GN-08 Working With Your Favorites Folder

Purpose

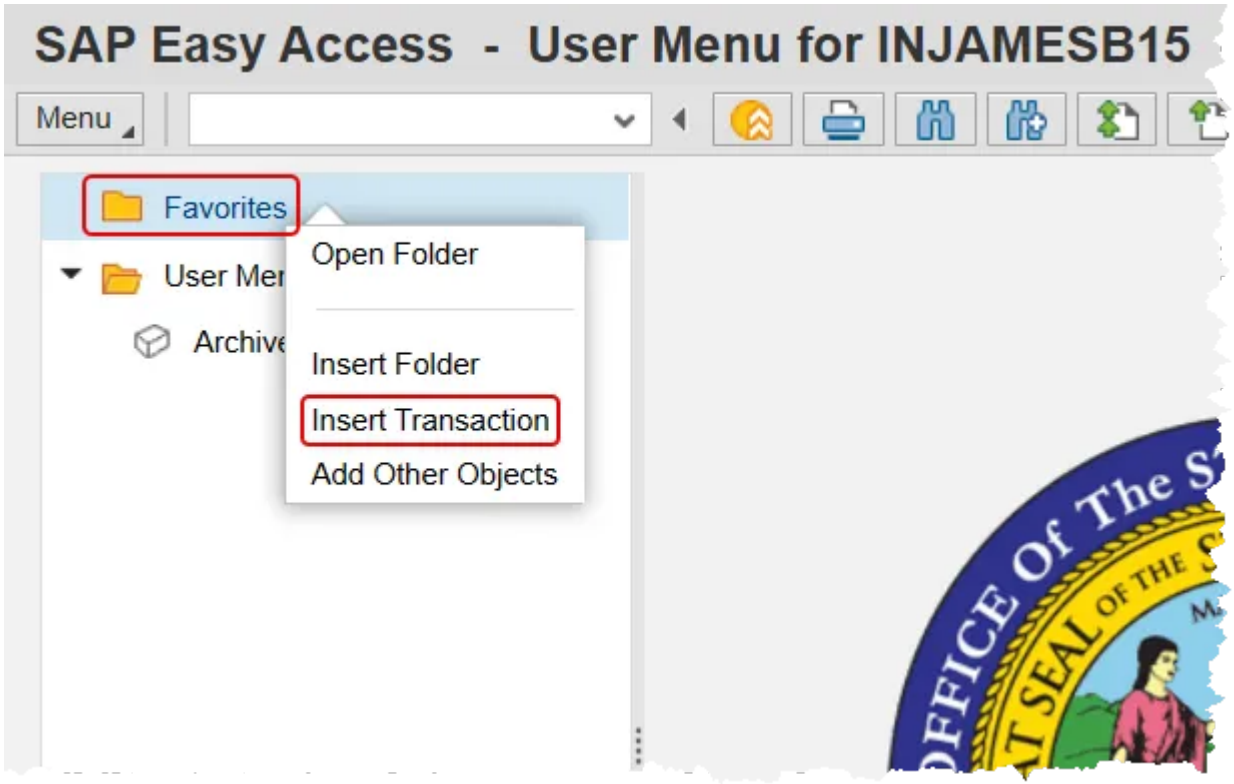
SAP allows you to add and organize a Favorites Folder containing the transactions you use most often. The purpose of this job aid is to explain how to manage your Favorites folder in the Integrated HR-Payroll System.

Adding Transactions to Your Favorites Folder

There are 2 steps to complete this process.

Step 1. From the SAP Easy Access Screen, right-click the **Favorites** folder, then select **Insert Transaction**.

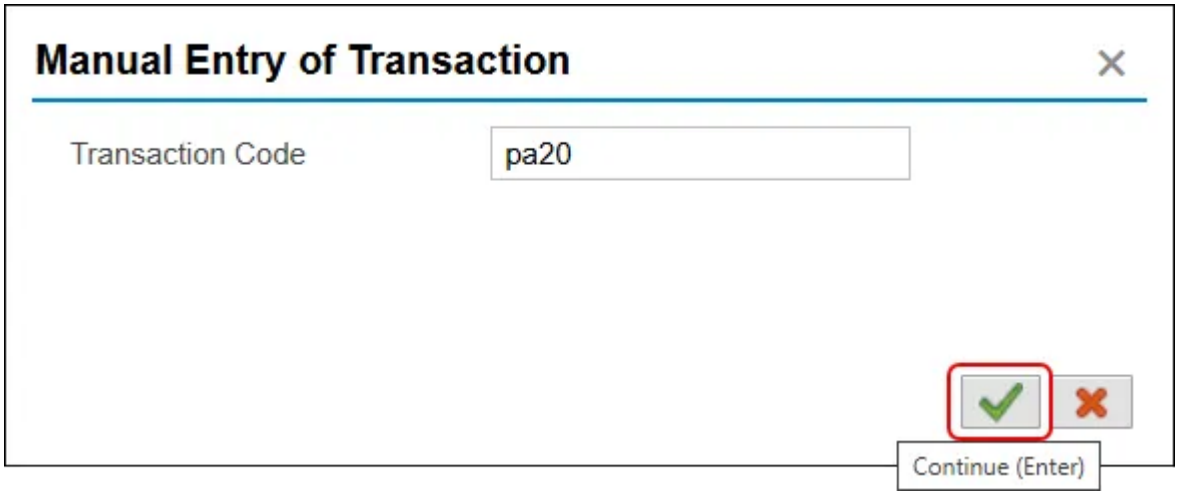
Image



Step 2. Enter the transaction code you wish to add as a favorite and click the **Continue** button, or press enter on your keyboard.

