

APTUNES

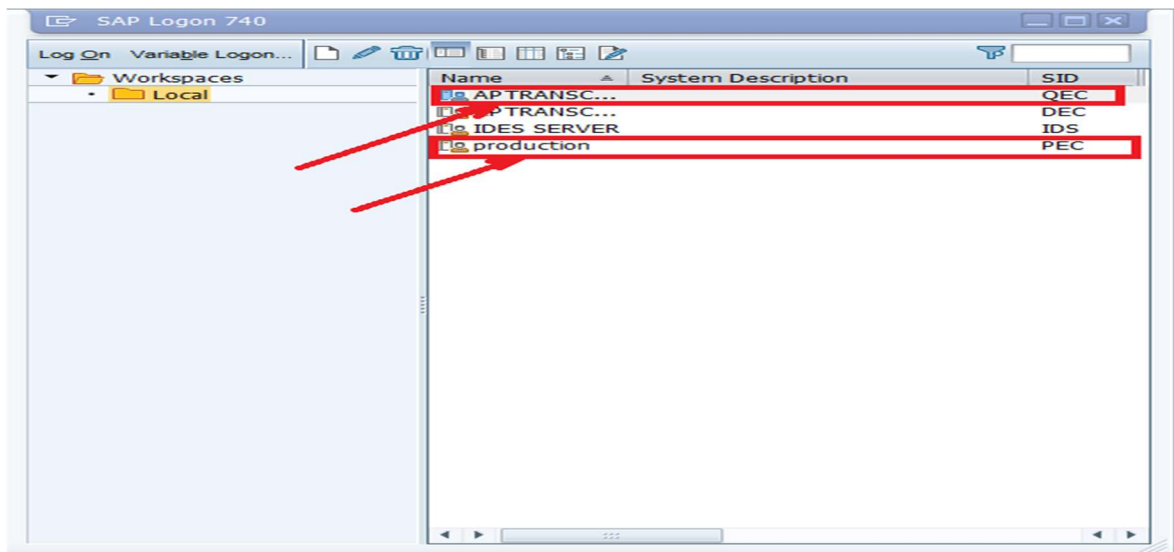
SAP Basic Navigation- Tutorial

SAP Log On:

In order to be able to log into the **APTUNES SAP** system the user should have the following icon on the computer desktop. If the same is not available, the SAP GUI (Graphical User Interface) should be loaded in the user's computer.



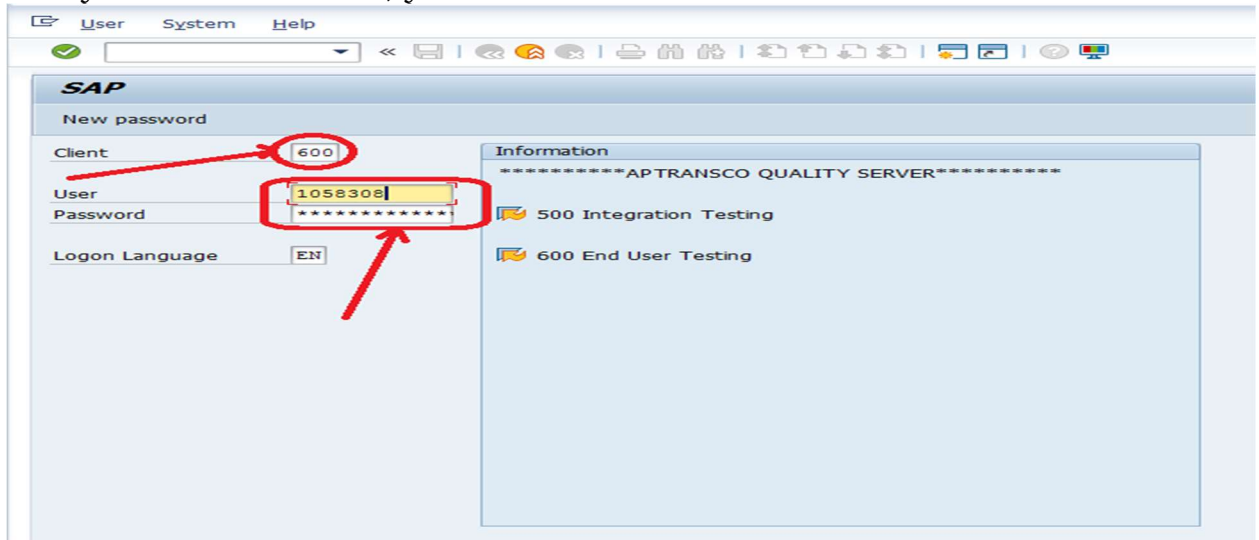
Clicking on this desktop icon would cause the following pop-up window to appear:



To enter the production (real live data) environment, highlight the **PRD** line and then double-click. Similarly to enter the quality server highlight the **QEC** line and double click that line. The following window would then appear.

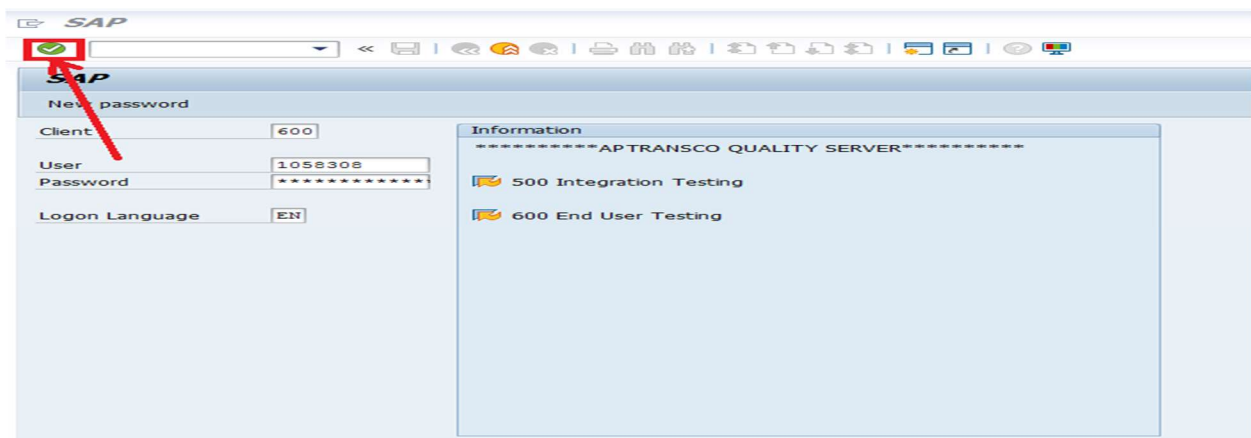
In the following example, **QEC** line is clicked for entering the quality environment. It may be noted that in quality environment there are two clients i.e **500** and **600**. For logging into '**600**' client, enter 600 as indicated below.

