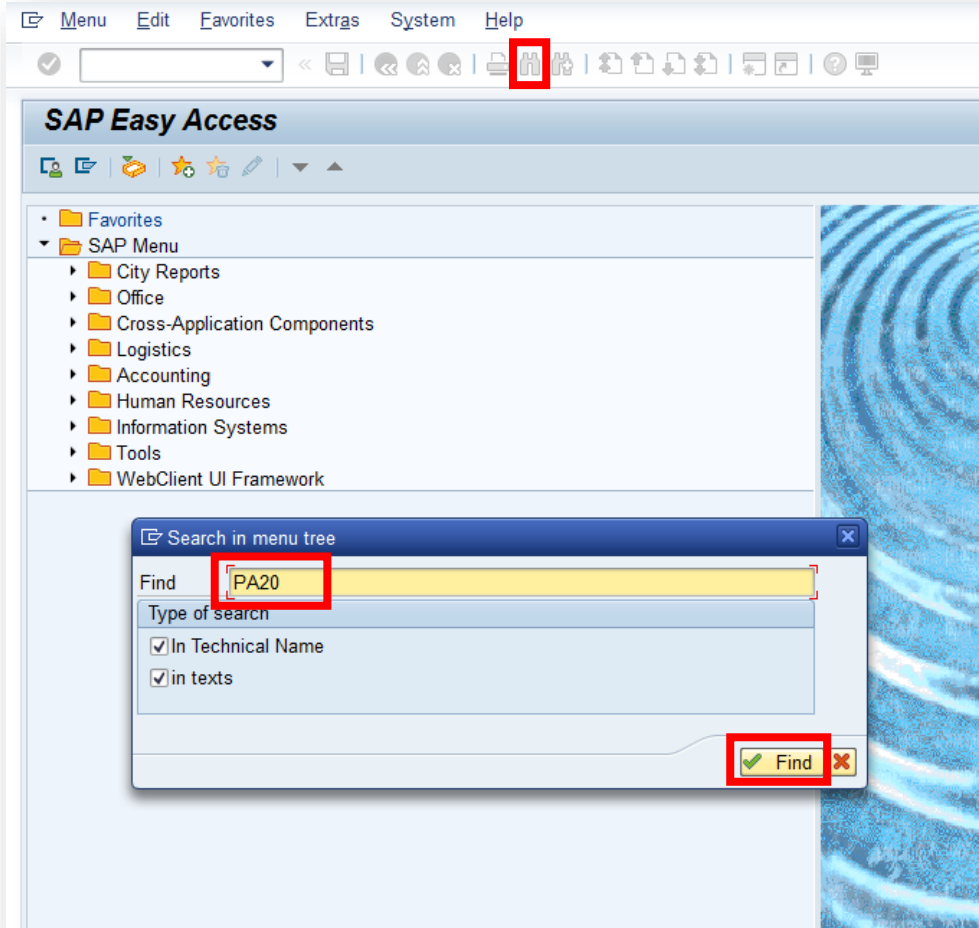


# Creating & Managing Favorites

7

## Favorites


### Creating Favorites



01

To add a transaction to your favorites menu for easy access, first locate it in the SAP Menu of all transactions.

The easiest way is to run a search.

Click the binoculars button to bring up the search field. 

