Introduction to SAP Business Warehouse (BEx v7.0) User Guide

Logging Into SAP BW

To log into BW:

1. Use the **Authentic Login** icon to enter your **Net ID** and **password** and obtain your green security ticket, just as you would to log into SAP.

2. Once you have a green ticket, double click on the **SAP logon** icon.

In the resulting SAP Logon window:

3. Double click on the option listed as **BWP**.
   
   **Note:** MAC users should log into SAP per the usual steps, then select and open BWP on the Open: SAPGUI screen.
4. Enter the transaction code **RRMX** in the Command field (this transaction works with SAP Logon 7.40 – see BW transition document if using an earlier version of the SAP Logon).

   *Note: To avoid any issues with BW, ensure that all other open Excel files are closed.*

5. Click on the **Enter** button to open an Excel session.

6. In the Excel session, to display the Business Explorer (BEx) toolbar at the top, click on the **Add-Ins** option on the toolbar.
7. Review the icons on the BEx Analyzer toolbar now displayed (see next section for descriptions) and use the toolbar to open queries and workbooks, save workbooks, and perform other Business Explorer (BEx) functions as outlined in the rest of this Guide.

Note: Most BW users will not use the top row of the toolbar.