Welcome to SAP Navigation Training.

Your coworkers and friends are lining up right behind you to begin learning SAP. Don’t let them pass by.

The simulations contained in this document are used to explain, demonstrate, and practice the navigation techniques found in SAP.

Double click the SAP logon icon on your desktop.

The SAP logon pad popup window opens. On this window you will see various selections:

- **Development** is where the systems people go to alter the system.
- **Production** is the system that will be used after Go-Live.
- **Testing** is a system used to test system changes prior to transport or installation in the Production system.
- **Training** is where we will go today.

The SAP acronym stands for ‘**Systems and Applications in Data Processing**’ & R/3 designates the application is Client – Server based where the previous version of SAP, R/2 was mainframe.

The client may change within each system of SAP but for our purposes we will only be working with client 100 so you may ignore this field at this time.

**Practice** logging onto SAP.
1. Click the SAP Logon Icon on the Desktop.
2. Select the ‘Training’ system.
3. Click the ‘Logon’ icon or double click the Training system.
4. Click in the User field.
5. Enter the user ID ‘adamsmith’.
6. Press <Tab> on the keyboard.
7. Enter a password.
8. Press <Enter> on the keyboard.
9. Click (Exit) or (Close) in the upper right corner to Exit or Logoff SAP.
10. Click ‘Yes’ to complete the practice session.
When logging into SAP instead of this simulation, you will need to use your SAP user name and password supplied by your company's SAP Admin.

If your company utilizes 'Single Sign On' then these steps are irrelevant as you are already signed onto SAP and only need choose the desired system from the list.

Many of the actions associated to the menu paths can be performed from icons, key strokes or using the mouse. This duplication or redundancy is built into the system to meet the varying needs or styles of the user. Many people enjoy using the mouse and menu paths, some get use to icons easily, some desire keystrokes while others prefer ‘right’ click or ‘double’ click.

SAP offers this flexibility intentionally but the unfortunate side effect of this flexibility is a feeling of never being able to learn all of this new system and an overwhelming urge to look for a new job. Relax, most companies only use a fraction of the power of SAP and the majority of the items are either just informational in nature or not used within your job role or organization. Remember, this is an integrated system that all areas of the company use. Your part will be very small as will your coworkers. Compared to the total functionality of SAP, the sum of the parts actually used by a company, pale in comparison with the balance ignored and unused.
As your introduction to SAP continues let's focus on the initial screen of SAP called the SAP Easy Access screen. This screen has four bars across the top of the screen, a column on the left that includes two folder trees; Favorites and the SAP Menu, and a section on the right that may or may not contain an image with a final area at the bottom called the Message bar which actually contains two different areas that are not apparent at this time but will be explain below.

Our tour starts with the top of the SAP Easy Access screen and the dark blue bar (on your screen – ours has been edited for improved visibility to a pale blue) that runs the length of the application window. This bar is called the ‘Menu’ bar. Not because the first word on the bar says menu but because there are menu paths that may be used to perform various tasks within SAP. The menu bar was the primary method of navigating the windows of SAP until the advent of the User menu and SAP menu found a little lower on the screen. The menu bar items or selections vary with every screen of SAP.

Hover over the menu items below to view more... Click to view the associated menu path.

The second bar which stands out to the new user is the ‘Tool’ bar. This bar never changes no matter where you go in SAP. The Tool bar is always consistently the same. The icons may have tool tips (popup messages when you hover on the icon without moving the mouse) that have different names from screen to screen but their look and functions are always the same. Each icon’s use and function will be explained a little later in our simulation.
Hover/Click the icons below to see the actions...

The next bar is a white bar that goes across the screen. This is the ‘Title’ bar and always states where you are in SAP. It offers the title of the screen and is very helpful to the user and to the Help desk when assisting a user with an issue. The title bar will change with every screen of SAP. Example: CADO

The last of the four (4) bars on the top is called the ‘Application Tool’ bar but is often referred to as the ‘Icon’ bar. This bar contains the icons that are appropriate or usable for each screen of SAP and will change with every screen. Each screen of SAP has its own set of icons that are there to assist the user with common tasks. Additionally SAP offers a similar icon bar (not shown) near the bottom of some
screens called the ‘Item detail’ bar. These icons are line item specific and differ from the top or Header icon bar whose actions may affect all line items.