Enter your User ID, which is your employee ID and the Password in the appropriate named fields as indicated below. When entering your password type directly over the asterisks, you do not have to delete them.



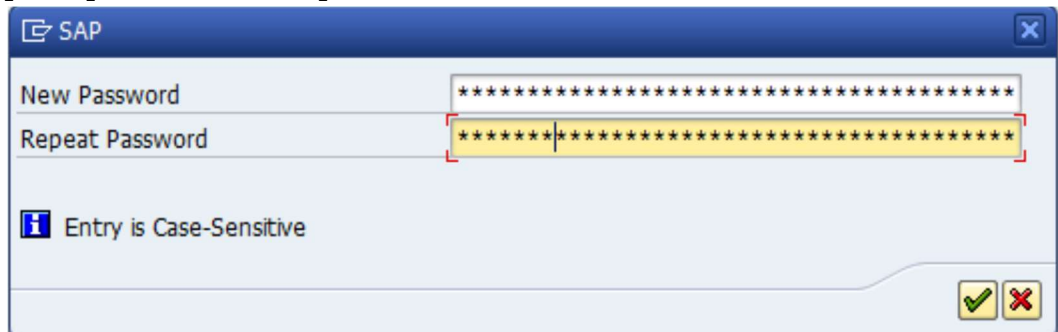
The screenshot shows the SAP 'New password' screen. The 'Client' field contains '600', the 'User' field contains '1058308', and the 'Password' field contains a series of asterisks. Red circles and arrows highlight these fields. The 'Logon Language' is set to 'EN'. The 'Information' panel on the right displays '*****APTRANSCO QUALITY SERVER*****' and lists '500 Integration Testing' and '600 End User Testing'.

Then click the green Checkmark as indicated below or hit enter in the key board.

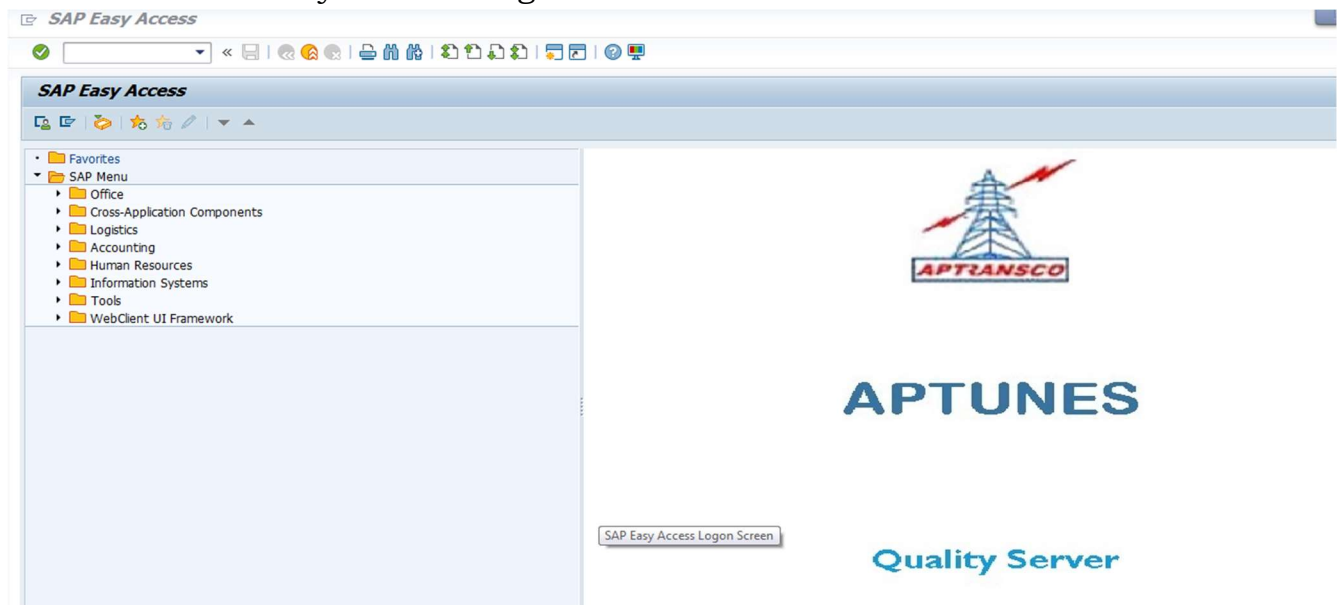


The screenshot shows the same SAP 'New password' screen. A red box and arrow highlight the green checkmark icon in the top left corner of the window, indicating the next step to complete the login process.

Note:- The first time you logon to the system you would immediately be prompted for a new password.

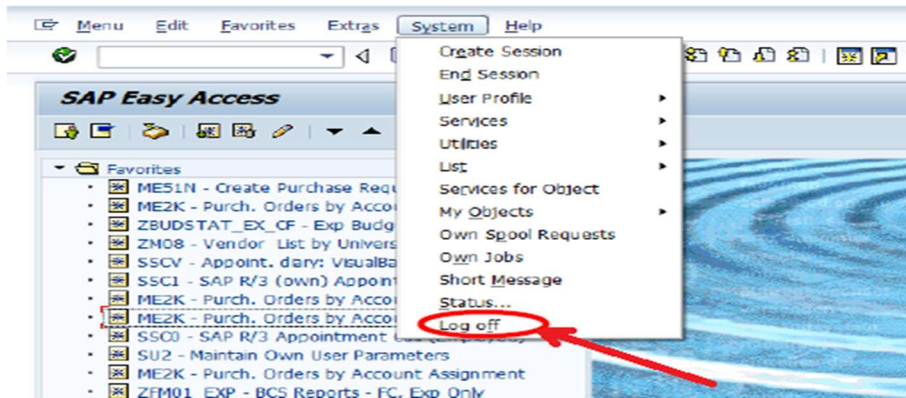
A screenshot of the SAP 'New Password' dialog box. It has a title bar with the SAP logo and a close button. The dialog contains two text input fields: 'New Password' and 'Repeat Password'. Both fields are filled with asterisks. The 'Repeat Password' field is highlighted with a yellow background. Below the fields, there is a checkbox labeled 'Entry is Case-Sensitive' which is checked. At the bottom right, there are two buttons: a green checkmark button and a red 'X' button.

This would then take you to the following screen which is the first SAP window from where you can navigate to the various SAP transactions.



How to Log Off:

Click on **System** and then select **Log Off**.