02

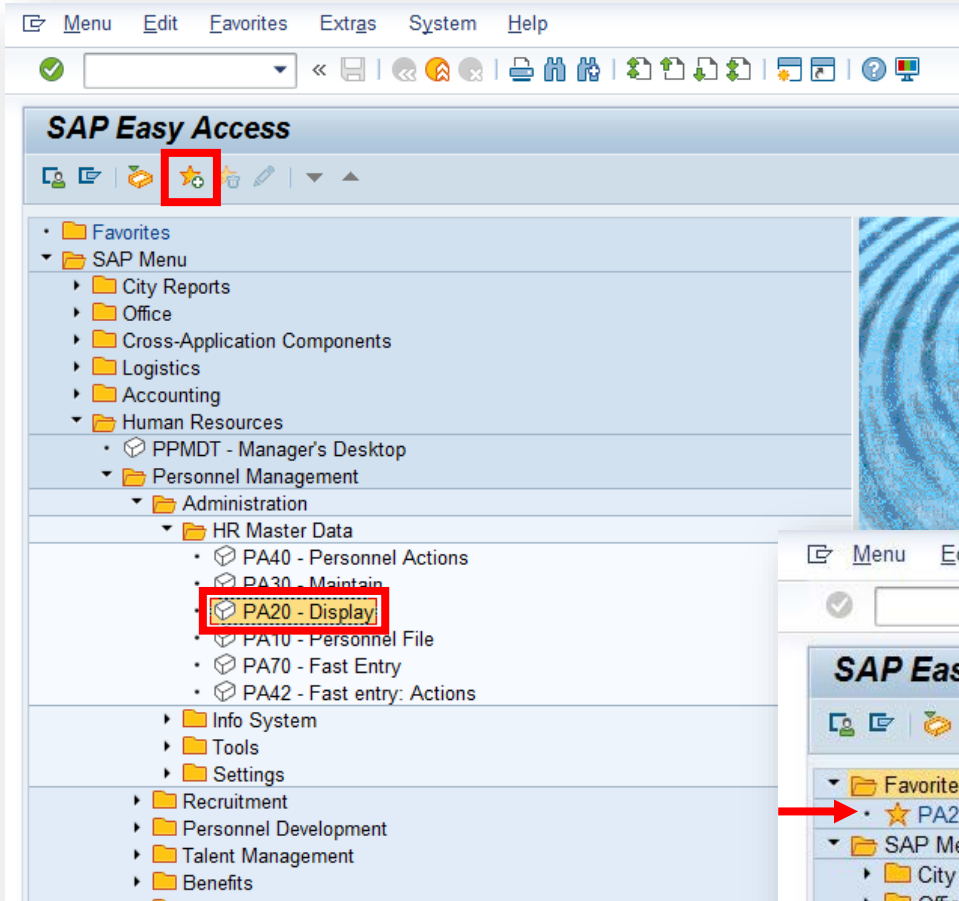
Enter the t-code or the long-text name you are looking for. Make sure “In Technical Name” and “In Texts” are both checked.

Click **Find**.

(Technical Names are the t-codes like “PA20” and the Texts are the long-text names of the transactions like “Display HR Master Data”.)

## Favorites

### Creating Favorites



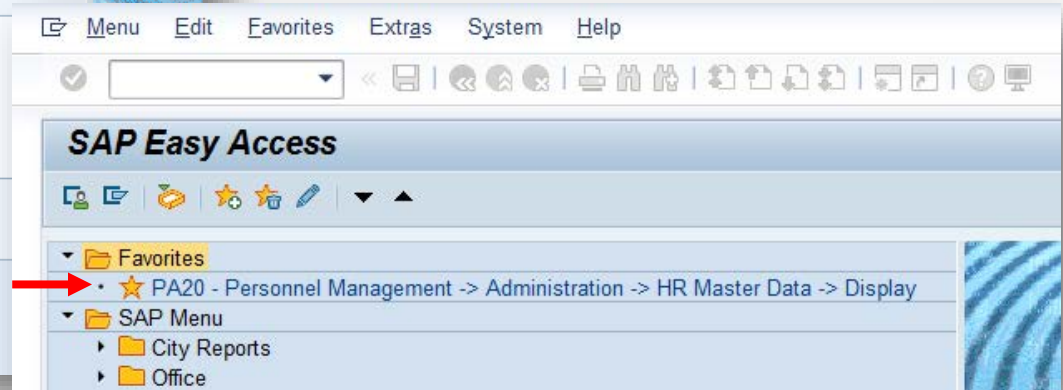
### 03

SAP will find wherever the t-code is located in the SAP Menu (which could be multiple locations).

With the t-code highlighted, click on the **Add to Favorites** button (alternatively, you can click on the Favorites menu at top and then select Add to Favorites).

