# **SAP 101 – BEGINNERS SAP**

The University of Mississippi End User Documentation

#### 4/2014

SAP Support: 662.915.5222

Email: sap@olemiss.edu

SAP	Systems Application and Products. SAP is both the product name and the name of the company.		
SAP License	Permission to log onto the SAP system as a unique user.		
SAP User	A document stating your agreement to comply with the University Appropriate		
Agreement	Use policy, to use the data in the SAP system only for the purpose of your work at the University, and to attend data security training at least once every two years.		
SAP	A document on which your supervisor lists the activities to which you should		
Authorization Form	have access in the SAP system.		
User	Your user name for Production will not be provided until you have been approved for a license and you have been trained in at least one module that you will be using to perform your job duties. You will receive your user name by e-mail and will be instructed to call SAP Support for your initial password.		
Password	See page 22 for password requirements.		
Training	Training on how to use the SAP user interface is offered in monthly rotation. To view the training calendar and sign up for classes: Log onto onto <u>http://my.olemiss.edu</u> => Use the <b>Search</b> box to locate <b>SAP Training</b> .		
SAP GUI	Graphic User Interface. The SAP GUI is the software on our computer or		
(pronounced	local server that allows you to connect to one or more of the SAP R/3		
gooey)	environments. It must be maintained at current patch levels to ensure that data		
	entered is stored properly. It may be installed on a computer you use at home if you are an essential employee in emergencies or have need to work off- campus. See page 17 for details.		
SAP Logon	This is an example of your SAP GUI icon. It is the shortcut to the user interface.		
Client	Business Unit that you will be using in SAP. For training, you will use the QAS System; for Production or the (live data), PRD.		
SAP sessions	A session is an open SAP window. You may open multiple sessions and work on a system task in each session. It is always a good idea to have two sessions open.		
Menu Paths	One way to navigate in SAP is to use Menu Paths to get to a task (screen).		
Transactions	A transaction code is used in the command field as a shortcut alternative to clicking your way through multiple menu levels.		
Authorizations Problems	Please see page 13.		

	Navigating in SAP			
The University of Mississippi				
	End User Documentation			
	2012			
SAP Support: 66	Email: sap@olemiss.edu			
Title Bar	<b>SAP R/3 System</b> - The <b>Title Bar</b> displays the name of the current application or screen.			
Menu Bar	<u>Menu Edit Favorites Extras System Help</u> - The <b>Menu Bar</b> contains menus for the functional and administrative areas of the system.			
Toolbar	The <b>Toolbar</b> contains buttons with icons that provide quick access to commonly used SAP functions. The Toolbar also contains the <b>Command field</b> where you can enter fast path commands that take you directly to a system task without using menus. Note: When an icon on the Toolbar button is gray, it is not available for use on that screen.			
Function Bar	The <b>Function Bar</b> contains buttons that duplicate functions available from the menu bar, but provide a quicker access to some of the most commonly used functions for the current screen and system task.			
Main Body	The <b>Main Body</b> typically has entry fields (boxes) in which you can enter, change, or display information pertaining to your system task.			
Status Bar	The <b>Status Bar</b> , located at the bottom of the SAP Screen, displays system messages and other session information.			
SAP Standard Menu Tree	The <b>SAP Standard Menu Tree</b> contains more menus for the functional and administrative areas of the system.			

