

Introduction SAP R/3 Rel. 4.6

What does this course offer you?

In this course we will show you the structure and handling of the SAP R/3 system.

What should you know already in order to do this course?

There is no previous knowledge in an ERP-System preconditioned in order to do this course.

Number of Lessons: 31

Handling time approximately 3 hours

Survey of the contents:

Chapter 1: Introduction to the SAP System

"In this module we will show you how to log on and off the SAP R/3-System and what significance the password has in this respect. Thereafter you will be introduced to the structure and different elements of the SAP-screen. Finally you will learn how to create a shortcut to SAP R/3 on the desktop."

- Introduction
- How do I log on to SAP R/3?
- How do I log off SAP R/3?
- How do I change the password?
- What is the structure of the user interface?
- How do I create a shortcut to SAP R/3?

Chapter 2: Starting applications

"In this module you will learn how to accomplish the tasks of business management. This involves understanding the significance of transaction codes, how to find suitable codes and how to enter them into the system. You will see how SAP Easy Access can be of help here. You will also learn how to make use of Favorites for recurring tasks."

- Introduction
- How do I navigate in the Easy Access initial screen?
- Which settings are available in Easy Access?
- How do I call a transaction?
- How do I organize my Favorites?
- How do I create a Favorite?
- How can I work with Favorites?

Chapter 3: Operating the system

"In this module you will learn how to navigate within the system and how to enter data. This includes handling the search help and taking over data from the existing database. You will also learn how to work in several modes."

- Introduction
- How do I input data in SAP R/3?
- What input aids are available with SAP R/3?
- How do I create my personal value list?
- How do I use Search Help?

- How can I work with several windows/modes simultaneously?
- How can I personalize table views?

Chapter 4: Help functions

"In this module you will acquire knowledge on the various possibilities the Help menu offers. This involves understanding the meaning of the function key F1 and how to respond to system messages. You will also get acquainted with the extended help and the R/3 documentation."

- Introduction
- Which help functions are available with SAP R/3?
- How do I use the field help?
- How do I customize the field help?
- Which system messages should I pay attention to?

Chapter 5: User settings

"In this module you will learn how to customize the SAP R/3-System to your personal working style. Next to settings regarding data entry and screen display you will learn how to set options concerning user defaults, user parameters and user data."

- Introduction
- How do I set an SAP Layout?
- How do I set a start transaction?
- How do I enter my personal address?
- How can I specify the standard printer?
- How can I preset parameters for values?

In this course you will find tests to check your personal learning progress either in the modules or as test of the whole course. If need be, the test will recommend the repetition of certain lessons. Using an alphabetical index you can look up topics you are interested in.