

SAP Query - SQ01 (Advising Query)

The University of Mississippi

12/2009

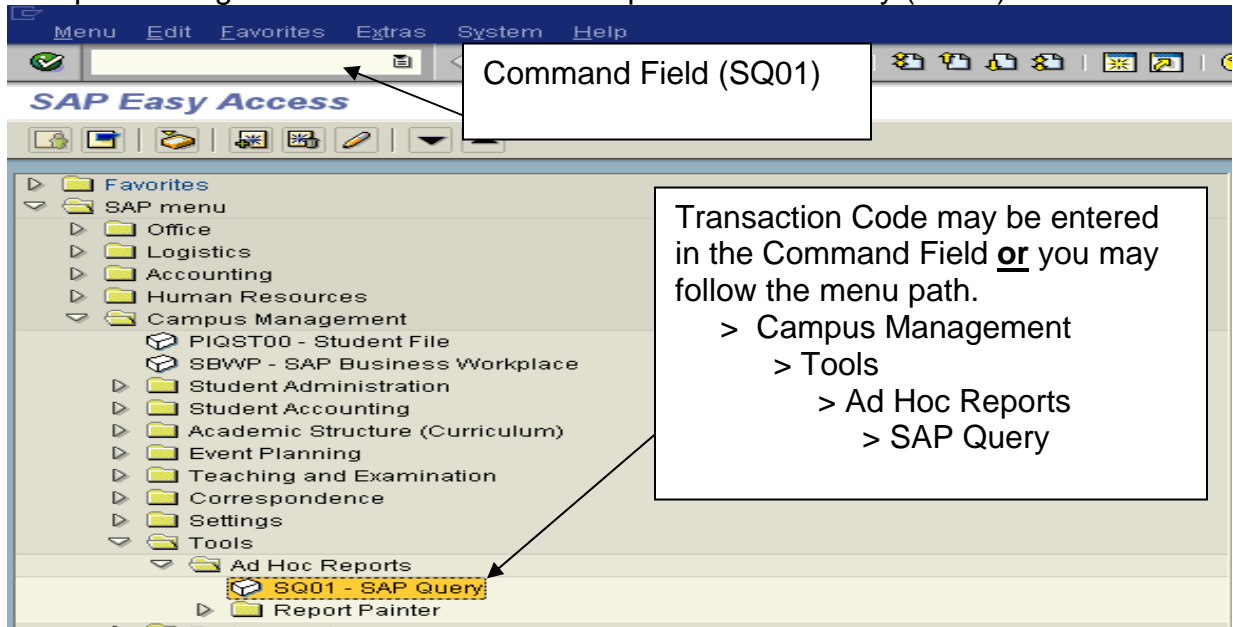
SAP Support: 662.915.5222

Email: sap@olemiss.edu

This document will demonstrate how to run Event Queries. Schedule of event reports selected by course, room, instructor, organization, etc.

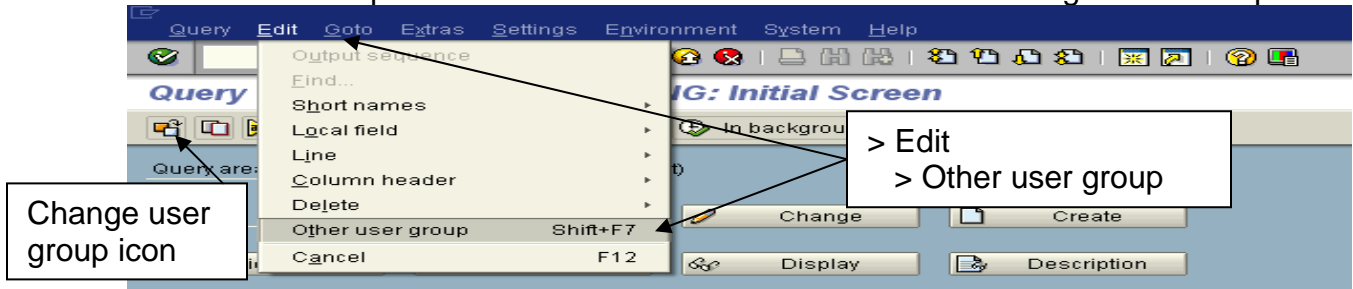
SAP Menu Path and Transaction Code:

Campus Management > Tools > Ad Hoc Reports > SAP Query (SQ01)