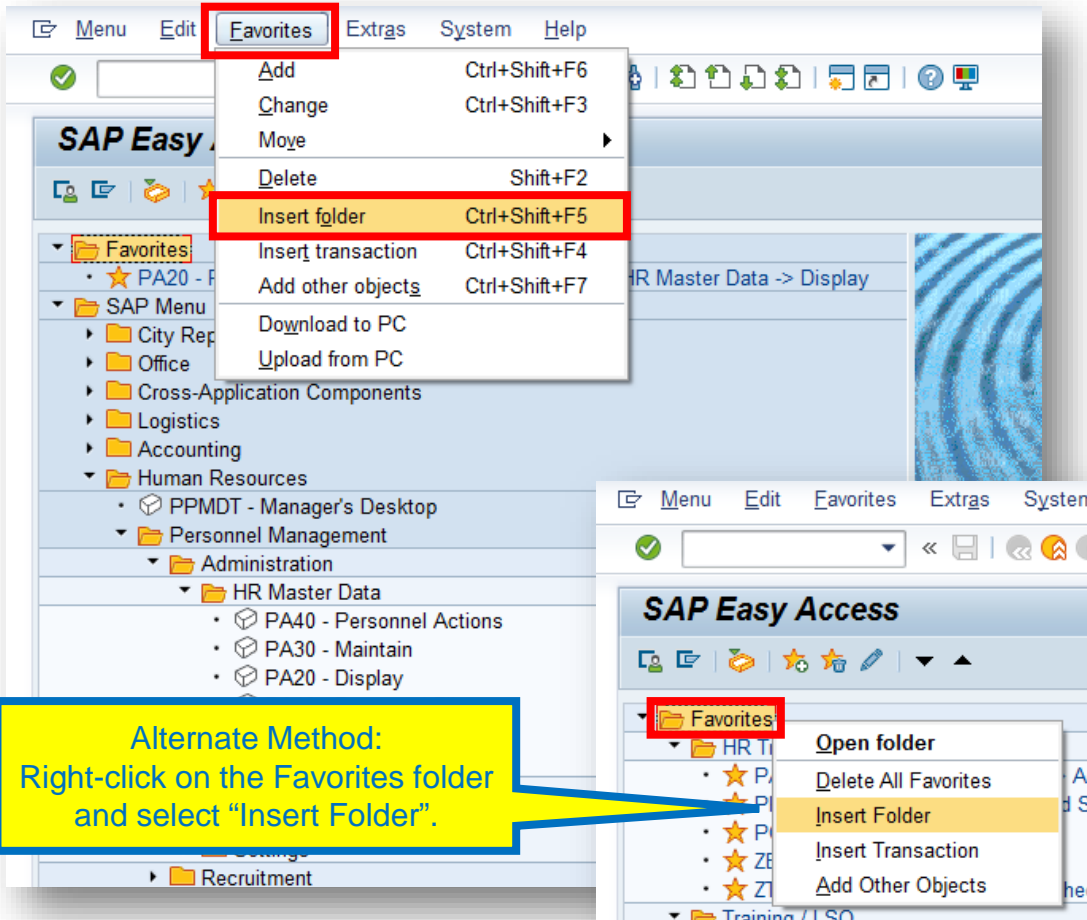


– END –



## Favorites

### Managing Favorites



In this section, we'll show you how to create folders, move t-codes around, and delete individual favorites or all of your favorites at once.

