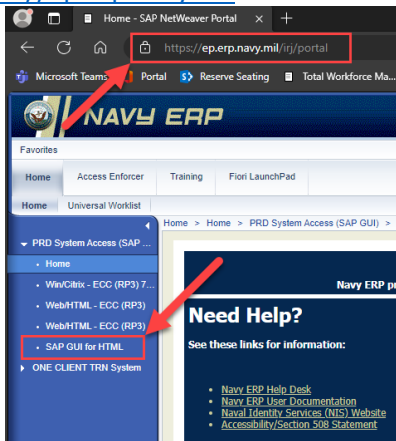


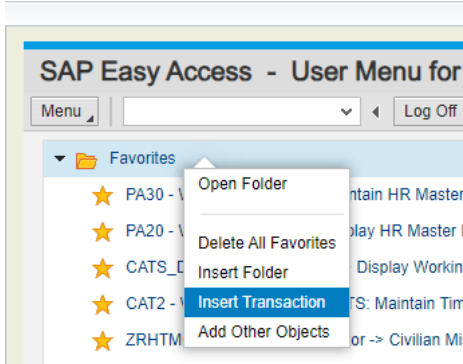
## ADDING A FAVORITE TO NAVY ERP TIME AND ATTENDANCE (T&A)

Here are the steps to add CAT2 to your Navy ERP favorites (or any other frequently used item).

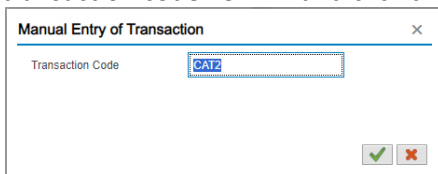
Navigate to <https://ep.erp.navy.mil> and then select SAP GUI for HTML



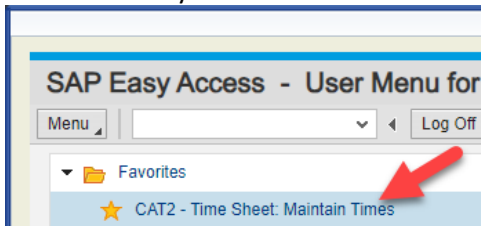
Right Click on the Favorites folder and select Insert Transaction.



Type in manual transaction code "CAT2" and click the checkmark.



CAT2 should now be added to your favorites.



Double Click CAT2 to enter your time.

These steps can also be used when using Win/Citrix – ECC.

Time entry training slides - Please log into NAVWAR flankspeed to view below links accessing Navy ERP T&A.

PPT link: [NAVWAR NERP EDGE - TIME & ATTENDANCE - MAY 2023a.pptx](#) and video link: [NAVWAR NERP EDGE HTML-WIN CITRIX T&A AND WBS TRAINING Recording-20230913.mp4](#)