



WORKING WITH YOUR FAVORITES FOLDER

BUSINESS PROCESS PROCEDURE GN-8

GN

The purpose of this business process procedure is to explain how to manage your Favorites folder in the Integrated HR-Payroll System.

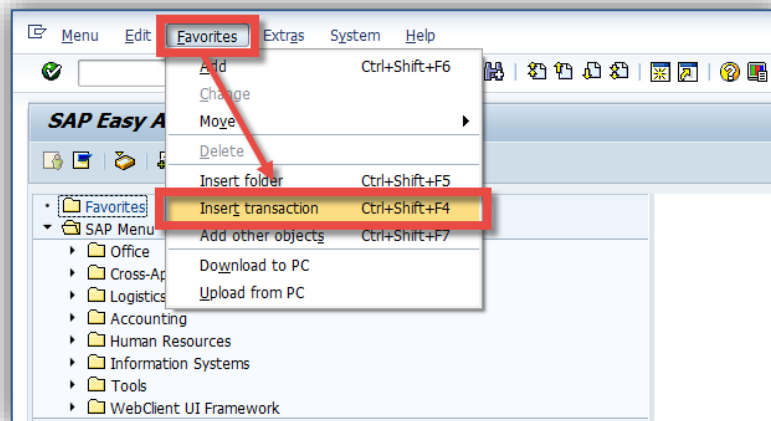
Trigger: Use this document to learn how to manage your Favorites folder in the Integrated HR-Payroll System.

Business Process Procedure Overview:

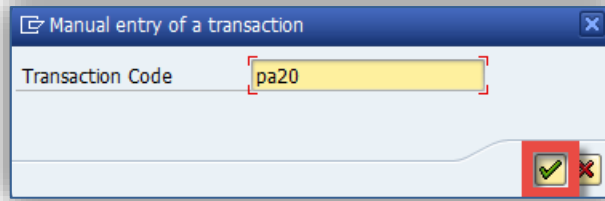
SAP allows you to add and organize a Favorites Folder containing the transactions you use most often.


- Pg 1: Add Favorites** – Add transactions to your Favorites folder using the Menu Bar
- Pg 2: Change Favorite Title** – Change the Display Title of a Transaction in your Favorites Folder
- Pg 3: Display Technical Names** – Display the technical name of a transaction next to its display title.
- Pg 4: Add Folders to Favorites** – Add custom folders to your Favorites.
- Pg 5: Add a Web Address to Favorites**– Add an Internet bookmark to your Favorites folder.

Add Favorites

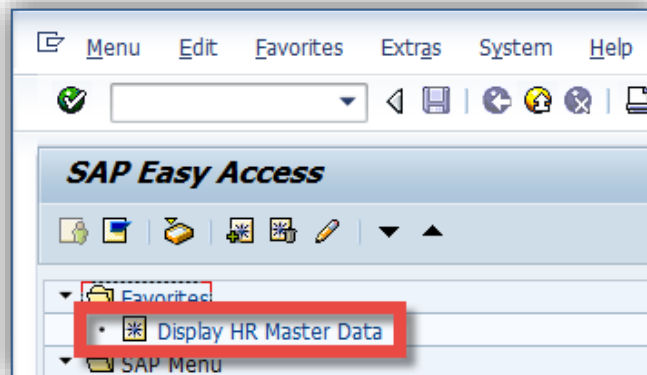


1. From the SAP Easy Access Screen, select **Favorites** from the menu bar.
2. Select **Insert Transaction**.



3. Enter the transaction code you wish to add as a favorite and click **Continue** .

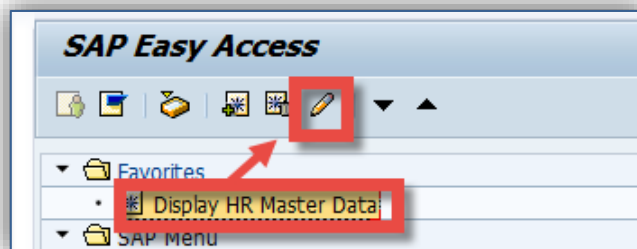
NOTE: Transaction codes are not case sensitive.