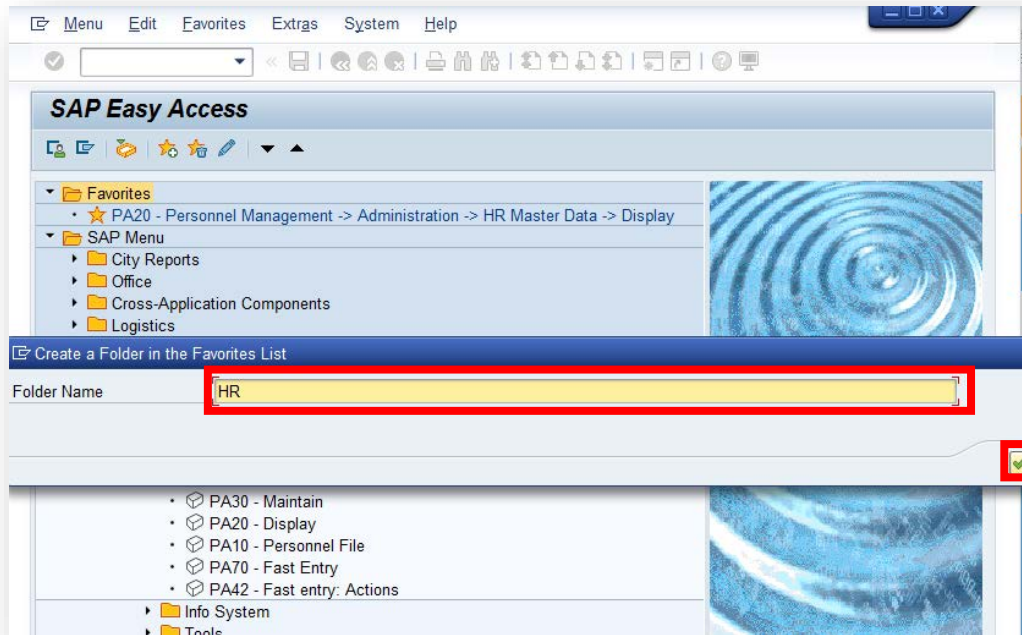
#### 01

To add a **Folder** to organize your favorites, click **Favorites** in the Menu Bar.

Then select **Insert Folder**.

