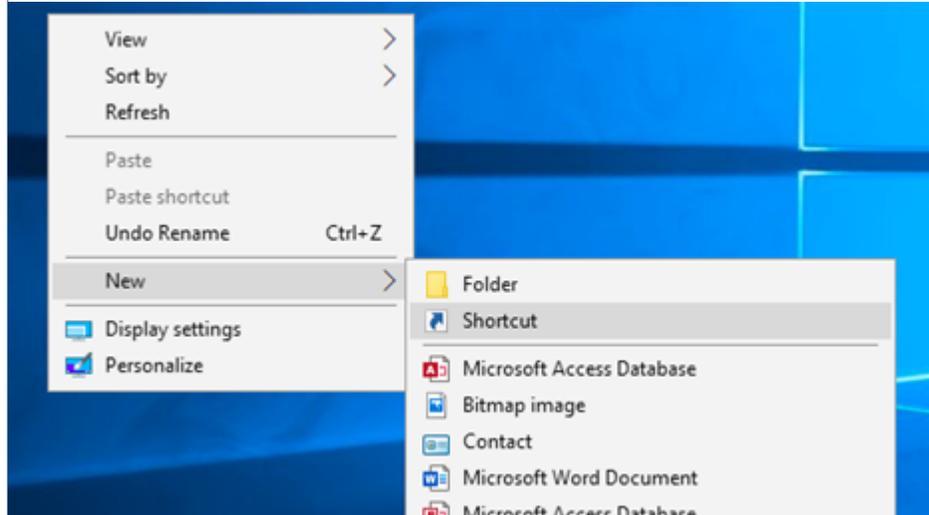


Urgent SAP GUI Shortcut – SAP RPT [Cloud]

Create a new Shortcut for the user (for example on the User's Desktop) for system:

SAP RPT Cloud - Urgent

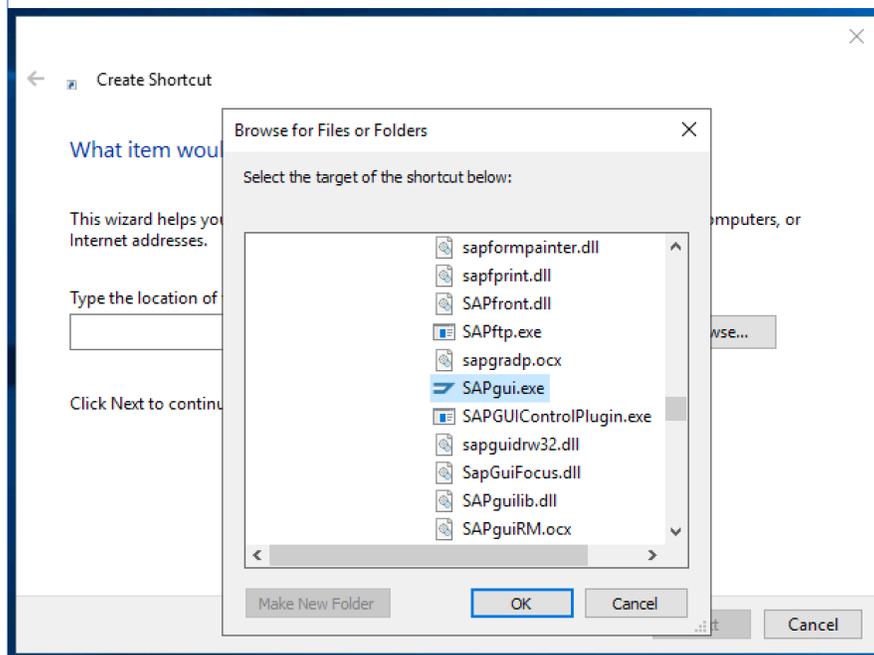
1. **Right-click on an empty space** on your Desktop and Select **New > Shortcut**



2. Click on **Browse** button and navigate to the following location:

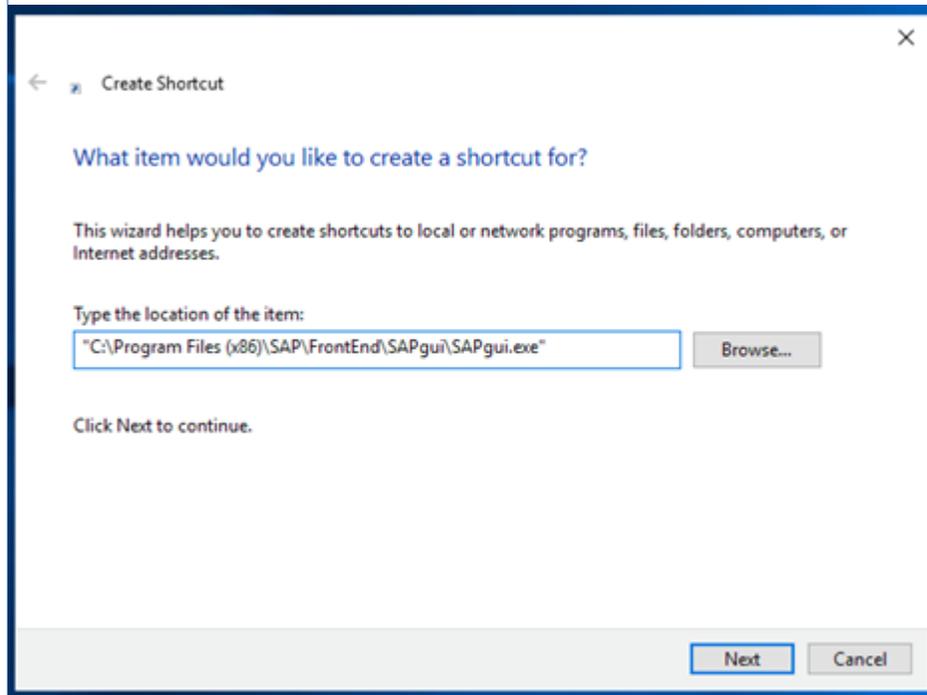
Note: You will have to scroll through a long list of file names in alphabetical order to find **SAPgui.exe**

