



User Guide | PUBLIC

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SAP Business Client

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1 SAP Business Client

SAP Business Client is a user interface (UI) that presents a single entry point to different SAP business applications and technologies. It is a high-fidelity shell that integrates various UI technologies and design generations aimed at a more efficient, intuitive, and complete user experience over different UI technologies, such as Web Dynpro ABAP/FPM, SAP GUI transactions, and SAP Fiori apps.

Offering different connection types, the SAP Business Client supports the following set-ups:

- System connection type *Fiori launchpad*
The SAP Business Client acts as a Windows-based desktop browser for the SAP Fiori launchpad with the ability to launch classic Dynpro applications (SAP GUI transactions) using an embedded SAP GUI for Windows.
- System connection type *SAP Business Client*
The SAP Business Client provides role-based access to applications in an ABAP back-end system using PFCG roles which centrally hold SAP GUI, Web Dynpro, Fiori, and various Web content applications.
- System connection type *SAP Logon*
The SAP Business Client embeds pure SAP GUI system connections, allowing you to connect to any SAP NetWeaver AS ABAP release. However, no usability enhancements such as role-based navigation or search are available.

i Note

The graphics in the following documentation are examples of prototypes only. The design of SAP Business Client is constantly developing. For this reason, the user interfaces may vary for different versions of SAP Business Client.

More Information

⚠ Caution

For **security** aspects, please read the chapter *SAP Business Client Administration Guide* in the SAP Help Portal (▶ [SAP Business Client](#) ▶ [SAP Business Client Administration Guide](#) ▶ [Security Aspects](#) ▶).

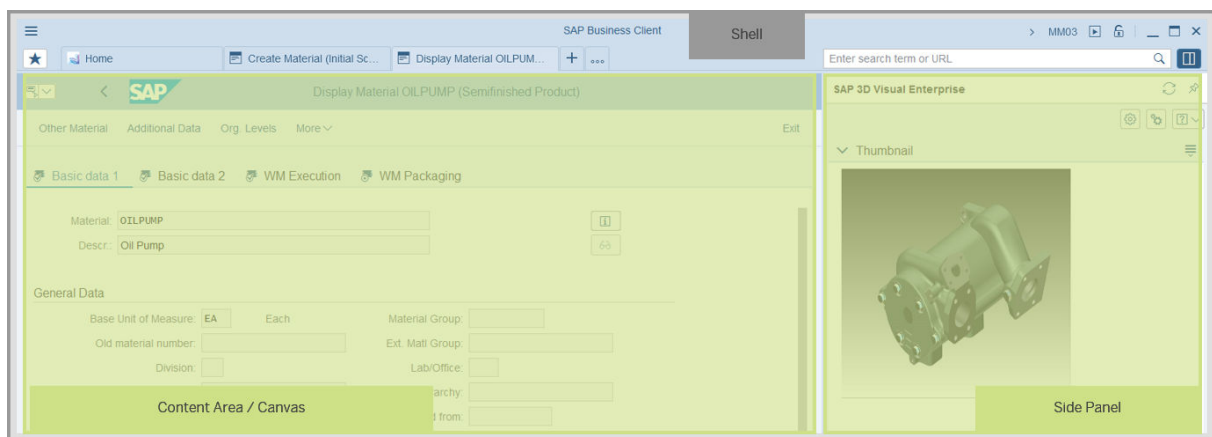
For release prerequisites and restrictions, see SAP Note [3220574](#)🔗.

2 Overview

Use

The desktop version of SAP Business Client has a modern and simple look and feel, and implements an easy-to-use, web-browser-like user experience coupled with easy navigation and a focus on content (tabbed browsing).

The figure below illustrates the main screen areas of SAP Business Client, comprising the shell, content area (or canvas), and the side panel:



Screen areas of SAP Business Client

The desktop version allows you to adjust the appearance and settings of the business client to meet your personal and technical requirements, for example by selecting your theme or branding options.

The shell aims at reducing the space consumed by the client in favor of applications running in the content area where users do their actual work. They can use the side panel to display additional context-sensitive information that relates to the main application. Users can open the menu from the icon in the header area (≡) and make system settings, customize view and personalization options, and access the help and support functions, including the product documentation. The presentation of the menu as a dropdown menu also helps to save screen space at the top of the shell.

The shell design is intentionally neutral to frame content from diverse applications and technologies, be it Web Dynpro or SAP GUI transactions. The shell for the desktop client is rendered in the Quartz design by default. Depending on your OS settings, either Quartz Light or Dark is selected per default. The user can customize the appearance of the shell and content area by switching the theme in the personal settings. It is possible to select either a dark or light flavor, which only affects the header area. There are three high contrast themes available, which trigger a theme change in the client, Web Dynpro, and SAP GUI pages. All content except for content embedded as Web URL is displayed with the high contrast theme.

With a tab-based navigation model (tabbed browsing), users are able to work on multiple tabs in parallel. They can load any content into the tab rather than into a new window. Users can switch between the tabs easily without terminating the sessions; each new tab hosts a new session. If users are working with many applications in one window at the same time, they can get an overview of all the tabs in the tab bar by displaying the tab list or with the help of the tab previews in the task bar. The tab list displays all the tab titles.

If more tabs are open than can be displayed in the tab bar, users can display the complete list of open tabs and quickly navigate to a selected tab by choosing the button (☰) in the tab bar.

It is possible to personalize a user's navigation structure by adding pages for frequently used transactions or applications to the Favorites or by pinning tabs so they are available when the users logs on to a system the next time.

Users have many different options to find and launch applications, and the powerful search and quick launch capabilities of the desktop client are combined in a single type-ahead field.

2.1 What's New in SAP Business Client 8.00

A summary of the changes in SAP Business Client 8.00.

- **Inplace Navigation**

Using an FLP connection in the SAP Business Client offers the best from both worlds. UI5 apps are rendered in the chosen browser control and transactions are rendered natively within the embedded SAPGUI for Windows. In the past, those natively rendered transactions had always to be shown in a new tab. Compared to the FLP running in a standalone browser with SAPGUI for HTML transactions inplace (if configured accordingly), this has been an obvious user experience gap.

With the SAP Business Client 8.00, it is now possible to perform the same navigations inplace while still using the native SAPGUI for Windows rendering.

- **Separate Theming for Shell and System Selector**

With SAP Business Client 8.00, it is now possible to separately theme the system connection dialog (System Selector) and the connection-related main windows (Shell windows).

- **Edge (and IE) only**

With Microsoft's Edge WebView2 browser control, an up-to-date chromium-based browser control alternative to the CEF Chromium browser control has been established.

Updates are made available on OS level in time. By that fact, customers are always up to date regarding security updates and are no longer depending on the Business Client to provide browser control updates via patch.

- **SAP WorkZone Integration**

The SAP Business Client 8.00 integrates SAP WorkZone. Thus, the Business Client provides a single point of access for different UI technologies and application types.

Similar to using the SAP Launchpad Service, a given SAP GUI for HTML transaction will be launched as a native SAP GUI for Windows transaction, if possible.

- **History**

With the latest update of 8.00, we are also introducing our approach of a history. The History UI can be accessed by the main window menu or via the keygesture "Ctrl+H".

In the History UI, you will see a listing of connection-related applications and transactions and unrelated browser URLs. The history can be easily filtered, searched and deleted partly or completely.

- **Favorites Export**

With SAP Business Client 8.00, you can export the favorites of one user and import them with another user or machine.

- **Settings UI moved to main window**

Similar to standalone browsers and according to recent UX expectations, we have moved the Settings UI into the Business Client's main window. Changes to the settings are directly saved now, except for file paths, which have to be applied first.

If there is no main window available, e.g. accessing the settings from the System Selector, the common dialog approach is used.

- **News for Administrators**

Analog to SAP Launchpad Service, administrators can define templates for Fiori Launchpad connections to SAP Work Zone that can later be consumed by end users.

2.2 Business Client Versions

SAP Business Client 8.00 is the latest child in the Business Client family.

For more information on how the Business Client has developed over the last few years, see [Evolution of SAP Business Client \[page 11\]](#).

Release Versions and Related Patches

The following table outlines the release versions and the related patches:

Client Version	SAP Business Client Server Runtime Patch
SAP Business Client 8.00	Apply the highest patch level of SAP Note
For more information and relevant prerequisites, see SAP Note 3220574 .	1353538 .
SAP Business Client 7.70	
For more information and relevant prerequisites, see SAP Note 2928874 .	

SAP Business Client 8.00 can also run with the back-end systems supported by former versions. However, some features supported by SAP Business Client depend on functionality in the SAP NetWeaver 7.0 EHP3/7.31, 7.40 and 7.50 back end respectively, or in the user interface add-on for SAP NetWeaver, and are not available when you connect to an older system.

Which AS ABAP Release do I need to connect with SAP Business Client?

The release requirements depend on the connection type that is being used:

Connection Type	System Requirements
SAP Business Client	<p>For a more advanced user experience offering role-based access to SAP applications including web-based applications, search provider integration in Quick Launch, navigation-resolving services, and so on, SAP Business Client requires a server runtime that is a bundle of all the services that the system uses in the Application Server ABAP (AS ABAP).</p> <p>The following two server runtimes are available with different minimum system requirements:</p> <ol style="list-style-type: none">1. Server runtime for SAP NetWeaver user interface services The server runtime for SAP NetWeaver user interface services (UI services) is a newer, enhanced runtime, and is available as of SAP User Interface add-on 1.0 SPS 04 for SAP NetWeaver and SAP NetWeaver 7.4 SPS 03.2. The SAP Business Client-server runtime is available in AS ABAP in the following software components:<ul style="list-style-type: none">• SAP_BASIS<ul style="list-style-type: none">• 700 (SP28 or higher),• 701 (SP12 or higher),• 702 (SP12 or higher),• 711 (SP11 or higher),• 730 (SP09 or higher),• 731• SAP_UI<ul style="list-style-type: none">• 740 (SP10 or higher),• 750,• 751• 752 or higher <p>For more information on the server runtimes, see chapter <i>Server Connection</i> of the Administration Guide.</p>
SAP Fiori Launchpad	<p>For full functionality of the SAP Fiori launchpad within SAP Business Client, the following are required: User Interface Add-on 2.0 (SP01) for SAP NetWeaver or component SAP_UI 750 SP01.</p> <p>Newer SAP Fiori app front-end components always require an SAP Fiori front-end server based on NW AS ABAP. Older SAP Fiori apps allow the use of the SAP User Interface Add-On for SAP NetWeaver, based on NetWeaver AS ABAP 7.31. The SAP UI Add-on is available in version 1.0 and 2.0. A successor version of UI Add-on 2.0 is not planned. SAP UI Add-on 1.0 can be upgraded to FES 2.0, UI Add-on 2.0 can be migrated to FES 2.0. SAP UI Add-on 1.0 can be upgraded to FES 2.0, UI Add-on 2.0 can be migrated to FES 2.0.</p>

Connection Type	System Requirements
SAP Logon	With SAP Business Client embedding pure SAP GUI system connections, you can connect to any AS ABAP release.

For more information, see [System Connections \[page 15\]](#).

Which Features are Available for Which AS ABAP?

Some features in SAP Business Client depend on functionality in the back end. They are disabled when running with back ends that are not suitable. Not all SAP NetWeaver releases support the SAP Business Client runtime that is required to use a specific feature, and not all SAP Fiori front-end server (FES) releases support the SAP Business Client for all SAP Fiori launchpad integration features.

The following table provides an overview of the features that are available for SAP BC connection types with each AS ABAP version:


Connection Type SAP Business Client

Feature	Required AS ABAP
Context-specific side panel and usage of data context	SAP NetWeaver 7.0 EHP3 = SAP NetWeaver 7.3 EHP1 or higher
PFCG/Launch Application	SAP NetWeaver 7.0 EHP3 = SAP NetWeaver 7.3 EHP1 or higher
PFCG/Visibility	SAP NetWeaver 7.0 EHP3 = SAP NetWeaver 7.3 EHP1 or higher
Support of Custom Themes	SAP BC Server version 3.6 or higher runs on Server runtime for SAP NetWeaver user interface services (see also chapter <i>Server Connection</i> of the Administration Guide)
PFCG/SAP Fiori integration	<ul style="list-style-type: none"> User Interface Add-On 2.0 SP00 or higher for SAP NetWeaver or <ul style="list-style-type: none"> Component SAP_UI 750 SP00 or higher (see also chapter <i>SAP Fiori Integration into PFCG</i> of the Administration Guide)

Connection Type SAP Fiori Launchpad

Feature	System Requirements
Render transactions with SAP GUI for Windows	<ul style="list-style-type: none">ABAP frontend server:<ul style="list-style-type: none">User Interface Add-On 2.0 or higher for SAP NetWeaverorcomponent SAP_UI 7.50 SP01 or higherSAP Enterprise Portal: SAP NetWeaver 7.5 SP4 or higher
Intent-based navigation in classic Dynpro applications	Application Server: SAP_UI 752 or higher
SAP Launchpad service integration	FLP version: SAPUI5 1.77
Session management	FLP version: SAPUI5 1.77

SAP NetWeaver Business Client for HTML (NWBC for HTML)

NWBC for HTML is a browser-based shell for which a desktop installation is not needed. NWBC for HTML runs as a program on the AS ABAP generating HTML code; it is therefore related to the AS for ABAP server on which it is running. NWBC for HTML version 3.5 is available on AS ABAP with NWBC Server Version 3.5, NWBC for HTML version 3.6 is available with the server runtime for SAP NetWeaver user interface services as of SAP User Interface Add-On 1.0 SPS 04 for SAP NetWeaver and SAP NetWeaver 7.4 SPS 03. For more information about system release requirements and supported versions of NWBC for HTML, refer to SAP Note [1620576](#) .

