The selection of the book introduces you to your first SAP logon session. You’ll find instructions and guiding screenshots on how to log on and connect to the SAP server, and then how to log off. You’ll also find a descriptive tutorial that explains the areas of the SAP screens, what information those areas contain, and how that information is relevant to you.

"Logging On to the SAP System"
5 Logging On to the SAP System

The previous chapters provided basic knowledge of the SAP system and described organizational structures and master data. This chapter begins with a description of SAP system operation.

In this chapter, you’ll learn the following:

- How to connect with the server using SAP Logon
- How the SAP screen is structured
- How to log on and off from the SAP system
- Which information is provided in the status bar

5.1 SAP Logon

You probably have several links to applications you use frequently on your desktop, such as Microsoft Word or Microsoft Outlook. After your SAP administrator completes the installation of the SAP GUI, you’ll find an icon for SAP Logon on your desktop, too (Figure 5.1).

Figure 5.1 SAP Logon

Establishing a Connection to the SAP System

Using the SAP Logon, your Windows PC establishes a connection to the SAP system via the network when you carry out the following steps:

1. Double-click the SAP Logon icon on your desktop to start SAP Logon, or go to the Windows Start menu and choose Start > Programs > SAP Front End > SAP Logon.
The configured SAP systems are displayed in the Systems tab of the opened SAP Logon. To log on to the required system, select the name (in this case, PROD for production system), and click the Log On button (Figure 5.2).

A logon screen is displayed if SAP Logon can establish a connection to the SAP system (Figure 5.3).

To log on to the SAP system, you need the following information:
- Client number
- User
- Password

In SAP Logon, you not only have the option to log on to the system, but you can also change the parameters or add a connection to a new SAP system. To define a new system in SAP Logon, you need some SAP system parameters.

Settings in SAP Logon
The SAP administrator for your business can provide the parameters for an SAP system. Not every user is authorized to change these parameters or add new systems on his PC. Under Microsoft Windows, you need write authorizations for the saplogon.ini file in the Windows system directory.

Configuring Connection Settings for the SAP System
After you’ve logged on to SAP Logon, you can check, change, or add a connection. For example, you might need to access another system for specific reasons, or the parameters of a test system are changed. To add a connection, follow these steps:

1. You can adjust the settings of a new system via the Edit button. Then click the Next button. You need the respective authorization on your PC.
2. Various parameters for the system connection are available. The following fields are mandatory (Figure 5.4):
   - Description: Provide an alphanumeric description for the user.
   - Application Server: Provide the IP address or Domain Name System (DNS) name.
   - Instance Number: Provide a two-digit number.
   - System ID: Provide a three-digit, alphanumeric ID.

Different SAP Systems in the Enterprise
Most businesses deploy various SAP systems besides the one that you use in your daily work. Figure 5.2 also shows the development system (DEV) and the test system (TEST).
5 Logging On to the SAP System

Figure 5.4 System Connection Parameters

Whether the SAProuter String field must be filled in depends on the network infrastructure. Here you need to enter the IP address or the DNS name.

After you’ve changed the parameters, click OK.

The connection information is now stored in your SAP system. The following sections show how to log on to the SAP system.

5.2 Logging On for the First Time

The steps for your initial logon vary from subsequent logons. Initial logon can mean that you want to log on to the system for the first time (e.g., if you have a new employer) or after you receive a new password.

The initial logon requires the following information, which is usually provided by the SAP administration team:

Client
User
Password

The client (three-digit numeric key) is mandatory. Your user account is client-dependent. For example, if you want to log on to the test system, you need a different client than for the logon to the production system. An enterprise may have various clients for different tasks.

NOTE

Password Rules

SAP standard has the following essential rules for passwords:

- The password can be in letters, numbers, and special characters.
- The password must have a length between 3 and 40 characters; the standard system requires a minimum length of 6 characters.
- The first character of the password must not be a question mark or exclamation point.
- The first three characters must differ from those of the user and must not be three identical characters.
- None of the first three characters can be a blank space.
- The password must not be SAP* or PASS because these are reserved for SAP.
- The password must differ from the previous five passwords.

The password is case-sensitive and isn’t visible after you enter it. For the initial logon or if you’ve forgotten your password, the administrator provides you with an initial password. You can use this password only once and must immediately change it after successful logon.