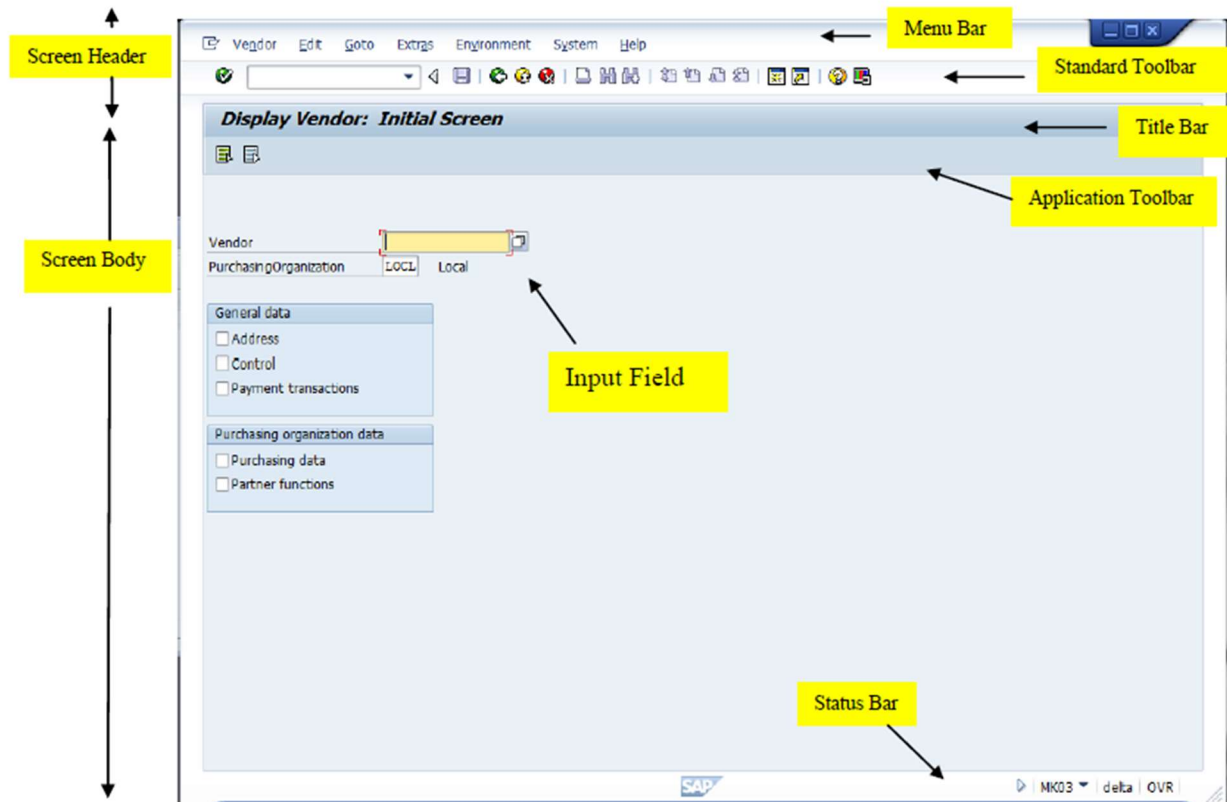
You may also click on the small X in the right corner of your screen.



The purpose of this document is to familiarize the users with some of the basic tools and terminology utilized in navigating through the SAP system.

The SAP Window:

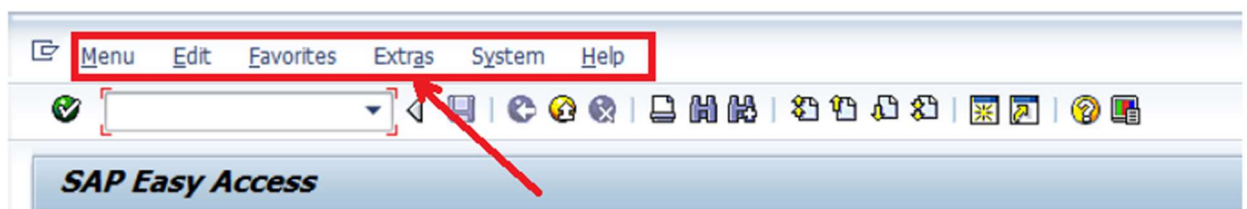
The SAP window is the user interface to the SAP System. The elements of a typical SAP window are shown below:



Menu Bar/Tool Bar :

The Menu Bar contains menu paths available for navigation from the current screen. The menu options vary according to screen or task. On the following screen, the available options include:

Menu Edit Favorites Extras System Help




To navigate a menu path, click on the desired option on the *Menu Bar* in order to view more menu options for that module area.


The **standard toolbar**, located just below the menu bar, contains buttons/icons for performing common actions such as *Save, Enter, Back, Exit,*

Cancel, etc. The toolbar also contains the *Command* field (see white rectangular box in red circle below) where transaction codes can be entered.











If you are in a particular transaction and want to proceed to the next transaction without going back to the main menu, you can enter ***“/n”*** followed

by the transaction code in the *command field*, then click  .(Enter Button)

The functions that can be performed with the toolbar will be dependent upon where you are in a particular transaction. For example, notice in the toolbar that the *Save* icon  is “grayed out”. You would not be able to *Save* in this instance. Other buttons may be “grayed out” at any given time depending on where you are in a particular transaction (i.e., what screen you are on).

A table summarizing the function of each button of the standard toolbar is presented below. In addition, these buttons/icons are explained. in further detail later in this course.

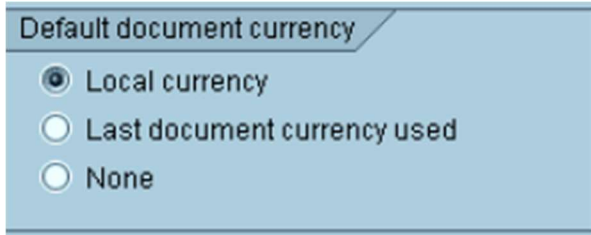
STANDARD TOOLBAR (Buttons/Functions)

Button	Name	Function
	Enter	Confirms the data you have selected or entered on the screen. Same function as the <code>Enter</code> key. Does not save your work.
	Command field	Allows you to enter commands, such as transaction codes.
	Save	Saves your work. Same function as <i>Save</i> in the <i>Edit</i> menu.
	Back	Returns you to the previous screen without saving your data. If there are required fields on the screen, these fields must be completed first.
	Exit	Exits the current function without saving. Returns you to the initial screen or main menu screen.
	Cancel	Exits the current task without saving. Same function as <i>Cancel</i> in the <i>Edit</i> menu.
	Print	Prints data from the current screen.
	Find	Searches for data required in the current screen.
	Find next	Performs an extended search for data required in the current screen.
	First page	Scrolls to the first page. Same function as the <code>CTRL + Page Up</code> keys.
	Previous page	Scrolls to the previous page. Same function as the <code>Page Up</code> key.
	Next page	Scrolls to the next page. Same function as the <code>Page Down</code> key.
	Last page	Scrolls to the last page. Same function as the <code>CTRL + Page Up</code> key.
	Create session	Creates a new SAP session. Same function as <i>Create session</i> in the <i>System</i> menu.
	Create shortcut	Allows you to create a desktop shortcut to any SAP report, transaction, or task if you are working with a Windows 32-bit operating system.
	F1 Help	Provides help on the field where the cursor is positioned.
	Layout menu	Allows you to customize the display options.