		TOOLBAR
Icons	Keyboard Shortcuts	Description
Enter button	Enter Key	Left-click on the <b>Enter button</b> when you want the system to accept your field entry and move to the next function, or screen, in a system task. Note: Enter does NOT save the information you entered.
Command Field		The <b>Command field</b> is used for fast path commands that take you directly to a system task without using menus. To open and close command field, click on the arrow to the right of the field.
Save button	Ctrl S	Left-click on the <b>Save button</b> when you want to save data or save changes to data in a system task.
Back button	F3	Left-click on the <b>Back button</b> when you want to move back to the previous screen or menu level.
Exit Session button	Shift F3	Left-click the <b>Exit button</b> when you want to exit the current menu level or system task <u>without</u> saving the data.
Cancel button	F12	Left-click on the <b>Cancel button</b> when you want to cancel the data you entered in the current system task.
Print button	Ctrl P	Left-click on the <b>Print button</b> to print the SAP document displayed on the screen. (See page 9)
Find and Continue Search button	Find Ctrl F Continue Search Ctrl C	Left-click on the <b>Find button</b> (binoculars) when you want the system to search for words and alphanumeric combinations in the open documents or display screen. Use the <b>Continue Search</b> button (the binoculars with the + sign) to continue searching for a previously selected search item.
Page button	Ctrl	Left-click on the <b>double-arrow up</b> button to move to the first
(first page)	Page up	page.
Page button (previous page)	Page up	Left-click on the <b>single-arrow up</b> button to move to the previous page.

Page button	Page	Left-click on the <b>single-arrow down</b> button to move to the
(next page)	Down	next page.
Page button	Ctrl	Left-click on the <b>double-arrow down</b> to move to the last
(la <u>st pag</u> e)	Page	page.
<b>81</b>	Down	
New Session		Left-click on the <b>New Session button</b> to create a new session.
Shortcut		Left-click on the <b>Shortcut button</b> to generate a shortcut on your desktop.
Help button	F1	The Yellow question mark is the <b>Help button</b> . It displays Generic SAP Online Help.
Customizing Option	Alt + F12	You may change the way information, warning and error messages are displayed. You may also use this icon to print a screen shot, - select Hardcopy.

	Screen Icons				
Icons	Icons	Icons	Icons		
Create	Open Search Function	Sort in Ascending Order	Approve		
Maintain	Search help	Sort in Descending Order	Reject		
Display	Select All	Execute	Delete		
Display <> Change	Deselect All	Refresh	More Fields		
Overview	Choose Detail	Set Filter	End More Fields		

		ipus Management Icons lent File – Function Bar
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	Stud	lent File
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Icons	Keyboard Shortcuts	Description
Send Mail	Ctrl + F2	Left-click on the <b>Send Mail Icon</b> to send email to a student.
Timetable	Ctrl + F3	Left-click on the <b>Timetable Icon</b> to view a student's schedule in calendar format. (Must have access to view)
Message Log	Ctrl + F4	Left-click on the <b>Message Log</b> to view the user that processed an override during booking.
Account Balance	Shift + F11	Left-click on the Account Balance Icon to view a student's balance. (Must have access to view)
Payment at Cash Desk	Shift + F7	Left-click on the <b>Payment at Cash Desk Icon</b> to receive a payment. (Bursar's Office Only)
Fee Calculation	Shift + F6	Left-click on <b>Fee Calculation Icon</b> to calculate Fees. (Bursar)
Fee Calculation History	Shift + F12	Left-click on <b>Fee Calculation History Icon</b> to see the student's Fee history. (Bursar)
Program Content	F8	Left-click on <b>Program Content Icon</b> to book (register) a student in a class. (SLcM Booking class required)
Equivalency Determination	Ctrl + F6	Left-click on the <b>Equivalency Determination Icon</b> to display equivalency data for transfer credits from other colleges and high schools. (Registrar)
Academic Work Overview	Ctrl + F11	Left-click on the <b>Academic Work Overview</b> to view a student's academic work history. (Must have access)
Note Overview	Ctrl + F12	Left-click on the <b>Note Overview Icon</b> to view notes. (Must have access)

## SAP 101 - BEGINNERS SAP

SAP Screen Shots The University of Mississippi 2012

SAP Support: 662.915.222

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Logging on - Before you log on the R/3 System, you need to know

<ul><li>User</li><li>Password</li></ul>		
⊡ User S <u>v</u> stem <u>H</u>	elp	- (C)
SAP		
New password		
Client	300	Information
User	fbyrd1	This system is solely for the use of those
Password	* * * * * * * * * * * *	authorized to do so by the University of
		Mississippi. Individuals doing so without
Language		that express authority or in excess of that
		authority are subject to monitoring. As such,

After you logon, you should ALWAYS do two things.

