

Display Variants (Layout)

SAP Screen Shots
The University of Mississippi
End User Documentation – 4.6C
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SAP Support: 662.915.5222

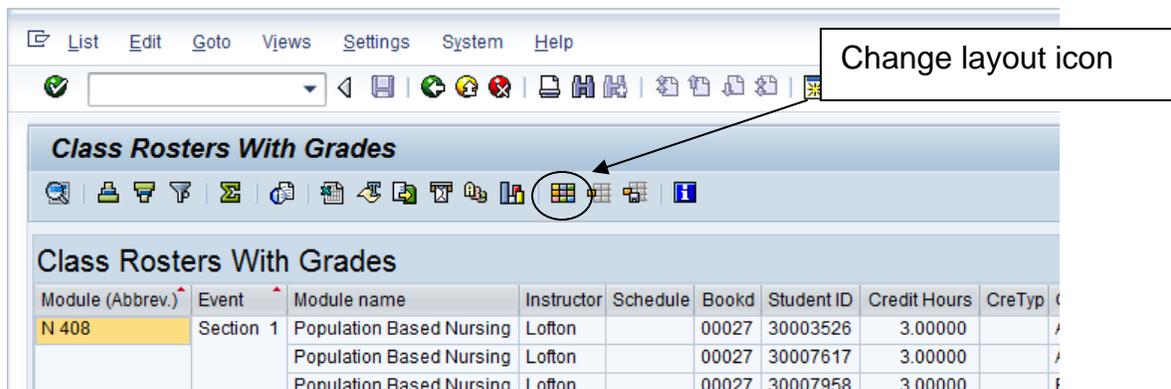
Email: sap@olemiss.edu

A display variant is a way to save a layout of a report so that they may be used for future reports.

Display (Layout) Variant Icons:

Change Layout:  **Select Layout**  **Save Layout** 

Change Layout: One column will include column names that are being displayed on the report (usually the left) and the other column will display hidden columns that can be added to the report.



The screenshot shows the SAP interface for the 'Class Rosters With Grades' report. The toolbar at the top contains various icons, including a grid icon circled in red. A callout box labeled 'Change layout icon' points to this grid icon. Below the toolbar, the report data is displayed in a table format.

Module (Abbrev.)	Event	Module name	Instructor	Schedule	Bookd	Student ID	Credit Hours	CreTyp
N 408	Section 1	Population Based Nursing	Lofton		00027	30003526	3.00000	
		Population Based Nursing	Lofton		00027	30007617	3.00000	
		Population Based Nursina	Lofton		00027	30007958	3.00000	

Moving Columns: To move a column from one side to the other, highlight and use the arrows in the middle of the page. To rearrange the order of the columns, use the up/down arrows. When you are finished, you can press enter or left-click on enter icon.

The screenshot shows a software window titled "Class Rosters With Grades" with a "Change Layout" dialog box open. The dialog has two tabs: "Displayed Columns" and "Sub Order".

- Displayed Columns:** A list of available columns including "Module (Abbrev.)", "Business Event Package Abbre...", "Module Name", "Instructor for Business Event (K...", "Description of Business Event...", "Number of Attendances Booked", "Student Number", "Acquire Credits", "Unit of Measurement for Credit", "Grade Symbol", and "Appraisal Complete".
- Column Set:** A list of currently displayed columns including "Text: Module Booking Status", "Last Name", and "First Name".
- Arrows:** A set of four arrows (up, down, left, right) is circled and labeled "Arrows 2".
- Enter icon:** A small icon with a checkmark and an 'X' is circled and labeled "Enter icon".

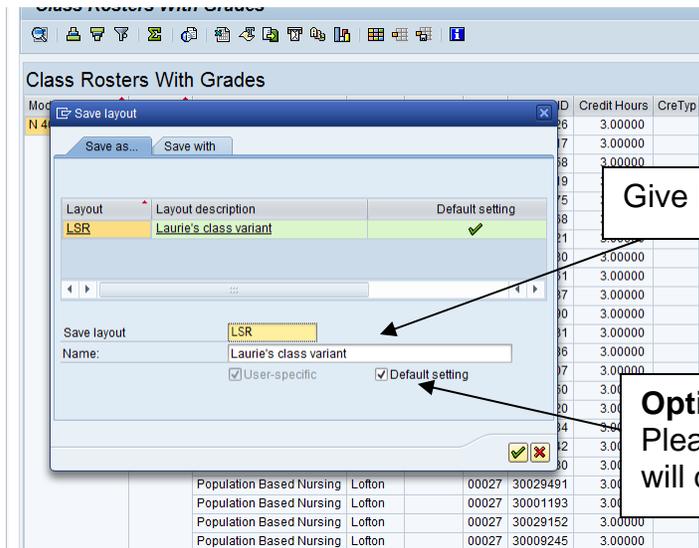
Annotations with arrows point to these elements:

- "To rearrange order of columns." points to the "Sub Order" tab.
- "Highlight column name 1" points to "Text: Module Booking Status" in the Column Set.
- "Arrows 2" points to the arrow icons.
- "Enter icon" points to the checkmark/X icon.

At the bottom of the window, a data table is visible:

Population Based Nursing	Lofton	00027	30001193	3.00000	A	X
Population Based Nursing	Lofton	00027	30029152	3.00000	A	X
Population Based Nursing	Lofton	00027	30009245	3.00000	A	X

Save Layout: You must give your layout a name and you must also decide if the layout will be your default. If you have a choice, User-Specific means you will be the only one who sees this layout in the selection box.

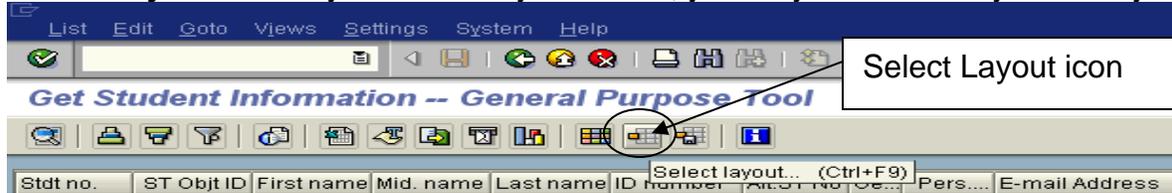


Give layout names

Option: To save as default setting. Please remember this is how your report will display until you change it.

Note: Be careful if you set as default, you might forget that you saved as default and wonder why some columns are not displaying.

Select Layout: Once you have a layout saved, you may select this layout at any time.



Select Layout: All of the layouts that you have set up and saved should appear when you select the select layout icon. Double click on the desired layout

