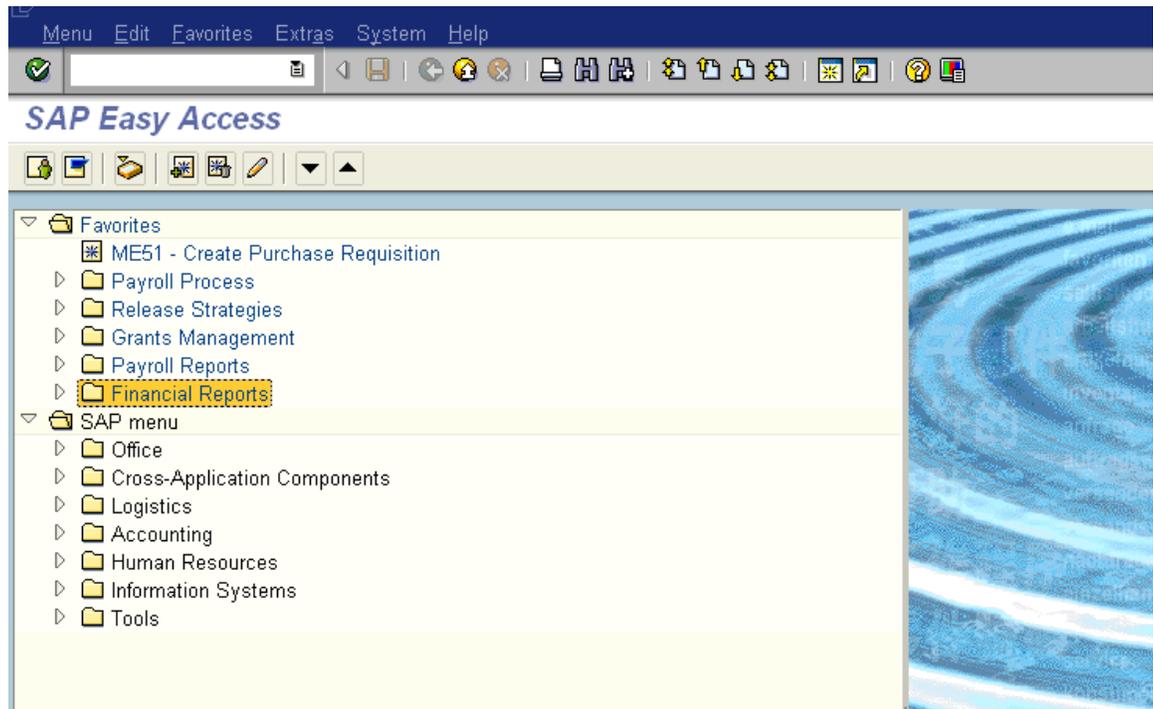


Creating New Sessions and Ending Sessions in SAP

Occasionally in SAP, you will be working on a screen with information but then need to look up something in a different session in SAP. There are four ways to create a new session.

1. Click on the “Create New Session Icon” in the menu bar. 



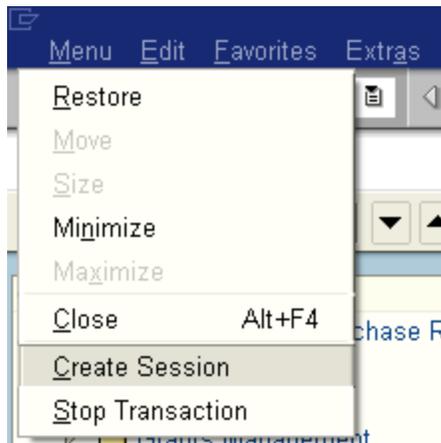
2. Click on the “SYSTEM” in the menu bar, and choose “Create Session”.



3. Click on the  icon on the left-uppermost part of the screen:



Choose “Create Session”.



OR

4. When you are in a session in a screen, enter **/o** in front of the transaction you wish to go to in the white transaction bar. This will open a new session and bring up the desired transaction. The current session page remains the same.



NOTE: Entering /n will go to the transaction from anywhere in SAP within the same session (i.e. does not open a new session). Otherwise, one must be at the Easy Access Menu to go directly to a transaction via the white transaction bar

TO END A SESSION

1. Click on "System" in the menu bar and select "End Session".



A user may have up to 6 sessions open, but performance may be impaired if a user is trying to access the same tables, reports, etc. from all the sessions.