SAP PM / 03

SAP Logon and Basic Navigation

Lesson screens · Examples · Exercises

PURPOSE

Learn connections, menus, transaction codes and search help in SAP GUI. Understand what shortcuts do instead of only memorizing them.

WHAT YOU WILL LEARN

1. Distinguish a connection from a user session
2. Recognize display and change transactions
3. Use /n and /o correctly

HOW TO USE THIS GUIDE

Read the explanation, then inspect the related lesson screen. Try the exercises before looking at the answer key. Timestamps below images show the moment in the long lesson from which the frame was taken. Codes belong to the example system; your training environment may use different values.

01

SAP Logon: from connection to session

01

System connection

02

Sign in

03

SAP Easy Access

SAP Logon stores the list of systems you can connect to. A connection name is not the same as your user account. After choosing a system connection, you reach its login screen. Your system team provides required details such as the server, system number or router information. Do not guess these values. Fields depend on the connection type. This lesson uses SAP GUI; web-based SAP Fiori applications can have a different login and navigation experience.

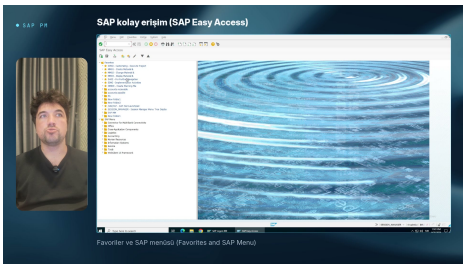
- Connection: which system will be opened?
- User: who is signing in?
- Client: which client will be used?

REMEMBER

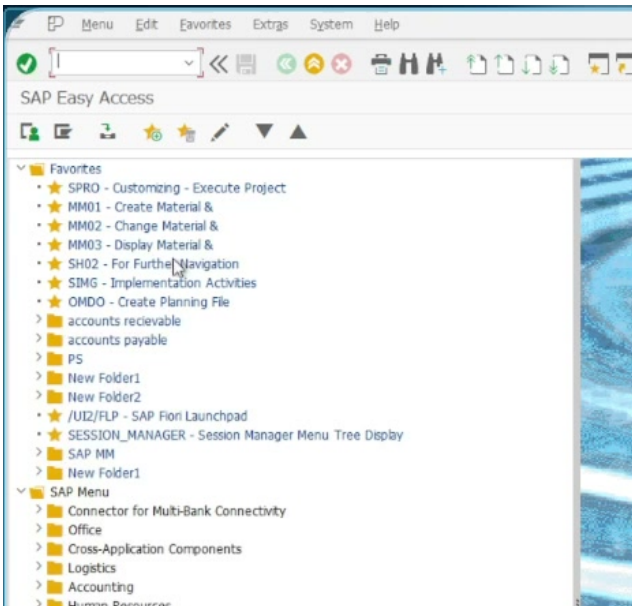
Check whether the connection is for training, testing or production. The same username may exist in different systems.

02

Reading the SAP Easy Access screen



Lesson frame



Detail

01:25 | SAP Easy Access: the menu tree and workspace.

Easy Access provides the menu tree, favorites and command field. The menu groups functions by business area. Favorites give faster access to frequently used transactions; they do not create a separate copy of a transaction. Enter a transaction code in the command field to open a function without navigating the tree. Seeing a menu item does not always mean you can perform the action: authorization is checked separately. The appearance can differ by theme, SAP GUI version and company menu.

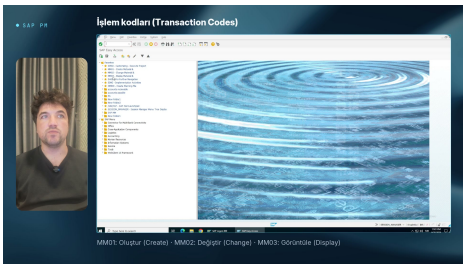
- Menu: find a function by business area
- Favorites: organize frequent transactions
- Command field: open by transaction code