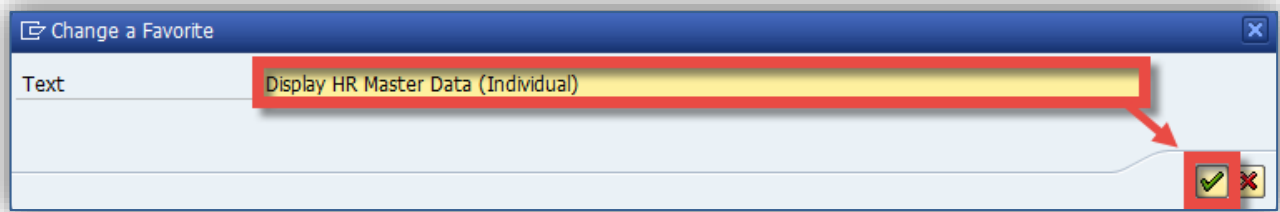
The transaction will be displayed in your Favorites folder.


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

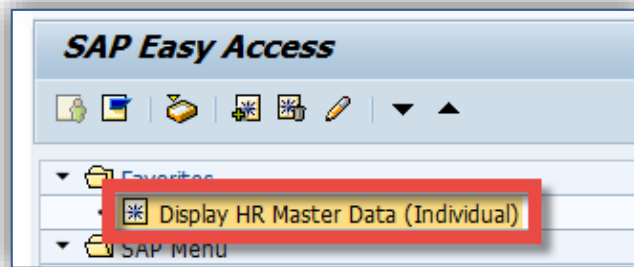
Change Favorite Title



1. From the SAP Easy Access Screen, select the Favorite you wish to modify.
2. Click **Change Favorites** .

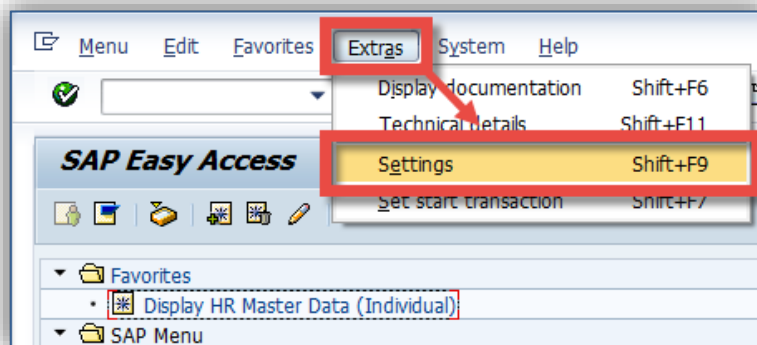


3. Change the display title of the favorite and click **Continue** .

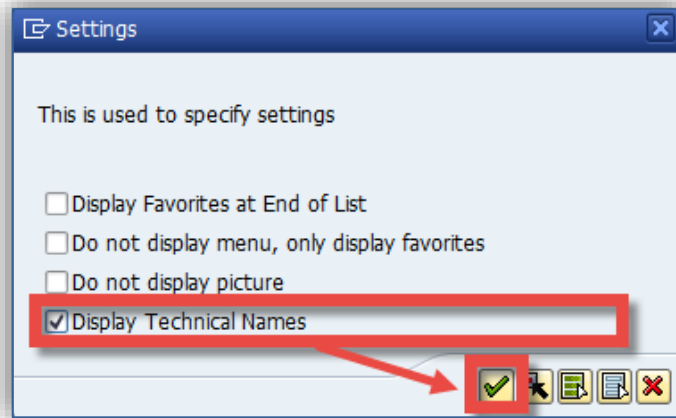



The updated title of the transaction will be updated in your Favorites folder.