Related Information

[Side Panel \[page 50\]](#)

[System Connections \[page 15\]](#)

2.2.1 Evolution of SAP Business Client

A brief description of the development of SAP Business Client.

The following table outlines the evolution of SAP Business Client:

Client Version	Description
SAP NetWeaver Business Client 3.0 and SAP NetWeaver Business Client for HTML	Builds on the Signature Design, reintroducing SAP GUI support, and is available for all SAP business lines as one product providing universal access to SAP applications. With NWBC 3.0, a light-weight HTML-based version is also available, specifically for single AS ABAP/ABAP system scenarios.
SAP NetWeaver Business Client 3.5	Comes with enhanced navigation features, new menus, and a side panel that shows additional context information relating to the main application.
SAP NetWeaver Business Client 4.0	Released with the <i>User Interface Add-on 1.0 SPS01 for SAP NetWeaver</i> for SAP NetWeaver 7.0/7.01/7.02/7.03/7.31 (a direct shipment). It follows the tabbed browsing paradigm known from modern browsers.
SAP NetWeaver Business Client 5.0	Provides a much tighter integration with SAP GUI for Windows 7.40, supporting a common system connection infrastructure and enabling the access of systems regardless of their release.
SAP Business Client 6.0	Integrates the SAP Fiori launchpad; it acts as a Windows-based desktop browser for the SAP Fiori launchpad with the ability to launch classic Dynpro applications by using an embedded SAP GUI for Windows.
SAP Business Client 6.5	Provides the SAP Belize theme, an SAP Fiori-inspired UI to harmonize with the UI for SAP S/4HANA on-premise 1610 systems. Integrates a Chromium-based web browser control as alternative rendering engine.
SAP Business Client 7.0	Provides numerous enhancements for end users and administrators in the areas of themes, favorites, system connection definition and more.
SAP Business Client 7.70	Provides the Quartz themes, an Edge-based browser control and a 64bit version. Further enhancements are available for end users and administrators in the areas of header design, system connection definition, multiple browser controls and more.
SAP Business Client 8.00	Offers Inplace-navigation with Fiori Launchpad and SAP GUI for Windows and a navigation history. Besides that, theming, favorites management and the general storage concept have been enhanced.

2.3 Technology Block Diagram

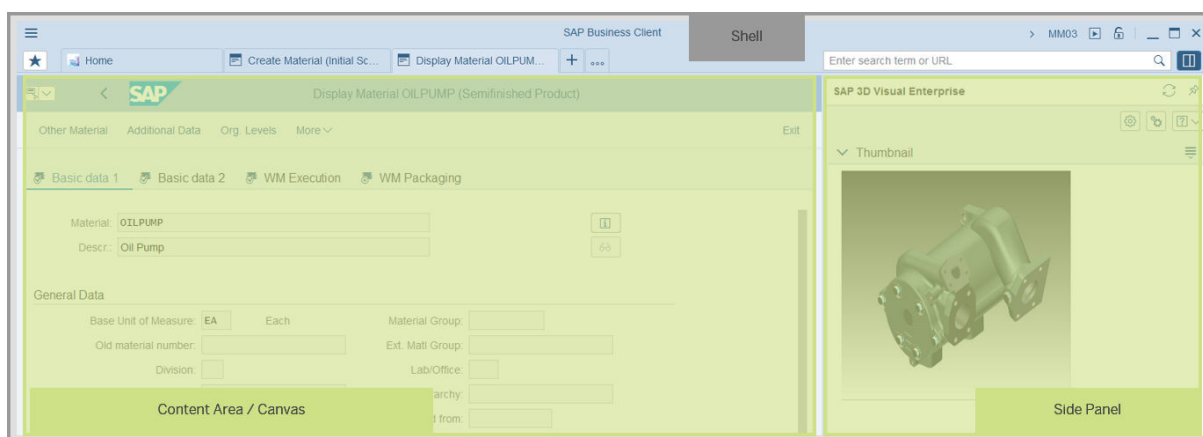
SAP Business Client consists of a shell and a content (or canvas) area. The main goal of the shell is to enable navigation through business processes based on the roles assigned to the user.

Depending on the connection type, navigation menus, entry and overview pages are derived from the logon system and roles assigned to a user, and displayed in different areas as the following table shows:

System Connection Type	Repository containing navigation information	Navigation from Content Area:	
		Entry and Overview Pages	Navigation from Shell Area
SAP Fiori launchpad	Catalogs and Groups, defined in the Launchpad Designer and assigned to users in the ABAP role repository	SAP Fiori launchpad home page Overview pages	Quick launch Favorites panel
SAP Business Client	Role menus in ABAP role repository (PFCG) or Portal role repository (PCD)	Index page New Tab page Service Map	Navigation panel Quick launch Favorites panel
SAP Logon	SAP Menu and user menu (ABAP role repository, PFCG)	SAP Easy Access	Quick launch = SAP GUI command field Favorites panel

Additionally, the shell can open any number of tabs, each with its own content area in which users can run a specific transaction as part of a business process. The side panel is an additional content area that can be used to display context-sensitive information that relates to the main application, and is available in SAP Business Client and Fiori launchpad connections.

The figure below illustrates the main screen areas of a SAP Business Client comprising the shell, content (canvas) area, and the side panel:



The content area can display applications that are based on different types of technology, according to the required business process. For end users, the content area is the main area where they do their actual work.

The type of application running in the content area can be as follows:

- Dynpro-based (embedded SAP GUI for Windows) with protocol DYNP/DIAG
- Web-based in a browser control with protocols HTTP/HTTPS
This includes in particular Web Dynpro, UI development toolkit for HTML5 (SAPUI5), and Business Server Pages (BSP).

i Note

The side panel can only render Web-based content.

With this approach, SAP Business Client, as the shell, links the different application technologies by combining various content area types. Consequently, SAP Business Client forms a connection between classic SAP GUI transactions and more recent UI technologies such as WDA and FPM-based applications and SAP Fiori apps.

3 SAP Business Client End User Guide

Use

This documentation provides a starting point for end users for the optimal use of SAP Business Client for Desktop. It contains specific information about the tabbed browsing navigation model and procedures how to navigate and to perform your everyday work in the business client. This section also provides information about end user configuration options such as configuring search providers, support information, and personalization settings.

3.1 Starting SAP Business Client for Desktop

Context

To log on to SAP Business Client for Desktop, you need an SAP Business Client shortcut on your desktop. Once your system administrator has installed the business client on your machine, you can make your own settings and start performing your daily tasks. Change your password the first time you log on and at regular intervals. You must configure SAP Business Client on your client the first time you log on.

Procedure

1. To start SAP Business Client, double-click the icon on your desktop.



Depending on your personal settings for system connections, either a logon or a system selection screen is displayed, or SAP Business Client opens directly with the roles configured for your user.

2. Proceed as follows:
 - If a logon screen is displayed, enter your user name and password.
SAP Business Client starts and connects to the last active system connection defined in your system configuration.

i Note

The logon screen is displayed the first time you open SAP Business Client if the following applies:

- You have configured a system connection.

- You have selected the *Hide System Selector on Start-Up* checkbox in the personalization settings dialog (activated by default).
- If a system selection screen is displayed, select the corresponding entry in the list and choose *Log On*. The last active connection is highlighted.

i Note

The system selection screen is displayed if you have deselected the *Hide System Selector on Startup* checkbox in the personalization settings dialog. You can log on to a system connection, or add, change, and delete it.

Next Steps

[Configuring System Connections \[page 17\]](#)

3.2 System Connections


System Selector

The SAP Business Client system selector (*System Selection* dialog box) provides a single entry point to SAP Business Client connections, SAP GUI (SAP Logon) connections and shortcuts, and SAP Fiori launchpad connections.

The system selector provides the following views:

- List view
- List view together with explorer view

The explorer view is useful if you have many entries and want to structure them hierarchically.

To show or hide the explorer view, choose the following pushbutton: 

Filtering and Structuring of Connections

You can filter and sort the system connections independently from the system selector view that you use. In the explorer view, you can order system connections in a hierarchical folder structure.

Workspaces are an additional option to structure and filter connections.

Using the dropdown menu in the top bar, you select a workspace or create a workspace by choosing *New Workspace...*

i Note

Users can locally create their personal workspaces. Nevertheless, the administrator can also predefine workspaces that cannot be changed.

System Connection Type SAP Business Client

A connection contains all relevant data required to instruct a server to retrieve all the relevant roles for a user. Since SAP Business Client, as the shell, uses HTTP connections for its server communications, the connection data is also defined as a URL. The connection data is usually provided by the system administrator and must be configured.

Other Connection Types

SAP Business Client allows you to make other connections:

- [New System Connection \(Fiori Launchpad\)](#)
This option allows you to create a connection to an SAP Fiori launchpad.
- [New System Connection \(SAP Logon\)](#)
This option allows you to create a connection to an SAP Logon (SAP GUI) system/application.
- [New Shortcut \(SAP Logon\)](#)
This option allows you to create a shortcut to transactions, system commands, and reports in a specified system.

SAP GUI and shortcut connection types can be established in the same way as for SAP Logon. For more information, choose the [Customize Local Layout](#) button on the toolbar of an SAP GUI system, choose, and [SAP GUI Help](#) see the topics [2.2.2.1 Adding a New Entry to the Connections Folder](#) and [2.2.3.1 Adding a New Entry to the Shortcuts Folder](#).

You can have several connections open at the same time. If you start a connection to another system, a new instance of SAP Business Client is started.

More Information

- [Configuring System Connections \[page 17\]](#)
- [Connecting to Different Systems \[page 24\]](#)

3.2.1 Configuring System Connections

Context

You must configure a system connection on your client the first time you start SAP Business Client. In the *System Selection* dialog box you can log on to a system connection, or add, change, and delete it. If system connections are already configured and you deselect the *Hide System Selector on Startup* checkbox in the *Personalization* settings, the *System Selection* dialog box opens on start-up and remains available in the background, allowing you to easily select another system.

Procedure

1. Display the *System Selection* dialog box if it is not already visible.

From the main menu choose ► *Connections* ► *Systems...* ▢.


2. Select the *New System Connection* button and choose a connection type. For a connection to an ABAP system, choose the system first; for all others, choose *User-specified system*.

You can choose from the following connection types:

- *New System Connection (Fiori Launchpad)*
- *New System Connection (SAP Business Client)*
- *New System Connection (SAP Logon)*
- *New Shortcut (SAP Logon)*

i Note

In the SAP BC system selector, end users can create system connections from scratch by selecting a system, or they can choose a system connection template which was provided by the administrator.

Templates can be distinguished by the icon  in the Description column of the system list. Templates are available only for Fiori Launchpad connections.

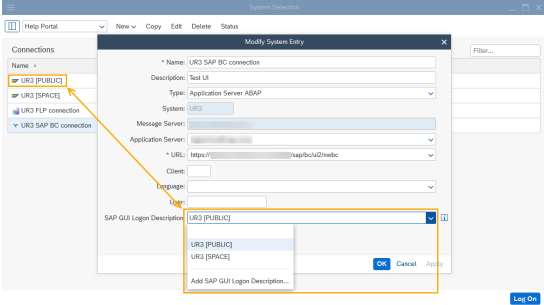
3. If you start from the scratch, configure a system connection, by entering the required data. If you start with a template you can extend/modify the properties coming with the selected template. (The new system connection will not have any relationship to the template it was created from).

The tables explain the system connection settings for each connection type:

- Settings for Connection Type: *SAP Business Client*

Setting	Description
<i>Name</i> (mandatory)	<p>The name for the system connection</p> <div> i Note Connections names must be unique names. </div>
<i>Description</i>	Description of the system connection
<i>Type</i>	<p>You can connect with SAP Business Client either</p> <ul style="list-style-type: none"> • directly to a single ABAP server (type <i>Application Server ABAP</i>), • to an ABAP system via a web dispatcher (type <i>Application Server ABAP with Web Dispatcher</i>). • to a portal server (type <i>Portal</i>) <div> i Note If a <i>Web Dispatcher</i> was configured by the system administrator this connection type will automatically be preselected. </div>
<i>System ID</i>	<p>ID of the system.</p> <div> i Note The System ID helps determine the message server and application servers and, consequently building the connection URL. </div>
<i>Message Server</i>	<p>Server with which the system communicates</p> <div> i Note This field is prefilled and cannot be changed by the end user. </div>
<i>Application Server/ Web Dispatcher</i>	Application server/web dispatcher with which the system is connected

Setting	Description
<i>URL</i> (mandatory)	<div> <div>i Note</div> <div>This field is prefilled.</div> </div> <p>The HTTP URL that is needed to connect to the server. It consists of the protocol, the server, and the SAP Fiori launchpad URL which the administrator set up.</p> <p>The path is usually either <code>/sap/bc/ui2/nwbc</code> or <code>/sap/bc/nwbc</code> for an ABAP-based connection. For SAP Enterprise Portal, the path is usually <code>/irj/portal/flp</code>.</p> <p>The complete syntax for the URL is as follows:</p> <p>http(s):// <server>.<domain>.<ext>:<port>/<path></p>
<i>Client</i> (only visible for a connection to an ABAP system)	3-digit client for the connection, for example, 000
<i>Language</i> (only visible for a connection to an ABAP system)	The system logon language
<i>User</i>	The user name, which should be entered by default in a logon dialog. This setting is available only if option <i>Remember user name for system logon</i> is active. See Data Privacy Settings [page 33] .

