



## Working With Your Favorites Folder

### Trigger:

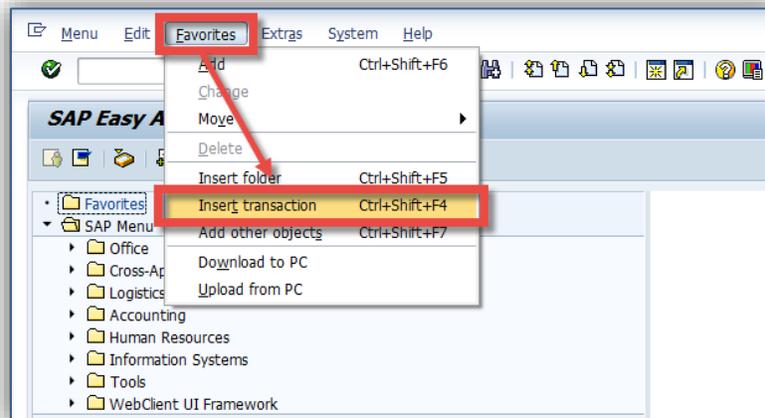
Use this document to manage your Favorites folder in SAP.

### Business Process Procedure Overview:

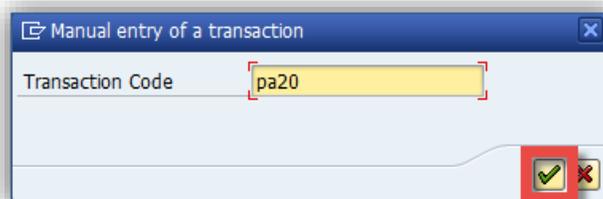
SAP allows you to add and organize a Favorites Folder containing the transactions you use most often.

- Pg 1:** [Add Favorites](#) – Add transactions to your Favorites folder using the Menu Bar
- Pg 2:** [Change Favorite Title](#) – Change the Display Title of a Transaction in your Favorites Folder
- Pg 3:** [Display Technical Names](#) – Display the technical name of a transaction next to its display title.
- Pg 4:** [Add Folders to Favorites](#) – Add custom folders to your Favorites.
- Pg 5:** [Add a Web Address to Favorites](#) – Add a Internet bookmark to your Favorites folder.

### Add Favorites

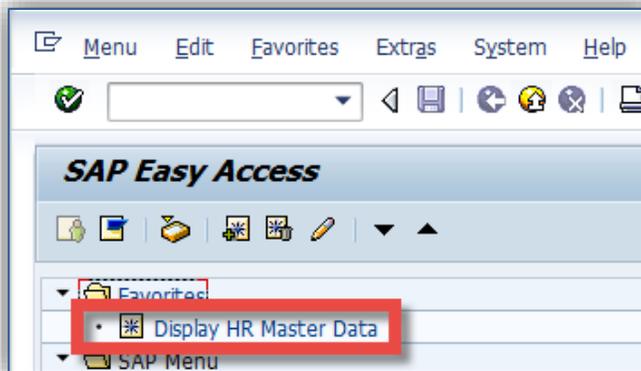


1. From the SAP Easy Access Screen, select **Favorites** from the menu bar.
2. Select **Insert Transaction**.



3. Enter the transaction code you wish to add as a favorite and click **Continue** .

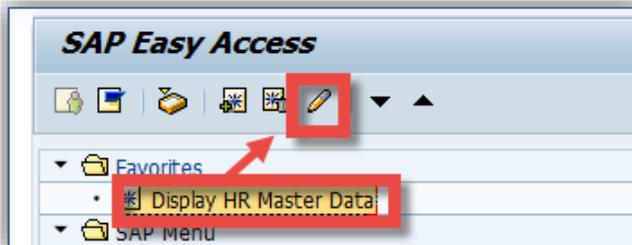
**NOTE:** *Transaction codes are not case sensitive.*



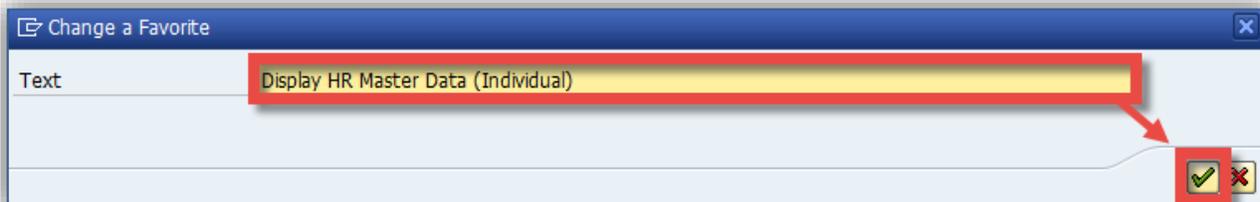
The transaction will be displayed in your Favorites folder.