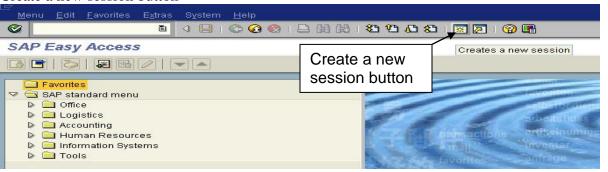
- 1. Maximize your screen.
- 2. Create a new session.

Maximize your screen by double clicking on the top Menu Bar Line (Blue Bar) or you may use the maximize button on the Menu Bar Line.

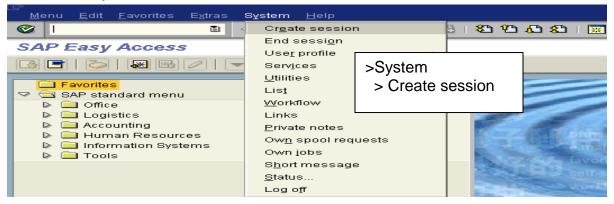


Create a new session by using the Create a New Session button or by using the Menu Path (System > Create Session)

#### Create a new session button



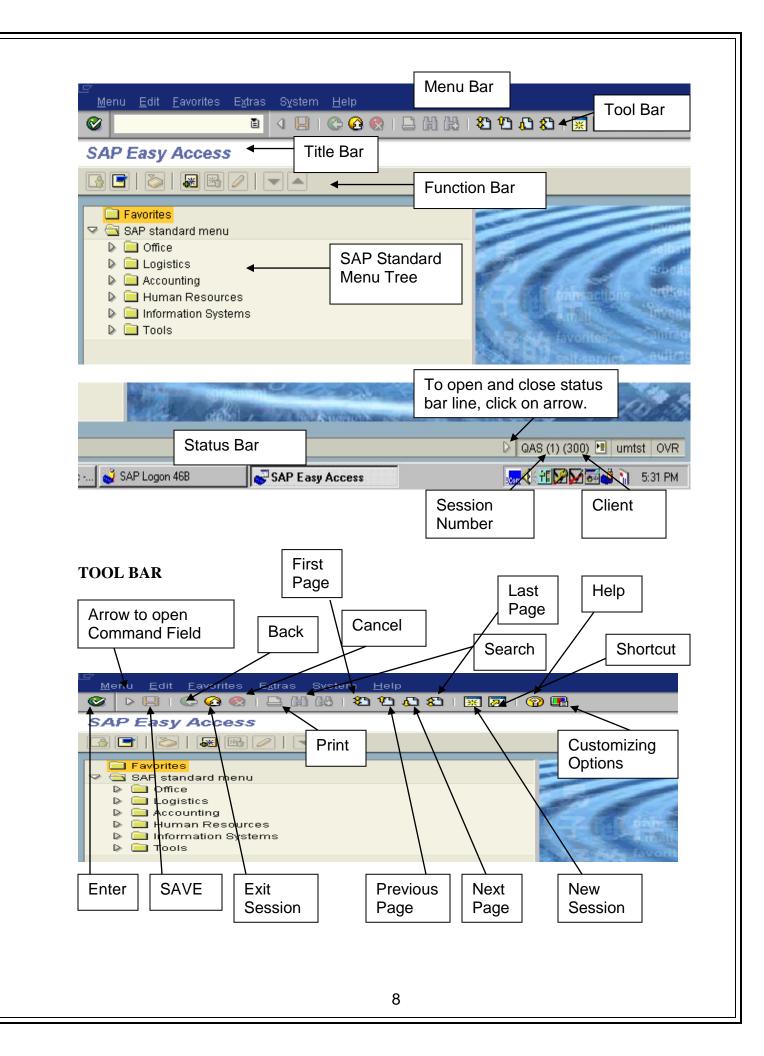
#### Menu Path – System > Create Session



To get the Command Field Block to appear, left click on the right arrow. To close the Command Field Block, left click on the left arrow.