Setting	Description
<p>SAP GUI Logon Description (only visible for a connection to an ABAP system)</p>	<div> <div> <p>Note</p> <p>If there are SAP GUI connections for the system specified in the System ID, SAP BC proposes these connections.</p> </div> <p>An SAP Logon/SAP GUI system connection referring to the same system ID can be linked here. The settings of this connection, in particular SAProuter, group selection, and SNC, are then used for transactions running in this system. The figure below is an example showing you how to reference the SAP GUI system connection in the maintenance of the SAP Business Client connection:</p>  </div> <p>For more information about load balancing, see Using SAP Business Client with a Load Balancer.</p>
<p>Filter ID (only visible for a connection to a Portal system)</p>	<p>A grouping of specific settings that control what kinds of data are displayed in the system you are logging on to.</p>
<p>Use Display Rules (only visible for a connection to a Portal system)</p>	<p>For example, set a dedicated Portal desktop (usually containing a framework page and theme) for a user, alias, or device. If this option is selected, SAP Business Client loads the framework page instead of the Index and New Tab page. This is of particular interest when combining with the SAP Fiori framework page. For more information on this, search for <i>Fiori Framework Page</i> in the SAP NetWeaver library (Help Portal).</p>

- Settings for Connection Type: [Fiori Launchpad](#)

Setting	Description
<i>Name</i> (mandatory)	<p>The name for the system connection</p> <div> i Note Connections names must be unique names. </div>
<i>Description</i>	Description of the system connection
<i>Type</i>	<p>You can connect either</p> <ul style="list-style-type: none"> directly to a single ABAP server (type <i>Application Server ABAP</i>) or via a web dispatcher (type <i>Web Dispatcher</i>). <div> i Note If a <i>Web Dispatcher</i> was configured by the system administrator this connection type will automatically be preselected. </div>
<i>System ID</i>	<p>ID of the frontend server. (Only relevant for ABAP frontend server).</p> <div> i Note System ID helps determining the message server and application servers of the ABAP Frontend Server system, and in consequence building the connection URL. </div>
<i>Message Server</i>	<p>Server with which the system communicates</p> <div> i Note This field is prefilled and cannot be changed by the end user. </div>
<i>Application Server/</i> <i>Web Dispatcher</i>	Application server/web dispatcher with which the system is connected

Setting	Description
URL (mandatory)	<div> <div>i Note</div> <div>This field is prefilled.</div> </div> <p>The HTTP URL that is needed to connect to the SAP Fiori launchpad. It consists of</p> <ul style="list-style-type: none"> the protocol, the server and the SAP Fiori launchpad URL <p>the administrator set up. For more information, refer to the following documents on SAP Help Portal:</p> <ul style="list-style-type: none"> UI Technology Guide for SAP S/4HANA 1809, chapter <i>Setup of SAP Fiori Launchpad</i> SAP Fiori Launchpad, chapter <i>SICF Services</i> SAP Fiori Launchpad, chapter <i>Customizing the Launchpad URL</i>
Client	3-digit client for the connection, for example, 000 . (Only relevant for ABAP frontend server).
Language	The system log on language
SAP GUI Type	<ul style="list-style-type: none"> SAP GUI for Windows with fallback If SAP GUI for Windows cannot be started because it is not installed or launch parameters are not sufficient, SAP BC will use SAP GUI for HTML instead without displaying information about the fallback to the user. SAP GUI for Windows If SAP GUI for Windows cannot be started because it is not installed or launch parameters are not sufficient, SAP BC will display this information and use SAP GUI for HTML after the user has confirmed. SAP GUI for HTML SAP GUI for HTML will be used. SAP GUI for Windows with connectivity check This type should be selected to make sure SAP GUI for Windows is used wherever it is possible (e.g. SAP Launchpad Service and SAP WorkZone).

Setting	Description
SAP GUI Logon Description	<p>i Note</p> <p>If there are SAP GUI connections for the system specified in the System ID, SAP BC proposes these connections.</p> <p>Only relevant for ABAP frontend server.</p> <p>An SAP Logon/SAP GUI system connection referring to the same system ID can be linked here. The settings of this connection, in particular SAProuter, group selection and SNC, are then used for transactions started from SAP Fiori launchpad and running on the ABAP frontend server.</p>

- Settings for Connection Type [New System Connection \(SAP Logon\)](#) and [New Shortcut \(SAP Logon\)](#)
For more information about SAP GUI connection configuration, select [Help](#) in an SAP Logon window to display the documentation. SAP Logon windows are used to display or maintain the properties of an SAP GUI connection or SAP shortcut.
4. To access a system connection, select the corresponding entry in the list and choose [Log On](#). You can also log on to a system using a quick selection option for selecting a system. Choose the [Log On](#) menu option. This menu shows a selection of the last used system connections. The currently active connection is highlighted. If you want to use other system connections, you can also use the system selection dialog box as this remains open. Connecting to a system this way starts a session in a new window without closing the current system connection.

i Note

You can view the system information in the status bar in SAP Business Client. This helps you to keep an overview of the systems you are currently using when you have multiple windows open in parallel. The system information in SAP Business Client is synchronized with the SAP GUI for Windows status bar. It can be activated or deactivated either in the personalization settings dialog or in the SAP GUI status bar. With SAP Fiori launchpad connections, no information is displayed in the status bar of the launchpad. However, information is displayed in the status bar for those systems that are accessed from within the launchpad.

You also have the following options:

- To create a system connection, choose [New](#). The usual system connection dialog is displayed where you can make your entries for a new system connection.
- To change a system connection, select the corresponding connection and choose [Edit](#). The usual system connection dialog is displayed where you can change the entries for a given system connection.
- To delete a system connection, select the corresponding connection and choose [Delete](#). A confirmation dialog is displayed. If you choose [Delete](#), the system connection is deleted both from the system selection and from the system configuration screen.
- To copy a system connection, select the corresponding connection and choose [Copy](#).

i Note

This option is relevant especially when system connections are predefined by the administrator and are therefore read-only for end users.

3.2.2 Connecting to Different Systems

Procedure

You can select the system to which you want to connect if you have configured it beforehand. These are the alternatives to connect to a different system if SAP Business Client has already been started:

- **Alternative 1** - The *System Selector* remains open after the Business Client startup
Proceed as follows:
 1. Switch to the *System Selector* window.
 2. Select the system you want to connect to and choose the *Log On* pushbutton or double-click the system entry.
A new SAP Business Client instance is started with this system connection.
- **Alternative 2**
Use the quick selection in the Business Client *Log On* menu option that displays the last five systems you were connected to. A new SAP Business Client instance is started for the system connection you choose.
- **Alternative 3**
Proceed as follows:
 1. Open the system selector by choosing *Logon System Selector...* or *Settings > Connections > Systems...*
 2. Select the system you want to connect to and choose the *Log On* pushbutton or double-click the system entry. A new SAP Business Client instance is started with this system connection.

For SAP GUI connections, you can select a specific logon mode using the context menu of the system connection. The choice depends on system and frontend configurations, as mentioned in SAP Note [2138335](#) (SAP Logon 7.40: Logon possibilities for a connection entry defined with SNC turned on).

- SNC Logon with Single Sign-On
- SNC Logon without Single Sign-On (SNC logon using user/password)
- Logon with neither SNC nor Single Sign On

Choose a Default Connection

You can configure one connection to be your default connection. This means that this connection will be preselected every time you start SAP Business Client. To choose a default connection, you have to perform the following steps:

1. Open the *Settings* dialog on tab *Logon* (see [Logon & Browser \[page 30\]](#).)
2. Select the option *Use default connection on startup* and click *Ok*.

3. Open the connection list from which you want to choose the default connection.
4. Select the respective entry and open its context menu.
5. Select [Set as Default Connection](#).

The selected connection now is displayed with an asterisk heading its description.

Related Information

[Starting SAP Business Client for Desktop \[page 14\]](#)

3.2.3 SAP Shortcuts

SAP Shortcuts are mapped to SAP Business Client. Depending on a registry entry that is set during installation, it is possible to start an SAP GUI connection directly in SAP Business Client.

SAP Business Client shortcuts are based on URLs. Applications addressed in SAP Business Client start-up URLs are opened within an existing SAP Business Client window provided that the connection matches the system, client, and user.

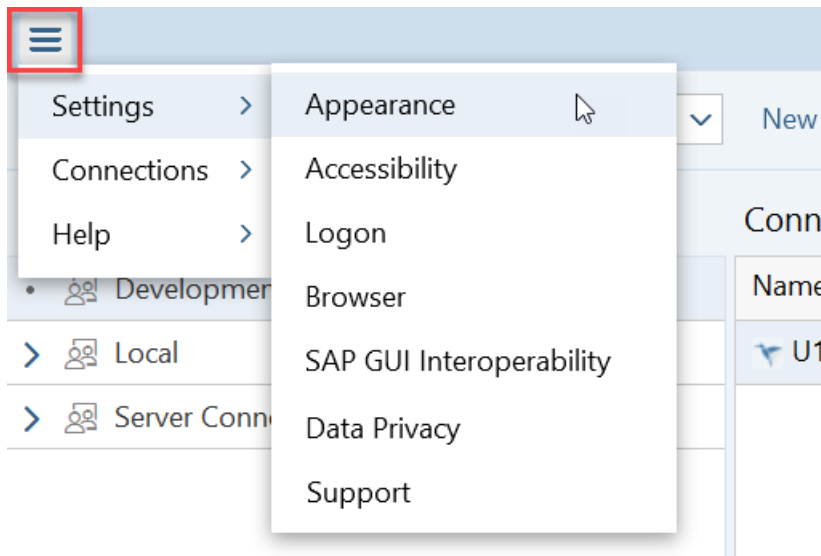
A new shortcut is opened in a new window. If you reopen a shortcut, it is opened on a new tab within the same window.

For more information, see section *Administrator Configuration Tips*.

3.3 Personalization Settings

Use

You can make different settings to personalize the appearance and the navigation structure of the desktop client. The various Settings views can directly be accessed via the window menu of the main window or [System Selection](#) window. The [Settings](#) dialog opens directly in a new tab, when accessed via menu in the main window. In this case, the dialog does not contain dialog buttons to apply changed settings. Each setting is applied directly, when you change the current value.



More Information about the various Settings Categories:

- [Personalization of Navigation Structure \[page 36\]](#)

3.3.1 Appearance

Setting	Description		
<i>Theme</i>	<p>Depending on the connection type, you can choose the standard or one of the high contrast themes. For the standard theme, you can choose between different flavors:</p> <ul style="list-style-type: none"> • <i>Dark</i> • <i>Light</i> • <i>SAP Blue Crystal</i> • <i>SAP Belize</i> • <i>SAP Quartz Light</i> • <i>SAP Quartz Dark</i> • <i>High Contrast (SAP Signature)</i> • <i>SAP High Contrast Black</i> • <i>SAP High Contrast White</i> <p>The high contrast theme applies to the shell as well as to Web Dynpro applications, SAP GUI transactions, and service maps loaded in the content area. Content embedded as Web URL is not displayed with the <i>High Contrast</i> theme. If you change the theme for an SAP GUI transaction, the change takes effect with the next SAP GUI session you start.</p> <div> <p>i Note</p> <p>The list of available themes depends on what the system administrator has configured. For SAP Business Client connections, the three High Contrast themes are always available.</p> </div> <div> <p>i Note</p> <p>A theme chosen once for a certain connection will be kept for future logins.</p> </div> <hr/> <p>For an SAP Business Client connection:</p> <p>Any theme listed earlier can be selected, additionally also custom themes if available.</p> <hr/> <p>For an SAP GUI connection:</p> <p>Any theme listed earlier can be selected.</p> <hr/> <p>For an FLP connection:</p> <p>The theme used in an FLP connection is defined by the theme selection in the FLP settings. You cannot change the theme using the theme settings in SAP Business Client.</p> <hr/> <td><i>System Selection Theme</i></td> <td> <p>Use this setting to apply a theme for the <i>System Selection</i> window independent of the applied theme in the main window. You can choose between all standard themes listed above.</p> <p>If the <i>System Selection</i> window should apply the same theme as the main window, choose <i>Use Shell Theme</i>, which is the default value. This setting is only available if dialog opens from the <i>System Selection</i> window.</p> </td>	<i>System Selection Theme</i>	<p>Use this setting to apply a theme for the <i>System Selection</i> window independent of the applied theme in the main window. You can choose between all standard themes listed above.</p> <p>If the <i>System Selection</i> window should apply the same theme as the main window, choose <i>Use Shell Theme</i>, which is the default value. This setting is only available if dialog opens from the <i>System Selection</i> window.</p>

Setting	Description
<i>Zoom</i>	Use the slider to increase or decrease the page zoom. <div> i Note This setting is only applicable for browser pages which are rendered inside SAP Business Client. SAP GUI for Windows does not support zoom settings. </div>
<i>Font Size</i>	Select a font size.
<i>Window Decoration</i>	You can choose the settings for the window frame: <ul style="list-style-type: none"> • <i>Dropshadow</i> • <i>Glow</i>
Tab Interaction Design	
Setting	Description
<i>Open side panel with new tab</i>	Select this checkbox to display an application and, additionally, its associated side panels. If there is more than one side panel, the system displays the last one that the user selected. By default, this setting is not selected.
<i>Show tab previews in taskbar</i>	This option is selected by default. Display tab previews in the taskbar for all tabs that are currently open.
<i>Show tabs on a separate row</i>	Users can display the elements in the header area in one row, including the pushbuttons to display the favorites and navigation panels, tabs, and the type-ahead field for the quick launch. This setting helps users to increase the space for the content area by reducing the header height.
<i>Show back button</i>	The back button is shown by default. It can be hidden by unchecking this option.
<i>Show animations for tabs</i>	This checkbox is selected by default. A circular loading bar is displayed when the content of a tab is loading.