**NOTE:** Once multiple transactions have been added, you can rearrange them by dragging and dropping with your mouse.

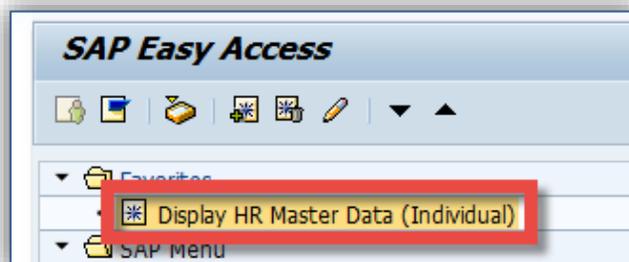
## Change Favorite Title



1. From the SAP Easy Access Screen, select the Favorite you wish to modify,
2. Click **Change Favorites** .

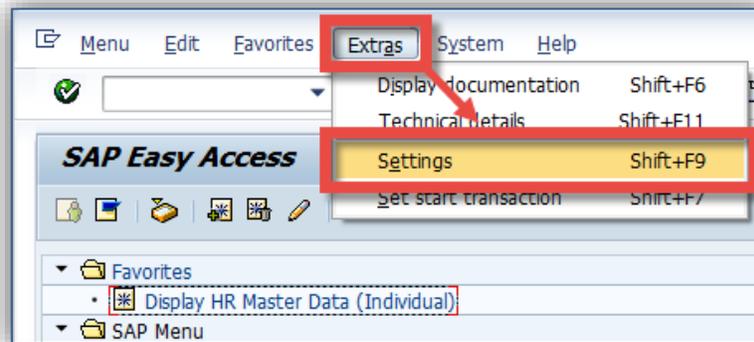


3. Change the display title of the favorite and click **Continue** .

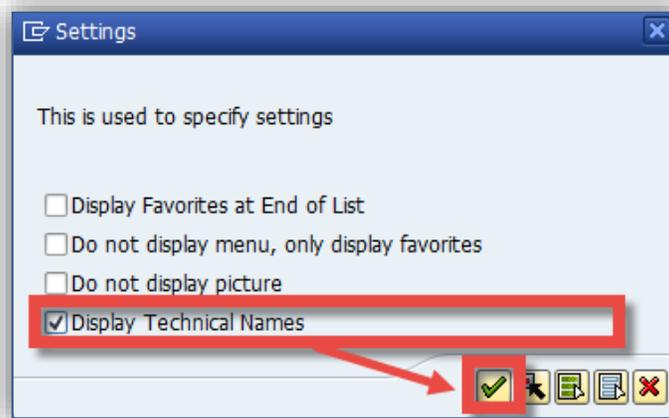


The updated title of the transaction will be updated in your Favorites folder.

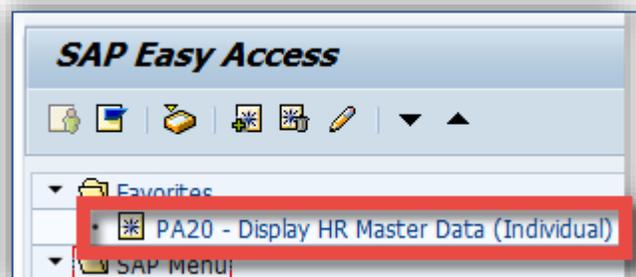
## Display Technical Names



1. From the SAP Easy Access screen select **Extras**.
2. Select **Settings**.

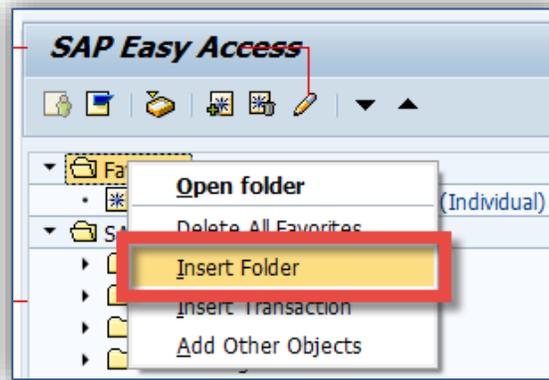


3. The settings Menu will be displayed. Click the check beside **Display Technical Names**.
4. Click **Continue** .

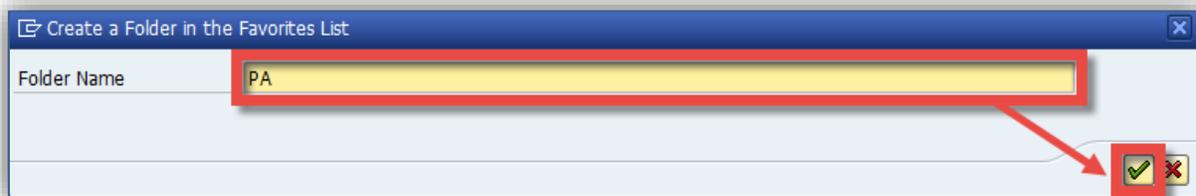


The transaction code will be displayed next to the display title.