REMEMBER

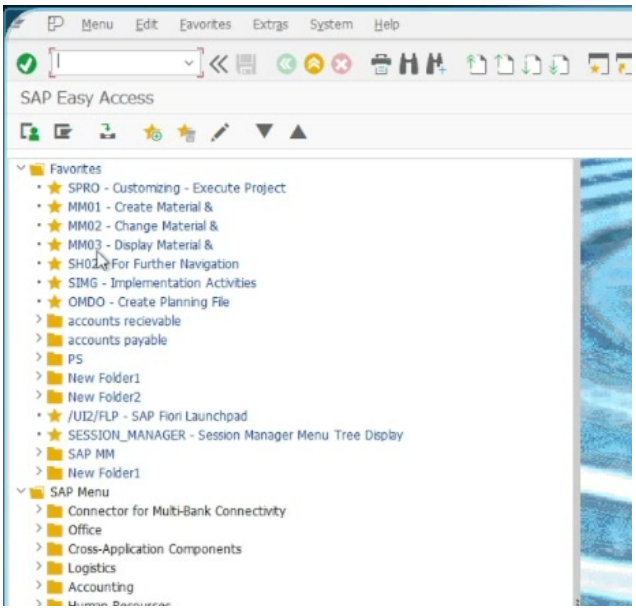
When learning, start by organizing your 3-5 most-used transactions in clear favorite folders.

03

Transaction codes: create, change, display



Lesson frame



Detail

01:56 | The lesson explains create, change and display codes.

A transaction code opens a specific function. For material master data, MM01 creates, MM02 changes and MM03 displays. For equipment, the corresponding codes are IE01, IE02 and IE03. These examples follow a 01/02/03 pattern, but not all SAP transaction codes do. If a field cannot be changed, first check whether you are in display mode. Opening a change transaction may still not be enough: authorization, field status and system rules may restrict changes.

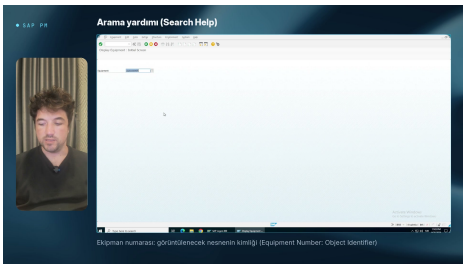
- MM01 / MM02 / MM03: material master data
- IE01 / IE02 / IE03: equipment
- IW31 / IW32 / IW33: maintenance order

REMEMBER

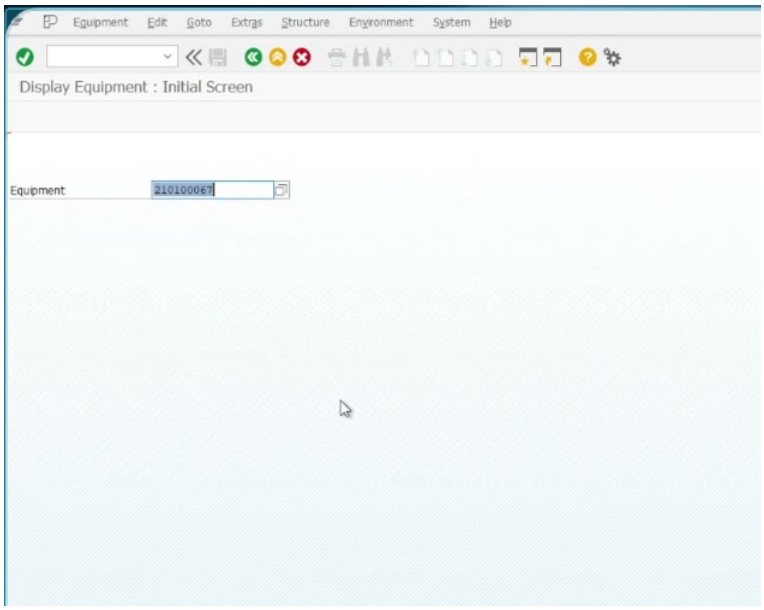
If you only need to inspect an existing record, begin with its display transaction.

04

Finding a record with search help



Lesson frame



Detail

03:00 | Using search help to find an equipment record.

If you do not know the equipment number, use the search-help button beside the field. Narrow the search using the available criteria. Search tabs may differ between systems. A very broad search can take time and return many records with similar descriptions. When selecting a result, check the equipment number and relevant location, not only the description. Search help finds an existing record; it does not create new equipment.

