

User Interface Shortcuts for Use in the SAP Desktop GUI

Module: All. Basics Document.

Process: You can use these short transaction codes to move around the SAP desktop system easily and quickly.

Shortcut	What it does.
<code>/n</code>	Takes the user to the root SAP Easy Access menu from anywhere.
<code>/n + [T-code]</code>	Takes the user directly to the desired T-code from anywhere. For example, <code>/nVA01</code> will take the user directly to the Create Sales Order screen.
<code>/* + [T-code]</code>	Like <code>/n + [T-code]</code> , but takes the user directly into the desired T-code with the last values used. For example, <code>/*XD02</code> will take the user directly into change mode screen for the last customer you were changing.
<code>/nex</code>	Closes all windows for the current system/client and logs off of SAP.
<code>/o</code>	It allows you to open a new session (leaving any other sessions open on your desktop).
<code>/o + [T-code]</code>	When used as a prefix to a transaction code, it will open the target transaction in a new window. For example, <code>/ova01</code> will open up the Create Sales Order screen in a new window.
Ctrl-Y	Use this key combination on a variety of screens to grab several lines of text or several cells of values in a table. Results can be pasted just about anywhere including Word, Excel, and Outlook. After you hit Ctrl-Y, you will see the mouse pointer turn to a cross-hair. You can then select values from tables, SAPscript reports, etc.
SEARCH_SAP_MENU	This t-code is available on most newer versions of ECC. It will allow you to perform a text search for a specific transaction code or text string and returns all possible menu paths to arrive at related t-codes.