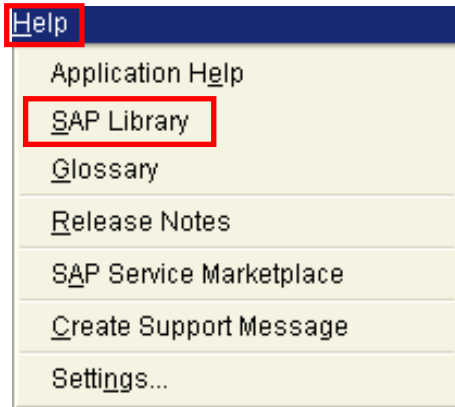


SYSTEM HELP

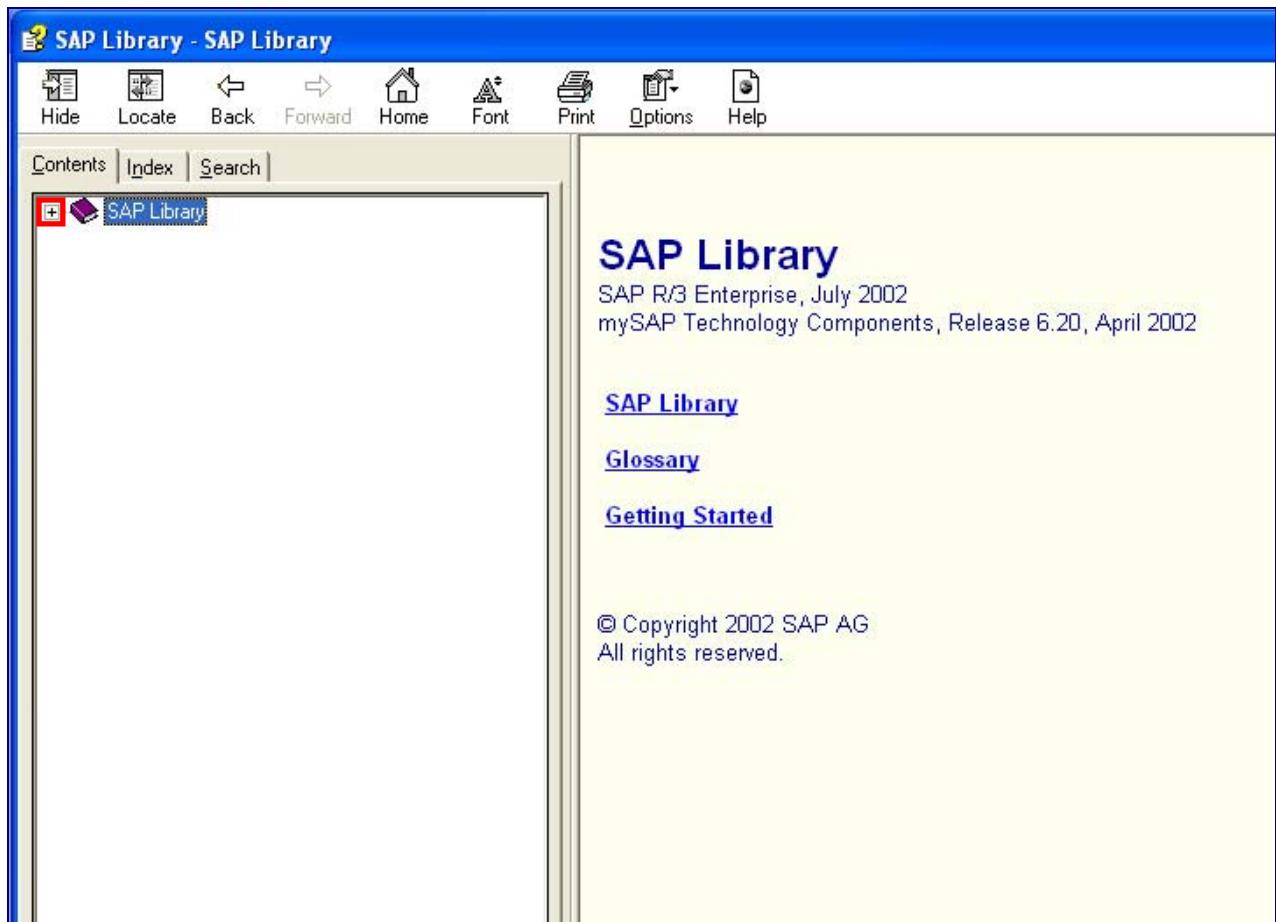
System help allows you to view documentation for every module within the SAP system.


