

# 0.1 SAP Navigation & Working in SAP

*This section will contained the basic & advance navigation of SAP. How to get help when you are having logon issue, facing authorisation problem & getting help inside SAP. It also explained about list editing in selection screen, screen variants & transaction dashboards set up.*

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What is SAP?

Connecting to SAP

- With Single Sign On (SSO)
  - Without Single Sign On
  - Password Rules & Setting
- Click [here](#) to access file with Google Drive.

Working with SAP

- Navigating Menus
- Transaction Codes - Tcode
- Creating Favourites Folder & Tcode
- Searching Data
- Stop transaction
- Printing, Setting & Spool Management
- Meaning of SAP icons
- Application help
- SAP Library

Short Cut & Tips in SAP

- User profile and setting
- Match code & variants
- Getting help with Authorisation Issue

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In this training, you will learn about ***list editing*** techniques on:

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- List data / documents
- Select records with selection variants
- Arrange the records with display variants
- Features available in the report / list
- Display documents in multi-level views

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In this training, you will learn about setting up transaction ***Dashboards*** according to your needs.

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