The R/3 Window

Each R/3 window contains several bars that help you navigate and perform functions in R/3.

- **The Menu Bar** contains menu paths for system commands. It also contains the SAP button (top left corner) and the minimize and maximize buttons (top right corner) for managing the size and position of the window.

- **The Standard Toolbar** contains buttons for performing common functions depending on the screen or task. It also contains the Command Field. *(If the Command Field is hidden, click on the button to display it).*

- **The Title Bar** contains the name of the current screen.

- **The Application Toolbar** contains “shortcut” buttons for additional functions depending on the screen or task.

- **The Status Bar** displays messages and provides system information, such as session number and Insert / Overwrite status for text in fields. *(If hidden, click on the button to display).*
The SAP R/3 Window (continued)

**How Do I Use the Menu Bar?**

1. A menu path is a series of steps to execute a system function.

2. To use a menu path, click on the desired option on the Menu Bar to receive more menu options. A triangle to the right of a menu option indicates more menu options for that path.

3. Continue to click once on each desired menu option until the transaction screen is reached (see example below).

![Menu Bar Example](image-url)

**Note:** A triangle to the right of a menu option indicates more menu options are available for that path. Menu options without a triangle indicate that a new screen will display once the option is selected.