Radio Buttons and Check Boxes :

To enter information in the SAP System, you should sometimes select among several options. In some cases, you can select only one option; in other cases, you can select more than one.

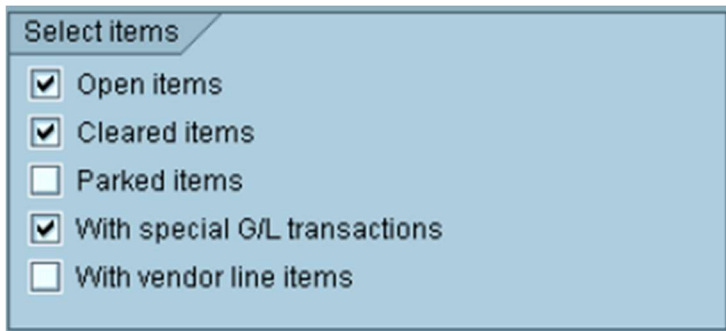
When you are limited to only one option, **radio buttons** identify the options:



Default document currency

- ☒ Local currency
- ☐ Last document currency used
- ☐ None

When you can select multiple items, options are identified by **checkboxes**:



Select items

- ☒ Open items
- ☒ Cleared items
- ☐ Parked items
- ☒ With special G/L transactions
- ☐ With vendor line items

Choosing Options with Radio Buttons:

- To select an option, click the radio button next to that option. The selected radio button is now filled in.
- To change your selection, click a different radio button. The original button is now empty and the new selection is filled in.
- To select a radio button using the keyboard, use the *Tab* key to move to the group of options. Use the arrow keys to move to the desired option, and press the spacebar.

Choosing Options with Checkboxes:

- To select one or more options, click the checkbox next to each desired option. The selected checkboxes now contain a checkmark.
- To deselect a checkbox containing a checkmark, click it again. The checkmark disappears.
- To select a checkbox using the keyboard, use the *Tab* key to go to the group of options. Use the arrow keys to go to each desired option, and press the spacebar.
- To deselect a checkbox containing a checkmark, use the arrow keys to go to the option, and press the spacebar. The checkmark disappears

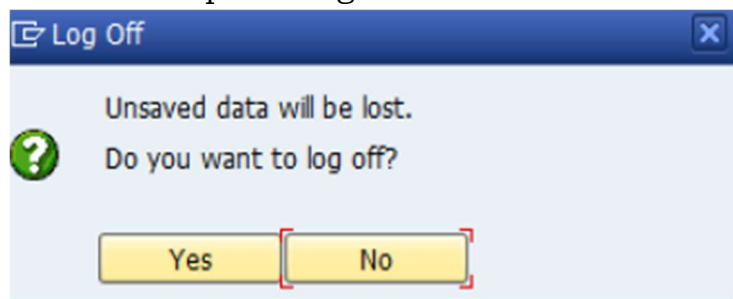
Dialog Boxes:

The SAP System displays dialog boxes when it:

- Requires more information before it can proceed
- Is providing information, such as messages or specific information about your current task

Before you can continue, you should choose an action from a dialog box. To choose an action, choose one of the buttons at the bottom of the dialog box.

A sample dialog box is shown here:



When you end a task without saving your data, or you choose a function that may cause you to lose data, the SAP System usually displays a dialog box in which you are asked to confirm or cancel your action.

Mandatory Input Fields:

While working in the SAP System, you will sometimes encounter input fields containing a checkmark icon. These are **mandatory input** fields. An example is shown below:



If the screen you are working in contains any mandatory input fields, you must enter data in these input fields before you can proceed to the next screen or tab (if the screen is using tabs).

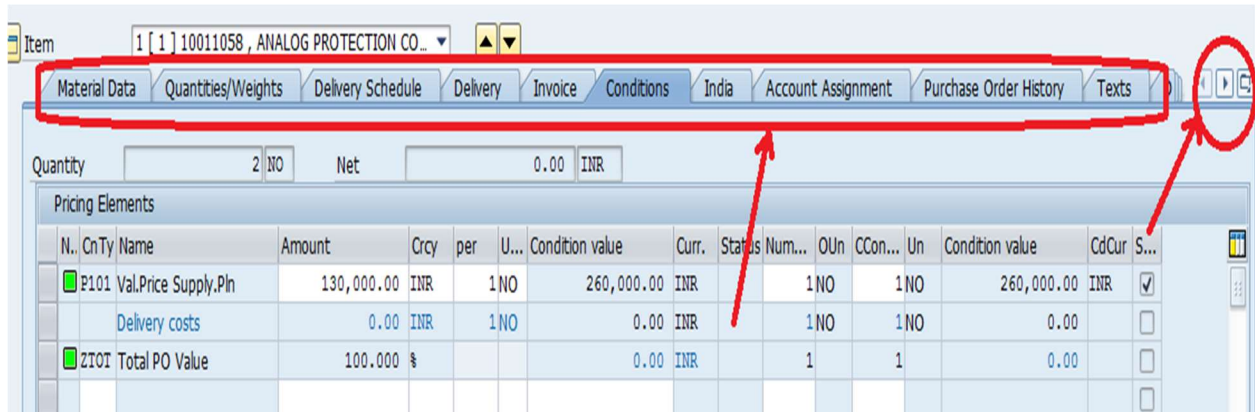
Generally, if a screen has no mandatory input fields, you can go to the next screen or tab without entering data in any fields. Some screens, however, have mandatory input fields that are not identified. This situation can occur when


- You enter data in an optional field that has mandatory fields associated with it.
- You need to enter data in one of several input fields
For example; freight can be delivered by a specific day or week. Neither the *Day* field nor the *Week* fields are identified as mandatory input fields; however, you must complete one of the fields (not both).

When you choose *OK* to proceed to another screen, if you have not completed all the mandatory input fields on a screen, the SAP System displays an error message in the status bar. At the same time, it places the cursor in the mandatory input field so that you can make the necessary data entry.