To access system help:

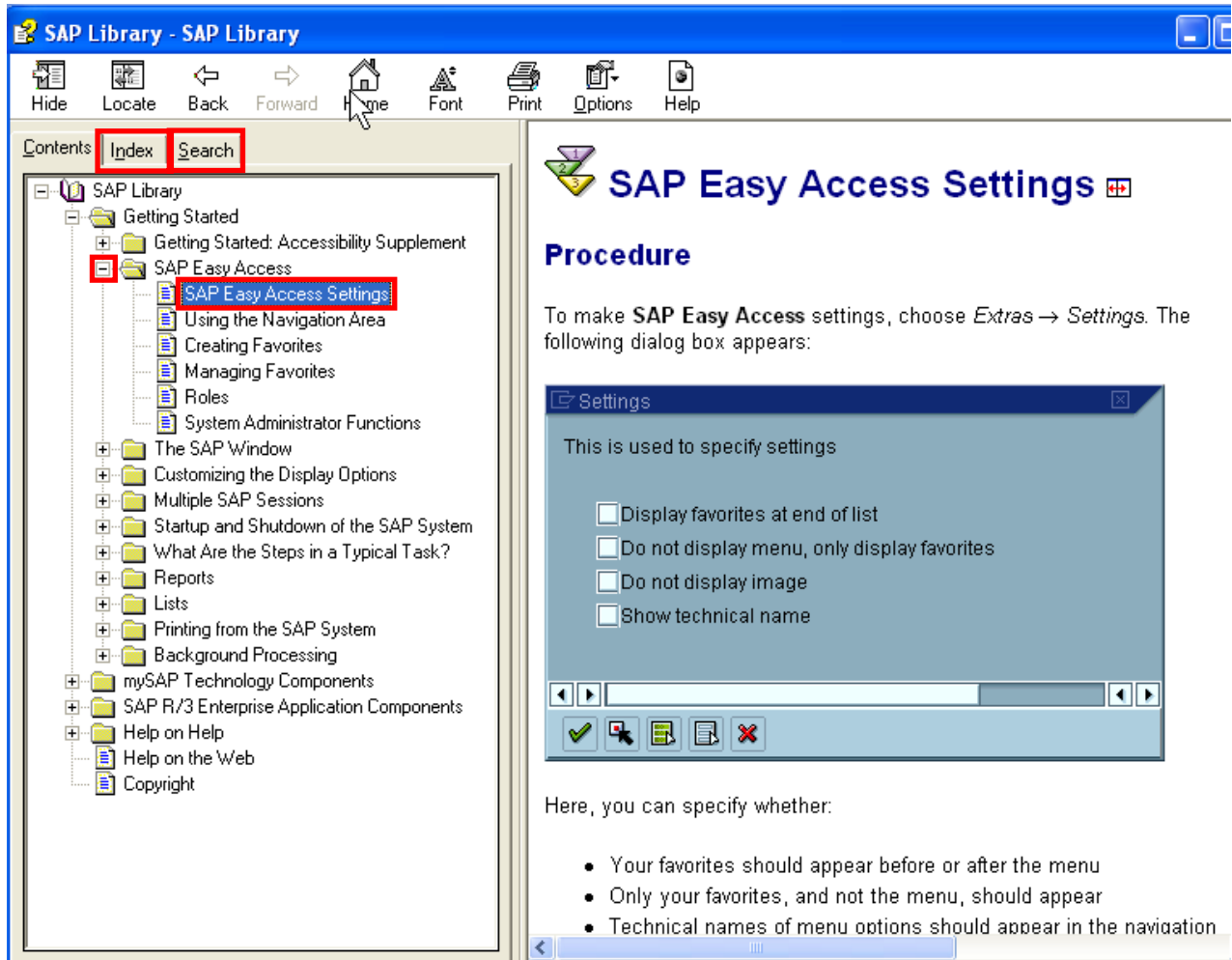
Step 1. On the Menu Bar click: Help > SAP Library.



Step 2. Click the  next to "SAP Library".



Step 3. Continue clicking the  to open topics of interest. After locating a topic, double-click on it (ex: “SAP Easy Access Settings” - highlighted below) to read the documentation.