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	Favorites	

The Command Field Block is used for fast path commands that take you directly to a system task without using the menus.



# **Customizing Your SAP Display**

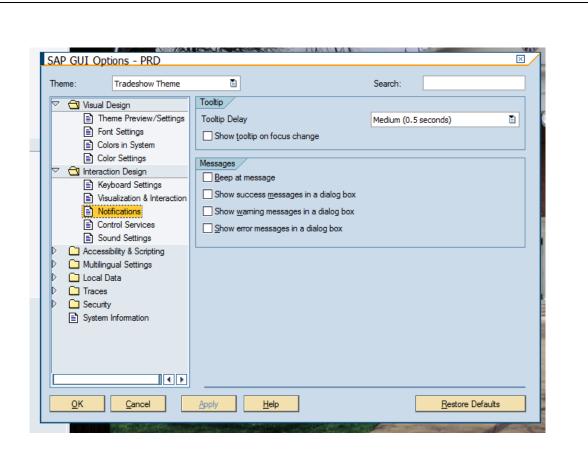
**Messages** – You may select to have a dialog box pop up to indicate information, warning or error messages in addition to the message at the bottom of the screen; you will receive a message like this:

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Create PM Not	ification: Initial screen
Notification	
	Error
Notification type	Make an entry in all required fields
Notification	STOP
Reference	
Notification	
	V OK 🕜 Help

To customize your screen to include the dialog box, left click on the Customizing icon.

Menu Edit Eavorites Extras System Help	) 9 ⊗ : == (1) (12 1 <sup>-</sup> 12 12 12 1 )≣ [	
SAP Easy Access	Customizing icon	Customizing of local layout Alt+F12
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		Image: Contract of the second seco
Favorites     Favorites     Favorites     Firing and Recruitment     Time Management (CATS) Payroll/Leav     HR Master Data     Notifications	9	Create Shortout Activate GuiXT Default Size Hardcopy Quick Cut and Paste
		About

**Options** – Choose 'Notifications' from the menu, then the message delivery method.



Left click on Apply and OK.

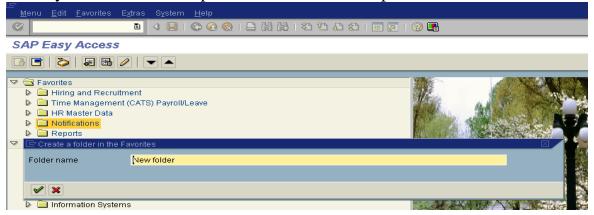
**Remove dialog boxes** – To remove the dialog boxes, follow the menu path listed above, remove the check and left click on Apply – OK.

# **Create Folders**

### Favorites – Left click on Insert Folder

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	Delete	Shift+F2			
🗢 🔄 Favorites	Insert f <u>o</u> lder	Ctrl+Shift+F5	STATE OF STATE		
Hiring	Inser <u>t</u> transaction	Ctrl+Shift+F4	100 M		
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Notifica	In Notifications				
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🔝 🔄 SAP menu					
🕞 📄 Office					

### Name your folder - Example: Notifications or Reports



Press Enter on the Keyboard or left click on the green check.

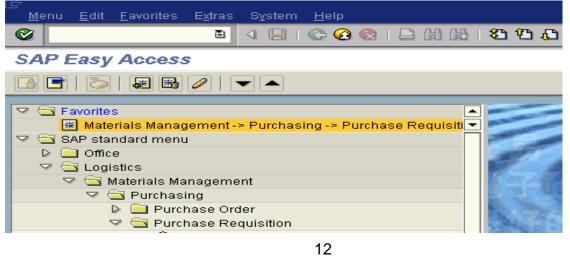
### **Favorites** Create Favorites using SAP Menu Paths

Creating favorites will allow you to move the transactions that you use daily to a favorites file. It will also allow you to rename your favorites.

