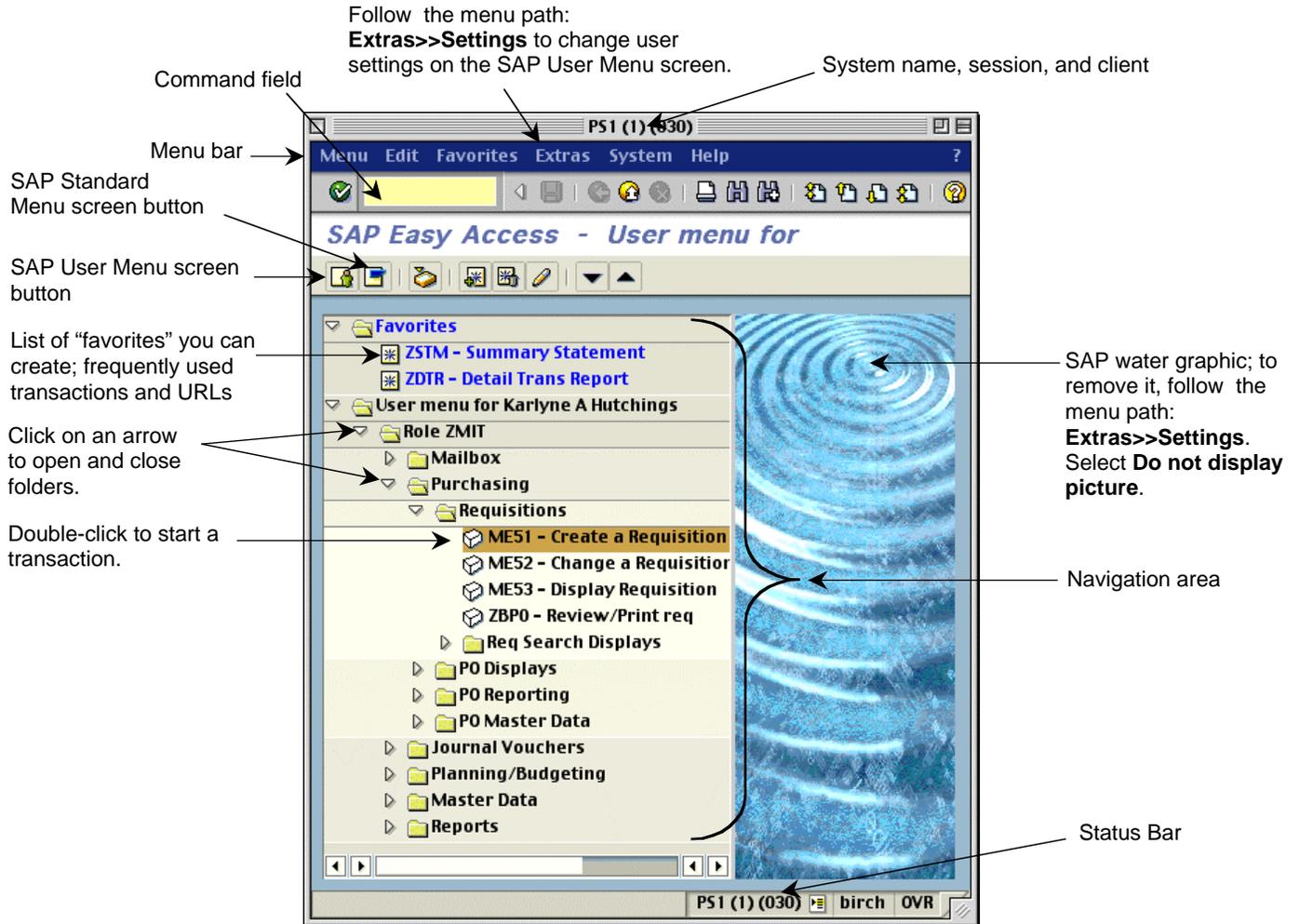


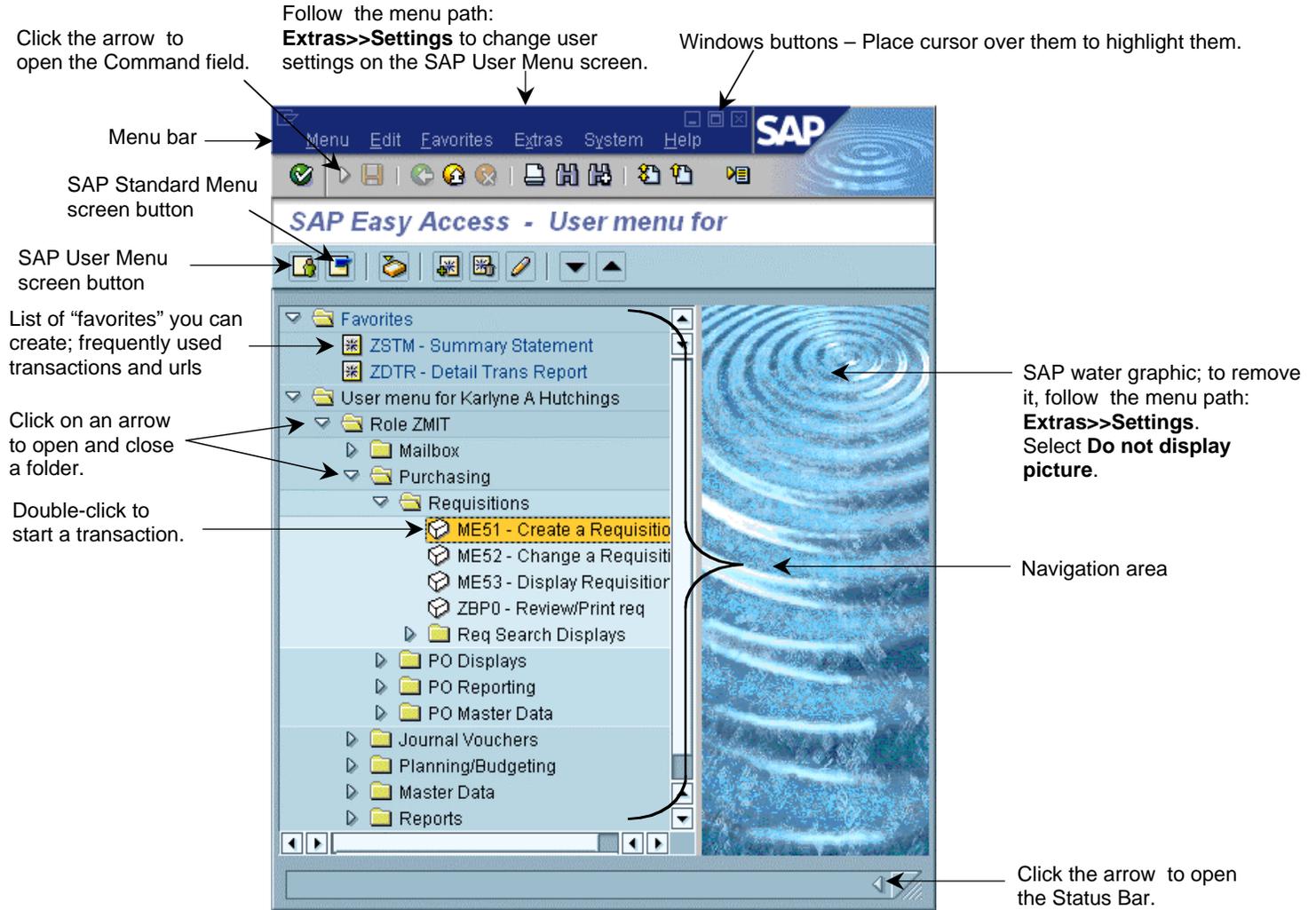
Navigating the SAP User Menu Screen Quick Reference – for Mac Users

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:
- 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:
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- 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.