Computer > OSDisk (C:) > Program Files (x86) > SAP > FrontEnd > SAPgui > SAPgui.exe

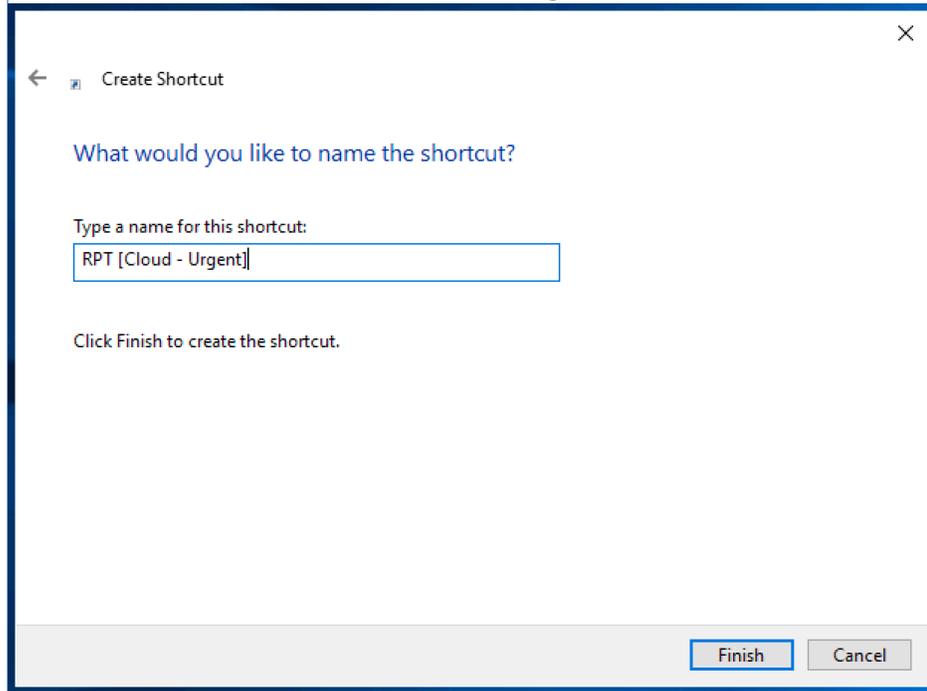


Then select **OK**.

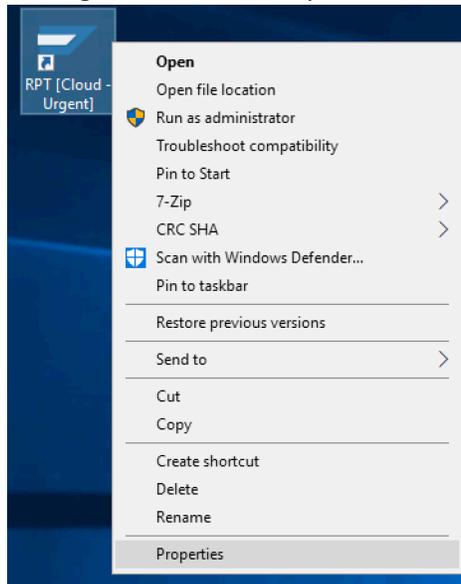
3. The window should look like this. Now **click Next**



