## Insert Favorite Links into Favorites Folders

There are two ways to insert transaction links into folders. The first method is used if you know its transaction code; the second is used if you don't know it. We demonstrate both methods by inserting a link to the PA30 (*Maintain HR Master Data*) transaction into the *Human Resources transactions* folder.

**If you know the transaction code:**

1. Right-click the name of the storage folder – in this case, *Human Resources transactions* – to select and highlight it (A).
2. The shortcut menu appears:
   - a. Select the *Insert transaction* command (B).

![Image of SAP Easy Access](image)

3. The **Manual entry of a transaction** screen appears:
   - a. Enter the transaction code in the **Transaction code** field (C).
   - b. Press the **Enter** key.

**If you do not know the transaction code:**

1. Follow the menu path to the transaction link.
2. Click-and-drag the link into a favorites folder.
Rearrange Favorites Folders and Links

You can rearrange favorites objects (folders and links) into any order by following this procedure:

1. Click (that is, left-click) the name of the object to select and highlight it (A).

2. Click the **Move up** or **Move down** button in the application toolbar (B) or

   Follow the menu path **Favorites > Move > Up** or **Favorites > Move > Down** to reposition the object (C).

In addition, it is common to insert a folder or link into the wrong favorites folder. When this occurs, simply click-and-drag the object into its correct folder.