

How to add a New Connection with SAP GUI – Windows

Only one SAP GUI can be installed on a machine. If you currently have a work GUI on your computer, you will need to manually add the UWM UCC systems entry to your installed GUI.

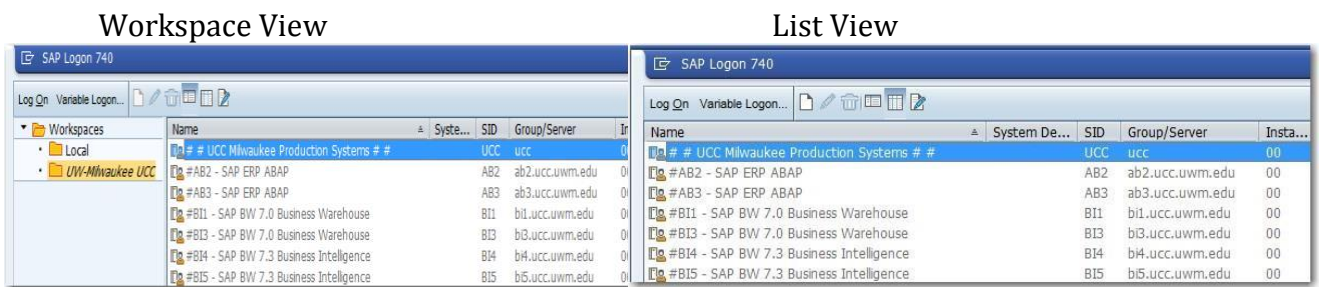
Your employer may not allow manual entries. You will have to talk with your employers IT.

Your images will be different as you will have your work systems showing, there could be a different SAP GUI version or theme configured by your employer.

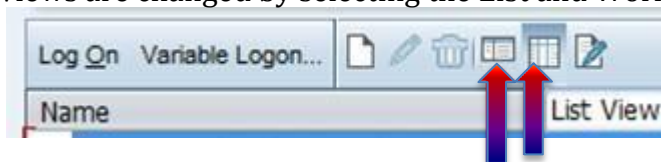
1. Start the SAP GUI (use SAP Logon desktop shortcut or select from Programs Menu)



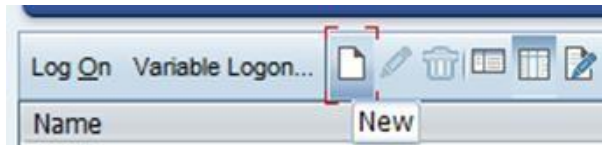
2. Once the GUI has started, you should receive a system list for your employer. It will be similar to one of the following images/views:



These views are changed by selecting the List and Workspace View icons



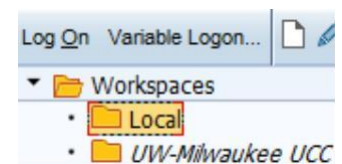
3. Select/Click the “New” icon.



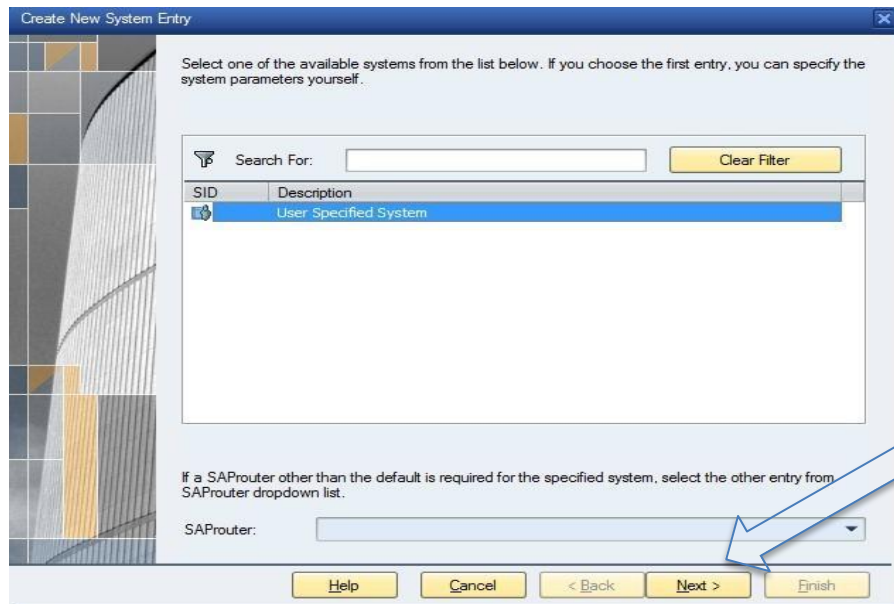
Depending on the selected view and the GUI version, the New icon responds differently.

List view: You will get a drop-down (Connection or Shortcut), select Connection

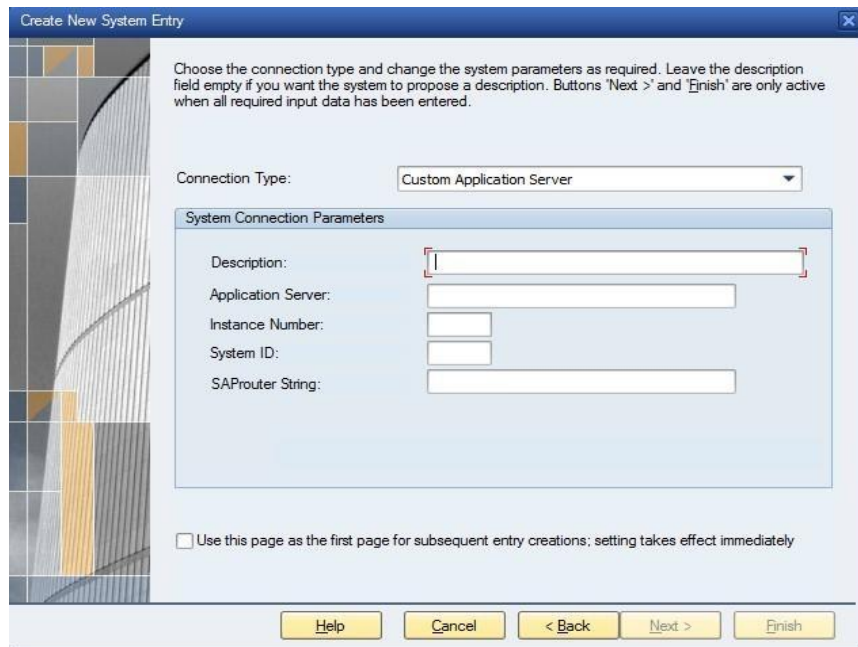
Workspace view: Expand the Workspaces folder on the left and select the Local folder. Select the New Icon. You will get a drop-down (Connection, Shortcut, Favorite), select Connection.



4. No matter which view you used, you should now see the Create New System Entry box. Select the **Next** button.



5. Your display should look like the following image:



Fill in the Description, Application Server, Instance Number & System ID according to information provided by your instructor. (Leave SAProuter String blank.)

Instructor Note: This information is provided in your client details of the View My Client Request.

SPRING-2016 COURSE: 8670

Description	BK1-GLOBAL BIKE
Application Server	BK1.UCC.UWM.EDU
Instance Number	00
System ID	BK1

6. Select the **FINISH** button at the bottom of the window:
7. Your New Connection will now be listed on your GUI, but depending on the selected view and the GUI version, it will be seen differently.

List View - the new system is seen at the bottom of the connections list

Workspace View - the new system is seen by selecting the Local folder.

You can now double-click on this new connection to Logon to your SAP client for your class.

8. Repeat this process for additional clients.