There is one more navigation bar that needs to be explained and that is the Message bar mentioned previously. This bar runs the length of the window along the bottom of the SAP window. Messages may appear for three reasons:

Green bubble: Something good – When data is saved or changed

Yellow bubble: This is an informational message that will not stop you from clicking ✔️ or <Enter> on the keyboard and in most cases requires you to do so before continuing. SAP needs feedback from the user when an informational message is displayed which only makes sense. When you ask a question do you expect an answer? When you ask if it is raining outside would you immediately walk off without listening to the answer – doubt full. The same goes for SAP – remember when you see a yellow bubble you need to click ✔️ or <Enter> on the keyboard.

Red bubble: Warning – Error – Stop the presses, something is amiss and requires your attention or correction. SAP will not let you continue unless you correct the situation causing the error. Even if you try to delete the line item that is causing the error you will not be able to do so. This can be very frustrating for the SAP user. The easiest method to deal with an error that is looking for a specific value is to give SAP what it wants, even if it is wrong. Enter the value you are being asked for, click ✔️, click ✔️, or <Enter> on the keyboard the screen will probably turn back to white and editable – now delete the line. Seems silly, but SAP is only as smart as the programmers setting it up and in programming the best method is to finish what you start before heading a different direction.

The second section of the Message bar is the System tray. This is found on the bottom right of the screen and may look as follows:

Or if you click the small triangle pointing left 🔽 the System tray will open and reveal:

E1Q = An abbreviation of the System signed onto
(1) = The Session number
(100) = The Client number

If you click 🔽 (Standard icon in SAP meaning List) a popup menu will appear with the following selections:
<table>
<thead>
<tr>
<th>List Name</th>
<th>Values</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>System</td>
<td>E1Q (1) (100)</td>
<td>System (Session) (Client)</td>
</tr>
<tr>
<td>Client</td>
<td>100</td>
<td>An SAP system may have multiple clients to allow development, testing, or training access to multiple SAP applications. These clients may be 100% identical or when used for development may be different in functionality. This ability of SAP allows the project to build, develop, &amp; test with ease.</td>
</tr>
<tr>
<td>User</td>
<td>AdamaSmith</td>
<td>SAP user logon ID</td>
</tr>
<tr>
<td>Program</td>
<td>SAPLSMTR_NAVIGATION</td>
<td>SAP GUI program running – this is the program that puts the screen in front of you to see.</td>
</tr>
<tr>
<td>Transaction</td>
<td>SESSION_MANAGER</td>
<td>Transaction code for the screen currently visible.</td>
</tr>
<tr>
<td>Response time</td>
<td>422 ms</td>
<td>This is the time that elapses from the point that the SAP GUI client sends a request and the moment the response is received and displayed by the SAP GUI client.</td>
</tr>
<tr>
<td>Interpretation time</td>
<td>16 ms</td>
<td>This is the duration from the time that the SAP GUI client receives data from the server and the moment when this data is displayed. This, measures the health of the SAP GUI client used for the test rather than the performance of the SAP R/3 server.</td>
</tr>
<tr>
<td>Round Trips/Flushes</td>
<td>1/0</td>
<td>A round trip is the distance a TCP/IP package has to travel from the browser to the server and back. SAPGUI flushes (ignores) any events when it is communicating with the SAP System.</td>
</tr>
</tbody>
</table>

As you can see, many of these are designed for the systems people, programmer (ABAP’er) or configuration consultant but there is one that can be very useful to the normal SAP user – Transaction. If you click **List** and select **‘Transaction’** when you move to a transaction in SAP this window will respond with the appropriate transaction code (t-code). Sometimes in SAP t-codes you will double click a line item or value and SAP will move to a different screen (called drilldown). Sometimes this action will even take you to a different t-code. Knowledge of the t-code can assist the user to go there directly in the future.

When you select ‘Transaction’ from the list menu the result is as follows:

```
[SESSION_MANAGER ] lux01374
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If we take a snapshot of the system tray after executing the t-code VA02 the window appears as follows:

```
[VA02 ] lux01374
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