Setting	Description
Show system information in status bar	<p>Display the system information in the following ways:</p> <ul style="list-style-type: none"> • In the SAP Business Client status bar as <system> (<client>) <user> [<language>] • In the title of the tab preview as <system> (<client>) <p>This helps users to keep an overview of the systems they are currently using when they have multiple windows open in parallel.</p> <div> <p>i Note</p> <p>The system information in SAP Business Client is synchronized with the SAP GUI for Windows status bar. You can activate or deactivate it either in the personalization settings dialog or in the SAP GUI status bar.</p> </div> <div> <p>i Note</p> <p>When using SAP Belize theme, the system information is displayed in the Window header. Different system information details can be displayed in a dropdown list and can be selected for the header display.</p> </div>
Show system information in tab title	Select this checkbox to display the system/client information as a prefix in the tab title; this is valid for SAP GUI transactions (system_id , session_nr/client), Web Dynpro ABAP applications, service maps, and SAP Business Client overview pages (system_id , client).
Show work center links on index page	This checkbox is selected by default. A link appears when you hover over a work center title on the index page. Clicking the work center title opens the default page.
Show work center links on index page page	Default launch mode for applications is the same tab (in-place), when launched from the Quick Launch. This setting activates alternative launch mode New Tab , if checkbox is selected.

3.3.2 Accessibility

Setting	Description
Tab Accessibility Mode	<p>Activate the accessibility mode for applications embedded in the SAP Business Client to provide input for screen readers that read the Web Dynpro and HTML screens.</p> <p>The rendered HTML pages contain additional HTML coding.</p> <div> <p>i Note</p> <p>Be aware that the SAP GUI theme is switched from Corbu or SAP Blue Crystal to SAP Belize after you have activated the accessibility mode. Alternatively you can choose the High Contrast Black or High Contrast White theme (both based on theme Belize).</p> </div>

Setting	Description
Tab <i>Keyboard Shortcuts</i>	This tab offers a list of all available keyboard shortcuts. You can change every single shortcut to adapt it to your personal needs. Every changing dialog shows the respective default value, if you want to switch back to it you have to do this manually.

3.3.3 Logon & Browser

Configure the Logon Procedure

You can configure the logon procedure of SAP Business Client regarding various aspects:

Setting	Description
<i>Entry Page</i> *	Select your entry page from the following selection: <ul style="list-style-type: none"> • <i>First Pinned Tab</i> (Default) • <i>Index Page</i> • <i>New Tab Page</i> • <i>First Work Center Page</i>
<i>Client Language</i>	Select a different language as the client language (the language with which SAP Business Client is started). If no language is specified here, the language defined in Microsoft Windows <i>Region and Language (Format)</i> settings is used.
<i>Use client language on system logon screen</i>	Select this checkbox to ensure that system logon screens use the same language as the client language (see above). This setting overrules a language predefined in a system connection. It allows you to log on in a different language (than is the default) when authenticating through Single Sign-On; without this, there is no possibility to change the language in the system logon screen.
<i>Administrator Configuration File</i>	Change the source file for administrator-defined connection configuration settings.
<i>User Configuration File (Path)</i>	Change the path for your own self-defined connection configuration settings.
<i>Hide system selector on startup</i>	<p>This option is activated by default. SAP Business Client logs on automatically to the last used system connection.</p> <p>If you deselect this checkbox, SAP Business Client displays a system selection screen, just like the normal logon screen, where you can select all the systems that have been configured, change or delete existing connections, and create ones.</p>

Setting	Description
Use default connection on startup	With this option, you can allow one connection to be set as the preselected connection on startup.
Default Connection	After having checked this option, you can select one connection from your connection lists and mark it as your default connection by opening its context menu and choosing the respective menu option. Afterwards the chosen default connection is displayed in the respective tab field.
* SAP Business Client connections only	

Choose Browser Control

Browser

Setting	Description
Browser Control	Select the browser control you want to use.
Dynamic Browser Control Selection File (Path)	Choose the configuration file for multiple browser use.

Edge-specific Options:

- [Offer to save passwords](#)
- [Display suggestions for form fields](#)
- [Ask where to save each file before downloading](#)
- [Download Location \(Path\)](#)
- [Ask what to do with each download](#)
- When this option is activated, you are always asked, if you want to save a file or open it without saving.

i Note

Your administrator can configure a list of file extensions that are automatically executed after downloading and that are saved in SAP Business Client. While the download option [Ask what to do with each download](#) is enabled, that list will be ignored.

i Note

These options are available only for the Edge control.

3.3.4 SAP GUI Interoperability

Setting	Description
<i>Easy Access Favorites in favorites panel *</i>	Display the Favorites that you have defined in the SAP Easy Access menu in SAP GUI.
<i>Easy Access Favorites as work center *</i>	Display your SAP Easy Access Favorites as a work center.
<i>Use SAP Menu instead of user menu *</i>	Display the SAP menu instead of the menu defined for your role in PFCG.
<i>Use SAP GUI theme</i>	<p>If you want to use a theme for your SAP GUI screens that is different from SAP Quartz, you can set this theme in the SAP GUI options and define that this theme is kept by SAP Business Client. For example, you can use different colors for different systems.</p> <div> <p>Note</p> <p>Using a different color is a feature that is only available for some older themes.</p> </div>
<i>Start transaction without validation check *</i>	<p>When the user enters a transaction and then presses ENTER, the transaction opens in a new tab. The system does not validate if the transaction exists in the user menu or in the back end.</p> <p>By default, this setting is not selected.</p>
<i>Do not close tabs</i>	<p>Prevent SAP Business Client from closing tabs with SAP GUI transactions when you or a program navigates back to the SAP GUI entry screen.</p> <p>By default, this setting is not selected.</p>
<i>Open session in new window</i>	Select this checkbox to open new SAP GUI sessions in new windows instead of new tabs, which is the default setting.
<i>Show transaction codes *</i>	Display the transaction codes (technical names) in addition to the transaction names in the navigation panel.
<i>Enable SAP GUI OK code</i>	Display this command field for SAP GUI transactions that run in SAP Business Client.
<i>Merge system function bar and application bar</i>	Merge the system function bar and the application bar.
<i>Show menu in SAP GUI toolbar</i>	Deselect this option to display the main menu on top of the SAP GUI content area. The option is available as of SAP GUI for Windows 7.70.
<i>Show title bar</i>	<p>Display the SAP GUI title bar of an application in the content area. However, to avoid unnecessary consumption of screen space, the title bar can be hidden. Note that the application title is always shown on SAP Business Client tabs.</p> <p>When using Fiori themes such as SAP Belize or SAP Quartz, only the application title is hidden in the title bar. The title bar itself is not removed since in Fiori themes, the essential Back button (F3) is placed here.</p> <p>This option is selected by default.</p>

Setting	Description
Evaluate transaction launch mode from Fiori	Launch mode for transactions launched from Fiori launchpad is evaluated by Business Client by default. Transactions are started according to configured launch mode. Deselect this option to start transactions always in a new tab.
* SAP Business Client connections only	

3.3.5 Data Privacy & Support

As of SAP Business Client 6.5 PL7 you can control the data saved by SAP Business Client on your desktop PC in a much more simplified manner than before. Personalization data is stored in the user's directory of the desktop PC only. You can change the settings for data privacy by choosing [Settings](#) > [Data Privacy](#).

Data Privacy

History

By default, SAP Business Client stores a history of the pages which are called in an SAP BC system connection. These pages are displayed on the [New Tab](#) page of a system connection of type SAP Business Client in section [Frequently Used](#) and [Last Opened](#) as well as in the Windows jump list e.g., shown for SAP Business Client in the Windows taskbar. A separate history is stored for every system connection. You have the following options for this history:

Setting	Description
Mode Remember	New Tab page and Windows jump list show links to pages previously called in SAP Business Client.
Mode Never remember	<p>SAP Business Client does not capture a history of used pages. Neither history data is stored on the desktop PC nor history information is kept in a running A history of used pages is stored on the desktop PC. With this setting, the SAP Business Client instance itself. With this mode, the New Tab page does not show any links to pages previously called in SAP Business Client. The Windows jump list will not display recent items in a Frequent section, nor will there be history entries in the Favorites and Recent Items section of the quick launch dropdown menu.</p> <p>A history of used pages is stChanging the mode to Never remember deletes the history for all SAP BC connections when the user leaves the Data Privacy dialog window with OK.</p>

Setting	Description
Mode Clear history on log off	This mode captures a history of used pages in SAP Business Client, but does not store the entries on the desktop PC. The New Tab page shows links to pages which were called since the SAP Business Client connection was started. As soon as SAP Business Client connection is closed, history information is not available anymore and additionally history data, which was stored before changing the setting to Clear history on Log off , is deleted too.
Retention time	This value defines how long the history is stored by the SAP Business Client. Default value is 90 days.

To delete all history information of applications and pages launched in all SAP Business Client system connections, click button [Clear History](#).

Tabs

In SAP Business Client, tabs can be pinned to be available the next time you connect to a system. Pinned tabs are stored in SAP Business Client per system connection. They can be unpinned individually using the tab's context menu function [Unpin Tab](#). To unpin all tabs in all system connections, click button [Remove all Pinned Tabs](#). This functionality does not impact the [Index Page](#) in system connections of type SAP Business Client as well as the [Home](#) tab in system connections of type Fiori Launchpad.

Favorites

In SAP Business Client pages can be set as favorites related to the system connection, or as web favorites, which are then available in all system connections. These favorites are stored on the desktop PC. Single favorite entries can be deleted from the favorites panel, see [Favorites \[page 52\]](#). To delete all favorites stored by SAP Business Client for all system connections, click button [Remove All Favorites](#).

Local Cache

SAP Business Client caches various data for performance reasons, like available system connections, connection-specific navigation menus or custom themes.

Please be aware that the data loaded and cached by web browser controls within SAP Business Client is not impacted here. Web-based content is rendered in SAP Business Client via web browser controls. These web browser controls store data of web pages, like a copy of the web page, images, etc. in their own cache for faster browsing experience. To delete such content, SAP Business Client provides the possibility to easily access the deletion mechanism in the web browser control itself.

Setting	Description
Location	Location where your personal cache content is stored
Open Cache Folder	Click here to open your cache folder
Clear SAP Business Client Cache	SAP Business Client caches various data for performance reasons, like available system connections, connection-specific navigation menus or custom themes. You can inspect the data cached by SAP Business Client by clicking button Open Cache Folder . To delete the data cached by SAP Business Client, click button Clear Cached Data .
Clear Internet Explorer Cache	Opens the dialog window Delete Browsing History of Internet Explorer.

Setting	Description
Clear Edge Cache	Cached data of the Edge WebView2 browser control in SAP Business Client is stored in a separate location of SAP Business Client, which is completely independent from the Edge standalone installation. Such data can be deleted by clicking the button Clear Edge Cache .

History

Setting	Description
Location	Path where the SAP Business Client stores the history data.
Delete database content	Delete all data stored in the Business Client's database.

Traces

A trace file contains information about errors occurring during SAP Business Client runtime. Depending on the trace level, the trace file also contains additional information that can help developers isolate a specific problem.

For support and error analysis purposes, SAP Business Client provides the option for appropriate tracing options. Per default traces are switched off. When enabled, traces are stored on the desktop PC and might contain navigation data as well as user IDs. The following trace levels are available:

Trace Level

Setting	Description
Off	No trace files are written
Error	Only errors files are written (this trace level is set by default)
Warning	Exceptions, which might occur, but do not have a serious impact on program execution
Information	General information files are written
Verbose	Highest trace level
Verbose with HTTP Logs	Highest trace level with additional HTTP logs and XML responses of consumed services
Verbose with Database Logs	Highest trace level with additional database logs.

Traces are stored in folder %LOCALAPPDATA%\SAP\NWBC\Traces, which is related to your Windows user.

SAP Business Client can notify the user if a trace is taken. The following notification options can be selected:

Notification

Setting	Description
Off	No notifications are shown
Message window	The notification appears in a message window within SAP Business Client
Windows notification	The notification is forwarded to the Windows operating system and is displayed according to your Windows settings, e.g. within the Windows Action Center or as Windows Message Balloon

To inspect the traces, stored click [Open Traces Folder](#).

To delete all trace files of SAP Business Client on this desktop PC, click [Clear Traces](#).

Other

SAP Business Client provides the option to store the user name for a logon to a system connection on the desktop PC, so that the user field on logon dialogs is automatically populated for every logon to a connection after a first logon. To disable the storage of your user name, deactivate the setting [Remember user name for system logon](#).

To delete all stored user names for connections, click [Remove User Names](#).

Support

You can also use the [Support](#) dialog to set the trace settings, see above.

Additionally this dialog offers a button to easily create a support report.

3.3.6 Personalization of Navigation Structure

Use

You can personalize the navigation structure relevant for your user in many different ways:

- You can add pages to your Favorites in the favorites panel.
- You can pin tabs (choose [Pin Tab](#) from the tab title's context menu). The pinned pages are available the next time you log on to the system.
- You can change the order of tabs within a window using the context menu (right mouse click the tab title) or drag and drop. The order of pinned tabs is reconstructed the next time you log on to the system.
- You can change the icon of the tab by choosing [Change Icon](#) from the context menu for this tab.
- You can rename the tab (choose [Edit Title](#) from the tab title's context menu, or double-click the tab's title itself). The tooltip consists of both the modified and the original titles, separated by a dash, for example, [Create sales order - XXX/115 Create Sales Order: Initial Screen](#). Both the taskbar and the overflow menu display the renamed tab title.

