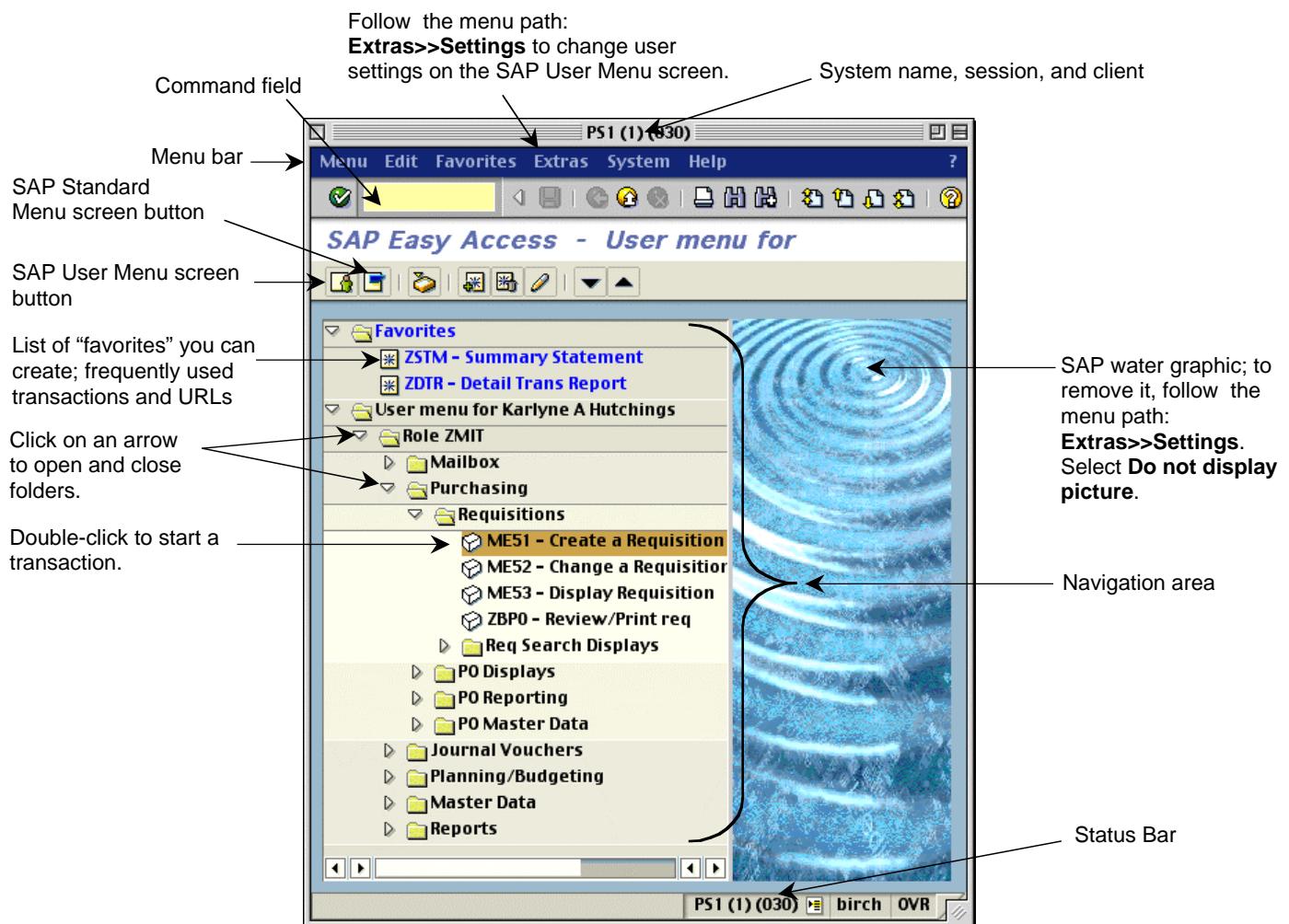


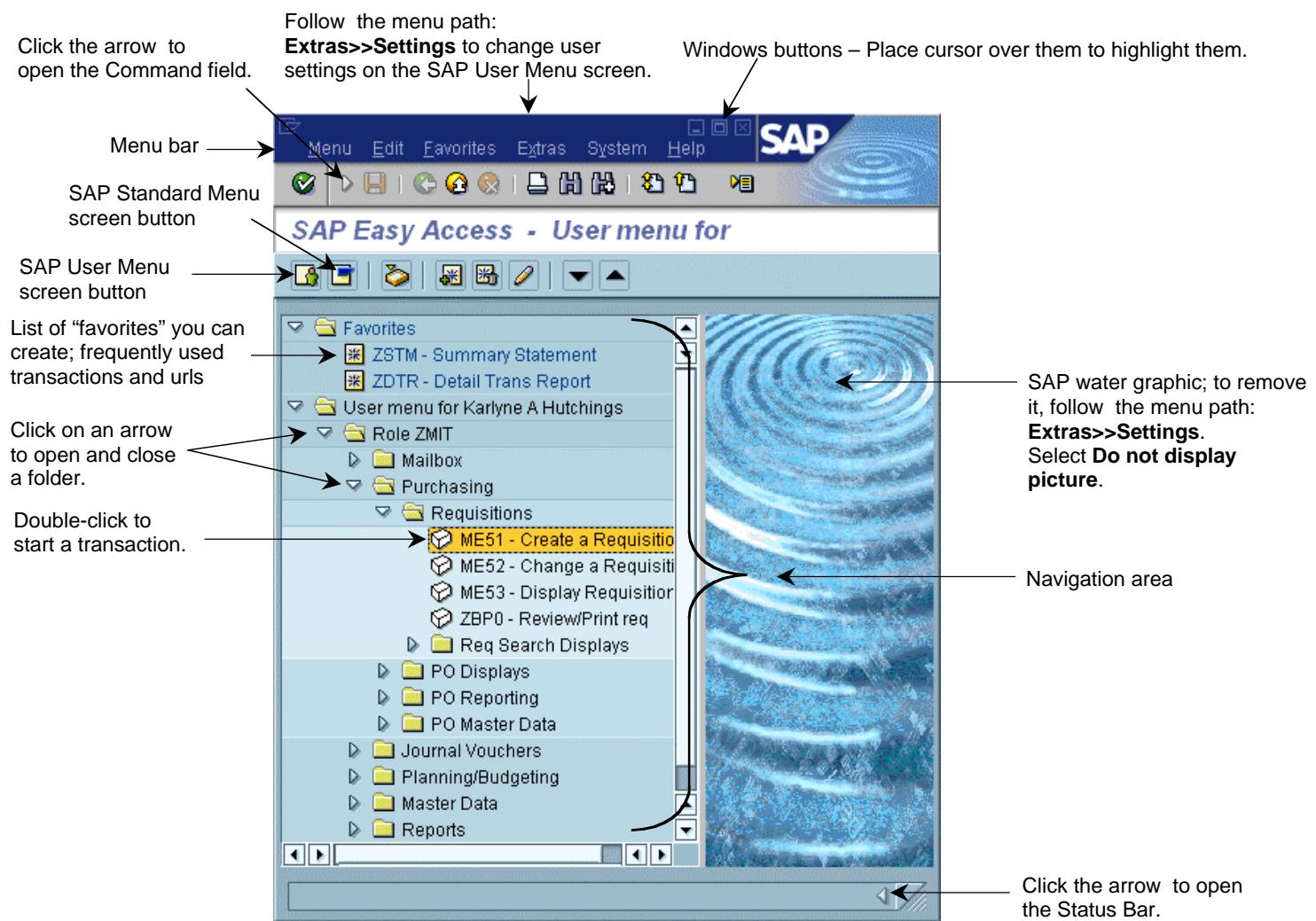
Navigating the SAP User Menu Screen Quick Reference – for Mac Users

PC Users (other side)



Navigation Area	Working area on the SAP User Menu screen where the menu and Favorites folders are located. Open the folders until you see a transaction name such as Create a Requisition. Double-click on it to start a transaction.
Navigation Path	Refers to the folders and transactions you need to access on the SAP User Menu screen to start a transaction. For example, the navigation path for Create a Requisition is:
	<ul style="list-style-type: none"> - User Menu - Role ZMIT - Purchasing - Requisitions - Create a Requisition
Menu Bar	Allows you to perform some system and display functions through a dropdown menu.
Command Field	Another way of starting a transaction from any SAP screen instead of using the folders on the SAP User Menu screen. Type in a transaction code such as /nme51 and press Enter to bring up the transaction.
User Menu button	Click on the SAP User Menu screen button to access the Roles menu folders for which you have authorization.
SAP Menu button	Click on the SAPMenu button to access the SAP menu folder, the equivalent of the SAP R/3 menu.
Create a Favorite	Open the folders and click on the transaction you want to add to the Favorites folder. Follow the menu path: Favorites >> Add or click . To use the favorite, double-click on it.
Status Bar	Shows the same system information that is on top of the screen.
User Settings	The following settings can be turned on and off: display water graphic, display transaction code to the left of each transaction item, put Favorites folders on the bottom of the screen, display Role ZMIT folder, display only Favorites folder, but not menu ones.

