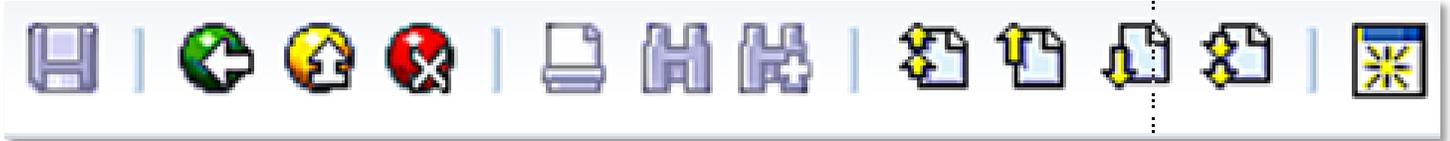


## HRMS Basics Job Aid #3: System Icons

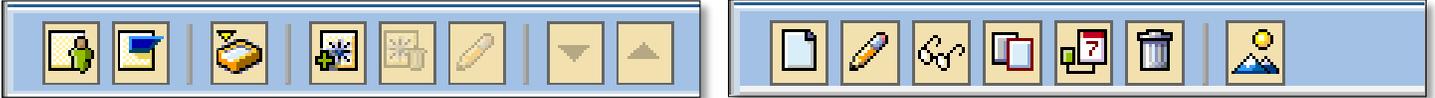
### Standard Toolbar Buttons



Toolbars in HRMS may vary, depending on the screen being viewed.

Button	Icon	Description
<b>Save</b>		Stores changes.
<b>Back</b>		Returns to the last page viewed.
<b>Exit</b>		Exits the transaction you are currently in and returns to the SAP Easy Access screen. <b>Note:</b> All unsaved data will be lost if you exit prior to saving. A warning will appear reminding you to save the information.
<b>Cancel</b>		Exits the transaction you are currently in and returns to the SAP Easy Access screen. <b>Note:</b> All unsaved data will be lost if you exit prior to saving. A warning will not appear reminding you to save the information.
<b>Print</b>		Prints current screen.
<b>Find/Find Next</b>		Searches for specific words on the screen.
<b>Page Up / Page Down</b>		Navigates from page to page within your session.
<b>New Session</b>		Creates a new session.

## Standard Toolbar Buttons



**Toolbars in HRMS** may vary, depending on the screen being viewed.

Button	Icon	Description
<b>User Menu</b>		Menu specific to the user.
<b>Standard Menu</b>		Complete menu for HRMS.
<b>Add to/Delete from Favorites</b>		Add/Delete frequently used transactions to the Favorites folder.
<b>Change</b>		Changes a record.
<b>Copy</b>		Copies a record.
<b>Move Favorite item Up/Down</b>		Used frequently within transactions to move items up or down within the Favorites folder.
<b>Display</b>		Shows selected infotype data.
<b>Overview</b>		Provides history of actions associated with an infotype.
<b>Execute</b>		Processes a transaction.