If you change your mind whilst editing the title, you can choose the [Escape](#) keyboard key, and leave edit mode without making the changes.

To reset the title, move to edit mode (double-click the tab title), delete the title, and choose the [Enter](#) keyboard key.

The behavior of favorites and pinned tabs can be managed using settings and functions available in the data privacy settings dialog.

More Information

[Favorites \[page 52\]](#)

3.4 Quick Launch

Use

You can use this search option to search for entries within the navigation tree and start ABAP transactions or Web Dynpro applications using a type-ahead field. The figure below illustrates where the quick launch is located in the upper part of the screen:



Example of Quick Launch

Using the quick launch within an SAP Business Client connection you have the following options for a direct action:

- **Search**
You can search for specific terms.
- **Start a transaction or application**
As soon as you enter the name of a transaction or an application, the dropdown menu of the quick launch automatically opens, which is divided into different categories. In this dropdown menu, you can directly start a transaction or an application.
- **Navigate to URLs**
If you enter a URL into the type-ahead field without adding `http://`, the system automatically adds `https://`, or `file://`, `http://`.

i Note

If you use an SAP Fiori launchpad connection or an SAP GUI for Windows connection, the direct actions may behave differently or may be not available. For more information, refer to [Direct Actions \[page 38\]](#).

Features

[Direct Actions \[page 38\]](#)

[Dropdown Menu of the Quick Launch \[page 40\]](#)

[Search Types \[page 42\]](#)

[Search Provider Configuration \[page 44\]](#)

[Search Result Page \[page 46\]](#)

3.4.1 Direct Actions

Use

Direct actions are displayed at the top of the dropdown menu of the quick launch. The following actions are available:

- *Search for 'ABC' with 'xyz'*
- *Start transaction 'ABC'*
- *Navigate to Web Address*

Search for 'ABC' with 'xyz'

As soon as you enter a search term, the dropdown menu of the quick launch automatically opens. It is divided into different categories, in which you can choose between the search suggestions of different search providers.

You can use mnemonic search against your predefined search providers. Using mnemonic search, you can also start the desktop search function. Per default, [d] is configured as mnemonic for Windows Desktop Search.

If the query starts with a mnemonic followed by a search term (separated by a blank), this action is displayed at the top in the dropdown menu as the default action.

i Note

If you use an SAP Fiori launchpad connection or an SAP GUI for Windows connection, the option Search may behave differently or may be not available:

Search Option	SAP Fiori launchpad Connection	SAP GUI for Windows Connection
Enter search term/ Search for 'ABC' with 'xyz'	available/limited You can search with search providers defined with SAP Business Client.	not available
Enter search term/ Search for transactions	available/limited You can search for transactions and applications if the system information for the relevant remote system has been made available, either by transaction code or a term in the transaction description. Results are displayed in the Transactions and Applications section of the dropdown menu and refer to the system of the current transaction. On other tabs, use the SAP Fiori Search in the SAP Fiori launchpad header or the App Finder instead.	not available

You also have to consider that not all search providers are available for the connection types SAP Fiori launchpad and SAP GUI for Windows. For more information, refer to chapter [Search Provider Configuration](#) [page 44].

Start Transaction 'ABC'

You have the following options:

- **/n**
Ends the current application, closes the tab, and opens a new tab, in which the new SAP GUI transaction is started
- **/o**
Opens the transaction in a new window
- **/t**
Opens the transaction in a new tab
- Insert transaction code without prefix
When you enter a transaction code without prefix, the system validates if the transaction exists in the user menu or in the back end.
 - If the transaction exists, it appears as the first entry in the dropdown menu of the quick launch and you can directly start it from there.
 - Until the system finds the transaction, the last used search appears as the first entry in the suggestion list and is selected when you press ENTER.

You can also start the transaction immediately without having it validated. In the personalization settings, select the [Start Transaction Without Validation Check](#) checkbox. When the user enters a transaction and then presses ENTER, the transaction opens in a new tab. The system does not validate if the transaction exists in the user menu or in the back end. By default, this personalization setting is deactivated.

You can stop a transaction by choosing [Stop Transaction](#) in the tab context menu.

If you enter a search term into the type-ahead field that contains blanks (for example, if you type in multiple words), this action is disabled.

i Note

If you use an SAP Fiori launchpad connection or an SAP GUI for Windows connection, the option [Start Transaction](#) may behave differently:

	SAP Fiori launchpad Connection	SAP GUI for Windows Connection
Start Transaction 'ABC'	available/limited You can start a transaction if you are on a SAP GUI transaction tab. The transaction is launched in the system of the current transaction. On other tabs, use the SAP Fiori launchpad techniques such as SAP Fiori Search or App Finder to identify and start transactions.	available The quick launch reflects the command field. You can enter transaction codes and commands as for SAP GUI stand-alone. Prefix /t and validation check are not available.

Navigate to Web Address

If the query starts with a URL protocol, this action is displayed at the top in the dropdown menu as the default action.

i Note

If you use an SAP Fiori launchpad connection or an SAP GUI for Windows connection, the option Navigate to Web Address may be not available:

	SAP Fiori launchpad Connection	SAP GUI for Windows Connection
Navigate to Web Address/ Enter URL	available	not available

Related Information

[Personalization Settings \[page 25\]](#)

3.4.2 Dropdown Menu of the Quick Launch

Use

As soon as you start typing into the type-ahead field, the dropdown menu of the quick launch automatically opens (see figure [Example of a Search](#)). This dropdown menu is divided into different categories, which gives you several options to conduct a search. You can either conduct a search with one of the search providers that have been configured, or start a transaction directly in the ABAP system or a Web Dynpro application available in the SAP Netweaver Application Server.

i Note

If you add **/n**, **/o**, and **/t** as a prefix to your search term, the direct action [Start Transaction 'ABC'](#) is listed at the top in the dropdown menu as the default action.




By default, SAP Business Client loads a list of search providers from the server, if configured. However, you can also configure additional search providers locally, which can be used in exactly the same way as the other already integrated search providers such as [Desktop Search](#). The search providers that are displayed in the dropdown menu must be configured in advance in the [Search Providers](#) settings for the client and in PFCG for the server.

Features

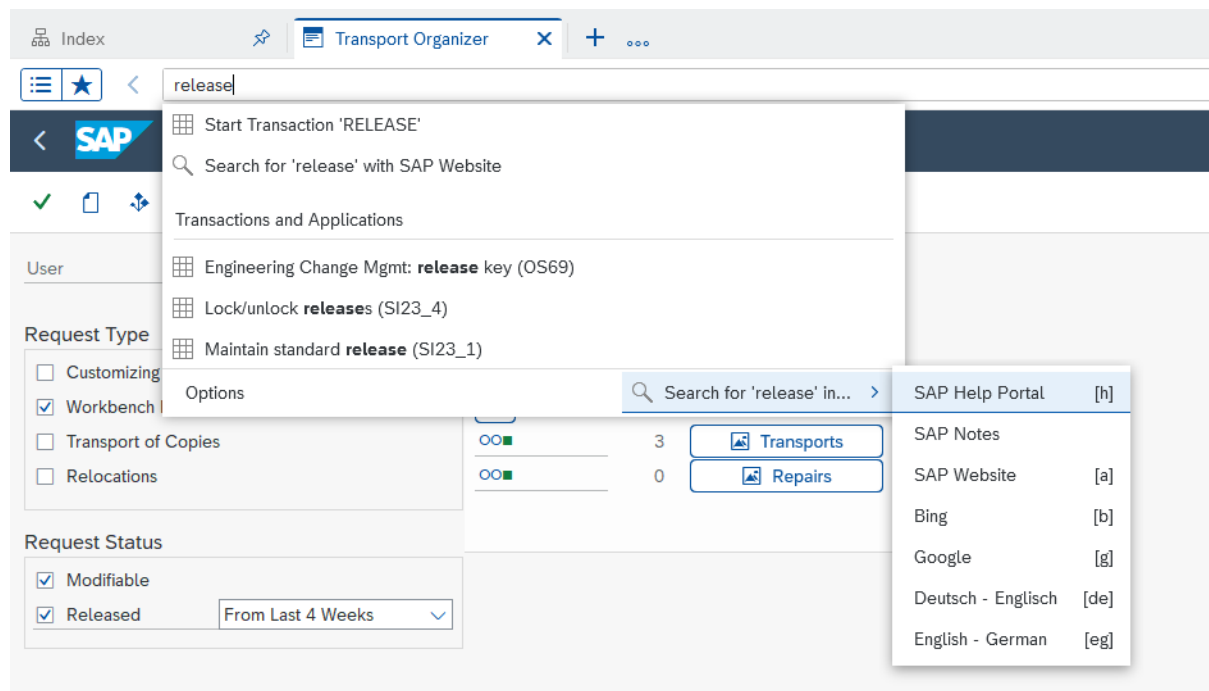
The following table shows the different categories for “direct actions” that are displayed in the dropdown menu and the options for each of them:

Direct Action	Options
Search for 'ABC' with 'xyz'	Conduct a search with the last used search provider
Start Transaction 'ABC'	Directly start a transaction or a Web Dynpro application available in the SAP Netweaver Application Server
Navigate to Web Address	Navigate to a specified web address

The following table shows the different categories for search providers that are displayed in the dropdown menu and the options for each of them:

Search Provider	Options
Favorites and Recent Items	Recently opened items and Favorites entries
My Work Area	Search results for ABAP transactions and Web Dynpro applications available in the SAP Netweaver Application Server specific to the user's menu (PFCG role)
Desktop Search	Conduct a search with the search provider Desktop Search . In this category, you see search suggestions that are sorted and prioritized. To see all search results, choose  Search for 'ABC' in...  Desktop Search  . All search results are then displayed in a new window.
Transactions and Applications	<p>Search results for ABAP transactions and Web Dynpro applications available in the SAP Netweaver Application Server</p> <p>If you are logged on to a system using a Fiori Launchpad connection, you can search for apps by using the quick launch bar and for transactions and applications within a remote system, that is, one that you call up by clicking a tile from within the Fiori Launchpad.</p> <p>If you are logged on to a system using a SAP Business Client connection, you can search for transactions and applications within the logon system and within a remote system that you call up. The category headings in the dropdown menu of the quick launch bar indicate in which system or systems the search occurs.</p>
Search for 'ABC' in...	Conduct a search with a configured search provider (in general)

The figure below is an example of the dropdown menu of the quick launch:



i Note

Depending on your search term, not all search providers mentioned in the table above are displayed in the dropdown menu.

3.4.3 Search Types

Use

To conduct a search using the Quick Launch bar, you can use different types of search providers. These providers can be built-in providers such as Windows *Desktop Search* or *Transactions and Applications*, search providers defined in the *Role Maintenance* (PFCG) transaction as well as search providers defined in the front end of the client.

The availability of a search type is dependent on the type of connection; for example, not all the search types that are available in NWBC connections are available in SAP GUI connections. For more information, see the section *Connection Types and Search Type Availability*.

Search Types

The following search types are available in SAP Business Client

- **Enterprise Search**

SAP Netweaver Application Server are automatically offered as search providers when conducting a search in SAP Business Client for Desktop.

- **External Search**

SAP Business Client has a built-in search functionality using search providers that have been configured in advance in one of the following ways:

- Centrally using the [Role Maintenance](#) (PFCG) transaction
For more information, see *Menu*.
- Locally in the [Search Provider](#) settings (using SAP Business Client's [Search Providers](#) dialog box)

A search provider is defined by a URL. There are two types of URLs:

- A **direct search URL** that contains a placeholder for the query string that results in an HTML page with search results. The URL can be any URL that contains a string **{0}** as the placeholder. This placeholder is replaced with the query the user enters and the URL directly navigates to the specified HTML search result page.

Example: <http://www.sap.com/search/index.epx?q1={0}>

- An **OpenSearch URL** that points to an OpenSearch metadata description (see <http://www.opensearch.org>).

The metadata is an XML file that can contain multiple search services in the following flavors:

- As HTML search result page
- As suggest providers whose result is a list of search suggestions that are displayed in the dropdown menu of the quick launch

Example: http://en.wikipedia.org/w/opensearch_desc.php

- **Desktop search**

The Windows Desktop Search is an embedded standard Microsoft search option that is always available.

Connection Types and Search Type Availability

The following table outlines the search types that are available for each type of connection:

Connection Type	Available Search Types
SAP Business Client	<ul style="list-style-type: none">• Enterprise Search• External Search• Desktop Search
SAP Fiori Launchpad	<ul style="list-style-type: none">• External Search - configured locally in the Search Providers dialog box.• Desktop Search
SAP Logon/SAP GUI	No search is possible in this type of connection, only direct actions are possible.

3.4.4 Search Provider Configuration

Use

Administrators can configure search providers in the [Role Maintenance](#) (PFCG) transaction under the [@SEARCH@](#) node, or by using the administrator configuration file; end users can use the [Search Providers](#) configuration dialog box.

i Note

If you use an SAP Fiori Launchpad connection or an SAP GUI for Windows connection, several search provider options may be not available:

Search Provider	SAP Fiori Launchpad Connection	SAP GUI for Windows Connection
Desktop Search	available	not available
Favorites and Recent Items	not available	not available
My Work Area	not available	not available
Transactions and Applications	available/limited SAP GUI transaction tabs	not available
Search for 'ABC' in...	available/limited You can search with search providers defined with SAP Business Client	not available

More information on search provider configuration for administrators can be found in the *Administrator Guide* for SAP Business Client.