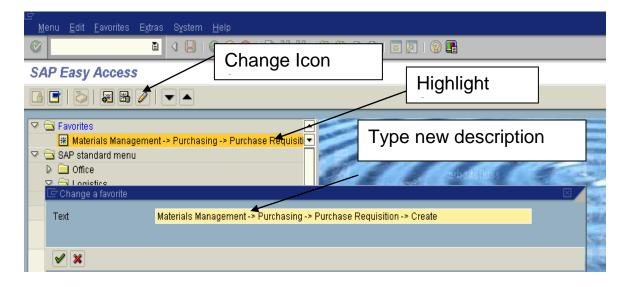
Step through the menu path, highlight the transaction you want to add by clicking on it one time and then left click on 'Add to favorites' icon. You can also use the drag and drop method to add a transaction to your favorites.

	<u>H</u> elp
SAP Easy Access	Add to favorites icon
Add to favorites Ctrl+Shir Ctrl+Shir SAP standard menu SAP standard menu Confice	ft+F6
Purchase Requisition	Example: Create a PR <u>1</u> Menu Path – >Logistics > Material Management > Purchasing > Purchase Requisition

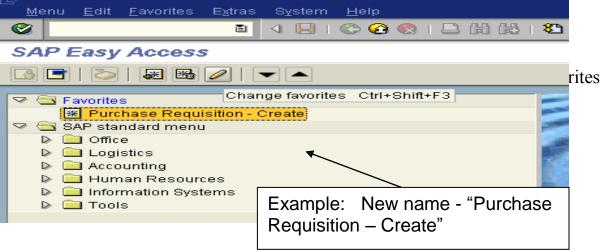
Your transaction should now be added to your Favorites' folder and is available for use.



Option – If you would like to rename your menu path, highlight by clicking on the favorite one time and then select the change icon (Pencil). Type in your new name and press enter on the keyboard or click on green check.



Your new path name should appear in the Favorites' folder.



Delete – To delete your favorite, highlight menu path in Favorites' folder by clicking on it one time and click on the delete favorites icon or you can hit delete on your keyboard.

	System Help Delete favorites icon	2
SAP Easy Access		
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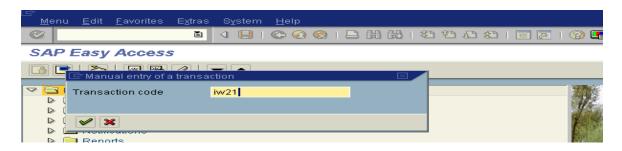
# **Favorites by Transaction Code**

### Favorites – Left click on Insert transaction

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	Add	Ctrl+Shift+F6	E Hi Hi I 😫 🕰 🕰 🕄 🔜 🖂 I 😨
SAP Easy	<u>C</u> hange	Ctrl+Shift+F3	
SAP Easy	Mo <u>v</u> e	►	
	Delete	Shift+F2	
Pavorites	Insert f <u>o</u> lder	Ctrl+Shift+F5	**
Hiring	Inser <u>t</u> transaction	Ctrl+Shift+F4	
🕞 🕞 Time N	Add other object <u>s</u>	Ctrl+Shift+F7	
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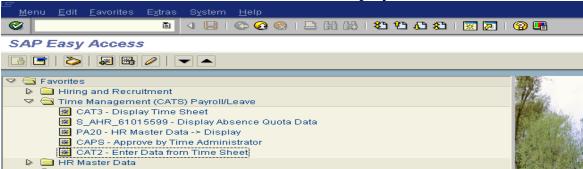
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	Reports									L.
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Transaction code – Enter a transaction code. Press enter on the keyboard or left click on green check.

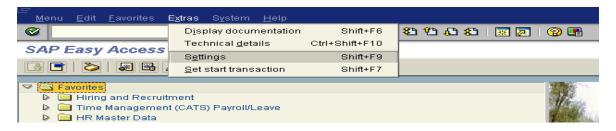


# **Display Transaction Codes in Menu Path**

Transaction Codes – If transaction codes are displayed, the menu looks like this:



To display transaction codes, click the menu bar on Extras – Settings



Display technical names – Left click on Display technical names, left click on green check or press enter on your keyboard.