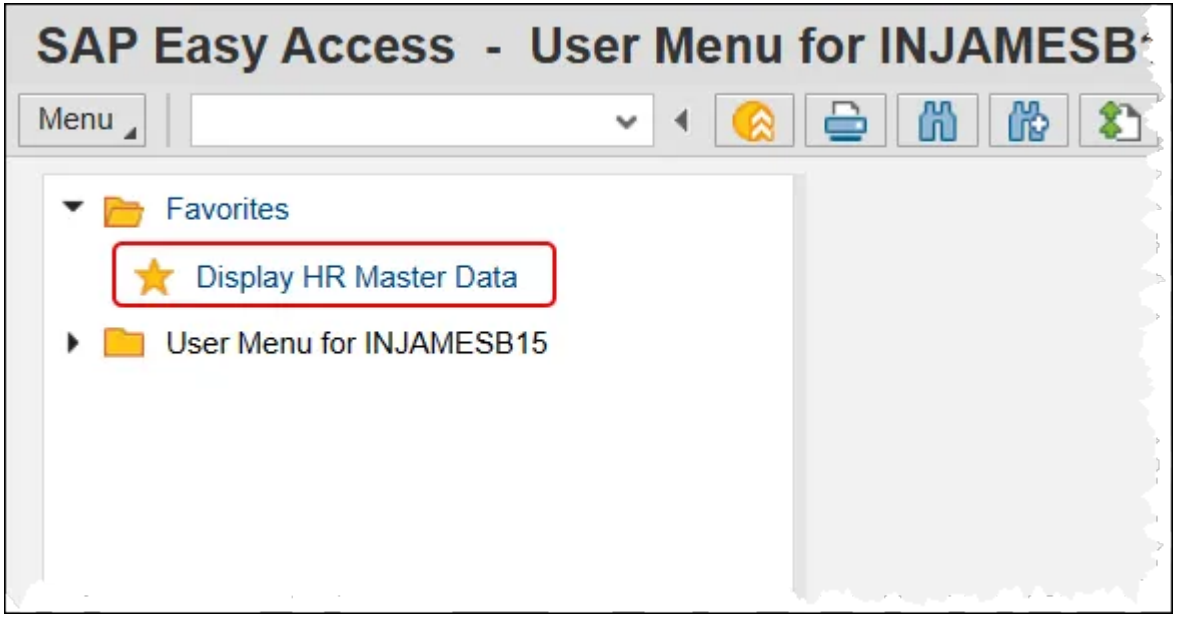
Note: Transaction codes are not case sensitive.

Image



The transaction will be displayed in your Favorites folder.

Image



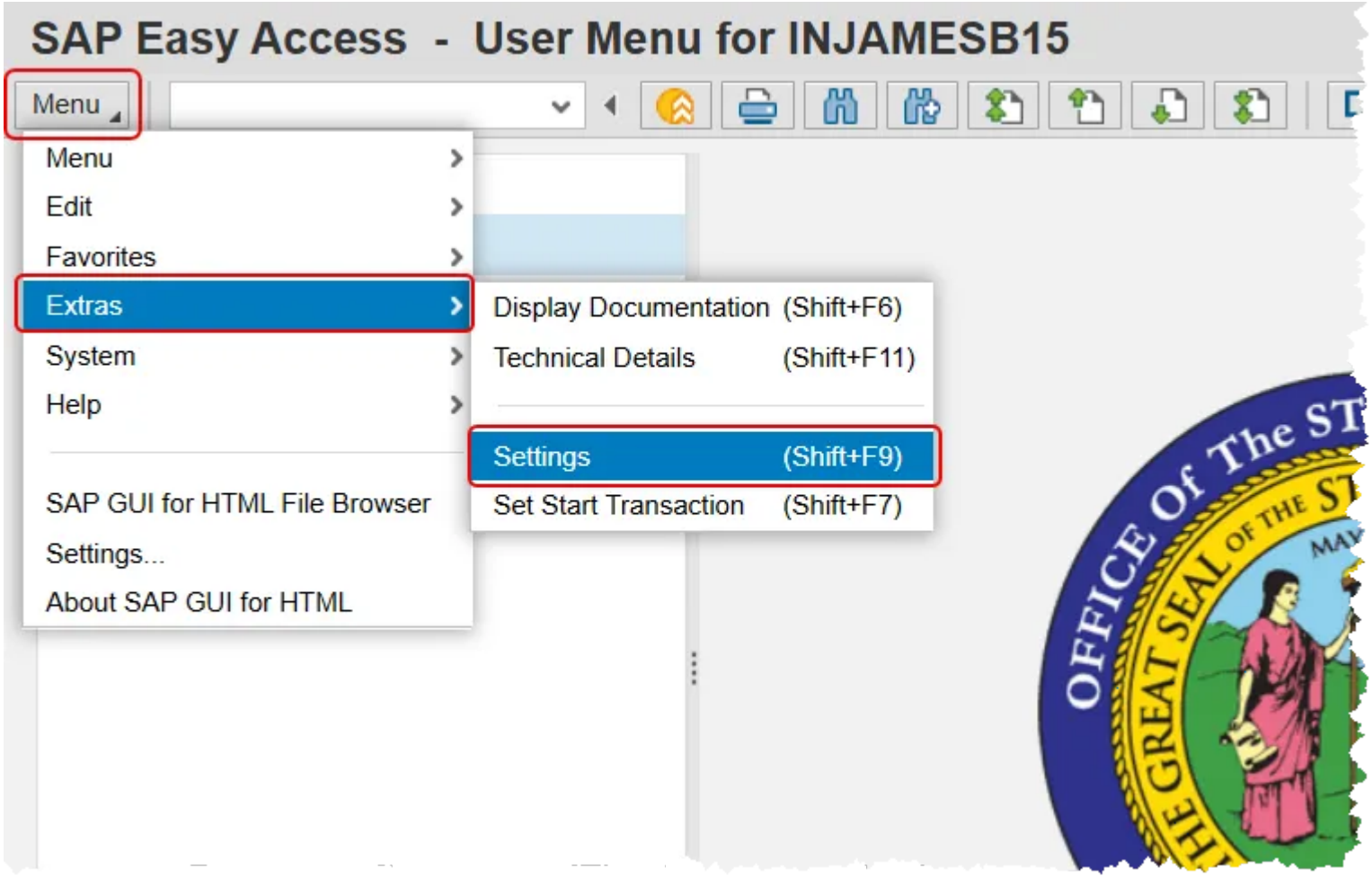
NOTE: Once multiple transactions have been added, you can rearrange them by dragging and dropping with your mouse.

