Creating & Managing Favorites
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.

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”.)
Creating Favorites

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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 –
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.

Alternate Method: Right-click on the Favorites folder and select “Insert Folder”.

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Favorites

Managing Favorites

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.
Managing Favorites

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.
Managing Favorites

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.

Alternate Method:
Right-click on the Favorite and select “Delete Favorite”.
Managing Favorites

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 –