Tabs:

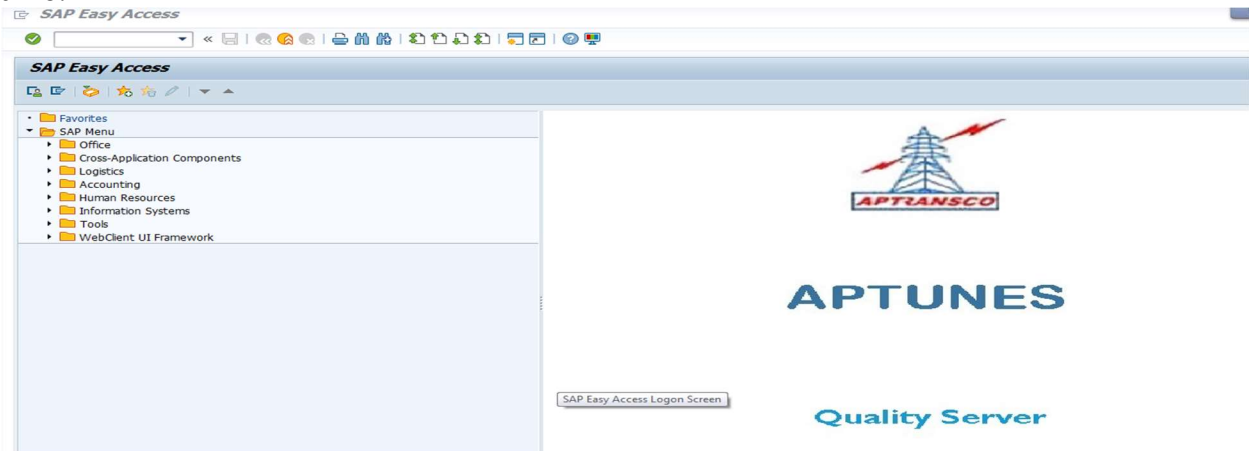
Tabs enable you to enter, display, and alternate between multiple screens. In transactions containing multiple screens, they provide a clearer overview. In addition, tabs enable you to proceed from one tab page to the next without having completed all the data. To access a tab page, select the corresponding tab header as indicated below.



- In some cases you should complete all required input fields on a tab page before you can move to the next page.
- In the case of longer tab strips, not all of the tabs appear on the screen. The left and right arrows at the top of the tab strip allow you to scroll to all the tabs, as shown in the circle in the above screen shot.
- If you choose the button at the right of the tab strip , the system displays a list of all the tabs on the tab strip. If you select a tab from this list, the selected tab page moves to the foreground.
- Tabs are arranged in order of importance or in the process order of the transaction.
- Tab headers can contain text, icons, or both.

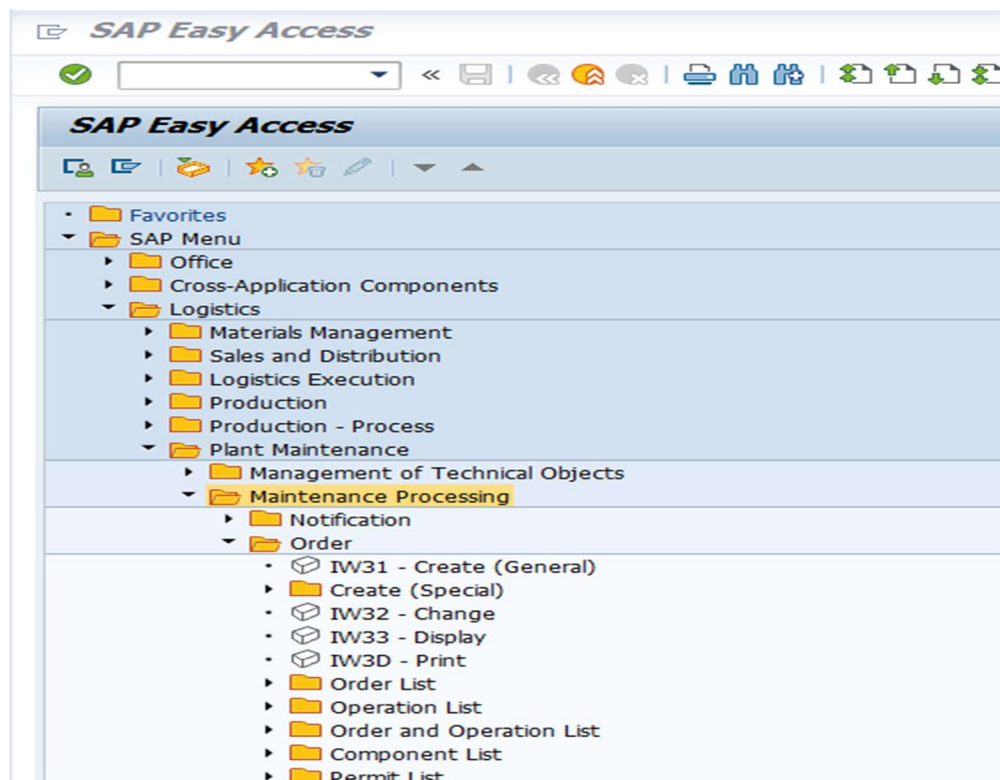
Features & Procedures:

Once you have logged into SAP, you will be presented with a screen similar to this:



In order to reach a specific transaction, such as creation of a Notification/Maintenance order, you would need to drill down to the lowest level. Drilling down is achieved by **clicking once** on a right-pointing arrow.

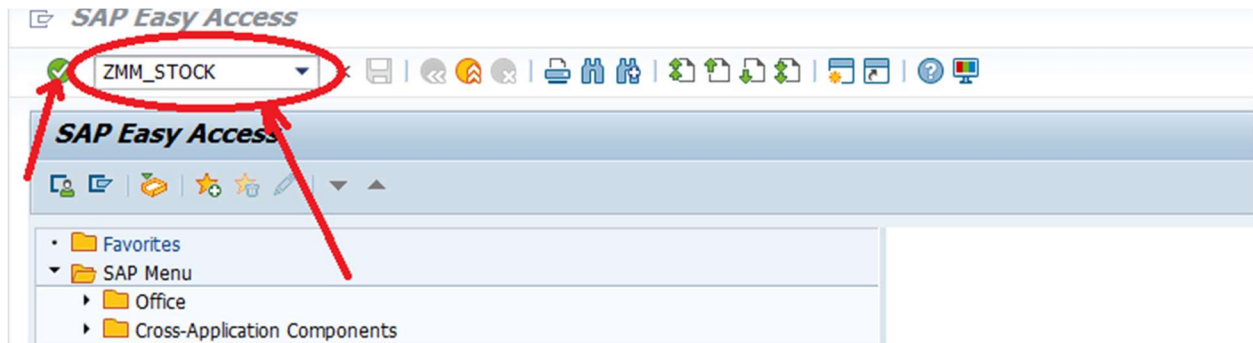
Each transaction can have multiple levels. The lowest level is indicated by the **cube** symbol. **Double clicking** the lowest level will take you to that transaction.




How to Enter a Transaction Code:

A transaction code is a faster way that can be used to reach a transaction screen without using a menu path. It is an alphanumeric value that identifies a “transaction”, such as **IW32**, which is used for changing an already created maintenance order or **ZMM_STOCK**, to check the stock of a material item.