	\$ \$1\$1£1£2  <u>%</u> 2 @ <b>[</b>
<ul> <li>Settings</li> <li>This is used to specify settings</li> <li>Display favorites at end of list</li> <li>Do not display menu, only display favorites</li> <li>Do not display picture</li> <li>Display technical names</li> </ul>	
Reports	

## **Printing from the GUI**

Some screens allow the user to print a hard copy. The printer icon must be active in order to use it. Icons that are gray are not active.

LE Object Edit G	oto Utilities System	<u>H</u> elp				
Ø	Left click on Printer icon	— — — — — — — — — — — — — — — — — — —				
General Hiel		Print Ctrl+P				
🗋 🗊 😥 🔐 🖳 🔚 🚛 Line 🚛 Subtree						

**Output Device:** Your account will be set up to default to your local printer (output device.)

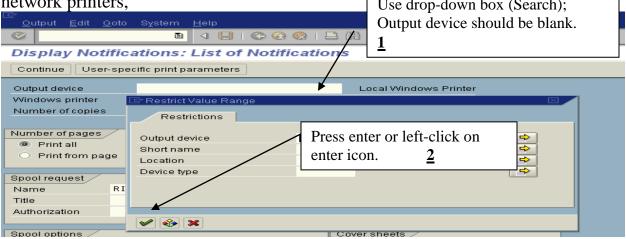
Print List Edit	Goto	System	Heln						
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Print Area	Mei	าน							
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**Continue:** Left-click on the green check.

**Spool Request message:** You should receive a message at the bottom of your page "Spool request.....".

Spool request (number 0000030318) executed on SAP printer LOCL

**Network Printers:** You may also print to a network printer. To view the available network printers, Use drop-down box (Search);



### Network Printer: Select appropriate printer by double clicking on appropriate line.

	OutputDevice	ShrtName	Location/Status Message		
Disp	*				
	⊠02_Baxter	BAX3	302 Baxter Hall - 130.74.128.221		
Conti	313_Powers	SLP3	313 Powers Hall (Suzanne LeBlanc)		
	315_Powers	315P	315 Powers Hall (Carol Cockayne)		
Outpu	323_Powers	323	323 Powers Hall (Anil Vinjamur)		
	Academic Support Center	ACS1	Academic Support Center - 130.74.150.21		
Windo	Accounting_Printer	ACCT	New Name Procurement_Printer		
Numb	Admin&Finance	ADEN	Admin&Fin - Lyceum 216 - 130.74.95.24		
	Athletics_Printer	ATPR	Athletics Department (SAS Lobby)		
	Baxter_2nd_Floor	BAX2	New name: Baxter_Room_211, Shortname: BAXP		
Numb	Baxter_Room_211	BAXP	Baxter Hall, Room 211 - 130.74.130.61		
I P	Biology_222_Shoemaker	BIOL	Biology Department - 222 Shoemaker - 130.74.106.234		
S F	Bursar1_Check_Printer	BUR1	New Name Procurement_Check_Printer		
0 P	Bursar2_Check_Printer	BUR2	Bursar's Office - 130.74.230.146		
	Bursar3_Printer	BUR3	Bursar's Office - 130.74.230.133		
	BURSAR_Receipt_printer_A	BURA	Bursar Receipt Printer A		
Spool	BURSAR_Receipt_printer_B	BURB	Bursar Receipt Printer B		
Name	BURSAR_Receipt_printer_C	BURC	Bursar Receipt Printer C		
Title	BURSAR_Receipt_printer_D	BURD	Bursar Receipt Printer D		
	BURSAR_Receipt_printer_E	BURE	Bursar Receipt Printer E		
Author	Business_School	BUSS	Business School - 130.74.186.243		

**Default Printer:** To set your default printer to a networked printer, click on the Menu Bar System > User profile > Own data (left-click on Own data)

