

## Chapter 2

# SAP Easy Access

*The way to get started is to quit talking and begin doing*  
Walt Disney

SAP Easy Access starts automatically after logging-in into the SAP system. In the left side, we can see the user menu. Here are the functions the user needs to perform his tasks (Fig. 2.1).

### 2.1 Changing the SAP Easy Access

We can change the SAP Easy Access settings through the menu **Extras-> Settings**, by specifying settings as follows:

- The place of the Favorites;
- The presents of the menu;
- The Easy Access picture in the right side of the screen – to be present or not;
- Displays or not the technical names (Fig. 2.2).

### 2.2 Favorites List

The user menu is mostly defined by the administrator, but we can define our own Favorites list. Here, we can create our own list of Favorites containing items as transaction, files, web addresses or other objects.

To add new transactions in the Favorite list, we can choose from the menu **Favorites->Insert Transactions** (Fig. 2.3).

As a result, the new item appears in our Favorites list (Fig. 2.4).

We can find the list of the SAP transaction codes in the **transparent table TSTC**. Besides the transactions predefined in the system, we can create our own transactions (e.g. with **transaction SE93**) which are going to be inserted in this table. Every time we use a transaction, the system verifies in this table whether the transaction exists and if we have the proper authorization to use it

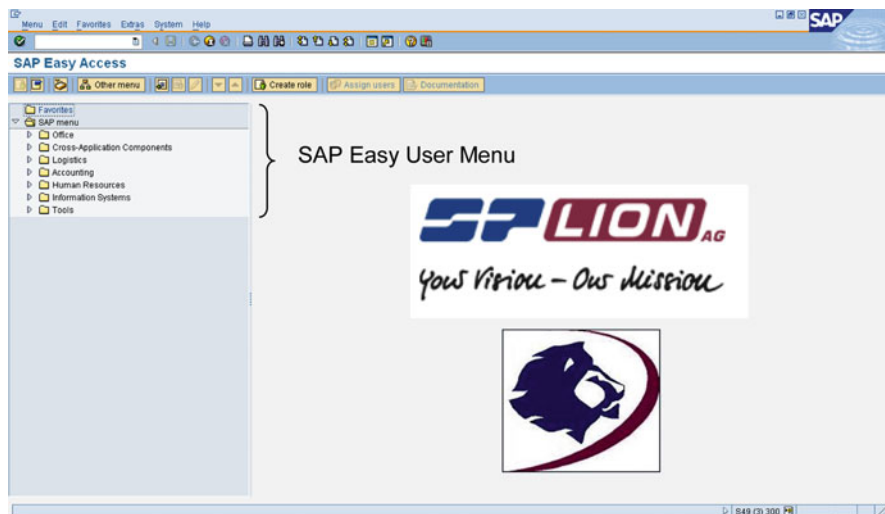


Fig. 2.1 SAP Easy Access



Fig. 2.2 Settings

Fig. 2.3 Inserting transaction onto the *Favorites* listFig. 2.4 *Favorites* list

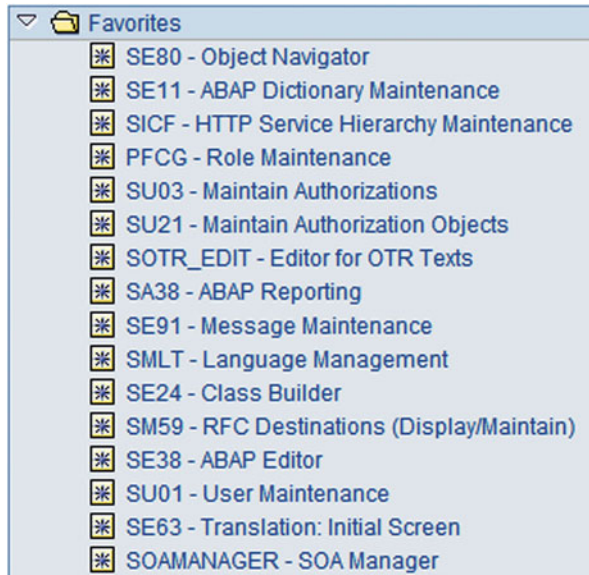


Fig. 2.5 Transactions used

As support for our daily tasks, we add here some of the transactions we use in this Book (Fig. 2.5).

To add other objects, we can choose them from the menu **Favorites->Add Other Objects** (Fig. 2.6).

We add the web address to open the SDN page (Fig. 2.7).

We can use **Favorites -> Download to PC** to save on our Computer a list with all the objects we have in the Favorites Folder. To upload in a Favorites Folder Objects from a list saved on our Computer, we can use **Favorites -> Upload from PC**.

## 2.3 Setting a Transaction as Start Transaction

We have the possibility to set a transaction as start transaction: **Extras -> Set start transaction** (Fig. 2.8). In this way, the desired transaction is automatically started after logging-in into the system (in our case the SE80 transaction), and we don't see the SAP Easy Access anymore.