## Favorites

### Managing Favorites



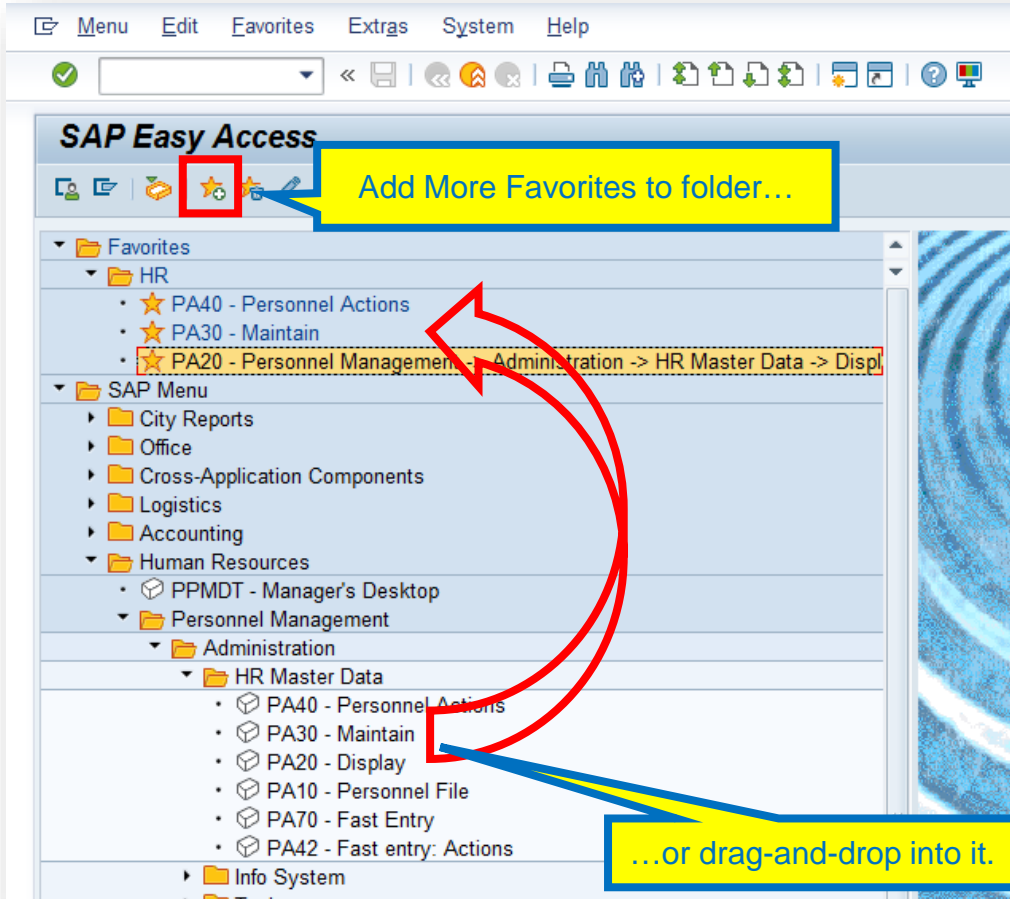
#### 02

A dialog box will appear requiring you to name your Favorites Folder.

Enter a name and click **Enter** or the **Green Check** on the dialog box.

## Favorites

### Managing Favorites

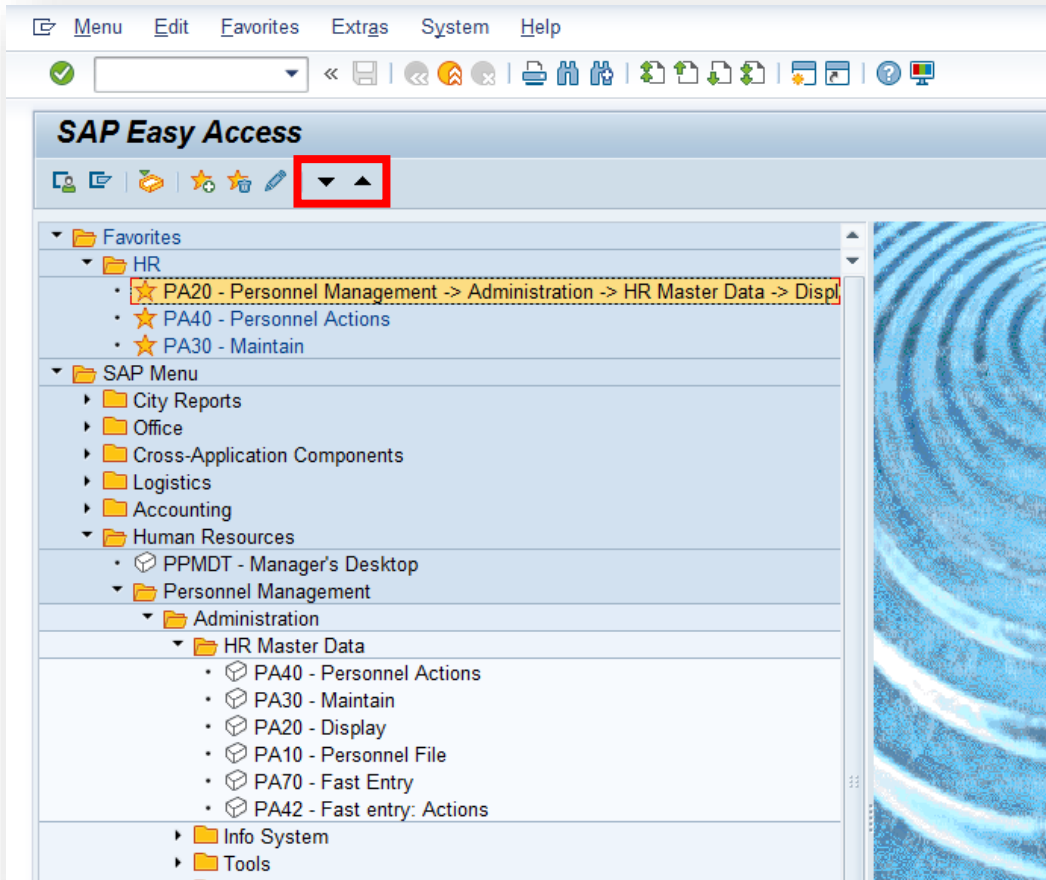


### 03

You can now add other transactions into your newly created Folder. You can use the Create Favorite button or you can even just drag-and-drop t-codes from the menu right into the folder.

