

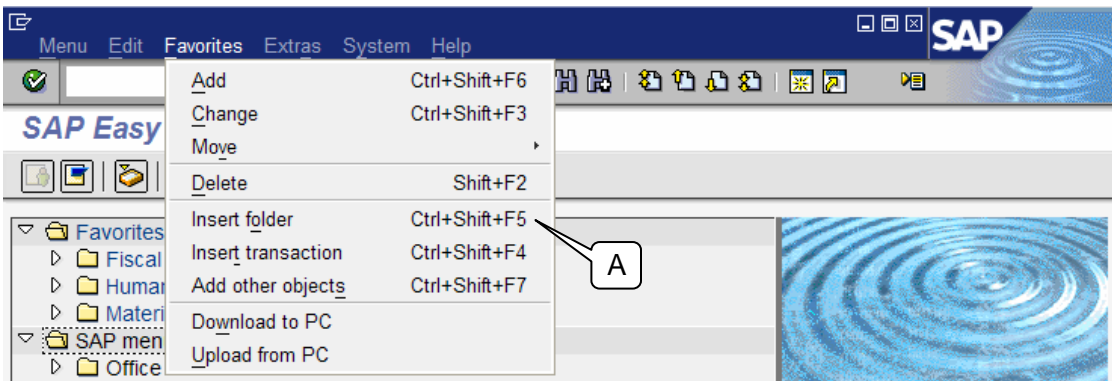


Introduction

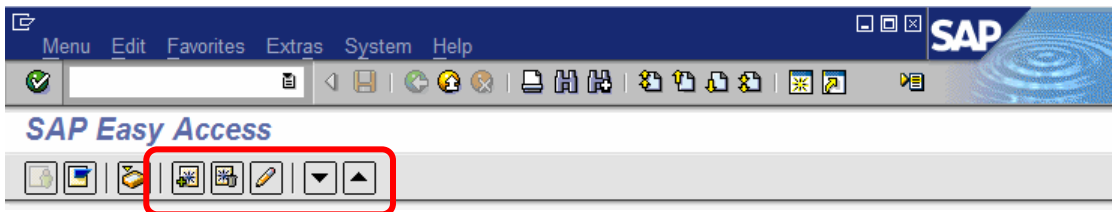
Favorites are customized sets of transaction links that you can create for the **SAP Easy Access** screen. They provide quick access to the initial screens of your most frequently executed, or *favorite*, transactions, but without the hassle of clicking open long strings of **SAP menu** folders or entering transaction codes in the **command** field.

SAP provides you with five different methods for working with favorites:

- The **Favorites** menu in the menu bar, which holds all the necessary commands for working with favorites



- Keystrokes, which are indicated on the right side of the **Favorites** menu (A)
- The right five buttons of the application toolbar, which are named (from left to right) **Add to Favorites**, **Delete Favorites**, **Change Favorites**, **Move Favorites down** and **Move Favorites up**



- Your mouse, which can be used to click-and-drag object into and within the **Favorites** folder
- **Shortcut** menus, which appear when you right-click on objects in the **Favorites** folder

Open folder
Delete all favorites
Insert folder
Insert transaction
Add other objects

Close folder
Change favorite
Delete favorite
Insert folder
Insert transaction
Add other objects

Execute: Enter Incoming Invoices
Execute in new window
Display documentation
Change favorite
Delete favorite
Insert folder
Insert transaction
Add other objects
Create shortcut on the desktop

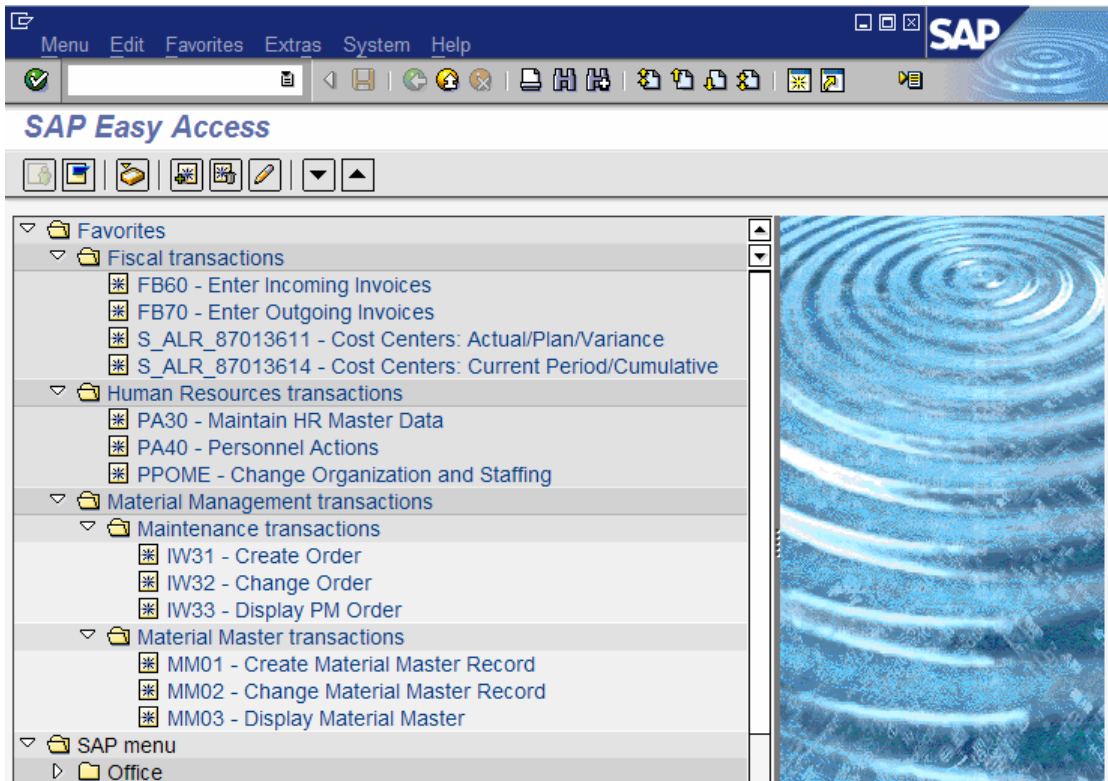




Quick Reference Card Introduction to Favorites

The shortcut menus provide the fastest way to create and work with favorites, and so we emphasize their use in the procedures of this job aid. We encourage you to explore the other methods if you wish; once you know how to work with favorites with the shortcut menus, you should be able to figure out how to do the same with these other means.

Before we begin these procedural descriptions, however, let's take a look at this screen, which shows the author's **Favorite** folder and its contents.



The **Favorites** folder lies at the top of the central work area of this **SAP Easy Access** screen. It is the *first-level* or *root* folder and contains three *second-level* folders, called *Fiscal transactions*, *Human Resources transactions* and *Material Management transactions*. The *Material Management transactions* folder contains two *third-level* folders, *Maintenance transactions* and *Material Master transactions*, within it.

Each of the folders contains links to three or four links to our favorite transactions. These links are deliberately listed in alphanumeric order so that they are easy to locate, and some of their names have been renamed to be more explicit in their functions. They operate in the same way as the links in the **SAP menu** folders: just double-click one in order to navigate to the initial screen of the transaction.

The two key advantages of favorites are evident on this screen. First, every link can be reached with one or two clicks to open their folders – unlike the **SAP menu folders**, where the links are often buried many levels down. Second, the *Fiscal transactions* folder contains links to reporting transactions with especially long transaction codes.