Turning on Technical Names

Transactions are often referred to by their technical names rather than their title. For example, people will refer to transaction ‘PA20’ instead of ‘Display HR Master Data’. Use the following procedure to turn on the technical names. There are 2 steps to complete this process.

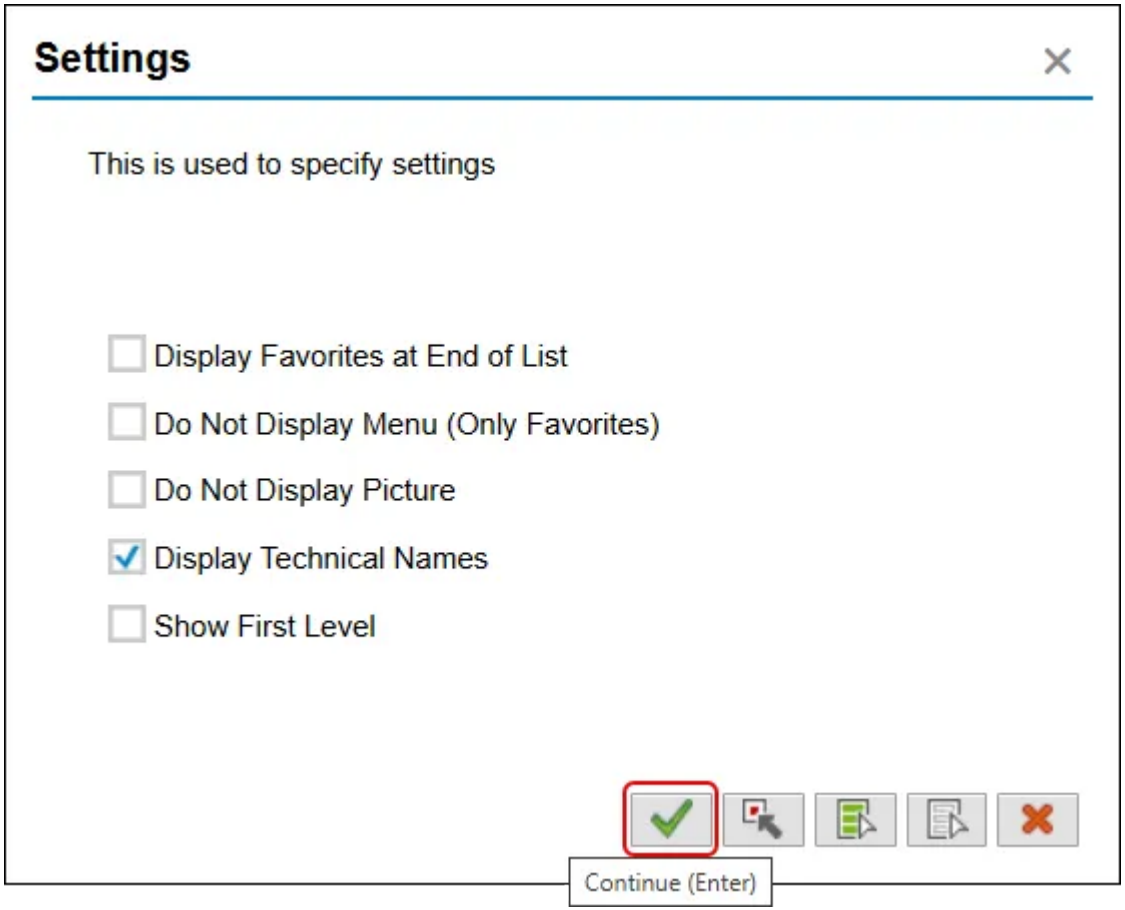
Step 1. From the SAP Easy Access screen, click the menu button. Hover over **Extras** and then select **Settings**.