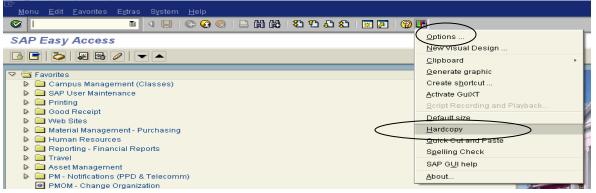
	System <u>H</u> elp	
SAP Easy Access	Cr <u>e</u> ate session End session User profile	▶ むむむむ (図) (図) ● → Hold data
	Services Utilities List Services for object	Bet data     Dejete data     Own data     Expand favorites
Imme Management (CATS)     First Master Data     Reports     SAP menu	Object history Ow <u>n</u> spool requests O <u>w</u> n jobs	
	S <u>h</u> ort message <u>S</u> tatus Log off	P ( )

**Defaults:** Left click on the Defaults tab. To have your printer default to your local windows printer, type in LOCL in the OutputDevice box. Left click on Output immediately, if it is not already selected.

User <u>E</u> dit <u>G</u> oto	
Maintain User	SAVE 2
User	OCARTER1
Last changed by	SLEBLAN1 07/22/2001 08:01:51 Status Saved
Address Defa	ults Parameters
StartMenu	•
Logon language EN	Use drop-down box (Search) to
Output Controller OutputDevice	find appropriate printer. $\underline{1}$ $\underline{1}$ $\underline{1}$ $\underline{1}$ $\underline{1}$
LOCL	67.89
<ul> <li>Output immediat</li> </ul>	O 1 234 567,89
Delete after outp	

**SAVE** – Left click on the save icon (diskette).

**Printing when print icon is not available:** Users may print a screen by using the Customizing icon and selecting Hardcopy. This will print what is currently displaying on your screen.



**Printing when Customizing icon is not available:** If neither the print icon nor the customizing icon is available, use the "Print Screen" key on your keyboard and paste into Word (Ctrl-v). (See page 25)

# **Authorization Problems**

If you receive a system message stating that you do not have authorization to an activity but that you have trained on and used previously, please do the following.

- 1) Verify the transaction code.
- 2) Call SAP Support at 915-5222 or send email to sap@olemiss.edu.
- 3) If you are asked to send an SU53 report, please follow these steps.

Be sure you have two sessions open. Generate the error.

In the Command Field Box type /OSU53, press enter or follow the menu path – Systems => Utilities => Display Authorization Check. If the Command Field is not available, go to your second session and type in SU53.

When the SU53 report is displayed, click on the 'Text View' icon.

/						
Ler Authorization Values Edit Goto System Help						
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Display Authorization Da	ata for Us	er LRICHLO1				
E E Text View						
Description				Authorization values		
User Name	LRICHL01	Authorization Object	S_CTS_ADMI			
System	PRD	Client	300			
Date	11/20/2008		11:28:50			
Instnce	umap2	Profile Parameter auth/new buffering	4			
▽ ¼ Authorization check failed						
Object Class BC_A Basis: Adminis	stration					
		Functions in Change and Transport System				
Authorization Field CTS_AD	MFCT Administra	ation Tasks for Change and Transport System				
				TABL		
User's Authorization Data LRICHL	01					
No authorizations available						

When the text view is displayed, click on System => List => Send.

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	List	•	<u>P</u> rint	Ctrl+P	
₹Ķ	Se <u>r</u> vices for Object		<u>F</u> ind	Ctrl+F	Check at Transaction Start
	My <u>O</u> bjects		S <u>a</u> ve	•	SL SL
▼⊂	Own S <u>p</u> ool Requests		S <u>e</u> nd		
	O <u>w</u> n Jobs		<u>L</u> ist Header		Check at Transaction Start
	Short <u>M</u> essage	L			1
	<u>S</u> tatus				
	Log o <u>f</u> f				
			-		20

#### Recipients: <u>basis@olemiss.edu</u> <u>sap@olemiss.edu</u>

**Document contents:** Please include which system (QAS, PRD, etc.) you are in when you get the error. Inform Basis that you have copied <u>sap@olemiss.edu</u>. Send: Left-click on the Send Icon.

