The Favorites Folder

Users can customize R/3 by adding transactions to the Favorites folder and arranging these transactions. Four options are available to customize the Favorites folder.

**Option One: Drag and Drop**

5. Highlight the title of the report.

6. Keep the left mouse button pressed down.

7. Drag the title to the Favorites folder icon.

8. Release the mouse button.
The Favorites Folder (continued)

**Option Two: Right Click (PCs only)**

1. Use the mouse button to right click on the title of the function.

![SAP Easy Access - User menu for James B. Duke](image)

2. Select **Add to Favorites** from the resulting list.

3. Release the mouse button.
The Favorites Folder (continued)

Option Three: Shortcut Button

1. Highlight the title of the function.

2. Click on the Add to Favorites button.

Option Four: Menu Path

1. Highlight the title of the function.

2. Follow the menu path: Favorites → Add
Users can also insert specific Transaction Codes into the Favorites folder.

1. Follow the menu path: Favorites → Insert transaction

2. In the resulting Manual entry… box, enter the Transaction Code.

3. Click on the Continue button.
Users can change the title of an item in the **Favorites** folder.

1. Highlight the favorite item.

2. Perform one of the following transactions:
   - Right click on the title and select **Change favorite** OR
   - Follow the menu path: **Favorites** → **Change** OR
   - Click on the **Change Favorites** icon on the Application Toolbar.

3. In the resulting **Change a favorite** box, type in the new name and click on the **Continue** button.
The Favorites Folder (continued)

Users can delete an item from the Favorites folder.

1. Highlight the favorite item.

2. Perform one of the following transactions:
   - Press the Delete key on your keyboard OR
   - Right click on the title and select Delete favorite OR
   - Follow the menu path: Favorites→Delete OR
   - Click on the Delete Favorites icon on the Application Toolbar.

Users can organize favorites in various sub-folders in the Favorites folder.

1. Highlight the Favorites folder.

2. Perform one of the following transactions:
   - Right click on the Favorite folder and select Insert folder OR
   - Follow the menu path: Favorites→Insert folder.

3. In the resulting Create a folder box, type in a folder name and click on the Continue button.