Image



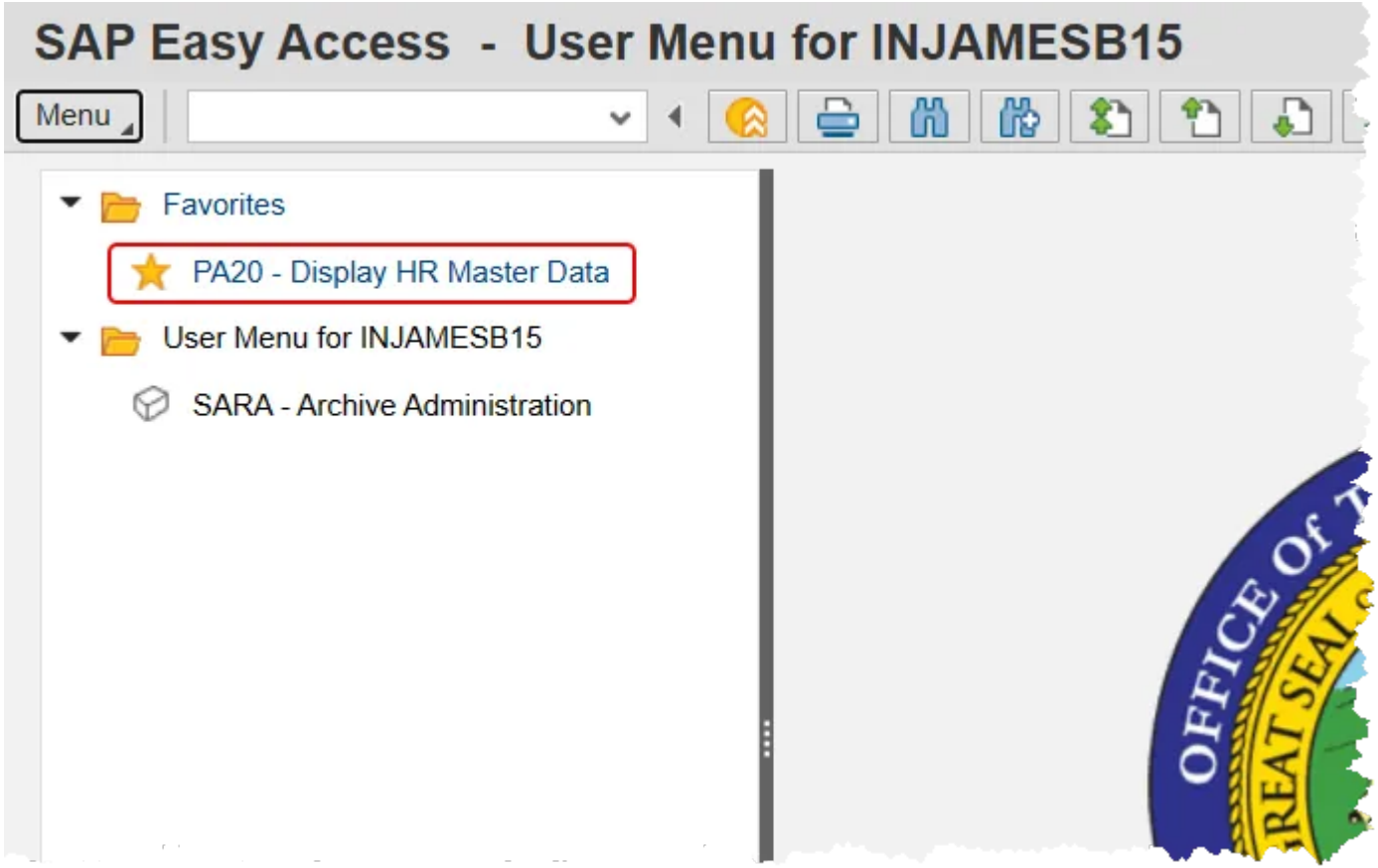
Step 2. The settings Menu will be displayed. Click the check beside **Display Technical Names** and then click **Continue**.

Image



The transaction code will be displayed next to the display title.