Activities

Configure Search Providers

To add, configure, and delete a search provider using the [Search Providers](#) configuration dialog, choose [Settings](#) > [Connections](#) > [Search Providers](#) or choose [Options](#) in the lower part of the dropdown menu of the quick launch.

Search Providers

☒ SAP Help Portal
 ☒ SAP Website
 ☒ Deutsch - Englisch
 ☒ English - German
 ☒ Bing
 ☒ Google
 ☒ My Work Area
 ☒ Favorites and Recent Items
 ☒ Desktop Search

New Delete Move Up Move Down

* Name: SAP Website

* URL: http://search.sap.com/search.html?t={0}


Mnemonic: a

OK

Cancel

Apply

Add Search Providers.

To add a search provider, choose  and enter the required data. For each search provider, you can define the start-up URL that is to be called with the search term.

The table specifies the data required to add a search provider:

Name	Description
<i>Name</i>	The name of the integrated search provider. This is the name that is displayed in the list of all search providers.
<i>URL</i>	The URL that is used to conduct the search with the search provider. It must be the full URL as it would usually also be entered in a browser to conduct the search. Use the sequence {0} within the URL to mark the position where the search string should be placed.
	<div> <div>⌘ Example</div> <div> http://search.sap.com/search.html? t={0} </div> </div>

Name	Description
<i>Mnemonic</i>	<p>Optional shorthand symbol, for example, a letter that you can configure as mnemonic for a selected search provider, followed by the search string. The search is then carried out directly in the search provider configured for this letter.</p> <p>For example, [a] is configured as mnemonic for search on the SAP homepage (as in the example of a search providers dialog shown above). When you enter a in the quick launch followed by the search string, the search is carried out on the SAP homepage.</p> <div> <p>i Note</p> <p>You can configure the mnemonic search function only in the front end.</p> </div>

Sort Search Providers

You can change the order in which your search providers are displayed in the quick launch dropdown menu and its submenu by choosing the move up and move down buttons.

Activate/Deactivate Search Providers

You can activate or deactivate the checkboxes to specify which search providers should be available when conducting a search.

Delete Search Providers.

To delete an existing search provider, choose .

Caution

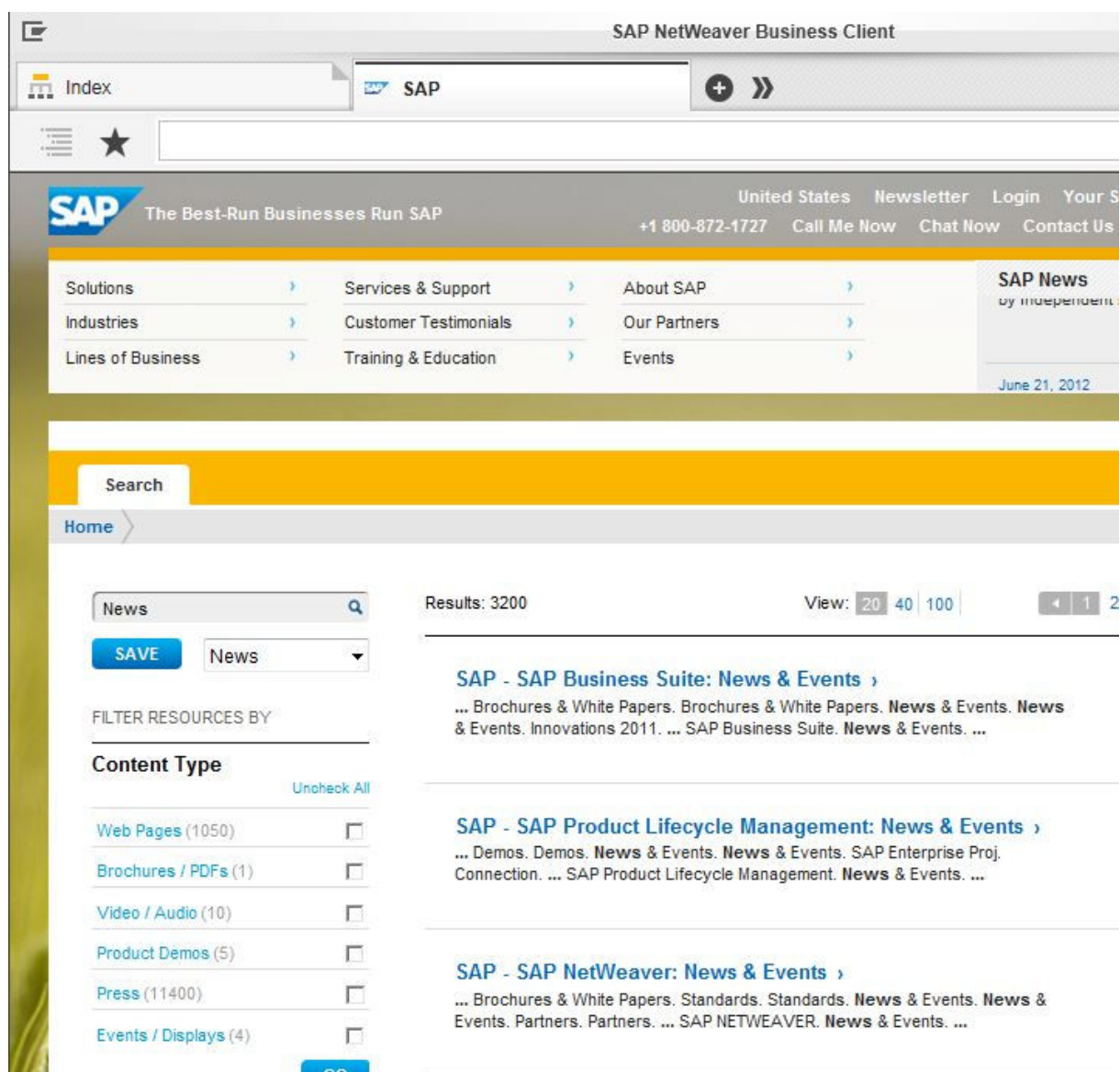
You cannot locally delete search providers that were configured centrally in the PFCG (for example [Desktop Search](#) and [ABAP Transactions](#)). On the front end, you can only delete locally configured search providers. For more information, see section [Search Types \[page 42\]](#).

3.4.5 Search Result Page

Use

Depending on, whether you conduct a search with the Windows Desktop Search or a search provider, the search result page opens in a new window or on a new tab. On the search result page, you can see all the results of your search query.

The figure below is an example of a search result page that is displayed after conducting a search with a search provider:



Example of a Search Result Page

3.4.6 How to Search Using Quick Launch

Use

To conduct a search using quick launch, follow the steps below.

Procedure

1. Type a search term into the type-ahead field.
All matches in all roles are displayed in the dropdown menu of the quick launch.
2. To refine the search, select [Search for 'xyz' in...](#) in the dropdown menu of the quick launch.
3. The search is now conducted with the specified search provider.

Note

If you enter the search term without specifying a search provider and press the **Return** key, the search is conducted with the search provider last used.

The search results are now listed on the search result page on a new tab or in a new window (see figure [Example of a Search Result Page](#) in [Search Result Page \[page 46\]](#)).

3.5 Navigation

Use

As an end user, you navigate from your start page to a business application to perform your typical tasks. You have many different options to navigate the shell and content area and to find and launch applications. You can combine different navigation options according to your preferences. This includes overview pages, the quick launch, or the navigation panel and makes navigating within SAP Business Client very flexible.

To perform your day-to-day tasks, you can work on multiple tabs in parallel. With tabbed browsing, you have several options to select a tab. For example, you can select a tab from the tab bar, the tab list, and from the taskbar. You can personalize the navigation structure relevant for your user by adding pages to the favorites or by pinning tabs. The pinned pages are available the next time this user logs on to the system.

Concepts

This is an overview of the elements of the user interface with respect to the tabbed browsing navigation concept.

The availability of a navigation concept depends on the connection type. The following table gives an overview.

Navigation Concept	SAP Business Client Connection	SAP GUI Connection	SAP Fiori Launchpad (FLP) Connection
Navigation Panel [page 49]	Available	--	--
Side Panel [page 50]	Available	--	Available for SAP GUI transactions

Navigation Concept	SAP Business Client Connection	SAP GUI Connection	SAP Fiori Launchpad (FLP) Connection
Overview Pages [page 51]	Available	--	--
Favorites [page 52]	Available	Available, except for Easy Access favorites	Available, except for Easy Access favorites
Taskbar [page 54]	Available	Available	Available
Jump List [page 55]	Available	Available, except for <i>Frequent</i> section	Available, except for <i>Frequent</i> section
Back button	Available only for classic web navigation. Disabled for Web Dynpro and Dynpro transactions.	--	Available only for classic web navigation. Disabled for Web Dynpro, Dynpro, and SAP Fiori applications.
Home button	Available - opens Index page in the same tab	--	Available - opens SAP Fiori launchpad homepage in the same tab.

3.5.1 Navigation Panel

Use

i Note

This navigation concept is only available for the SAP Business Client connection type.

You can navigate from the navigation panel. This panel is displayed by the side of the content area for each tab and gives access to the navigation tree specific to the user's roles. It serves to structure a large number of navigation targets. In addition to the navigation structure exposed in the content area using the *Index* page, the navigation panel is used for detailed navigation. It is displayed by the side of the content area for each tab.

The navigation panel is contextual to the content and also displays the link collections related to the current page. When you select an entry in the tree, the detailed navigation levels, for example, for a specific work center, are displayed both in the navigation panel and in the content area. The lower section of the detailed navigation, for example *Create*, contains a collection of typical tasks for a specific work center. Click any of these entries to start the task. Clicking an entry in the lower-left section opens a new window.

More Information

[Navigating from the Navigation Panel \[page 59\]](#)

3.5.2 Side Panel

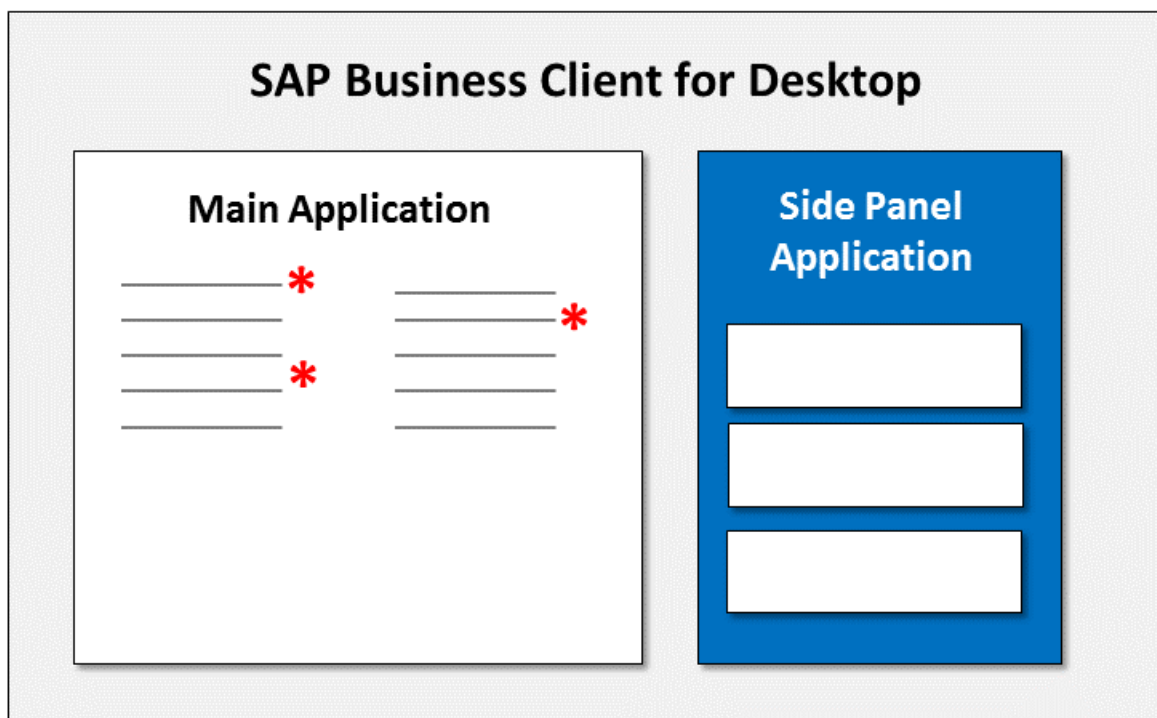
The overall structure of the screen areas of SAP Business Client consists of the shell, the content area with the main application, and the side panel application.

You can use the side panel to display additional context-sensitive information related to the main application in a separate screen area (a container by the side of the content area of SAP Business Client). The role definition determines which side panel application is shown for a certain application.



Note


Side panels are not available with SAP GUI connections.


The screen areas of SAP Business Client described above are depicted in the following figure:



Screen Areas of SAP Business Client

You can open and close the side panel area by choosing the toggle button  in the shell header. If there are multiple side panel applications available, you can switch between them by choosing .

If you choose , the side panel applications are informed about changes in the application. Usually, this happens automatically, except in special cases, for example when selecting table lines in SAP List Viewer (ALV) tables.

If you choose , the side panel application does not react to changes within the current main application. It is frozen and remains unchanged even if other main applications are started that do not have this side panel application assigned.

3.5.3 Overview Pages

Use

i Note

This navigation concept is only available for the SAP Business Client connection type.

These pages serve as the central point of entry for users from where they can navigate to their most relevant navigation targets specific to their roles.