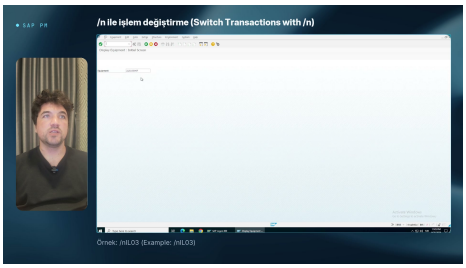
- 1. Choose a useful search criterion
- 2. Narrow the results and verify the identity
- 3. Select and display the record

REMEMBER

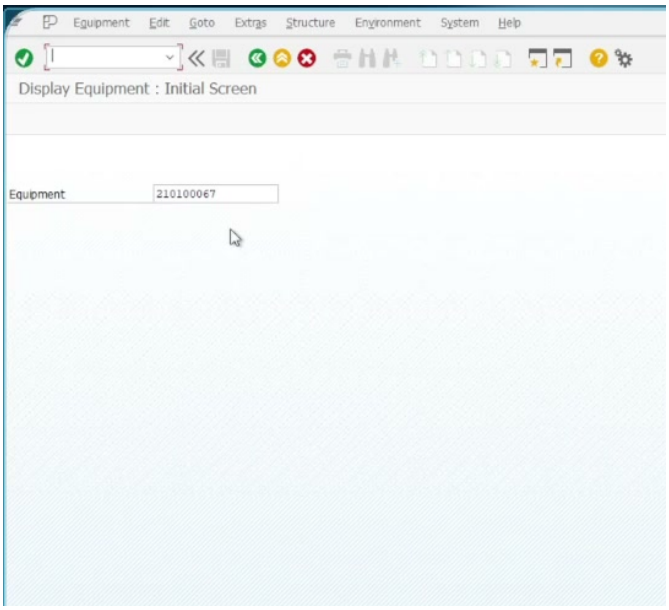
Two records may have the same description. Confirm that you opened the correct asset before acting.

05

Switching transactions with /n



Lesson frame



Detail

04:46 | The screen used to explain switching to another transaction.

Inside a transaction, use the /n prefix in the command field to switch to another one. For example, /nIE03 ends the current transaction and opens equipment display. /nIL03 opens functional location display. Entering only /n ends the current transaction. Check unsaved changes before leaving: this command is not a save action. Do not assume the new screen will automatically open the previous record. Check the information required by the new screen.

- /nIE03: display equipment in the same session
- /nIL03: display a functional location in the same session
- /n: end the current transaction

REMEMBER

Decide whether you need to save first, then switch transactions.

06

Additional sessions and everyday shortcuts

01

/nIE03
Same session

02

/oIE03
New session

To compare two records, you can open another session instead of closing the current screen. Enter /oIE03 to open equipment display in an additional session; /o opens session management. The system can limit the number of sessions. Shortcuts shown in the lesson, such as Ctrl+F for Find and Ctrl+N for a new session, depend on the SAP GUI type, operating system and focused area. Learn the menu option too. Find searches text in the relevant list or screen; it is not always a search of the whole SAP database.

- F1: help for the focused field
- F4: value or search help in supported fields
- Find: search in the current list or area

REMEMBER

If a shortcut does not work, check the screen menu and focused field. Key combinations may differ across interfaces.

Try it yourself

01 EXERCISE

Display equipment with IE03. Find its number and description without changing the record.

02 EXERCISE

Write commands to open IL03 in the same session and IE03 in another session.

03 EXERCISE

Give two possible reasons why a field cannot be changed from MM03.

Answer key

01 SAMPLE ANSWER

Use a record in your organization’s training system. Expected result: the correct equipment opens in display mode and no change is saved.

02 SAMPLE ANSWER

/nIL03 and /oIE03. The first ends the current transaction; the second opens an additional session.

03 SAMPLE ANSWER

MM03 is a display transaction. Even in change mode, authorization or field rules may restrict editing.

Quick glossary and further reading

SAP Logon	A list of system connections
SAP Easy Access	Navigation screen with menus and favorites
Transaction code	A short code that opens a function
Search help	Help for finding an existing record or value
Session	A separate SAP working session

LESSON AND SCREEN SOURCE

ERPHub · Enes Alku. These expanded notes are based on the related recorded lesson. Teaching scenarios and exercises were prepared for this guide.

OFFICIAL FURTHER READING

SAP Help - Transaction Codes ↗

SAP Help - SAP GUI command field ↗

SAP Help - SAP GUI for Java keyboard shortcuts ↗

Screens come from the lesson's SAP GUI environment. Fields may vary by version, theme, authorization and company configuration. Cloud Public Edition references support the concepts; their menu paths may differ.