Image

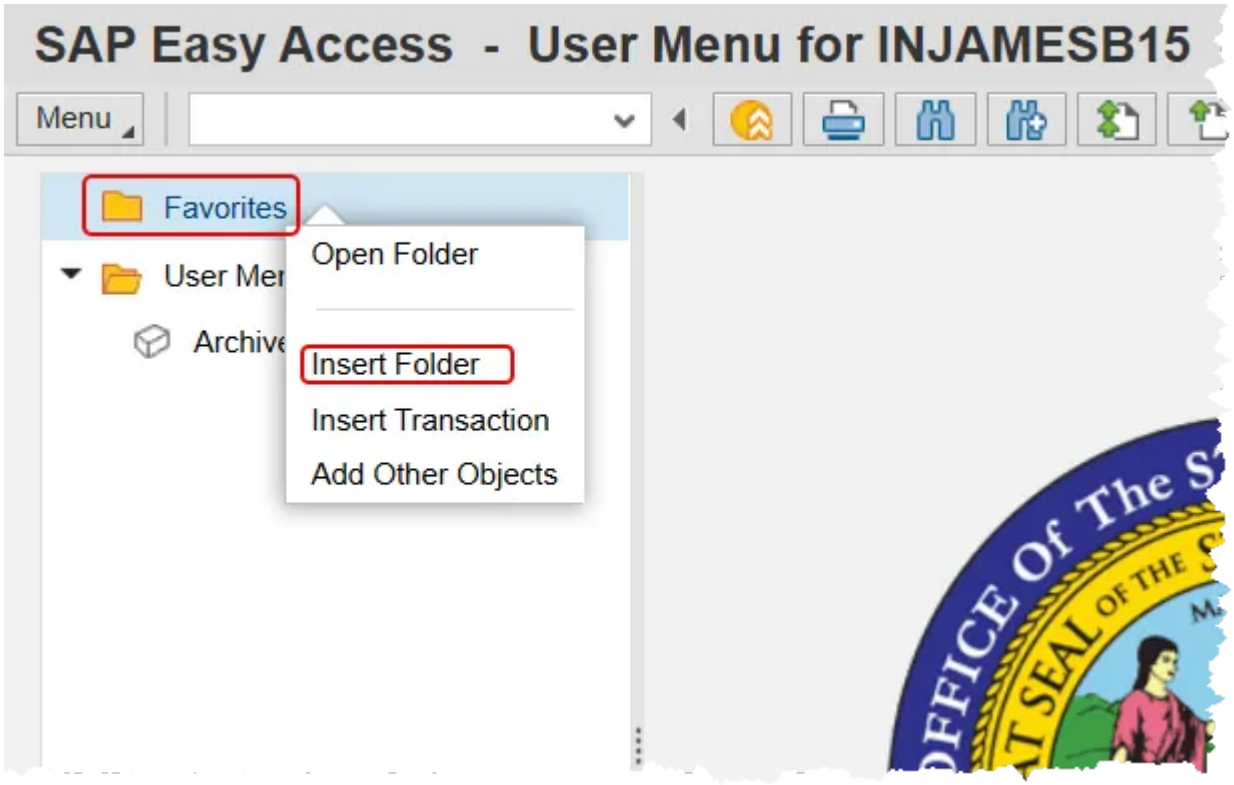


Adding Folders to Favorites

Subfolders can be added within the favorites folder to further organize your list of favorite transactions. There are 4 steps to complete this process.

Step 1. From the SAP Easy Access screen, right-click on the Favorites folder and select **Insert Folder**.

Image



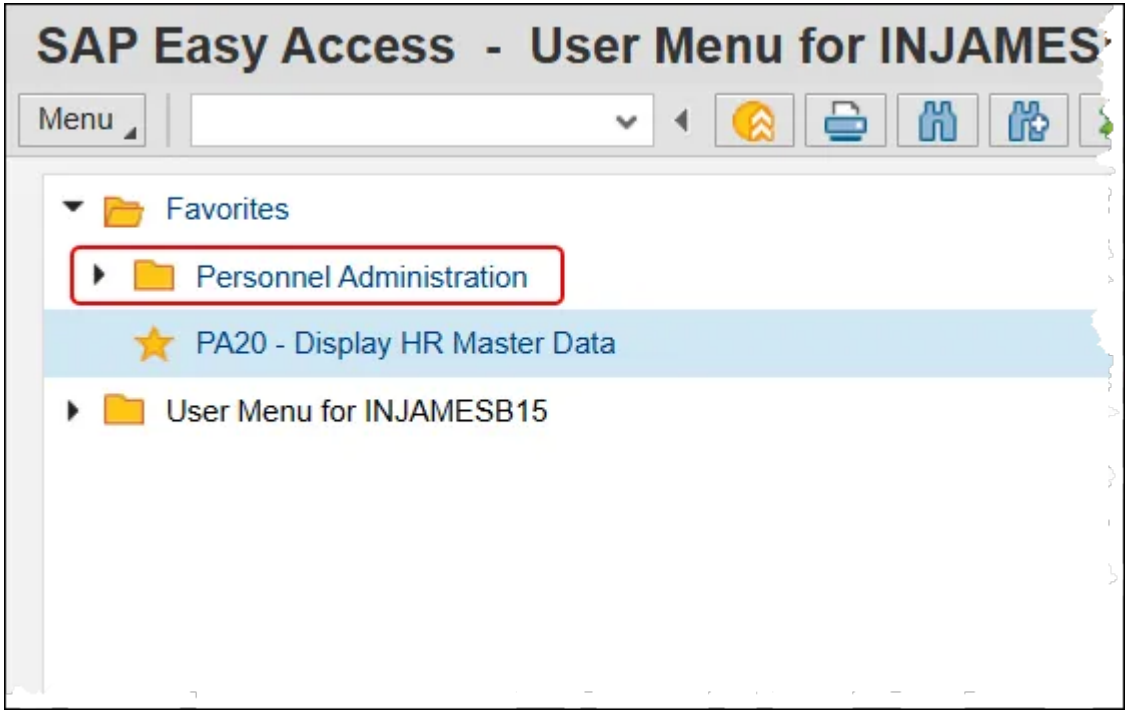
Step 2. Enter the desired title of the folder and click **Continue**.

Image



Step 3. The new folder then will be displayed under Favorites.

Image



Step 4. You can add transactions to the folder by right-clicking it and selecting **Insert Transaction**, or by dragging and dropping one from elsewhere in your favorites folder(s).

Changing Favorites Titles

There are 2 steps to complete this process.

Step 1. From the SAP Easy Access Screen, single-click the Favorite you wish to modify and then click the **Change Favorites** button.

