Getting started with R/3

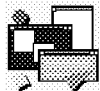**R/3 SYSTEM**   Click on a topic for more information.

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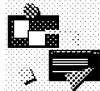
The basics
describes some basic tasks you'll perform. It also describes the basic parts of an R/3 screen.

Moving around
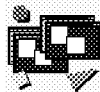shows how to select functions and navigate between applications.

Typical tasks
shows some typical data-entry tasks, such as working with fields and saving your work.
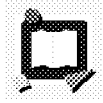
Sessions
shows how to work on several tasks at the same time by opening additional windows, or sessions.

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.
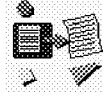
For Help on Help, Press F1

Logging on and off

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

Click on a topic for more information.

<u>Logging on</u>

<u>Rules for creating a password</u>

<u>Steps for logging on the first time</u>

<u>Changing your password</u>

<u>Logging off</u>

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)

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