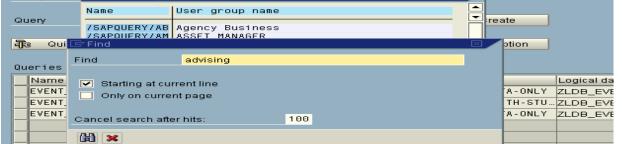
SAP Query - SQ01 (Advising Query) The University of Mississippi 12/2009 SAP Support: 662.915.5222 Email: sap@olemiss.edu This document will demonstrate how to run Event Queries. Schedule of event reports selected by course, room, instructor, organization, etc. SAP Menu Path and Transaction Code: Campus Management > Tools > Ad Hoc Reports > SAP Query (SQ01) **2** 🏝 🏝 🕰 🕰 🔛 🖾 Ē1 Command Field (SQ01) SAP Easy Access 🖪 🖃 📚 😹 🖉 🖵 🔲 Favorites D 🔄 SAP menu Transaction Code may be entered 🔈 🧰 Office Logistics in the Command Field **or** you may Accounting Human Resources follow the menu path. 🖙 🔄 Campus Management > Campus Management 🗇 PIQST00 - Student File 🔗 SBWP - SAP Business Workplace > Tools Student Administration > Ad Hoc Reports Student Accounting Academic Structure (Curriculum) > SAP Query Event Planning Teaching and Examination Correspondence Settings 🔁 Tools 🤝 🚘 Ad Hoc Reports 父 SQ01 - SAP Quer ⊳ 📃 Report Painter You should default to the Advising user group. If you are not changing user groups; go to Query on page 3. Change User Group: If you want to change user groups: Edit > Other user group: Follow the menu path from the Menu Bar or left-click on the "Change User Group" icon. <u>Q</u>uery <u>E</u>dit 22 😪 | 🖴 (H) (H) | 32 12 AL (S) | 🛒 🔁 | 12 🚱 🖪 1 Query G: Initial Screen Short names 🔁 🖸 🖡 🔊 🗤 backgrou Local field > Edit Line Querkare > Other user group <u>C</u>olumn header Delete Change user Change Create Other user group Shift+F7 group icon Cancel F12 60 Display Description

User Group: Select User Group, example: Advising. You may scroll or use the Find Icon (binoculars).

Note: You will probably only see the User group names that you have access to run.

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Find Icon (binoculars): Enter advising, press enter



Advising User Group: Double-click on Advising, this will find Advising in the User group list.

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Query: Enter the appropriate Query name in the Query box. Currently, you will need to type Query name or highlight it.

Execute: Execute Query

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EVENT_ENROLLINT Schedule of Events EVENT-DATA-ONLY ZLDB_EVENTS1	Contains Only Event Data
EVENT_ROSTER Class Rosters by Event EVENTS-WITH-STUZLDB_EVENTS1	Events with Student Data
EVENT_SCHEDULE Schedule of Events EVENT-DATA-ONLY ZLDB_EVENTS1	Contains Only Event Data

Selection Variant: Select your name by using the drop-down box. Make selection and then left-click on the change icon (Pencil).

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Enter appropriate selection criteria: Academic Year, Session, Campus, etc. Remember to use drop-down boxes and press enter to see if correct data appears. **Save:** Save Selection

Back arrow: Left-click on back arrow.

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Example: Example of Report

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Spreadsheet: To load data into Excel. List > Export > Spreadsheet.

Note: You must have Excel on your PC for this to work.

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Information - Filter criteria, sorting, etc: Left-click on Enter Icon

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Microsoft Excel: Press Enter or left-click on Enter Icon.

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