















How Do I...?	Follow These Steps:
Log on to OnePurdue	Double-click the  icon on your desktop or in your web browser type the URL: https://erp-portal-trn.itap.purdue.edu 1. 2. Type your User ID and Password , (use your Exchange e-mail id/pw), in the appropriate fields. 3. Click on the “ Launch ” button 4. If you receive the ‘File Download’ message, uncheck the ‘Always ask before opening this type of file’ and you will automatically go to the OnePurdue GUI.
Open a Transaction	Method 1 1. Drill down through the folder structure. 2. Double-click on the last item in the menu path  to open the transaction. Method 2 1. Type the transaction code into the Command field. 2. Click the Enter  button to open the transaction.
Get Help	<ul style="list-style-type: none"> • For help on a particular field, click the field and then press F1. • For OnePurdue-specific help, from the Help menu select the OnePurdue Help option.
Leave a Screen	<ul style="list-style-type: none"> • Click the Back , Exit , or Cancel  buttons.
Add Transactions to the Favorites Folder	1. From the Favorites menu, select the Insert transaction option. The Manual Entry of a Transaction window appears. 2. Type the trans. code, & then click the Continue (Enter)  button.
Create a Folder Inside the Favorites Folder	1. From the Favorites menu, select the Insert Folder option. The Creating a Folder in the Favorite List window appears. 2. Type the desired folder name, and click the Continue (Enter)  button. Note: You can drag &drop existing favorite trans. into the new folder.
Collapse/Expand Header; Item Overview; Item Detail Sections	<ul style="list-style-type: none"> • Click the Collapse  button to collapse the contents of a section. • Click the Expand  button to expand the contents of a section.
Sort Items in the Item Overview Section	1. In a screen with an Item Overview section, click the column header of the column you want to sort. 2. Select the Sort Descending  button or Sort Ascending  button as desired.
Log Out of OnePurdue	From the System menu select the Log off option.
Shortcuts	<ul style="list-style-type: none"> • To return to the Easy Access menu when in a transaction - Type /n in the Command field. • To go from one transaction directly into another - Type /n followed by the transaction number in the Command field. • To enter today’s date in a date field — Press F4, then press F2.