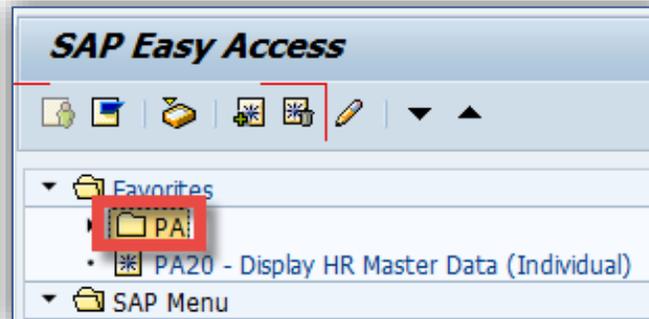
## Add Folders to Favorites



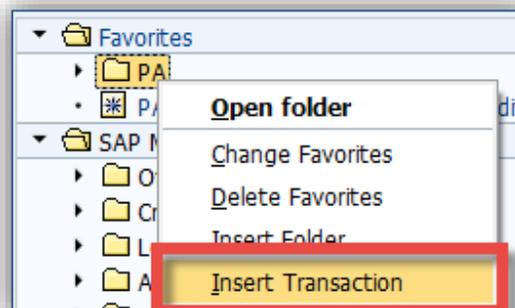
1. From the SAP Easy Access screen, right-click on the Favorites folder and select **Insert Folder**.



2. Enter the desired title of the folder and click **Continue** .



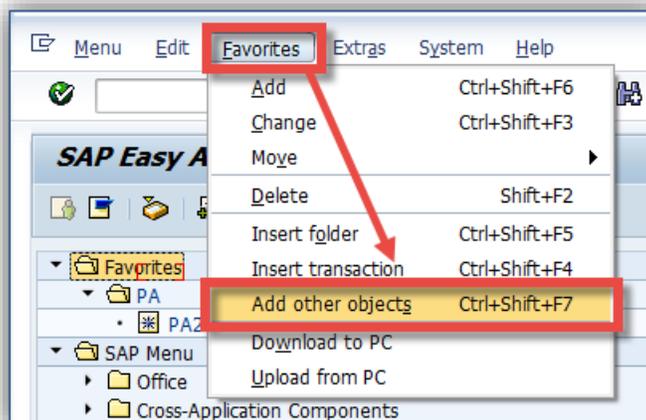
3. The new folder will then be displayed under Favorites.



4. You can add transactions to the folder by right-clicking and selecting **Insert Transaction**.

**NOTE:** You can also drag and drop transactions into Folders from elsewhere in your favorites folder.

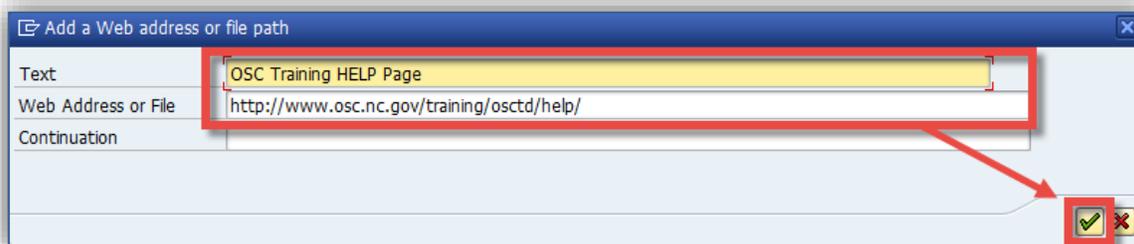
## Add a Web Address to Favorites



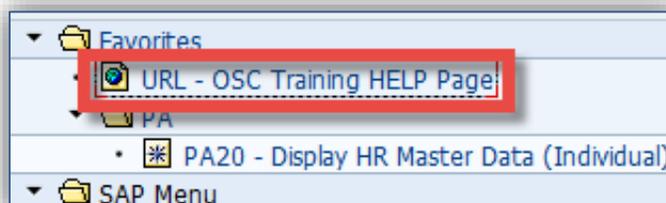
1. From the SAP Easy Access Screen, select **Favorites** from the SAP menu bar.
2. Click **Add Other Objects**.



3. Select **Web Address or file**.



4. Enter the display title of the URL, as well as the URL itself, and click **Continue** .



The Web Address will be displayed under your Favorites folder.