## Favorites

### Managing Favorites



#### 04

To move a Favorite up or down in the list of favorites, either drag-and-drop it to its new location

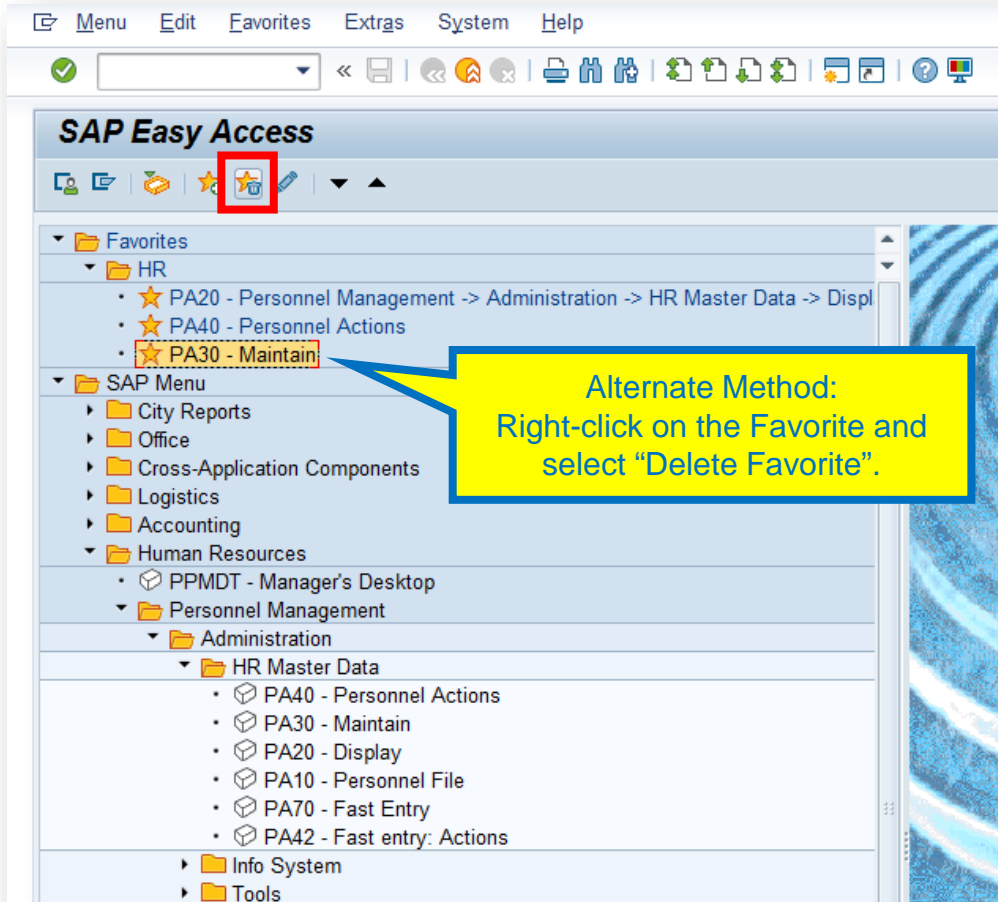
Or

Use the **Up and Down arrow buttons** on the Application Toolbar.