The screenshot shows the SAP Library interface. The left pane displays a tree structure under 'SAP Library' with 'SAP Easy Access Settings' highlighted. The right pane shows the 'SAP Easy Access Settings' procedure, which includes a 'Settings' dialog box with the following options:

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

NOTES:

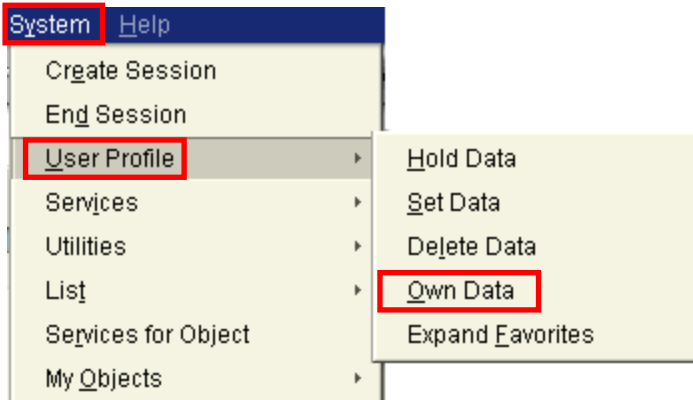
- The “Getting Started” section (highlighted above) is helpful for new users.
- The “Index” and “Search” tabs (highlighted above) can be used to search for a particular topic.
- The SAP Help Library is also available at the website: help.sap.com (do not enter www for this web address).

Step 4. When finished, click the  button to close the help screen.

SAP PRINTER SETUP

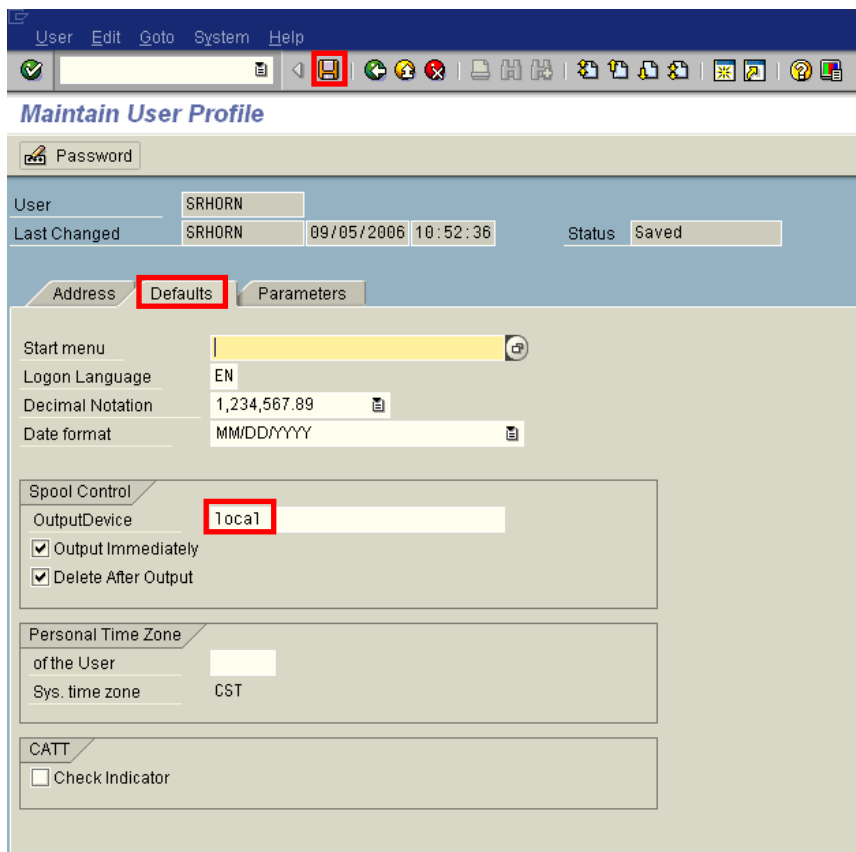
If you are unable to print SAP documents, check the following settings:


Step 1. On the Menu Bar click: System > User Profile > Own Data (Highlighted below).



Step 2. Click the Defaults tab.

Step 3. Type "local" in lower case letters in the Output Device field.



Step 4. Click the  button.