On the following screen, the *Command Field* has been circled in red. This is the place where you can enter the transaction code:



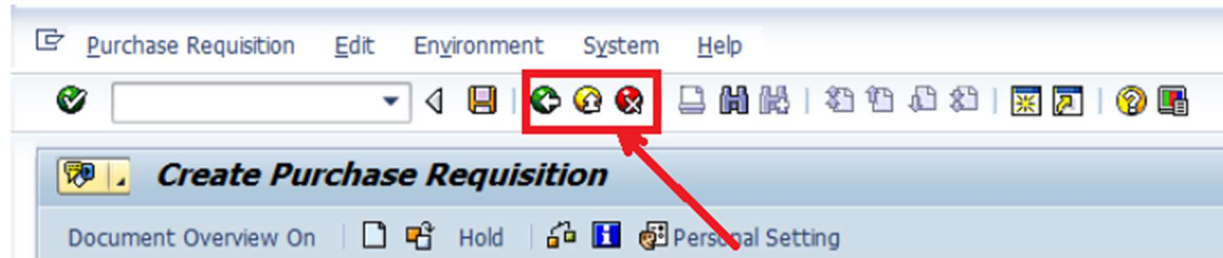
After entering a transaction code, hit <Enter> or click the Green Checkmark, as indicated above to proceed to the transaction.

NOTE: If you are already in a particular transaction and want to proceed to the next transaction without going back to the main menu, you can enter “/n” followed by the subsequent transaction code in the *command field*, then click . .

Navigation Arrows:

The navigation options in the SAP System are intended to give the user as much freedom as possible when moving between screens and tasks. To support this, a number of standard functions (such as "Back", "Exit", and "Cancel") are offered.

Note the green checkmark and colored arrows on the following screen (green, yellow and red).



The functionality of each of these icons is explained as follows:



Green Checkmark

This icon is used as the **ENTER** key that allows you to continue to the next step. It is used when you require the system to validate your field entries and then move to the next function, or screen, in a system task. **This key does NOT save the information that you enter. For that, you will have to use the SAVE icon.**



Green Arrow

This icon is used as the **BACK** key. It is typically used to go back to the previous screen or menu level.



Yellow Arrow

This icon is used as the **EXIT** key. It is used when you want to exit the current menu level or system task **without saving** the data.

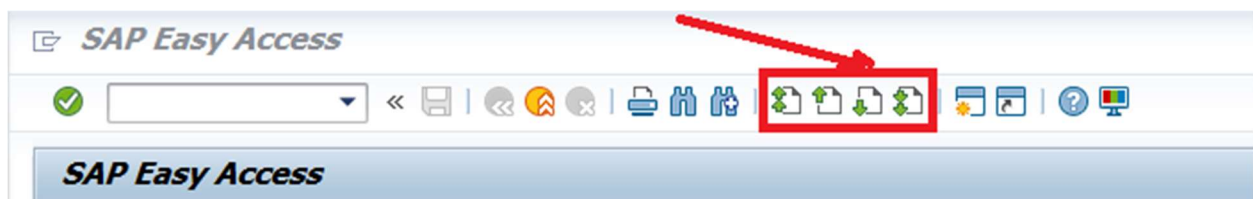


Red X

This icon is used as the **CANCEL** key. It is used when you want to cancel the data you entered in the current system task.

Paging:

You can use the four paging buttons to move through a long list or report.



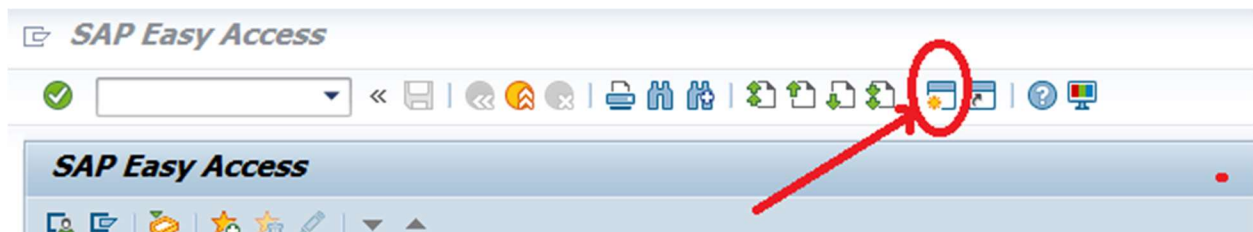
To move:

- A page up: click on the single up arrow
- A page down: click on the single down arrow
- To the first page: click on the up double arrows
- To the last page: click on the down double arrows

Creating a New Session:

You can work with multiple sessions (up to 6) of SAP.
A session is equivalent to a window. What this feature allows is to have two, or more, windows open at the same time. For example, you can use one window to work on the transaction “**Create a maintenance order**”. Simultaneously, you can use the other window to go to another transaction to check a ‘**purchase order**’, without closing the first window.

The following screen highlights the icon that is used to create a new session:



To create a new window:

- Click on the icon highlighted by the red circle on the above screen
This would create a new window.
You can switch between the two windows, the old and the new, by:
- Pressing the <ALT>& <TAB> keys simultaneously to move to the other window(s)

Creating a Favorite:

A favorite is just like a bookmark in a Browser, which enables you to reach a transaction without using a menu path or typing in a transaction code. You can add multiple, frequently used, transactions to your list of favorites so that you can reach your destination quickly without having to remember either the menu path or the transaction code.

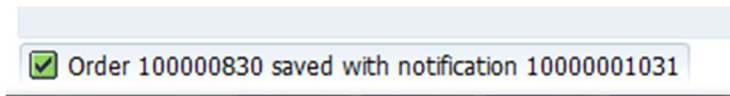
To add a favorite:

- Navigate to the transaction code that you want to add to your favorites and click right mouse button on it
- Click on **Add to Favorites** on the menu options

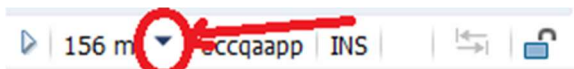
You may also click and drag the transaction into your favorites.

Status Bar:

The *Status Bar* is located at the bottom of the SAP screen. It displays important system messages, such as errors and completion of transactions, as well as other session information. The example below shows the message generated by the system when a maintenance order was saved:



The message on the left hand side indicates that the maintenance order was created and what document number it was assigned as above. On the right hand side of the status bar there is a drop down arrow as shown below.