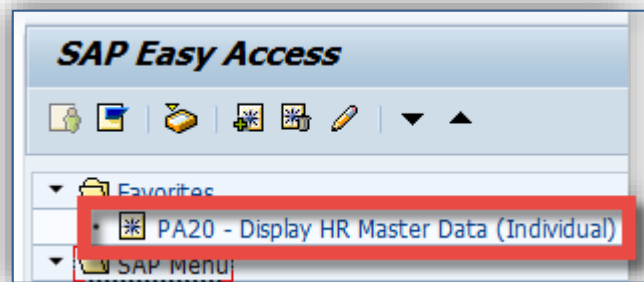
Display Technical Names



1. From the SAP Easy Access screen select **Extras**.
2. Select **Settings**.

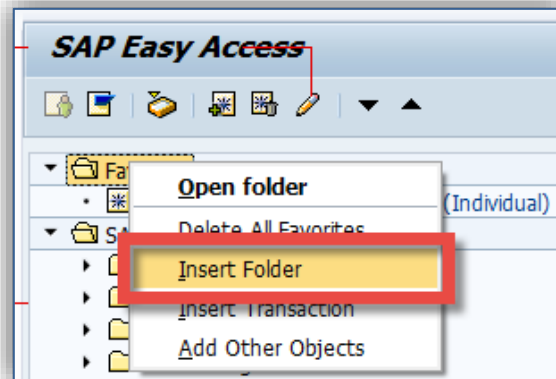


3. The settings Menu will be displayed. Click the check beside **Display Technical Names**.
4. Click **Continue** .

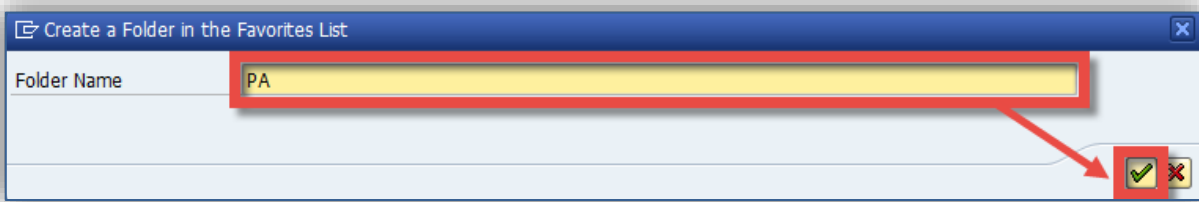



The transaction code will be displayed next to the display title.

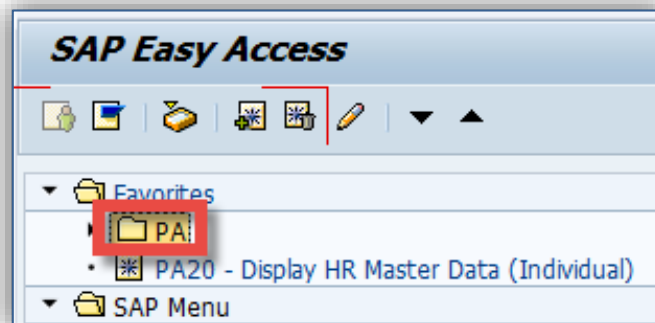
Add Folders to Favorites



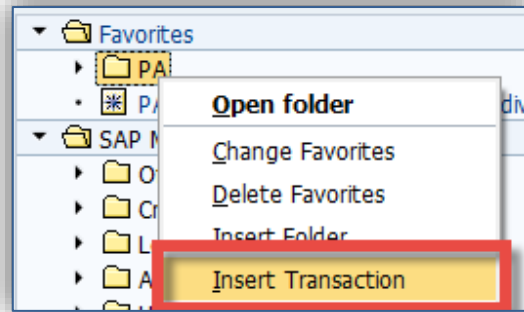
1. From the SAP Easy Access screen, right-click on the Favorites folder and select **Insert Folder**.