The following types of overview pages are available:

- **Index Page**
This page displays the entire navigation structure for this user in a hierarchical form. The [Index](#) page is displayed as the initial tab when a user logs on to a system for the first time. It is pinned to the tab bar by default. If they want to see a different page as their home page, users can unpin and close it.
- **New Tab Page**
The user can add [New Tab](#) pages that display their most useful navigation options. Each [New Tab](#) page the user opens displays the last opened and most frequently used navigation targets specific to the user's roles. The navigation options are not displayed if the setting in [Settings](#) → [Data Privacy](#) → [History Mode](#) is set to [Never remember](#). If [Clear history on log off](#) is set, then only a limited set of navigation options is shown that are opened in the current SAP Business Client session. From the [New Tab](#) page, the user can access the [Index](#) page.
- **Service Map**
This page displays the navigation targets of a work center or folder down to the third level. This allows the user to get a good overview of the business process represented by the folder (configured in PFCG).

More Information

[Index Page \[page 51\]](#)


[New Tab Page \[page 52\]](#)

3.5.3.1 Index Page

Use

The [Index](#) page provides an overview of the business content and tasks specific to a user's roles. On the entry level, this content is organized in work centers. A work center comprises the navigation options to the applications this user needs to perform his or her typical tasks.

In case the navigation structure is more complex and spans several navigation levels (up to three levels), the content for this work center can be organized in folders. This introduces an additional level of navigation.

When a user starts to navigate inside a work center on the folder level, the navigation targets of this folder are exposed in a new column to the side of this folder, indicated by an . This way, users can navigate several levels of navigation entries for each work center like in an explorer. When the user selects an entry for an application or transaction, which appears as a link, the content opens in a new tab.




If the entry page is set to *First pinned tab*, the *Index* page is displayed as the initial tab when a user logs on to a system for the first time. It is pinned to the tab bar by default. Users can unpin and close it if they want to see a different page as their home page.

Note

Users can choose the option to display their *Easy Access Favorites* as a work center on the *Index* page in their personalization settings.

3.5.3.2 New Tab Page

Use

On this page, users get an overview of their most useful navigation targets. This page is displayed each time the user adds a tab. From here, users can access the *Index* page from a hyperlink, open their frequently used and last opened content, and open the work centers relevant to their typical tasks. In  *Settings*  *Data Privacy...* , there is an option to delete the history or change the mode of the history, the frequently used and last opened navigation options can be adapted. For further information, please see [Data Privacy Settings \[page 33\]](#).

Users can make a tab permanently available by pinning it to the tab bar, for example, if they want to use it in a way like their home page. This pinned tab is available the next time the user logs on to the system.

Users can rearrange tabs or drag them into separate windows by using drag and drop or the tab context menu.


Note

The context menu depends on the function of the tab.

3.5.4 Favorites

Use

Within a system, favorites allow you to start an application or a transaction without having to select them in the navigation tree. You can also open web pages from your *Favorites* list. You can add applications, transactions, and web pages that you use frequently to your favorites. This list is displayed in the *Favorites* panel by the

side of the system content area when you choose the  pushbutton in the toolbar. You can use this panel to organize, add, display, rename, and delete your favorites.

Features

The [Favorites](#) panel is divided into sections and displays the following types of favorites:

- **System Favorites:**

Applications or transaction codes saved by the user as favorites

i Note

Transactions and applications are system-dependent. The [Favorites](#) list can therefore vary depending on your system connection.

Imported Easy Access favorites are also saved here (see below).

- **Web Favorites:**

Internal or external web pages are stored here. The folder will be created as soon as you create the first favorite or import one or more web favorites from other systems - e.g your local browser (see below).

- Optional: [Easy Access Favorites \(read-only\)](#)


Favorites defined by the user in the [SAP Easy Access](#) menu of the SAP system you are connected to are displayed in this folder. They are only displayed as they are defined in the system and cannot be deleted or changed here.

i Note

This option is only relevant for SAP Business Client connection type. Prerequisite: You must select the [Easy Access Favorites in favorites panel](#) option under ► [Settings](#) ► [SAP GUI Interoperability](#) ►.

Activities

You have the following options in the Favorites panel:


- [Add to Favorites](#): To add a screen that is currently displayed in the content area to the favorites list, go to the favorites panel and choose the  pushbutton at the top of the favorites panel. You can add favorites to folders that you can order hierarchically.

⚠ Caution

Folders created on the same hierarchy level must have unique names.

By using your cursor, you can choose where to add the Favorites item to the list.

- Place your cursor on a node. Your new item is added above this node.
- [Open, Edit, Delete](#): You can display a favorite in a new tab or window. You can rename or delete an entry in your Favorites list. To open a favorite, edit, or delete it, right-click it in your Favorites list and select the appropriate option from the context menu.
- [Import favorites to your favorites panel](#)

Choose button  on the panel header to open the [Manage Favorites](#) panel. In this panel, you can import and export favorites. Be aware that

- imported web favorites are saved in folder [Web Favorites](#). This folder will be created if it is not yet available.

- imported Easy Access or System favorites are saved in folder [System Favorites](#). Imported Easy Access favorites technically are copies of the respective favorites in the SAP system. They may be changed or deleted in this folder without any impact to the original favorites in the SAP system.
- [Export favorites for a given user](#)
At first, log on to the desired system with the user you want to export the favorites from. You can choose, if you want to export the system-independent Web Favorites, too, or only system-related ones.
Then press the [Export](#) button to create the Business Client Export File.
Then, log on to the same system again, but with the user with which you want to import those favorites.
Go to the [Manage Favorites](#) panel and select the import source [Business Client Export File](#). Press the [Import](#) button to add the favorites to your existing favorites hierarchy.

i Note

The export/import mechanism works system-wise, so it is not possible to do an export for multiple systems and users at once due to lack of assignment information. If the favorites are exported from one to another machine and user, the import is only possible if both users are using the same client and connection URL.

For more information about personalization options, see [Personalization Settings \[page 25\]](#) and [Data Privacy Settings \[page 33\]](#).

3.5.5 Taskbar

Use

SAP Business Client implements a tab-based navigation model (tabbed browsing) and provides support for tab previews in the taskbar for a better overview of all tabs that are currently open. You can easily switch between tabs by selecting a tab from the tab bar, from the tab list, or in the taskbar. If you have several tabs open, the



taskbar icon displays a stacked symbol and a tab preview is displayed for any open tab.

The [Show Tab Previews in Taskbar](#) option is activated by default. You can deselect it in your personalization settings by choosing ► [Settings](#) ► [Appearance](#) ► [Interaction Design](#) . In this dialog, deselect the [Show Tab Previews in Taskbar](#) checkbox. The SAP Business Client taskbar button is now displayed in a normal state (not as a stacked symbol). When you hover over it, you see only one preview for the whole window.

Features

You can use the tab preview in the taskbar to select, close, and preview tabs as follows:

- You can select a tab directly from the taskbar.
- You can view a quick preview of the tabs that are currently open without navigating away from your active tab.
- You can pin tabs to make them available when you restart SAP Business Client and connect to the same system. If you have pinned more than one tab, a tab preview is displayed only for the first tab after starting

SAP Business Client. SAP Business Client displays previews of the other pinned tabs only when you select these tabs.

To pin a tab, right-click the tab title and choose the *Pin Tab* option.

- You can close any tab directly from the taskbar.
- You can use the SAP Business Client jump list to quickly access important applications, recently used items, or some special functions of the current application process.

For more information, see [Jump List \[page 55\]](#).

3.5.6 Jump List

Use

You can use the SAP Business Client jump list to quickly access important applications, a list of your recently used navigation items, or some special functions of the current application process. To open the SAP Business Client jump list, restart SAP Business Client and log on to a system. The jump list, which looks like a context menu, is displayed when you right-click the SAP Business Client taskbar icon. While SAP Business Client is running, the jump list is also shown in the start menu. The entries in the jump list can be impacted by changing the history settings in *Settings* -> *Data Privacy*.... For more information, see [Data Privacy Settings \[page 33\]](#).

Features

The SAP Business Client jump list consists of the following sections:

- *Frequent*
You can quickly open your recently used items, which are the same as in *New Tab* page.

i Note

The *Frequent* section is only available for the SAP Business Client connection type.

- *Tasks*
 - *Open New Window*
Select this option to open a tab in a new window.
 - *Open New Tab*
Select this option to open a tab in the last used shell window.
- If more than one window is open, a navigation target you select from the jump list opens in the last used window.
- The items at the bottom of the jump list are basic entries provided by the operation system. They exist for every application with a taskbar icon.

3.5.7 Keyboard Shortcuts

You can display the shortcuts and hotkeys available for SAP Business Client for Desktop by choosing [Help](#) [Show Keyboard Shortcuts](#).

To change the key combination for a specific action, go to [Settings](#) [Accessibility](#) to tab [Keyboard Shortcuts](#).

The following shortcuts and hotkeys are relevant for SAP Business Client for Desktop:

Shortcut / Hotkey	Action
CTRL + ALT + L	Focus on Quick Launch
CTRL + W	Close Tab
CTRL + T	New Tab
CTRL + Left	Move Left
CTRL + Right	Move Right
F5	Refresh Content Area For Web content: refresh For SAP GUI transactions: as defined in the standard for function keys
CTRL + Shift + I	Favorites
CTRL + Shift + N	Navigation Panel
CTRL + Shift + P	Side Panel
CTRL + ALT + F11	Full Screen
F6 / SHIFT + F6	Focus on Next Area/ Focus on Previous Area For Web content: navigation between groups (that is, between menu, top-level navigation, navigation panel, content area) For SAP GUI transactions: as defined in the standard for function keys
CTRL + ALT + M	Focus on Menu
ALT + 0	Focus on Tabs
ALT + 1	Focus on Navigation Panel
ALT + 2	Focus on Content Area

Shortcut / Hotkey	Action
ALT + 3	<i>Focus on Side Panel</i>
ALT + Left	Navigate Backwards
CTRL + ALT + K	<i>Show Shortcuts</i>
CTRL + R	<i>Refresh Side Panel</i> The side panel applications are informed about changes in the application. This happens automatically, except in special cases, when selecting table lines in SAP List Viewer (ALV) tables, for example.
CTRL + D	<i>Disconnect Side Panel</i> The side panel application does not react to changes within the current application. It is frozen and it remains unchanged even if other applications are started that do not have this side panel application assigned.
CTRL + Shift + D	<i>Connect Side Panel</i> The side panel applications are informed about changes in the application and react to them.

Administrators can change keyboard shortcuts using the admin configuration XML file to clearly distinguish them from custom ABAP transaction shortcuts.

i Note

Some shortcuts are shared with the SAP GUI for Windows, e.g. CTRL + TAB. At runtime, it depends on where the focus is at who handles the given key gesture.

3.5.8 Navigating Content (SAP Business Client Connection)

Use

This section provides examples of how you can navigate to a business application to do some tasks here.

More Information

[Navigating from the Index Page \[page 58\]](#)

[Navigating from the New Tab Page \[page 59\]](#)

[Navigating from the Navigation Panel \[page 59\]](#)

[Working with SAP GUI Sessions \(SAP Business Client Connection\) \[page 60\]](#)

3.5.8.1 Navigating from the Index Page

Context

Using the [Index](#) page you can find and launch applications.

Procedure

1. Start SAP Business Client and log on to a system.

SAP Business Client opens and the [Index](#) page is displayed as the first tab.

i Note

The [Index](#) page is pinned to the tab bar by default. It can be unpinned and closed if the user wants to see a different page as the home page.

2. To start navigation from the [Index](#) page, click a work center.

The work center expands and shows the navigation entries on the first level for this work center.

3. Proceed as follows:

- Click the [Overview Work Center](#) link to go to an overview of the content for this work center. It opens in a new tab from where you can start any navigation target for this work center.
- To navigate to the content of a folder that is shown on the first level, click the ► next to the folder name. A new column opens next to the folder name that shows the content of this folder.
- To launch an application or a transaction, click its name.
The content opens in a new tab where you can view and edit it.

3.5.8.2 Navigating from the New Tab Page

Context

You can add [New Tab](#) pages. From here, you can quickly navigate to your most useful navigation targets and access the [Index](#) page.

Procedure

1. Start SAP Business Client and log on to a system.

SAP Business Client opens and the [Index](#) page is displayed as the first tab.

The [Index](#) page is pinned to the tab bar by default. It can be unpinned and closed if the user wants to see a different page as the home page.

2. To add a [New Tab](#) page, choose the ... [Plus icon](#) pushbutton in the tab bar.

This adds a tab to the tab bar that displays the [New Tab](#) page.

3. To navigate from the [New Tab](#) page, select a navigation target. You have the following options:

- Select an entry from the list of your work centers.
- Select an entry from the list of your frequently used navigation targets.
- Select an entry from the list of your last used navigation targets.
- Go to the [Index](#) page.

i Note

When you navigate on the [New Tab](#) page, the target opens within the main window (in-place). For example, if users select an entry from the list of their frequently used navigation targets or navigate to the [Index](#) page, the content is displayed in the content area of this tab in the same window by default.

4. Optional: Add as many tabs as needed to perform your business tasks.
5. Optional: To view a list of all open tabs, choose the ... pushbutton in the tab bar.

3.5.8.3 Navigating from the Navigation Panel

Context

Use the navigation panel for detailed navigation in the navigation tree relevant for your role.

Procedure

1. Start SAP Business Client and log on to a system.

SAP Business Client opens and an overview page is displayed as the first tab.

2. Launch an application or a transaction.

The content opens in a new tab.

3. Navigate to an application or a transaction.

The content opens in a new tab where you can view and edit it.