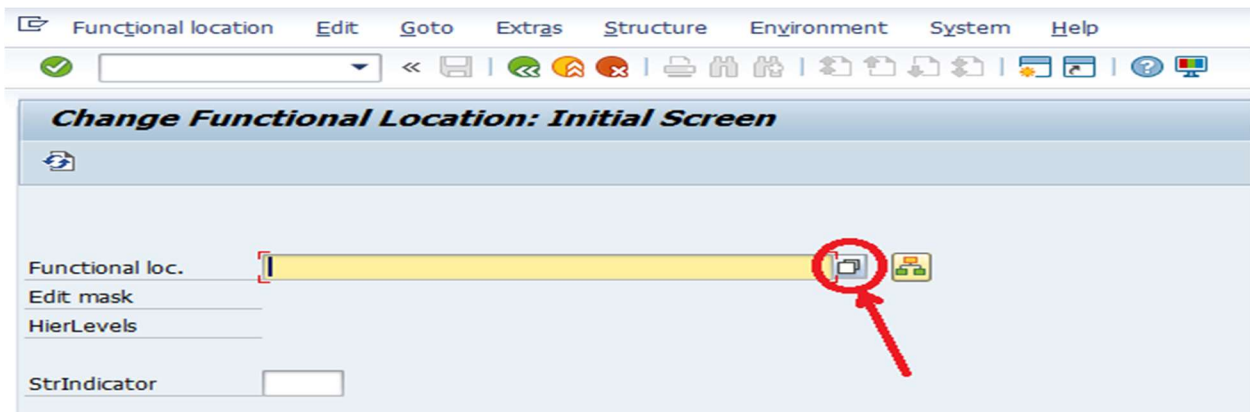
If the above drop down arrow is clicked it displays information like the name of the server, the user ID of the user who is logged, the transaction code currently being used etc.

Note: It is always desirable to check the server to which you are logged in by clicking the above down arrow in the status bar, before carrying out any transaction in the system.

Field Entry Searches:

While entering data, you would at times need to conduct a search to determine the appropriate data to enter in a field. There are a few ways that this can be accomplished.

In the example below, a **Functional Location** is required. If you do not know the ID, a search facility is available for this field. When your cursor is in the field, the search button will appear immediately to the right when available. See the red circle below.



After clicking the search button (or pressing F4), a pop-up window similar to the example below, will be displayed. This window provides options for conducting your search. Often, there are several tabs available, which give different search options.

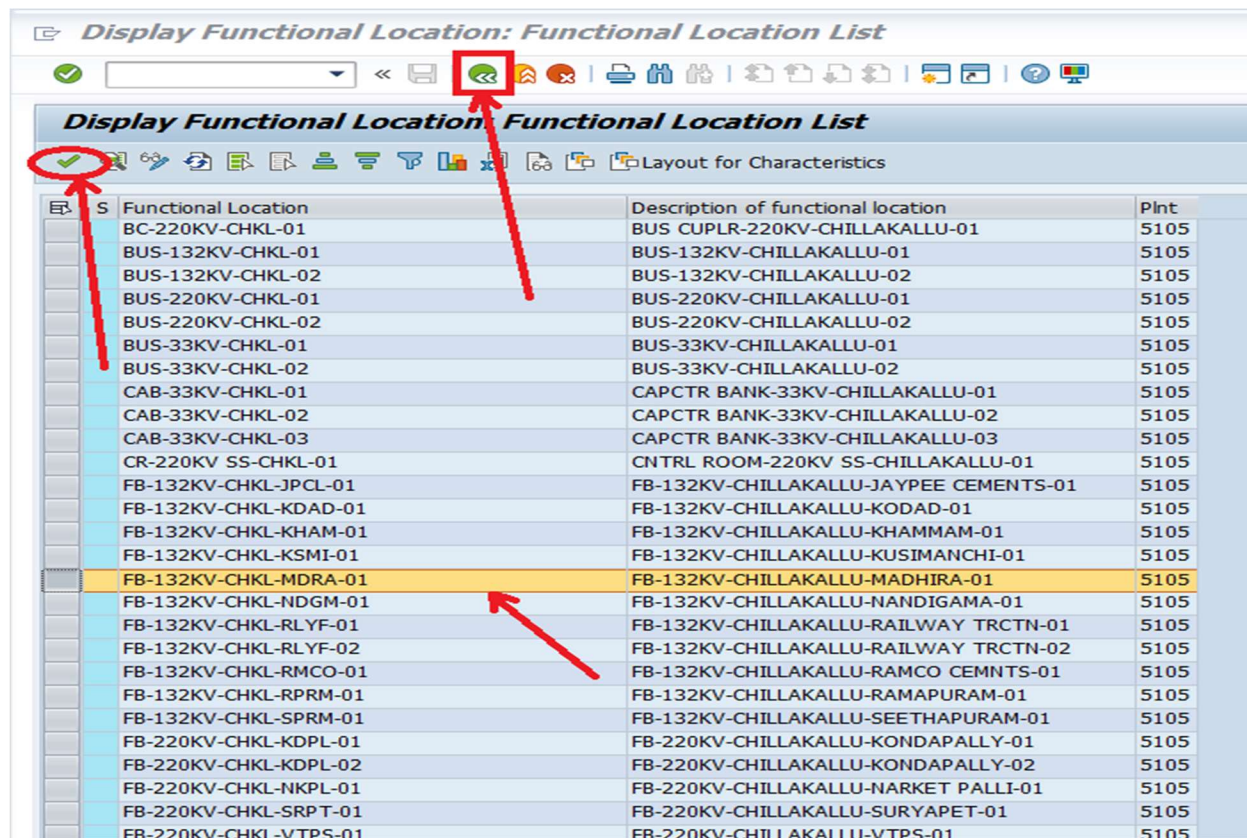
Note the three buttons in the upper right corner. The left arrow will bring the previous tab to the front, the right arrow brings the next tab to the front, and the selection list displays a listing of all available tabs and allows you to choose which to bring to the front.

Once you have chosen the tab that corresponds to your desired search method, enter data in the fields to limit your search. You may complete all, some, or none of the fields. If no fields have been completed, the entire list of possible selections will be returned.


Hint: In case of searching functional locations it is recommended to perform search through the tab **Q: Functional Location list (Service)**. If the above tab is selected, the following window would be displayed.

In the above example, the **Maintenance plant 5105** and plant section **ckl** (Chillakallu 220 KV SS) are entered in the **location data** as indicated above. After entering the required search parameters the **execute** button should be clicked as indicated above.

Hence functional locations existing in the above plant section and plant will be returned as shown below.