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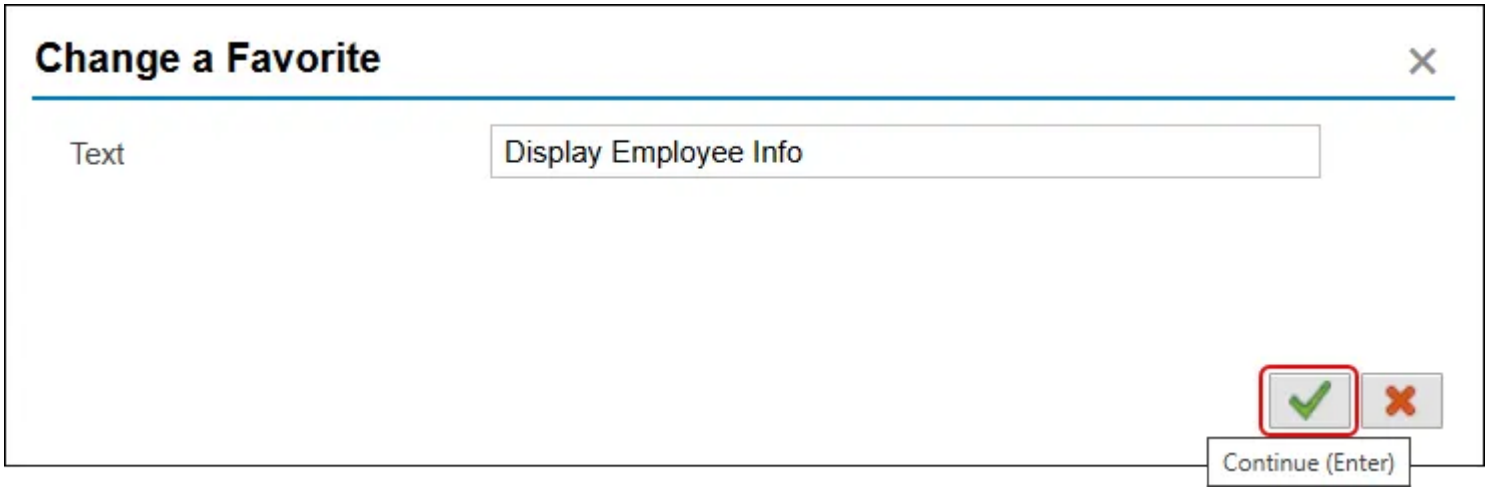
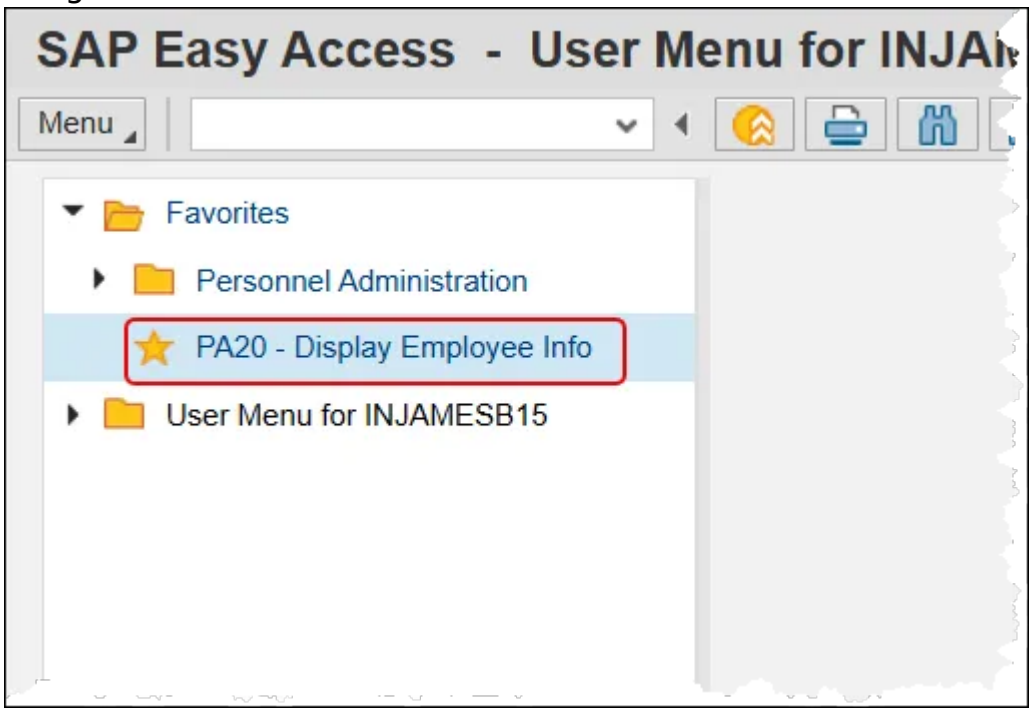
Step 2. Change the display title of the favorite and click **Continue**.

Image



The updated title of the transaction will be updated in your Favorites folder.

