

Introduction

Process and Trigger

Perform this procedure when you need to set the default printer when using the SAP Portal WebGUI. .

Prerequisites

None

Menu Path

None

Transaction Code

SU3

Tips and Tricks

At times you may need to use your scroll bar to view additional information.

Reports

None



Procedure

1. Start the transaction using the above menu path or transaction code.

SAP Easy Access

S	SAP Easy	Access									
M	lenu 🕨 Log	off System	User menu	SAP menu	SAP Business Workplace	Add to Favorites	Delete Favorites	Change Favorites	Move Favorites down	Move Favorites up	
2	leny Log □ Favorites □ Suorites □ Suorites □ S4P menu) □ Office □ Cross-Ap □ Logistics) □ Accountin □ 1 Human R □ 1 Human R □ 1 Homatics) □ Accountin 0 1 Human R	off System, Intain Users Ow L Acct Pstg: Sing pilcation Compo- ig esources on Systems	n Data n Data jle Screen Tra	ns.	SAP Business Workplace	Add to Favorites	Delete Favorites	Change Favorites	BOSTC JNIVERS ERP Development	DN ITY System	
											DER (110)

2. Double-click the SU3 - Maintain Users Own Data SU3 - Maintain Users Own Data transaction code.

Maintain User Profile (Address)

Maintain Us	ser Profile						
Menu Save Back Exit Cancel System Password							
loop Tublicu							
ser act Changed On	TGPUINTG 01/10/2011 18:00:20 Statue Saved						
Address Defaults Parameters							
Person							
Title							
Last name	Waugh						
First name	Cathy						
Academic Title							
Format	Cathy Waugh						
Function							
Department	TRAINING						
Room Number	Floor Building E						
Communication							
Language							
Mahila Bhong							
Fox							
E-Mail	cwalph@bu.edu						
Comm Meth	Remote Nali						
o on mour							

3. Click the **Defaults** tab Defaults



Maintain User Profile (Defaults)

Γ	Maintain User Profile						
	Menu) Save Back Exit Cancel System Password						
5	User CWAUGH Last Changed On TGRUNDIG 01/10/2011 16:00:29 Status Saved						
	Address Defaults Parameters						
	Start menu						
	Logon Language						
	Decimal Notation 1.234,567.89						
	Date Format MM/DD/YYYY I						
	Time Format (12/24h) 24 Hour Format (Example: 12:05:10)						
	Spool Control						
-	OutputDevice SLCL						
	Output Immediately						
	Delete After Output						
	Personal Time Zone						
	of the User						
	Sys. Time Zone EST						
1							
	CATT						
	Check Indicator						

4. As required, complete/review the following fields:

Field	R/O/C	Description
OutputDevice	Required	Type of output machine that produces documents. Usually a printer. Example: LOCL

5. Click the Save button Save

SAP Easy Access



6. The transaction is complete.





The system displays the message that the change was saved.



Results and Next Steps

You have set up your default printer for the SAP Portal WebGUI.