

Getting started with R/3

R/3 SYSTEM Click on a topic for more information.

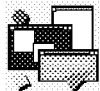
Logging on and off

shows how to start and log onto the R/3 System. It also shows how to create and change your password.



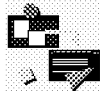
The basics

describes some basic tasks you'll perform. It also describes the basic parts of an R/3 screen.



Moving around

shows how to select functions and navigate between applications.



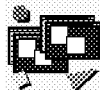
Typical tasks

shows some typical data-entry tasks, such as working with fields and saving your work.



Sessions

shows how to work on several tasks at the same time by opening additional windows, or sessions.



Getting help

describes the type of information provided in online help and how to access this information.



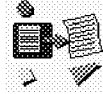
Working with reports

shows how to generate reports from your application.



Printing

shows how to output documents from your application, and how to monitor print requests.



For Help on Help, Press F1



Logging on and off

This section shows how to log on the R/3 system.

Click on a topic for more information.

[Logging on](#)

[Rules for creating a password](#)

[Steps for logging on the first time](#)

[Changing your password](#)

[Logging off](#)

Logging on

Before you log on, you start the R/3 System from your windowing environment. You do this by double-clicking on the icon for the R/3 System. For example, if you use Microsoft Windows (tm), you start R/3 by clicking on the R/3 icon in your SAP application window. (See your system administrator for more information on starting R/3.)

After you start the R/3 System, the first screen you see is the logon screen.

To log on, you need:

- a client
- a user name
- an initial password
- your own password (one that you create)

To find out what your client number, user name, and initial password are, see your system administrator.

The first time you log onto the R/3 System, you should give yourself a password, one that you create. Your system administrator will give you an initial password that you use when you log on for the first time. After that you use your own password. (These procedures may differ somewhat at your company; see your system administrator for more details.)

Rules for creating a password

A password is a combination of characters that you enter every time you log onto the R/3 System. Your password prevents other people from accessing or changing your work. Remember your password—you cannot log onto the R/3 System without it.

To create a password, follow these rules:

- use any combination of characters (for example, a . . . z, 0 . . . 9, or punctuation marks)
- use at least 3 but no more than 8 characters
- do not begin with a question mark (?), an exclamation point (!), or a blank space
- do not begin with three identical characters (such as **bbbat**)
- do not begin with any sequence of three characters that are contained in your user name (such as **man**, if your user name is **Brotman**)
- do not use **pass** as your password
- do not use any of your last five passwords (does not apply the first time you log on)

Your password is not case sensitive; for example, the password **blue** is the same as **Blue**.

Valid passwords:

frtas

jullo=6

3bar

Invalid passwords:

!brex (begins with an invalid character)

aaab (begins with the same 3 characters)

me (must contain at least 3 characters)

Explore Litigation Insights

Docket Alarm provides insights to develop a more informed litigation strategy and the peace of mind of knowing you're on top of things.

Real-Time Litigation Alerts



Keep your litigation team up-to-date with **real-time alerts** and advanced team management tools built for the enterprise, all while greatly reducing PACER spend.

Our comprehensive service means we can handle Federal, State, and Administrative courts across the country.

Advanced Docket Research



With over 230 million records, Docket Alarm's cloud-native docket research platform finds what other services can't. Coverage includes Federal, State, plus PTAB, TTAB, ITC and NLRB decisions, all in one place.

Identify arguments that have been successful in the past with full text, pinpoint searching. Link to case law cited within any court document via Fastcase.

Analytics At Your Fingertips



Learn what happened the last time a particular judge, opposing counsel or company faced cases similar to yours.

Advanced out-of-the-box PTAB and TTAB analytics are always at your fingertips.

API

Docket Alarm offers a powerful API (application programming interface) to developers that want to integrate case filings into their apps.

LAW FIRMS

Build custom dashboards for your attorneys and clients with live data direct from the court.

Automate many repetitive legal tasks like conflict checks, document management, and marketing.

FINANCIAL INSTITUTIONS

Litigation and bankruptcy checks for companies and debtors.

E-DISCOVERY AND LEGAL VENDORS

Sync your system to PACER to automate legal marketing.