## 2.4 Creating a Shortcut

After installing the SAP GUI, a SAP Logon icon appears on our Desktop. By using this logon, we can login into the system. Additionally, we can create a SAP Logon Shortcut to be used to perform the same logon, but we don't need to fill all the

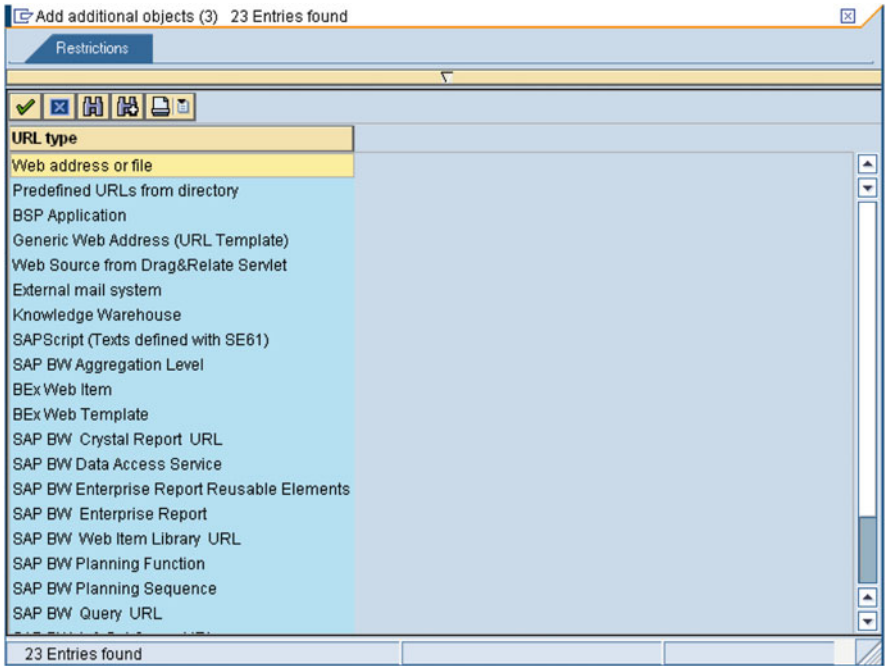


Fig. 2.6 Adding new objects in *Favorites* list



Fig. 2.7 Inserting a web address

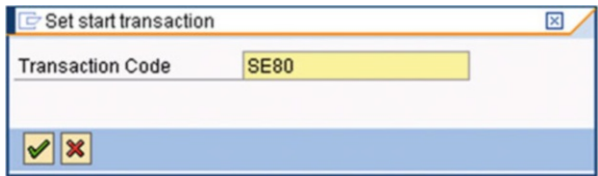
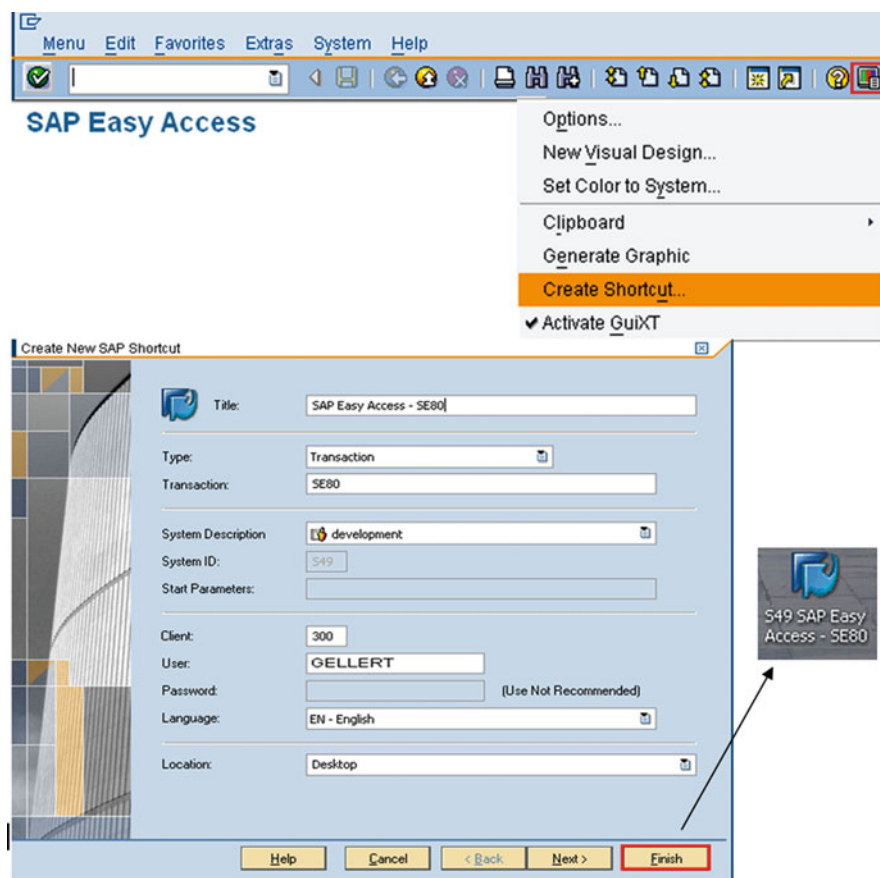


Fig. 2.8 Setting the *start transaction* dialog box

entries in the logon form. A SAP shortcut allows us not only to perform a logon into the system, but to execute other commands, too. So, we can start a SAP transaction, run a report or perform a system command.



**Fig. 2.9** Creating a SAP shortcut on our desktop

To create a SAP Shortcut on our Desktop to start the transaction SE80, we can use the Wizard available in the layout menu, by clicking on the respective icon located in the system function bar (Fig. 2.9).

Another possibility to create a SAP Shortcut on our desktop is to select a transaction or another object from the *Favorites* list, and to use the menu **Edit -> Create Shortcut on the Desktop**.

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