To log on to the system and change your password for the first time, follow these steps:

1. Start SAP Logon by double-clicking the icon on your Windows desktop or via the Start menu.
2. SAP Logon is opened. Check that you’re on the Systems tab.
3. Select the desired System Entry, and then click the Log On button. When your PC successfully establishes a connection to the SAP system via the network, the logon screen is displayed.
4. Enter the logon data that you received from your system administrator or trainer in the logon screen. Specify EN in the Language field (Figure 5.5).
5.3 Logging On to the System

If you want to log on to the SAP system after the initial logon (perhaps when you start your usual workday in the morning), follow these steps:

1. In SAP Logon, select the system to which you want to log on. Then click the Logon button.
2. Enter your client's name in the Client field.
3. Enter your username in the User field.
4. Enter your Password.
5. Specify EN in the Language field.
6. If all entries are correct, click Next.

NOTE

Incorrect Password

If you've entered the password incorrectly three times in a row, logon is closed. Fortunately, you can restart logon immediately. If you've entered the password incorrectly five times, the user is locked. The lock expires after a maximum of 24 hours. The locked user can be unlocked by the SAP administrator at any time, although a new initial password must be assigned.

The next section discusses the user interface of the SAP system, which you can view after the logon.

5.4 The SAP Graphical User Interface

SAP GUI is the user interface in which you work; it displays the applications that run on the server on your PC. After successful logon to the system, the screen shown in Figure 5.7 is displayed.
You can conveniently navigate to the desired application via the user menu, SAP Easy Access menu.

The SAP screen contains many buttons and fields. The following section details the various areas of the SAP GUI that will help you better orient yourself to SAP in your daily work. The elements that you can click in the SAP screen are indicated in **Bold** in this book.

**Menu Bar**

The menu bar is located at the top of the screen (Figure 5.8). The menus displayed depend on the respective application (transaction) and the level at which you’re located within the application. The menu items **System** and **Help** are always available in the menu bar regardless of the transaction you’re working on.

**Standard Toolbar**

The standard toolbar is located below the menu bar (Figure 5.9). It contains icons for the most important functions, such as **Save** and **Cancel**. The buttons are displayed in all screens; inactive buttons are grayed out, and you can only use the buttons that are displayed in color. If you move the mouse pointer over the button without clicking it, the system displays brief information about the function, which is also referred to as tooltip.
Figure 5.9 Standard Toolbar

Some functions can also be called via the function keys, which are located at the top of your keyboard (F1 through F12). Remember that some function keys have different settings, depending on the application. Table 5.2 lists the most essential buttons and function keys.

<table>
<thead>
<tr>
<th>Button</th>
<th>Key/Key Combination</th>
<th>Name</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="enter" alt="Inter" /></td>
<td>(Enter)</td>
<td>Next</td>
<td>Confirm the entered selected data; this is not a save function.</td>
</tr>
<tr>
<td><img src="ctrl" alt="Ctrl" />+S</td>
<td>Save</td>
<td>Save changes; this is the same function as Save in the Edit menu.</td>
<td></td>
</tr>
<tr>
<td><img src="f3" alt="F3" /></td>
<td>Back</td>
<td>Go back to the previous screen.</td>
<td></td>
</tr>
<tr>
<td><img src="shift" alt="Shift" />+F1</td>
<td>Exit</td>
<td>Close a transaction without saving the data or changes.</td>
<td></td>
</tr>
<tr>
<td><img src="f12" alt="F12" /></td>
<td>Cancel</td>
<td>Cancel transaction; this is the same function as Cancel in the Edit menu.</td>
<td></td>
</tr>
<tr>
<td><img src="ctrl" alt="Ctrl" />+P</td>
<td>Print</td>
<td>Print a document or list.</td>
<td></td>
</tr>
<tr>
<td><img src="ctrl" alt="Ctrl" />+S</td>
<td>Search</td>
<td>Find a value in a list.</td>
<td></td>
</tr>
<tr>
<td><img src="%E2%80%93" alt="–" /></td>
<td>Create a new session</td>
<td>Open a window with a new session.</td>
<td></td>
</tr>
<tr>
<td><img src="%E2%80%93" alt="–" /></td>
<td>Create a link</td>
<td>Create a new link in the SAP GUI.</td>
<td></td>
</tr>
</tbody>
</table>

Table 5.2 Most Essential Buttons of the Standard Toolbar

5.4 The SAP Graphical User Interface

For information on working with sessions, refer to Chapter 6. To learn more about links and adaptations of the local layout, read Chapter 7. The help function is described in Chapter 13.