S	Functional Location	Description of functional location	Plnt
	BC-220KV-CHKL-01	BUS CUPLR-220KV-CHILLAKALLU-01	5105
	BUS-132KV-CHKL-01	BUS-132KV-CHILLAKALLU-01	5105
	BUS-132KV-CHKL-02	BUS-132KV-CHILLAKALLU-02	5105
	BUS-220KV-CHKL-01	BUS-220KV-CHILLAKALLU-01	5105
	BUS-220KV-CHKL-02	BUS-220KV-CHILLAKALLU-02	5105
	BUS-33KV-CHKL-01	BUS-33KV-CHILLAKALLU-01	5105
	BUS-33KV-CHKL-02	BUS-33KV-CHILLAKALLU-02	5105
	CAB-33KV-CHKL-01	CAPCTR BANK-33KV-CHILLAKALLU-01	5105
	CAB-33KV-CHKL-02	CAPCTR BANK-33KV-CHILLAKALLU-02	5105
	CAB-33KV-CHKL-03	CAPCTR BANK-33KV-CHILLAKALLU-03	5105
	CR-220KV SS-CHKL-01	CNTRL ROOM-220KV SS-CHILLAKALLU-01	5105
	FB-132KV-CHKL-JPCL-01	FB-132KV-CHILLAKALLU-JAYPEE CEMENTS-01	5105
	FB-132KV-CHKL-KDAD-01	FB-132KV-CHILLAKALLU-KODAD-01	5105
	FB-132KV-CHKL-KHAM-01	FB-132KV-CHILLAKALLU-KHAMMAM-01	5105
	FB-132KV-CHKL-KSMI-01	FB-132KV-CHILLAKALLU-KUSIMANCHI-01	5105
	FB-132KV-CHKL-MDRA-01	FB-132KV-CHILLAKALLU-MADHIRA-01	5105
	FB-132KV-CHKL-NDGM-01	FB-132KV-CHILLAKALLU-NANDIGAMA-01	5105
	FB-132KV-CHKL-RLYF-01	FB-132KV-CHILLAKALLU-RAILWAY TRCTN-01	5105
	FB-132KV-CHKL-RLYF-02	FB-132KV-CHILLAKALLU-RAILWAY TRCTN-02	5105
	FB-132KV-CHKL-RMCO-01	FB-132KV-CHILLAKALLU-RAMCO CEMENTS-01	5105
	FB-132KV-CHKL-RPRM-01	FB-132KV-CHILLAKALLU-RAMAPURAM-01	5105
	FB-132KV-CHKL-SPRM-01	FB-132KV-CHILLAKALLU-SEETHAPURAM-01	5105
	FB-220KV-CHKL-KDPL-01	FB-220KV-CHILLAKALLU-KONDAPALLY-01	5105
	FB-220KV-CHKL-KDPL-02	FB-220KV-CHILLAKALLU-KONDAPALLY-02	5105
	FB-220KV-CHKL-NKPL-01	FB-220KV-CHILLAKALLU-NARKET PALLI-01	5105
	FB-220KV-CHKL-SRPT-01	FB-220KV-CHILLAKALLU-SURYAPET-01	5105
	FB-220KV-CHKL-VTPS-01	FB-220KV-CHILLAKALLU-VTPS-01	5105

When the desired item is located, double-click it. Or highlight it by clicking on it once and then clicking the green check mark . If you are not satisfied with the search results, click the **back** button as shown below.

The result of either of the two methods above will be the entry field being populated with the selected data as indicated below.

Change Functional Location: Initial Screen

Functional loc. **FB-132KV-CHKL-MDRA-01**

Edit mask

HierLevels

StrIndicator

Using a “Wild Card” in the Field Entry Search:

While conducting a field entry search, you can use an **asterisk (*)** as a wild card character to help expand the search. In the example below, the Cost centre search is being limited to cost centers with codes starting with plant no **5105**. Instead of entering a complete code, only the first four digits are entered followed by the * wild card. Then click enter as shown below.

Cost Center (1)

N: Cost center S: Cost center name H: Standard Hierarchy U: O...

Cost Center **5105***

Controlling Area

Company Code

Cost Center Category

Person Responsible

User Responsible

Cost ctr short text

Language Key **EN**

Maximum No. of Hits **500**

[Enter] [F4] [F5] [F6]

The above search would return all the cost centers whose codes begin with 5105 as indicated below.

Cost Center (1) 32 Entries found

N: Cost center S: Cost center name H: Standard Hierarchy

Cost Ctr	CoAr	CoCd	CCtC	Person Responsible	User Resp.	Short text	Language	V
S105C90001	3000	3000	9	FICOCORES		SE/OMC/VJA	EN	0
S105C90002	3000	3000	9	FICOCORES		SE/CIVIL/VIDAYAWADA	EN	0
S105D10001	3000	3000	1	FICOCORES		EE/CONST./ VIDAYAWAD	EN	0
S105D20001	3000	3000	2	FICOCORES		DE/HOT LINES/VJA	EN	0
S105D20002	3000	3000	2	FICOCORES		DE/O&M/VIDAYAWADA	EN	0
S105D40001	3000	3000	4	FICOCORES		EE/CIVIL/VIDAYAWADA	EN	0
S105D60001	3000	3000	3	FICOCORES		DE/MRT & TRANS./VJA	EN	0
S105L20001	3000	3000	2	FICOCORES		ADE/HOTLINES/VIDAYAW	EN	0
S105L20002	3000	3000	2	FICOCORES		LINES SD/NUNNA	EN	0
S105L60001	3000	3000	6	FICOCORES		ADE/ EHT LINES/ GUNA	EN	0
S105L60002	3000	3000	6	FICOCORES		ADE/EHT LINES/ KONDA	EN	0
S105S10001	3000	3000	1	FICOCORES		AEE/ SD-I / VIDAYAWA	EN	0
S105S10002	3000	3000	1	FICOCORES		AEE/ SD-II / VIDAYAW	EN	0
S105S10003	3000	3000	1	FICOCORES		AEE/ CIVIL TLC SD/ V	EN	0
S105S10004	3000	3000	1	FICOCORES		AEE/ CIVIL TLC/ GUNT	EN	0
S105S10005	3000	3000	1	FICOCORES		CONST SD-3/VIDAYAWAD	EN	0
S105S20001	3000	3000	2	FICOCORES		ADE/M/ CHILLAKALLU	EN	0
S105S20002	3000	3000	2	FICOCORES		ADE/M/ KONDAPALLI	EN	0
S105S20003	3000	3000	2	FICOCORES		ADE/M/ GUNADALA	EN	0
S105S20004	3000	3000	2	FICOCORES		ADE/M/ GUDIWADA	EN	0
S105S20005	3000	3000	2	FICOCORES		ADE/M/ NUNNA	EN	0
S105S20006	3000	3000	2	FICOCORES		AEE/ CIVIL/O&M /VJA	EN	0
S105S20007	3000	3000	2	FICOCORES		AEE/ CIVIL O&M/ VJA	EN	0
S105S20008	3000	3000	2	FICOCORES		OIL TESTING LABORATO	EN	0
S105S30001	3000	3000	2	FICOCORES		ADE/SLDC/ NUNNA	EN	0
S105S60001	3000	3000	6	FICOCORES		ADE/TRE/PROT./ VJA	EN	0
S105S60002	3000	3000	6	FICOCORES		ADE/MRT-I/ VJA	EN	0
S105S60003	3000	3000	6	FICOCORES		ADE/ MRT-II / VJA	EN	0
S105S70001	3000	3000	7	FICOCORES		AEE/ CIVIL S&I/ VJA	EN	0
S105S90001	3000	3000	9	ADTRANSCO		M&T/STORES/GUNADALA	EN	0

The wild card can be added at the beginning, middle, or end of your search term. You can also use multiple wild cards within a search term.

To sort the result set, just click on the column heading – a small red triangle as shown in the above screen shot will indicate that the column has been sorted.

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