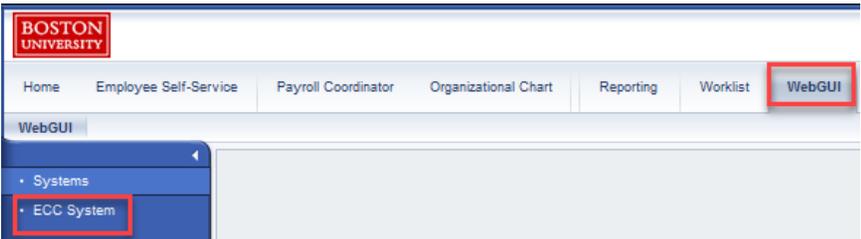
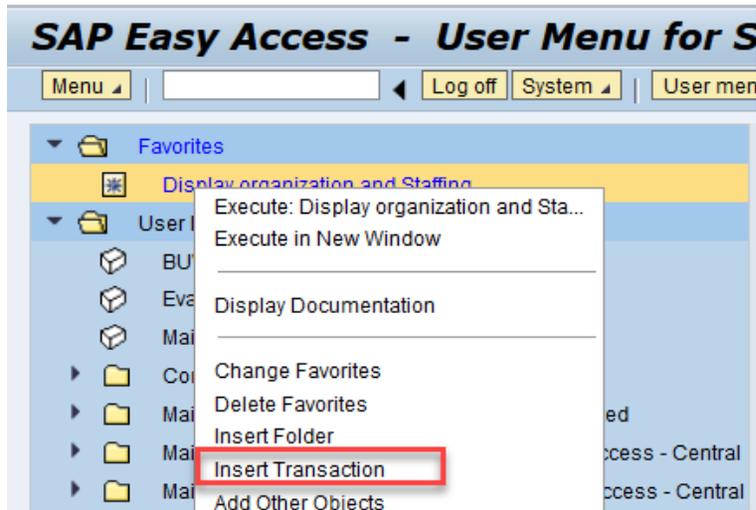
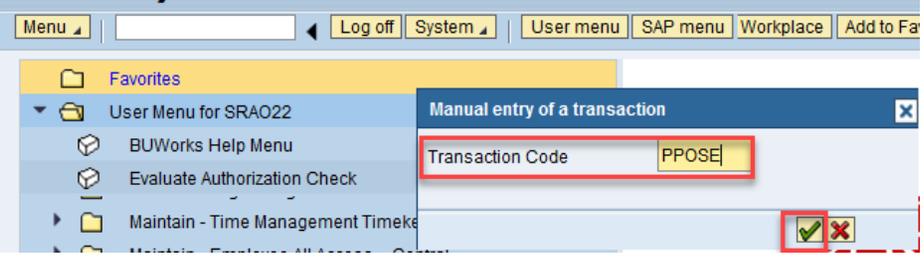
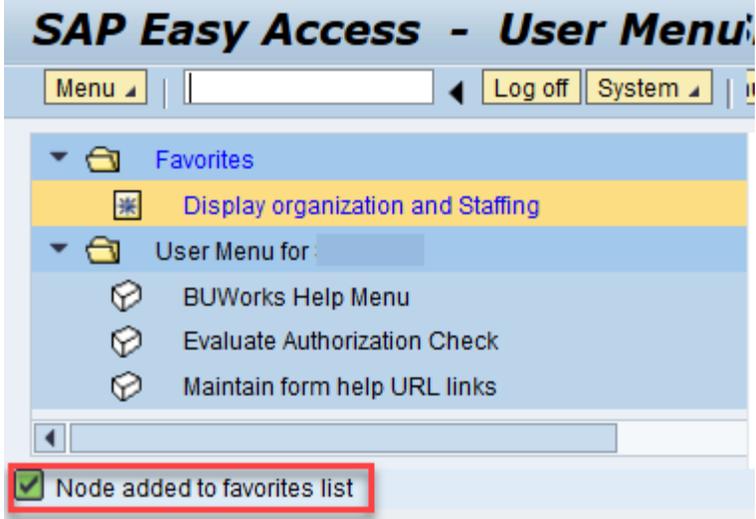


Adding a SAP Transaction (T-Code) to the Favorites Folder-Quick Reference Guide

Adding transaction codes (T-codes) to the Favorites folder in SAP helps you build a personalized menu and make them easily accessible. This instruction guide shows you how to add the Display Organization and Staffing SAP transaction “PPOSE” to the Favorites folder.

	<ol style="list-style-type: none"> 1. Log on to BUworks Central http://ppo.buw.bu.edu 2. Click on the WebGUI tab 3. Click on ECC System
	<ol style="list-style-type: none"> 4. Locate your Favorites folder. It is usually the first folder under MENU
	<ol style="list-style-type: none"> 5. Right click on the Favorites folder. Click on Insert Transaction

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	<p>6. Enter the name of the transaction and click on the green check mark</p>
	<p>7. You will see a confirmation message “Node added to favorites list”</p> <p>You successfully added a transaction to your Favorites folder. You will now be able to access the transaction from the Favorites folder</p>