Navigating the SAP User Menu Screen Quick Reference – for PC Users



Navigation Area

Working area on the SAP User Menu screen where the menu and Favorites folders are located. Open the folders until you see a transaction name, such as Create a Requisition. Double-click on it to start a transaction.

Navigation Path

Refers to the folders and transactions you need to access on the SAP User Menu screen to start a transaction. For example, the navigation path for Create a Requisition is:

- User Menu
- Role ZMIT
- Purchasing
- Requisitions
- Create a Requisition

Menu Bar

Allows you to perform some system and display functions through a dropdown menu.

Command Field

Another way of starting a transaction from any SAP screen instead of using the folders on the SAP User Menu screen. Type in a transaction code such as /nme51 and press Enter to bring up the transaction.

User Menu button

Click on the SAP User Menu button to access the Roles menu folders for which you have authorization.

SAP Menu button

Click on the SAP Menu button to access the SAP menu folder, the equivalent of the SAP R/3 menu.

Create a Favorite

Open the folders and click on the transaction you want to add to the Favorites folder.

Follow the menu path: **Favorites >> Add** or click . To use the favorite, double-click on it.

Status Bar

When open, shows system name, session, and client on the left.

User Settings

The following settings can be turned on and off: display water graphic, display transaction code to the left of each transaction item, put Favorites folders on the bottom of the screen, display Role ZMIT folder, display only Favorites folder, but not menu ones.