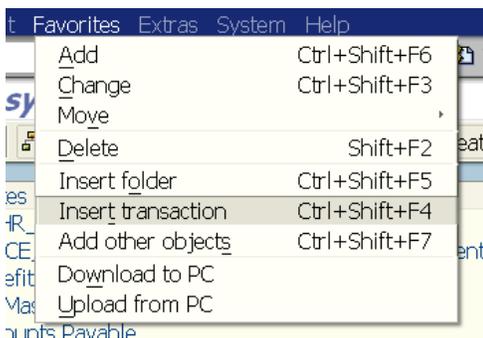


Adding a transaction to your SAP Menu

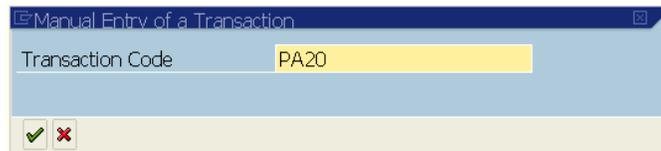
1. In the blue menu bar click on “Favorites” (or you can right click on Favorites in the Easy Access Menu.)



2. Choose “Insert Transaction”



3. Fill in the Transaction Code to be added to your menu.



4. The Transaction will be dropped into the Favorites folder on the Easy Access Menu.



5. If desired, you can create folders and drop the transactions into folders that you have named to suit your needs. Favorites can be rearranged by dragging and dropping.