## Favorites

### Managing Favorites



#### 05

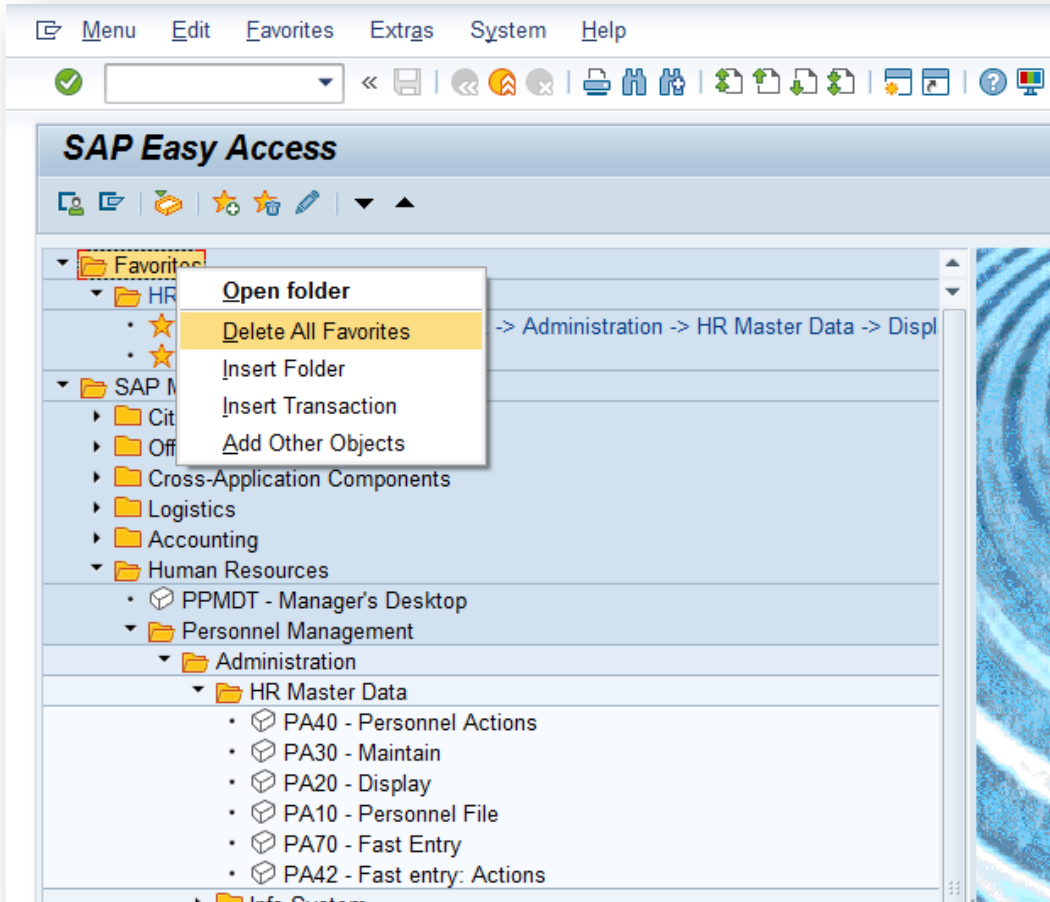
To delete a Favorite, highlight the Favorite and click the **Delete Favorite button**.





## Favorites

### Managing Favorites

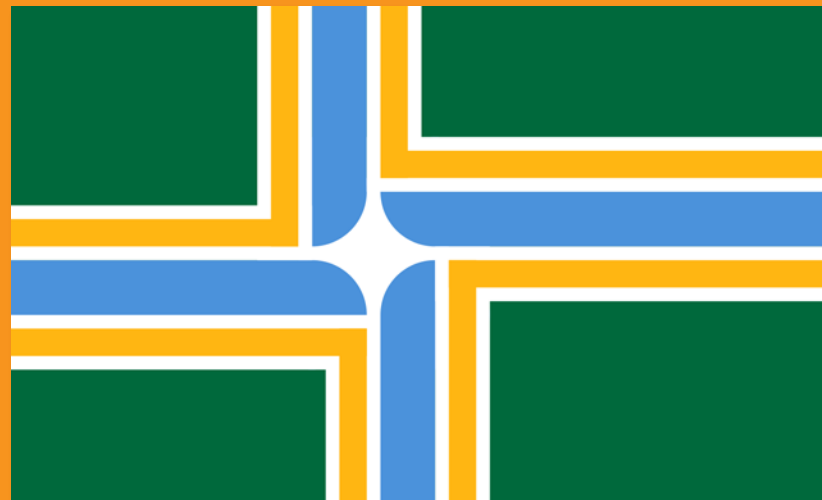


#### 06

To delete all of your Favorites and Folders, you must right-click on the Favorites folder and from the pop-up menu select **Delete All Favorites**.

This covers the basics of managing your favorites – a very useful tool – if you have questions contact EBS for help.

– END –



# City of Portland

EBS Training & Development

Author: Charlie Dudley, J.D.

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