Title Bar

The structure of the title bar always depends on the transaction you use (Figure 5.10). It can also contain other buttons in addition to the respective transaction name.

![Example of a Title Bar](figure5_10.png)
Command Field

You can navigate in the SAP system without a mouse by using the SAP Easy Access menu via the keyboard. This way, you can start transactions by directly entering the transaction code in the command field, as shown in Figure 5.11 (see also Chapter 6).

![Figure 5.11 Command Field](image)

Status Bar

The status bar is located at the bottom of the screen and extends over the entire screen width. On the left side, you can see an area that displays system messages. The right side displays four fields that provide current information on the system’s status.

By clicking the Help button in the first status field, you get various pieces of information on the system and client you’re working with. The status bar indicates which program and transaction are currently active. You also find information on the response and interpretation time of the SAP system (Figure 5.12).

![Figure 5.12 Information in the Status Bar](image)

Table 5.3 describes the most essential information available in the status bar.

<table>
<thead>
<tr>
<th>Description</th>
<th>Explanation</th>
</tr>
</thead>
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<tr>
<td>System</td>
<td>System and client to which you’re currently logged on</td>
</tr>
<tr>
<td>Client</td>
<td>Client</td>
</tr>
<tr>
<td>User</td>
<td>Logon name</td>
</tr>
<tr>
<td>Program</td>
<td>Program that is currently active</td>
</tr>
<tr>
<td>Transaction</td>
<td>Transaction that is currently active</td>
</tr>
<tr>
<td>Response Time</td>
<td>Time in milliseconds in which the SAP system responds</td>
</tr>
<tr>
<td>Interpretation Time</td>
<td>Time in milliseconds in which commands to the system are executed</td>
</tr>
<tr>
<td>Round Trips/Flushes</td>
<td>Connections to one or more SAP systems</td>
</tr>
</tbody>
</table>

Table 5.3 Status Bar Information

In the second status field (Figure 5.13), you can view the name of the server to which you’re connected (here, sap1).

![Figure 5.13 Additional Information in the Status Field](image)

The third status field shows whether you’re in overtype mode (OVR) or in insert mode (INS) (refer to Figure 5.13). If OVR is set, you overwrite the existing data on the right side of the cursor when you enter data; if INS is set, you add or insert data. You can toggle between the modes by clicking this field.

The next section describes how to exit the SAP system.

5.5 Logging Off the SAP System

You have several options for terminating the SAP GUI. One option is to follow these steps:
5 Logging On to the SAP System

1. Click the \( \text{Close} \) button at the top left, and select the \textit{Close} menu item or press \((\text{Alt} + \text{F4})\), as shown in Figure 5.14.

![Figure 5.14 Navigating to the Close Menu Item](image)

2. Confirm the \textit{Unsaved data will be lost. Do you want to log off?} message by clicking \textit{Yes} (Figure 5.15).

![Figure 5.15 Confirming Log Off](image)

Alternatively, you can log off as follows:

1. Click the \textit{Close} button at the top right.
2. Confirm the \textit{Unsaved data will be lost. Do you want to log off?} message by clicking \textit{Yes}.

The message that unsaved data will be lost is displayed at every logoff for security reasons.

This chapter described how to log on to and log off from the SAP system. With SAP Logon, you can configure a connection to an SAP system or start the connection setup. To log on to an SAP system, you require a client, user, and password. Specifying a logon language is optional. SAP GUI is installed on your PC and enables interaction with the system. Chapter 6 presents the options available for navigation and data entry in the SAP system.

5.6 Try It!

Exercise 1
Describe how to establish a connection to the SAP system.

Exercise 2
Which information is mandatory for logging on to the system and which information is optional?

Exercise 3
Which of the following are valid passwords?
- SAP*
- q7
- meier#1
- demo#2010
- swordfish

Exercise 4
What do you enter in the command field to terminate a session without query?
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