4. To display the navigation panel, choose the  pushbutton in the toolbar at the top of the screen.

3.5.8.4 Working with SAP GUI Sessions (SAP Business Client Connection)



In addition to the navigation from Index or New Tab pages and the navigation panel, SAP Business Client provides the option to seamlessly open SAP GUI sessions.





i Note

The availability of the SAP GUI command field depends on the setting [Enable SAP GUI OK Code](#). This setting can be enabled or disabled by an administrator for all users, or it can be set in the user-specific settings.

New SAP GUI Session

New SAP GUI sessions are always opened in SAP Business Client. To open a session, you have the following options:

- Enter **/o** or **/t** as a prefix to a transaction code in the quick launch.
- Enter **/o** as a prefix to a transaction code in the SAP GUI command field.
- Choose the icon with quick info text [Creates New Session](#) in the standard toolbar.
- Choose  [System](#)  in the SAP GUI dropdown menu.
- Use dynamic links in transactions.

By default, a session opens in a new tab. To change this behavior, choose  [Settings](#)  [Personalize](#)  [Open Session in New Window](#) .

i Note

To use SAP GUI for Windows transactions within the SAP Business Client, the relevant system has to be made available via the Internet Explorer zone model or via allowlist.

Displaying a List of All Sessions

To display a list of all SAP GUI sessions for a system, enter **/o** in the SAP GUI command field and confirm. All your sessions are displayed in a dialog box. You can also create and end sessions from here.

Closing SAP GUI Sessions

You can close an SAP GUI session as follows:

- Close the tab.
- Choose ► **System** ► **End Sessions** ►.
- Enter **/i** in the SAP GUI command field of the session you want to close.
- To close a specific SAP GUI session, enter followed by the number of the session, **/i** you want to close in the command field of any of the sessions. For example, enter **/i3** to close the third session.

You can close all SAP GUI sessions belonging to the same system and client at once as follows:

- Enter **/nend** in the SAP GUI command field. **/nend** prompts you to confirm that you want to close all the sessions.
- Enter **/nex** in the SAP GUI command field. **/nex** closes all the sessions without prompting.
- Choose ► **System** ► **Log Off** ►.

i Note

The above actions close the SAP GUI sessions. The Web Dynpro ABAP applications or SAPUI5 apps, for example, remain open.

To close all sessions, proceed as follows:

- In the SAP Business Client menu, choose ► **Window** ► **Close All Windows and Log Off** ►. The system closes all sessions that are opened in the SAP Business Client connection, even if they are distributed across several SAP Business Client windows.
- In the upper right corner of the SAP Business Client window, choose **Windows Close**. The system closes all sessions in the current window.

3.5.9 Navigating Content (SAP GUI Connection)

With SAP Business Client, users can seamlessly open SAP GUI sessions.

i Note

The availability of the SAP GUI command field depends on the setting **Enable SAP GUI OK Code**. This setting can be enabled or disabled by an administrator for all users, or it can be set in the user-specific settings.

New SAP GUI Session

After logging on to an SAP system, the SAP GUI start screen is displayed, for example, the SAP Easy Access menu. From the start screen, you can open SAP GUI sessions hosting transactions or reports.

New SAP GUI sessions are always opened in SAP Business Client. To open a session, you have the following options:

- Enter **/o** in the quick launch or the SAP GUI command field. A new tab page with the SAP GUI start screen opens.
- Enter **/o** as a prefix to a transaction code in the quick launch or the SAP GUI command field.
- Choose the icon with quick info text *Creates New Session* in the standard toolbar. A new tab page with the SAP GUI start screen opens.
- Choose **► System ► Create Session ►** in the SAP GUI dropdown menu. A new tab page with the SAP GUI start screen opens.
- Use dynamic links in transactions.
- Add a tab page. The new tab page displays the SAP GUI start screen.

By default, a session opens in a new tab. To change this behavior, choose **► Settings ► SAP GUI Interoperability ► Open session in new window ►**.

Displaying a List of All Sessions

To display a list of all SAP GUI sessions for a system, enter **/o** in the quick launch or in the SAP GUI command field and confirm. All your sessions are displayed in a dialog box. You can also create and end sessions from here.

Closing SAP GUI Sessions

You can close an SAP GUI session as follows:

- Close the tab page.
- Choose **► System ► End Session ►**.
- Enter **/i** in the SAP GUI command field of the session you want to close.
- Enter **/i** in the quick launch for closing the SAP GUI session of the active tab page.
- To close a specific SAP GUI session, enter followed by the number of the session, **/i** you want to close in the command field of any of the sessions. For example, enter **/i3** to close the third session.

You can close all SAP GUI sessions at once as follows:

- Enter **/nend** in the quick launch or the SAP GUI command field. **/nend** prompts you to confirm that you want to close all the sessions.
- Enter **/nex** in the quick launch or the SAP GUI command field. **/nex** closes all the sessions without prompting.

- Choose ► [System](#) ► [Log Off](#) .
- In the SAP Business Client menu, choose ► [Window](#) ► [Close All Windows and Log Off](#) . The system closes all sessions that are opened in the SAP Business Client connection, even if they are distributed across several SAP Business Client windows.
- In the upper right corner of the SAP Business Client window, choose [Windows Close](#). The system closes all sessions in the current window.

3.5.10 Navigating Content (SAP Fiori Launchpad Connection)

The SAP Business Client acts as a Windows-based desktop browser for the SAP Fiori launchpad with the ability to launch classic Dynpro applications (SAP GUI transactions) using an embedded SAP GUI for Windows.

- The start page of an SAP Fiori launchpad connection is always the SAP Fiori launchpad home page; if you add a new tab, the SAP Fiori launchpad home page is also displayed.
- Using the Quick Launch bar, you can search only for search terms using the client-defined search providers. To search for transactions and applications, you can use the SAP Fiori launchpad search bar.
- Classic Dynpro applications launched by SAP Fiori launchpad open in the same tab (in-place) by default. A different launch mode may be configured and provided by Fiori launchpad. In this case applications open according to the launch mode, which can be [New Tab](#), [New Window](#) or the same tab (in-place). This behavior can be changed to always open Dynpro applications in a new tab by deactivating evaluation of the launch mode, see also [SAP GUI Interoperability \[page 31\]](#) (setting [Evaluate transaction launch mode from Fiori](#)).
- Using the Quick Launch bar, you can search for search terms using the client-defined search providers and for classic Dynpro transactions in the system, which the current application in the tab refers to. To search for transactions and applications, you can also use the SAP Fiori launchpad search bar.
- All navigations from the Quick Launch bar open in the same tab by default. You can change this behavior by selecting the setting [Start navigation from Quick Launch in a new tab](#) in the ► [Appearance](#) ► [Interaction Design](#) personalization settings, see also [Appearance \[page 26\]](#).
- Home button opens SAP Fiori launchpad homepage in the same tab.

More Information

For more information on the SAP Fiori launchpad navigation and personalization concepts, see the topic *Using the Launchpad* in the documentation **SAP Fiori Launchpad** on the SAP Help Portal.

For additional navigation options in tabs containing SAP GUI sessions, see [Working with SAP GUI Sessions \(SAP Fiori Launchpad Connection\) \[page 64\]](#).

3.5.10.1 Working with SAP GUI Sessions (SAP Fiori Launchpad Connection)

If you open an SAP GUI transaction from the SAP Fiori launchpad, the SAP Business Client opens the transaction in the same or in the new tab page according to provided navigation mode by default.

i Note

The availability of the SAP GUI command field depends on the setting [Enable SAP GUI OK Code](#). This setting can be enabled or disabled by an administrator for all users, or it can be set in the user-specific settings.

New SAP GUI Session

New SAP GUI sessions are always opened in SAP Business Client. To open a session, you have the following options:

- Enter **/o** as a prefix to a transaction code in the quick launch or the SAP GUI command field.
- Choose the icon with quick info text [Creates New Session](#) in the standard toolbar. A new tab page with the SAP GUI start screen opens.
- Choose **► System ► Create Session ►** in the SAP GUI dropdown menu. A new tab page with the SAP GUI start screen opens.
- Use dynamic links in transactions.

By default, transaction launch mode provided by Fiori launchpad is evaluated and session opens either in the same tab (in-place), in a new tab or in a new window. To change this behavior to open new sessions in a new tab, choose **► Settings ► SAP GUI Interoperability ►**.

i Note

To use SAP GUI for Windows transactions within the SAP Business Client, the relevant system has to be made available via the Internet Explorer zone model or via allowlist.

Displaying a List of All Sessions

To display a list of all SAP GUI sessions for a system, enter **/o** in the SAP GUI command field and confirm. All your sessions will be displayed in a dialog box. You can also create and end sessions from here.

Closing SAP GUI Sessions

You can close an SAP GUI session as follows:

- Close the tab page.
- Choose **System** > **End Session**.
- Enter **/i** in the SAP GUI command field of the session you want to close.
- Enter **/i** in the quick launch for closing the SAP GUI session of the active tab page.
- To close a specific SAP GUI session, enter followed by the number of the session, **/i** you want to close in the command field of any of the sessions. For example, enter **/i3** to close the third session.

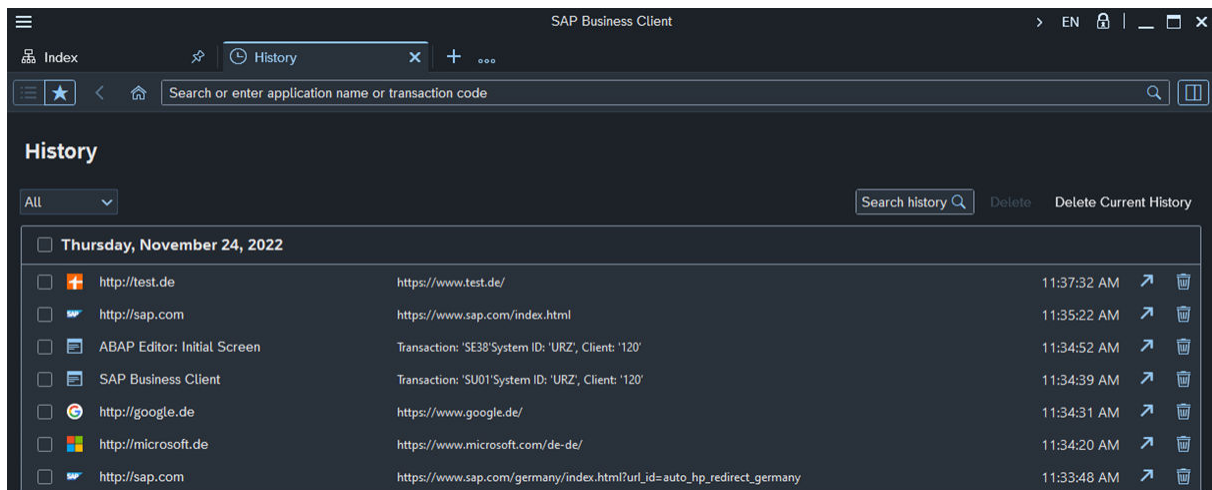
You can close all SAP GUI sessions at once as follows:

- Enter **/nend** in the quick launch or the SAP GUI command field. **/nend** prompts you to confirm that you want to close all the sessions.
- Enter **/t** as a prefix to a transaction code in the Quick Launch.
- Enter **/nex** in the quick launch or the SAP GUI command field. **/nex** closes all the sessions without prompting.
- Choose **System** > **Log Off**.
- In the SAP Business Client menu, choose **Window** > **Close All Windows and Log Off**. The system closes all sessions that are opened in the SAP Business Client connection, even if they are distributed across several SAP Business Client windows.
- In the upper right corner of the SAP Business Client window, choose **Windows Close**. The system closes all sessions in the current window.

3.5.11 Navigation History

The SAP Business Client stores the navigation data and provides a History UI to access and manage those past navigations.

To show the History UI, either press the keys **CTRL** + **H** or navigate via **Menu** > **History**.



The past navigations are listed chronologically grouped by days. The entries are a combination of connection-related navigations and Web URLs without any relation.

Like in a typical modern browser, you can select a given timeframe for the visualization, search for specific search terms or delete single, grouped or even all entries.

To navigate an entry, just click on each link or press the launch button on the right.

i Note

The navigation data is stored in an integrated database. In the ► [Settings UI](#) ► [Data Privacy](#) ►, it is possible to define the retention time of the navigation history and also to delete all data.

3.6 Logging Off

Logging Off from SAP Business Client for Desktop

When you have finished working in SAP Business Client for Desktop, log off using one of the following methods:

- Choose the icon ✕ in the corner at the top of the screen
- Choose the menu options ► [Window](#) ► [Close All and Log Off](#) ►

With both methods, all sessions are terminated, and all active windows and applications are closed in SAP Business Client.

In an SAP Fiori launchpad connection, you can also log off using the [Sign Out](#) (Fiori 2.0, *Me* area) or [Log Off](#) (Fiori 1.0) function.

Logging Off from SAP NetWeaver Business Client 3.6 for HTML

When you have finished working with SAP Business Client for HTML, log off using the [Log Off](#) button.

With this method, all sessions are terminated, and all active windows and applications are closed in SAP NetWeaver Business Client 3.6 for HTML.

⚠ Caution



Be careful to distinguish between authentication (which allows the browser to interact with the server) and a logoff sequence (which terminates all sessions on the server). Depending on the authentication method that is used within the browser, it is possible to log off from the server and consequently have all sessions terminated while having the authentication information available within the browser (for example, when using browser-supported basic authentication or when using digital certificates). For example, if digital certificates are used and the browser interacts with the server again, a new session is automatically started. **Therefore, we highly recommend that you close the browser window after logging off.**

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