Image

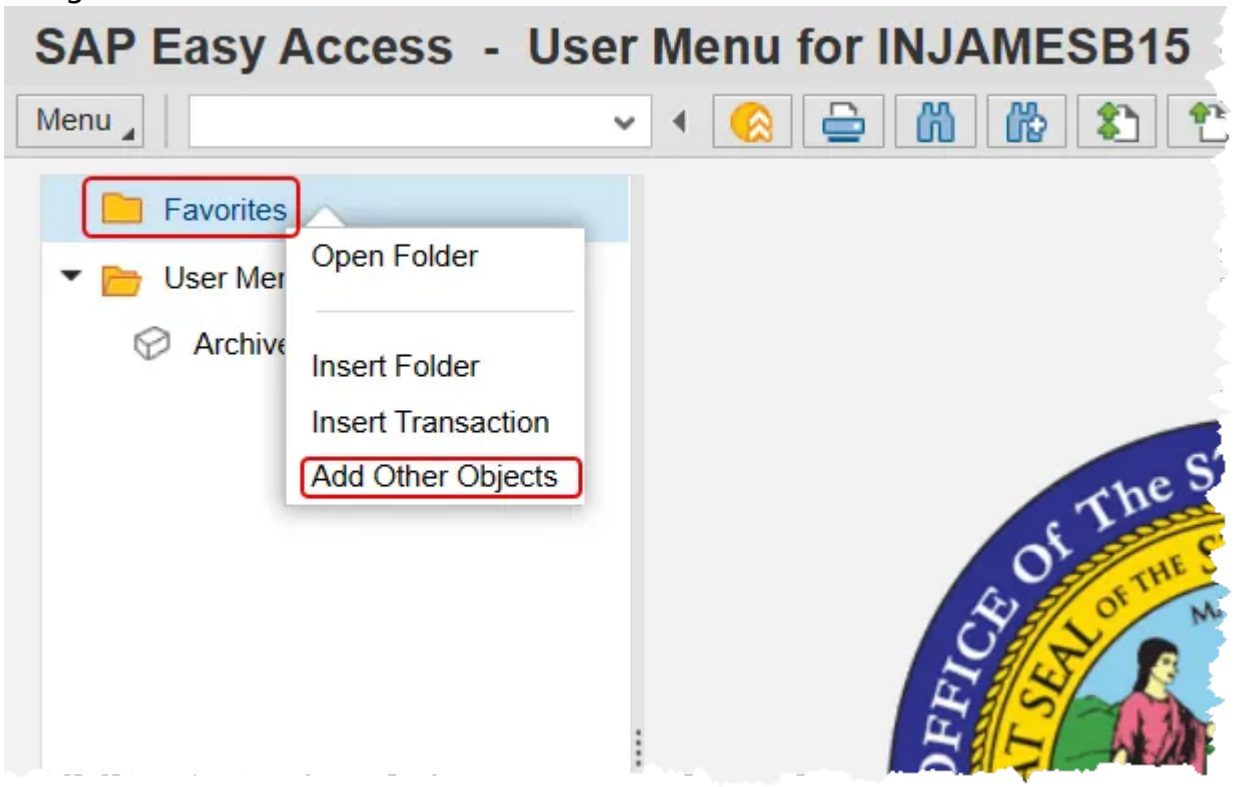


Adding a Web Address

You may wish to add a link to a webpage that you visit often while using the Integrated HR-Payroll System. In this example, we'll link to the HR-Payroll Help Documents page. There are 3 steps to complete this process.

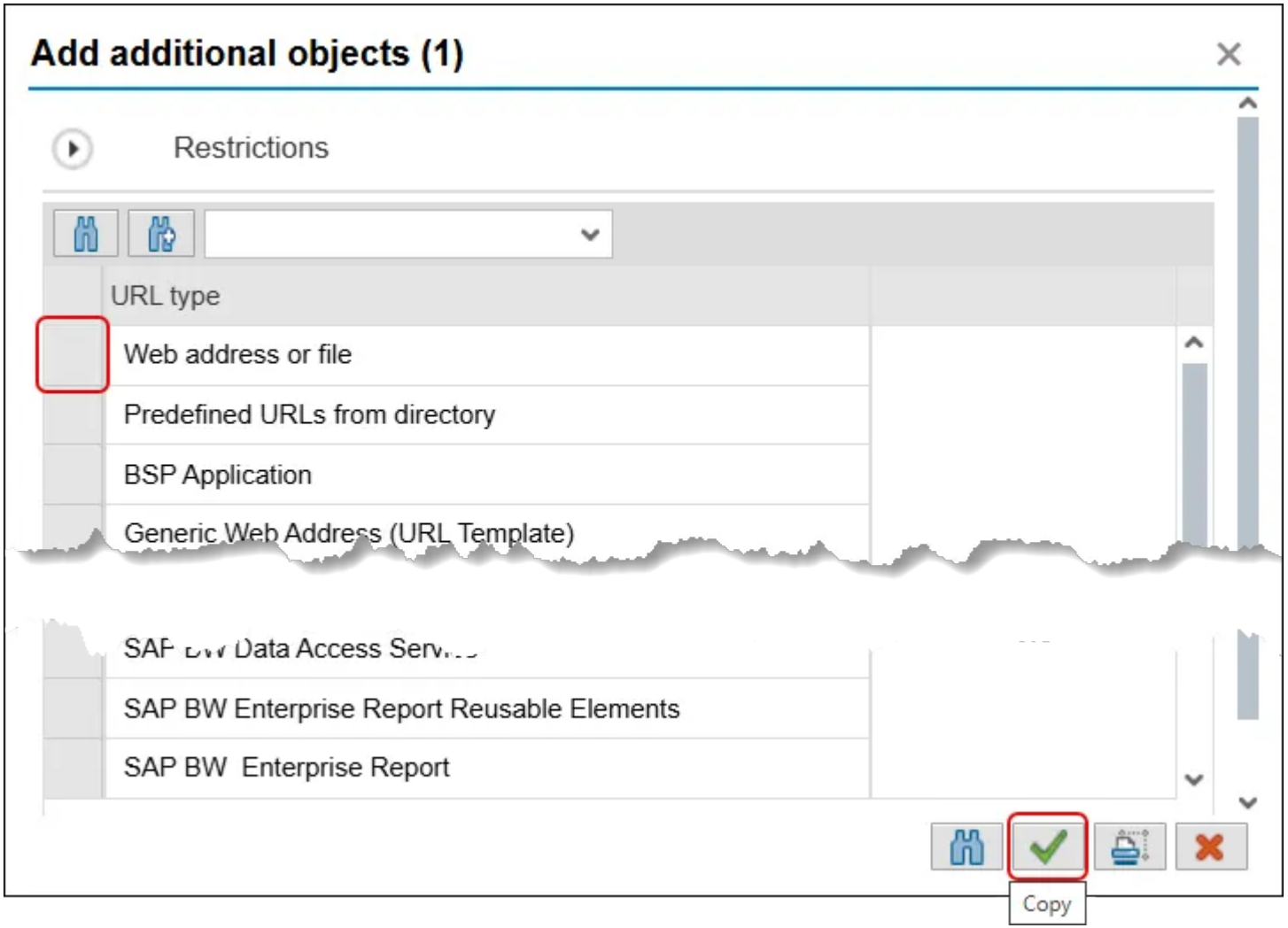
Step 1. From the SAP Easy Access Screen, right-click the **Favorites** folder, then select **Add Other Objects**.

