



Quick Tip

Manage User Favorites to Improve End-User Productivity

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Instead of browsing through hundreds of transactions in the standard SAP menus, users can create their own **Favorites** menu. Now, users don't have to remember the menu paths or transaction codes, thereby increasing productivity.

You are likely not new to managing favorites in your SAP system. The system also allows you to store transactions — something very similar to storing your frequently visited Web sites in your browser.

Consider these tips and tricks while managing favorites:

Adding favorites. You can include a transaction in the **Favorites** menu by choosing **Favorites>Insert Transaction**. This brings up a pop-up window in which you can enter the transaction code, such as VA01 (**Figure 1**).

Adding a transaction code to the favorites this way assumes that you know the transaction code in advance. If you don't remember the transaction code upfront, you can navigate through the SAP menu and when you reach a menu path for a specific transaction, you can choose **Favorites>Add**.

Folders and subfolders. You can organize

your favorite transactions into folders and subfolders, making them more organized (**Figure 2**). Over time the transaction codes in your favorites are going to increase, so it is best to be organized from the start.

Transactions and other favorites. In addition to standard SAP transactions,

you can also include other types of items in your favorites, such as files, Web addresses, and more (**Figure 3**). Note there are many other types of objects you can manage using favorites beyond what I'm showing in Figure 3 — use it as much as possible.

Favorites based on functions or roles. It may be a good idea to create separate sets of favorites of the most frequently used transactions for specific user roles or func-

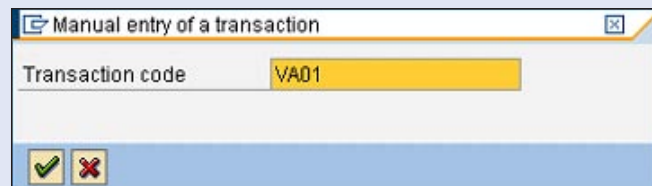


Figure 1 Enter a transaction code



Figure 2 Organize your Favorites transactions

>> Note

Stef Cornelissen introduced this topic in his article "6 Quick Tips to Get Your Financial System Off to a Flying Start," which was posted to the *Financials Expert* knowledgebase at www.FinancialsexpertOnline.com in March 2004.

tions. An example method of separating them is the way I've shown in **Table 1**. The advantage of managing favorites for

specific roles is that when a new person joins a specific group, such as the customer service representatives group, you can

assign him or her to the specific favorites quickly. This way, the new person can be brought up to speed right away.

User menu with favorites only. Many users note that it can be overwhelming to surf through the hundreds of menu paths in an SAP application. Managing favorites using roles and functions reduces the need to crawl through these menu paths.

You can further improve the simplicity by choosing to display only the **Favorites** menu on the screen. You can change the SAP Easy Access settings by choosing **Extras>Settings** and selecting the text box **Do not display menu, only display favorites** (**Figure 4**).

Download and upload options. You can use the **Download to PC** option to download the favorites to a text file. Users can then use the downloaded text file to upload the favorites to other users.

This seemingly simple but extremely powerful feature can improve productivity significantly, especially when it involves a large user base, such as major upgrade projects. The SAP project team can create the favorites for specific roles and download the favorites as text files. They can then forward the files to the large user base and the users can simply upload these favorites to their own menus. This way, within a short time, the favorites can be replicated to the entire user community. You can significantly mitigate the go-live pains during upgrade projects — when every minute counts.



Figure 3 Add other objects to favorites

Role or group	Favorite transactions
Customer service representatives	VA01, VA02, VA03, VA05
Customer master maintenance	XD01, XD02, XD03, FD32
Credit manager	FD32, VKM1, VKM2, VKM3
Delivery and shipments	VL01N, VL10x

Table 1 Manage favorites by user roles

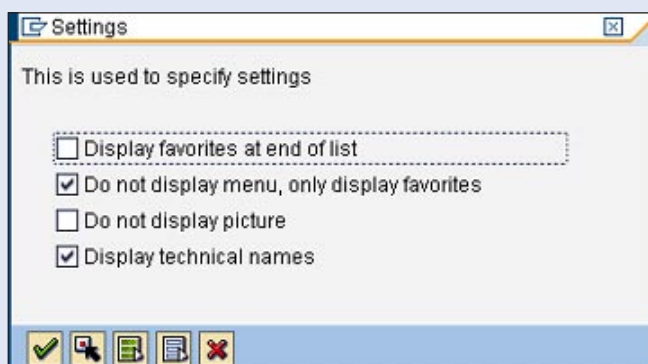


Figure 4 Settings for favorites



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