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



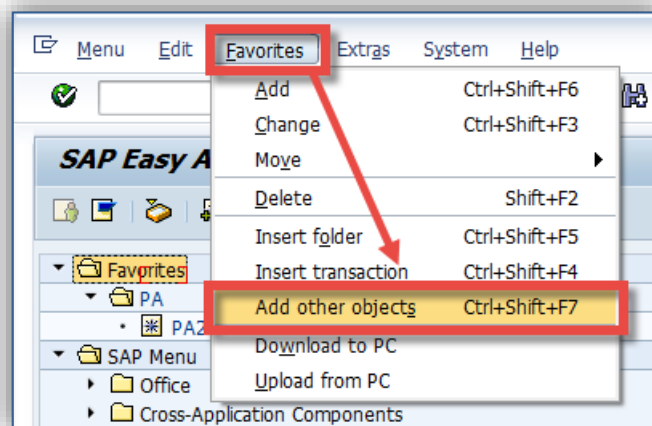
3. The new folder then will be displayed under Favorites.



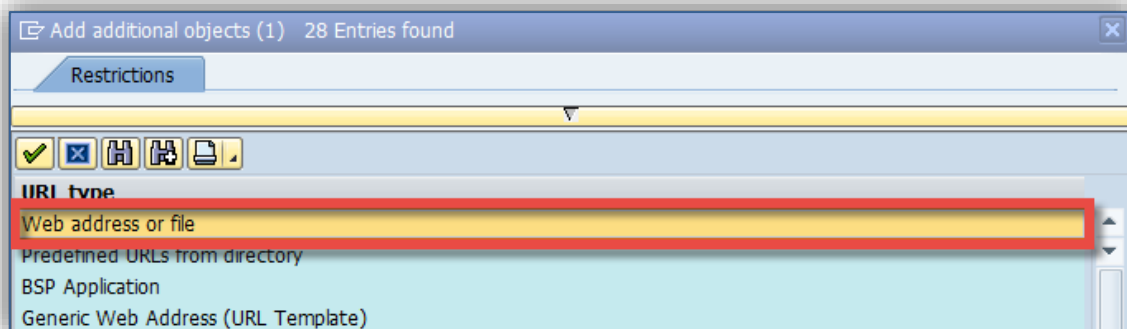
4. You can add transactions to the folder by right-clicking and selecting **Insert Transaction**.

NOTE: Also, you can drag and drop transactions into Folders from elsewhere in your favorites folder.

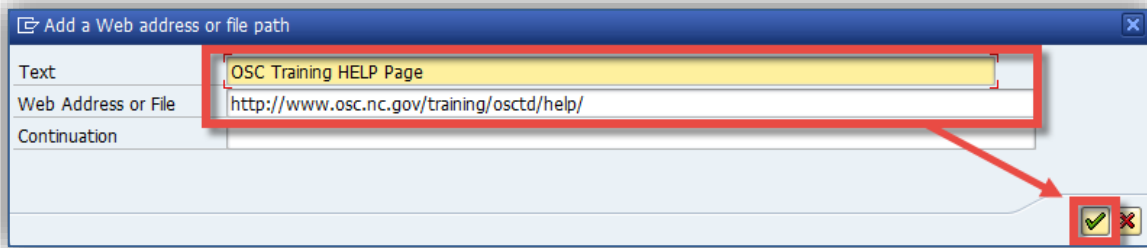
Add a Web Address to Favorites




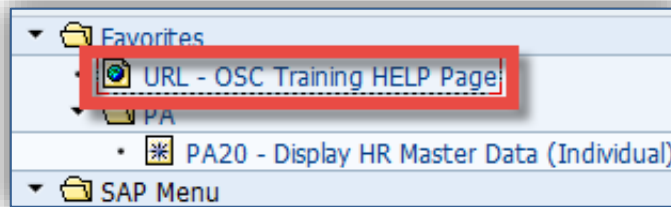
1. From the SAP Easy Access Screen, select **Favorites** from the SAP menu bar.
2. Click **Add Other Objects**.



3. Select **Web Address or file**.



4. Enter the display title of the URL, as well as the URL itself, and click **Continue** .



The web address will be displayed under your Favorites folder.

Additional Resources

Training HELP website: https://www.osc.nc.gov/state-agency-resources/training/training_help_documents

Change Record

Change Date: 8/18/2020 – Changed by C. Ennis

Changes: Updated format, assigned reference number, and made accessible