Image



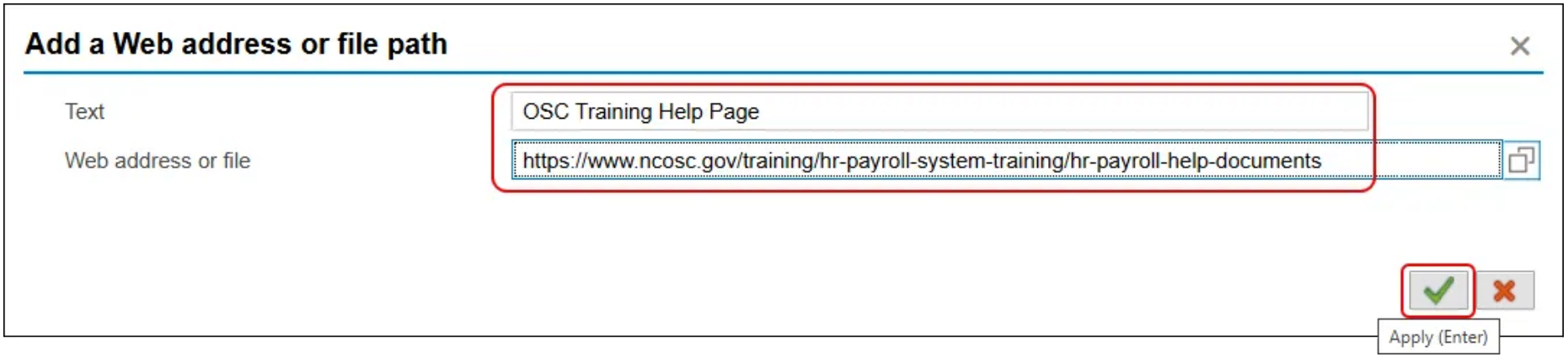
Step 2. Select **Web Address or file** by clicking the gray box to its left, then click the **Copy** button.

Image



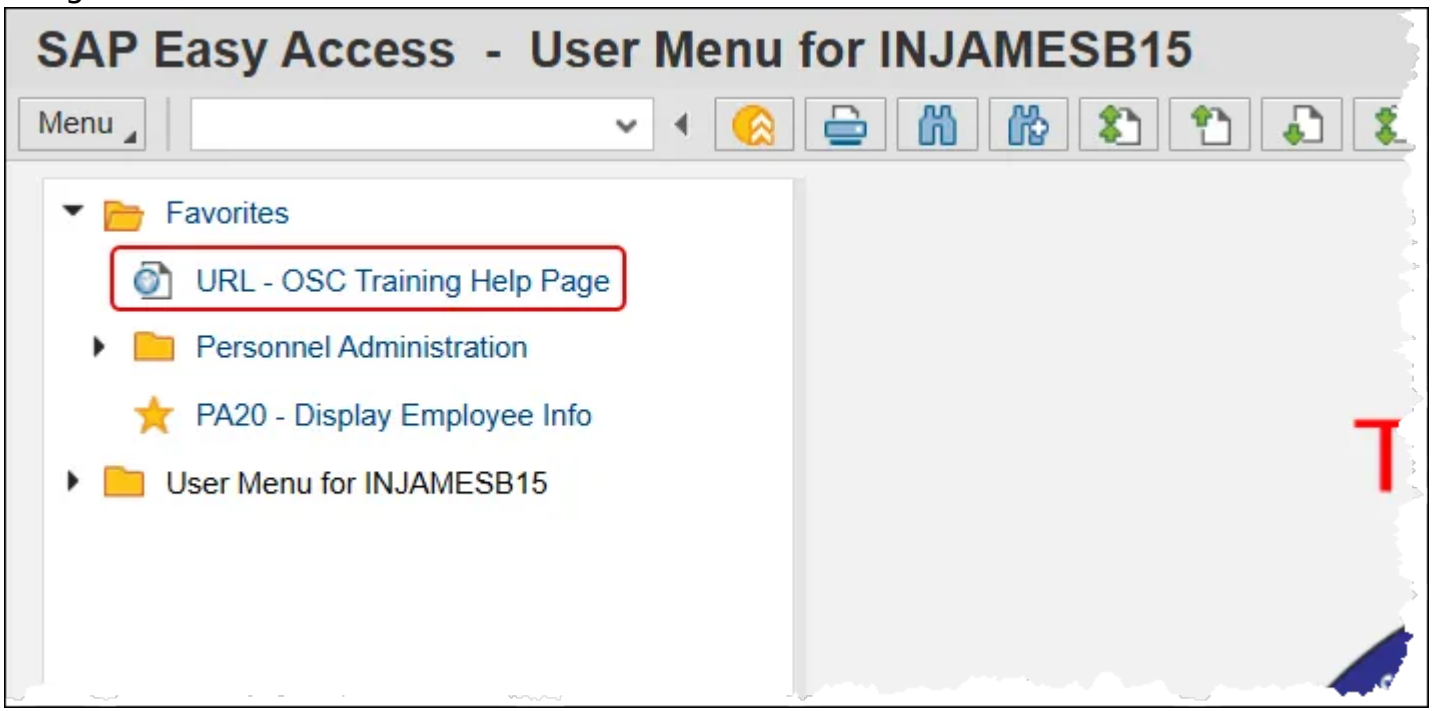
Step 3. Enter the text you'd like to display as well as the webpage URL, and then click the **Apply** button.

Image



The web address will be displayed under your Favorites folder.

Image



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