


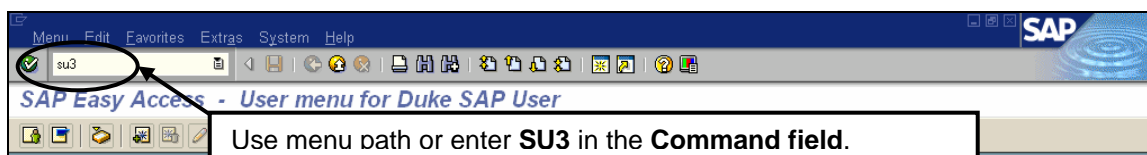
Setting User Profile


How Do I Enter My User Information?

1. To display the Maintenance screen, follow the menu path:
System → User profile → Own data

OR

Enter **SU3** in the Command field of the SAP R/3 System screen and click on the  **Enter** button (**Enter**).





2. Click on the **Address** tab.
3. Enter your proper first and last names (other fields are optional).
4. Click on the  **Save** button.

How Do I Set My User Defaults (Printer & Date format)?

1. To display the **Maintenance** screen, follow the menu path:
System → User profile → Own Data

OR


Enter **SU3** in the Command field of the SAP R/3 System screen and click on the  **Enter** button (**Enter**).

2. Click on the **Defaults** tab.
3. Click in the **Output device** field and use the  **Drop down** button to choose a printer value from a list.

Note: See **Matchcode Searches for Field Values** (Pages 15-20) if needed. The list contains only **networked printers** and one option for local printing. To add a printer to the list, contact your department's LAN (network) administrator. To sort the list, click on the desired column heading.

4. Click in the **Output Immediately** check box.
5. Click in the **Delete After Output** check box.



Setting User Profile (continued)

6. Ensure the **1,234,567.89** radio button is selected for the **Decimal Notation**.
7. Ensure the **MM/DD/YYYY** radio button is selected for the **Date Format**.
8. Click on the  **Save** button.



How Do I Set Parameter Defaults (Field Default Values)?

1. To display the **Maintenance** screen, follow the menu path:
System → User profile → Own Data

OR

Enter **SU3** in the **Command** field of the SAP R/3 System screen and click on the  **Enter** button (**Enter**).
2. Enter the **Parameter ID(s)** in the **Parameters** column (see *How Do I Find a Parameter ID for a Field* outlined below).
3. Enter the field values to be defaulted in the **Value** column.
4. Click on the  **Save** button.

How Do I Find a Parameter ID (PID) for a Field?

1. To find the Parameter ID code for a field (e.g., Plant), go to an R/3 screen that contains the field.
2. Click in the field and then click on the  **Help** button.
3. In the pop-up window, click on the **Technical info** button.
4. The ID code of the parameter is displayed in the **Parameter ID** field.
5. Click on the  **Cancel** button to close each pop-up window.
6. Use the Parameter ID to set up default values for that field per the steps in *How Do I Set Parameter Defaults?* outlined above.