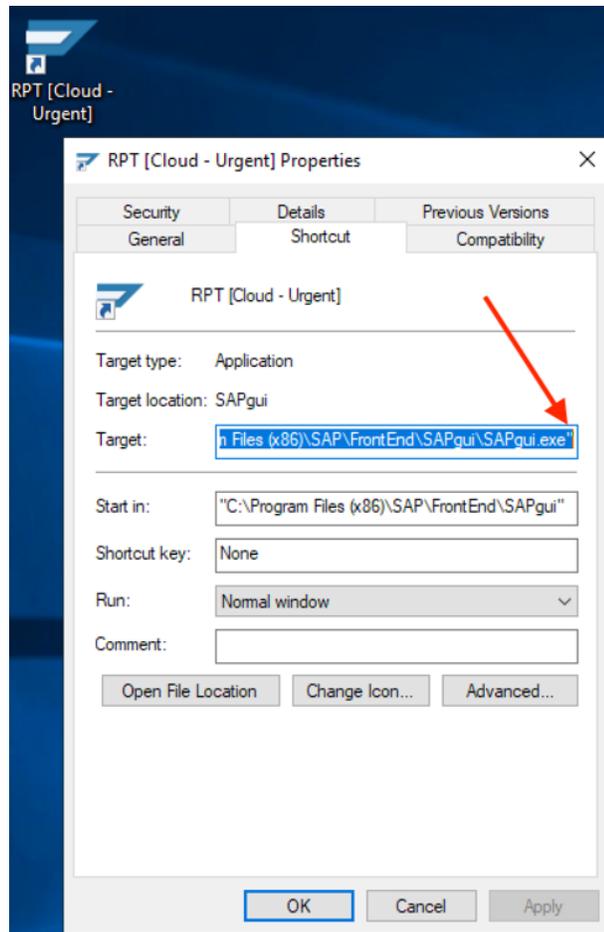
4. Enter the **Shortcut name** RPT [Cloud – Urgent] and click **Finish**



5. Now **Right-click** on the newly created shortcut and select **Properties**



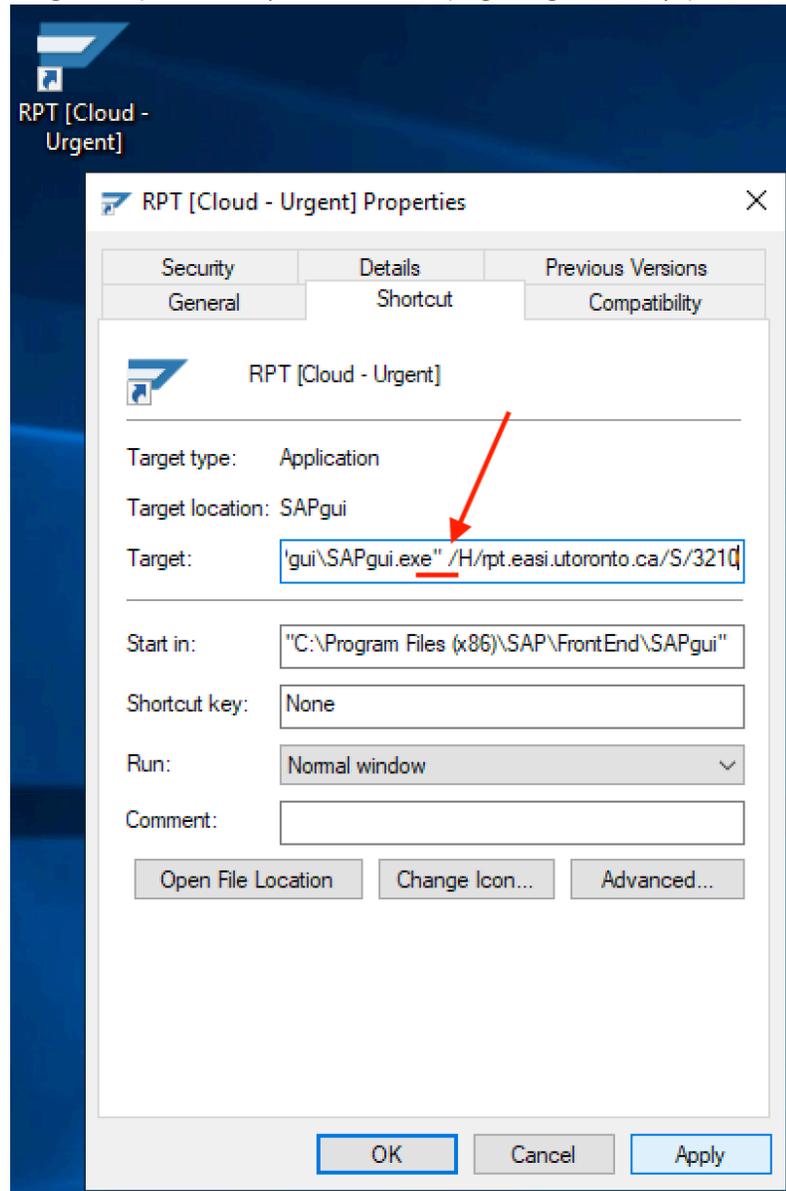
6. We are going to **add new text** at the end of the field called "Target" under the tab name "Shortcut" as shown in the screenshot below:



7. **Copy** the following text to where the arrow above appears: `/H/rpt.easi.utoronto.ca/S/3210`

Paste this text at the end of the “Target” field (check the screenshot below)

NOTE: Be sure to include **a space** between the existing text (ending in *SAPgui.exe*) and the copied earlier text (beginning with */H/rpt*)



The **complete text** in the Target field should appear as follows:

```
"C:\Program Files (x86)\SAP\FrontEnd\SAPgui\SAPgui.exe" /H/rpt.easi.utoronto.ca/S/3210
```

8. Click **Apply** and then **OK** to close
9. Try to Login to SAP using the newly created Shortcut: **RPT [Cloud – Urgent]**