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Create Document and Send	
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The basis team will receive the email and try to correct any problems as quickly as possible. When they have made corrections, you will receive a "pop-up" in SAP asking you to log off and log back on. The process may need to be repeated in order to find all the missing authorizations. Please remember you will not receive access unless you have:

- 1) A signed SAP Authorization Form on file with SAP Training. The form must indicate that you are to receive access and you must have been granted an SAP License.
- 2) A signed SAP User Agreement
- 3) Attended training class or classes and access has been granted previously.
- 4) The access is needed to perform your job duties.

If you receive an ABAP Run Time Error – do not send an SU53. Call SAP Support at 915 - 5222.

# **Password Security in the R3 System**

### Logging On

- To access the R/3 System, a user must enter both a valid user ID and password. The user ID is not case sensitive, but the password is case sensitive.
- If a user has not entered a valid user ID, the system allows the logon attempt to continue until the user enters a valid user ID.

### Password Requirements

- The minimum length is 6 characters.
- The expiration for a password is currently set to 90 days. The system will require the user to change his/her password after 90 days has transpired since the last change.
- Password must contain at least one number.
- The first character may not be ! or ?.
- The first 3 characters of the password may not be in the same sequence as the User ID.
- The first 3 characters may not be identical (Ex: AAA).
- Any character which may be typed on the keyboard is allowed in a password.
- A user can change his or her password no more than once a day.
- A password may not be changed to any of the user's last five passwords.
- If a user enters an invalid password, the system allows 2 re-tries before terminating the logon attempt. Should the user continue to enter an incorrect password in subsequent logon attempts, the system automatically locks the user against further logon attempts. The default maximum number of consecutive incorrect password entries is set to 12.
- If the user does not remember his/her SAP password, they should log onto myOleMiss = > Use the Search to locate **SAP Password Reset** or call SAP Support at 662-915-5222 to have it reset.

# **Checking the GUI Version and Patch Level**

### Users must maintain the current patch level in order to ensure data integrity.

**GUI version** is the three-digit number next to 'SAP Logon'. Click on the icon to the left of "SAP" to see level.

SAP Logon 710		
Shortcuts Systems		
Description	System Des	Log On
105 PRS Logon Group		
Development		Variable Logon
PRD [Production]		
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**Patch Level** is found in 'About SAP Logon. A patch contains important updates to the GUI. <u>To check the patch level, click on the icon to the left of the 'S' in 'SAP Logon'.</u>

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Choose 'About SAP Logon'

Patch l	evel
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	Meever		
SAP Net	weaver		
SAP GUI fo	r Windows		
Component:	SAP Logon for Windows		
Release:	730 Final Release		
File Name:	saplogon.exe		
File Version	7300.2.6.1085		
Build:	1446135		
Patch Level:	6		
Hotfix:	1		
Copyright © SAP 19	993-2013		
SAD			
Client Environment	Loaded Dlls Save Version Information		

# **Working Off-Site**

**SAP GUI on a laptop or home computer** – Using the GUI to access data from home requires installation of the GUI on that machine and a VPN connection.

- To receive a VPN account, have your supervisor send a request to <u>network@ts.olemiss.edu</u> stating that a VPN account is needed for remote SAP access
- Log onto myOleMiss. Choose Employee => SAP.
- Click on 'SAP GUI Installation' and follow the instructions for installing the GUI
- OR contact <u>sap@olemiss.edu</u> and request arrangements to have an IT staff member install the GUI. Be sure to include the type of machine (PC/Mac) and the operating system you are running (XP, Vista, Office 7).

## Sending a Screen Shot to SAP Support

- Use the 'Print Screen' key on your keyboard to take a snapshot of the screen. (Nothing will go to your printer.)
- Open MS Word or the word processing application of your choice.
- Use the 'Paste' function to place the screen print in your document.
- Save the document to your computer.
- Email <u>sap@olemiss.edu</u> or <u>lsrichlo@olemiss.edu</u> and attach the document you created from the screen.