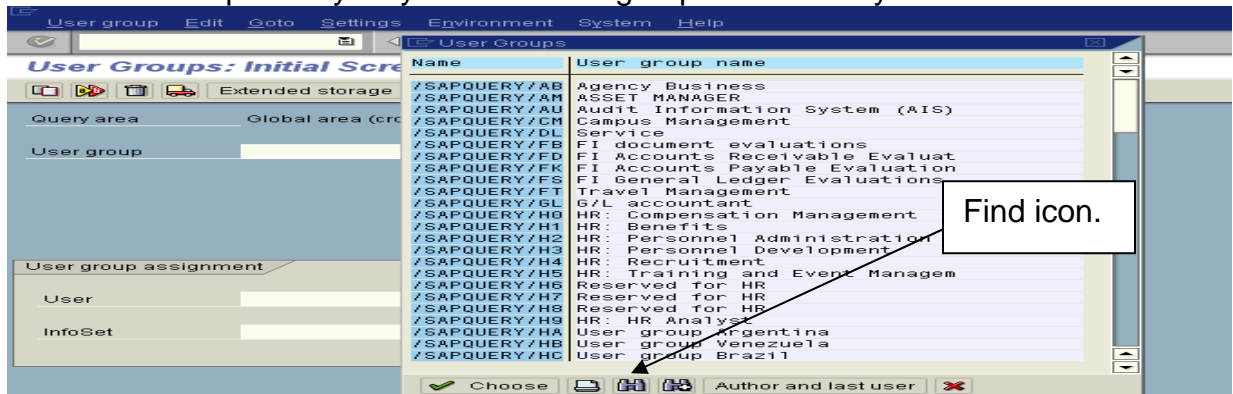
You should default to the Advising user group. If you are not changing user groups; go to Query on page 3.

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.

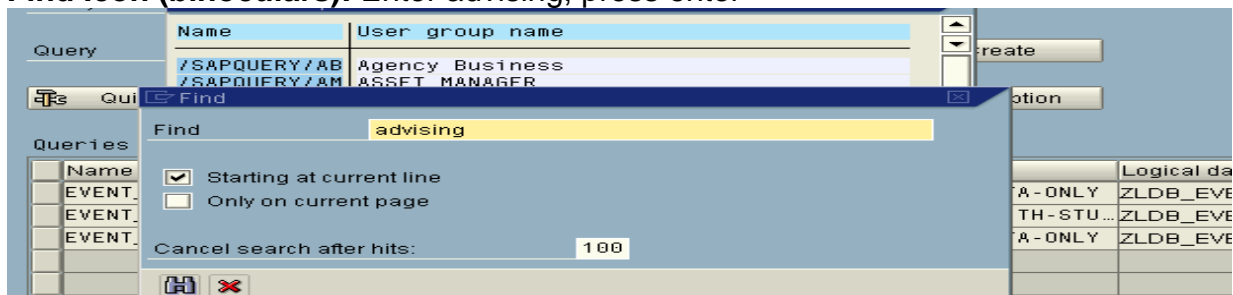


User Group: Select User Group, example: Advising. You may scroll or use the Find Icon (binoculars).

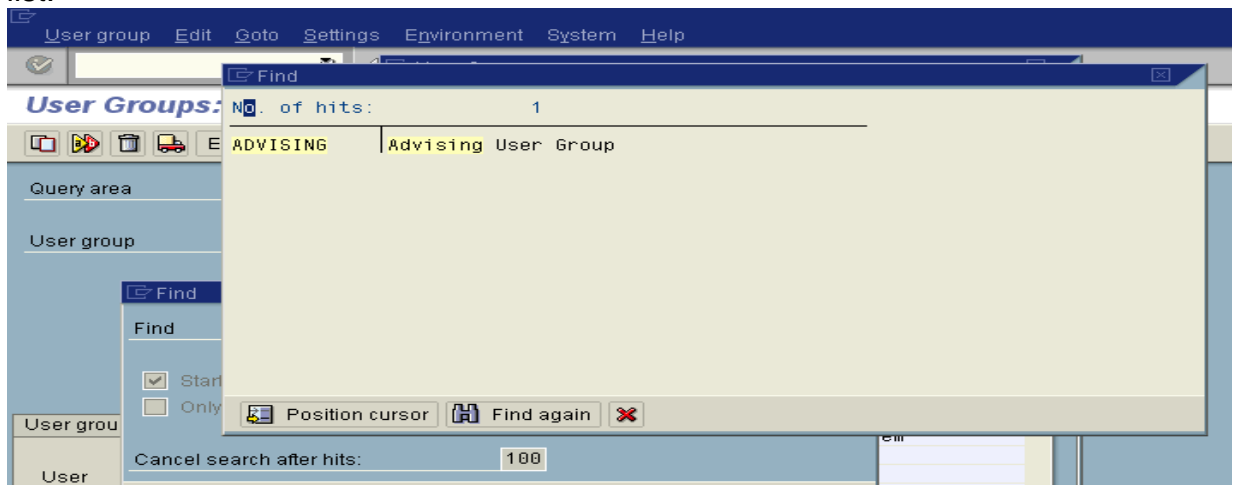
Note: You will probably only see the User group names that you have access to run.



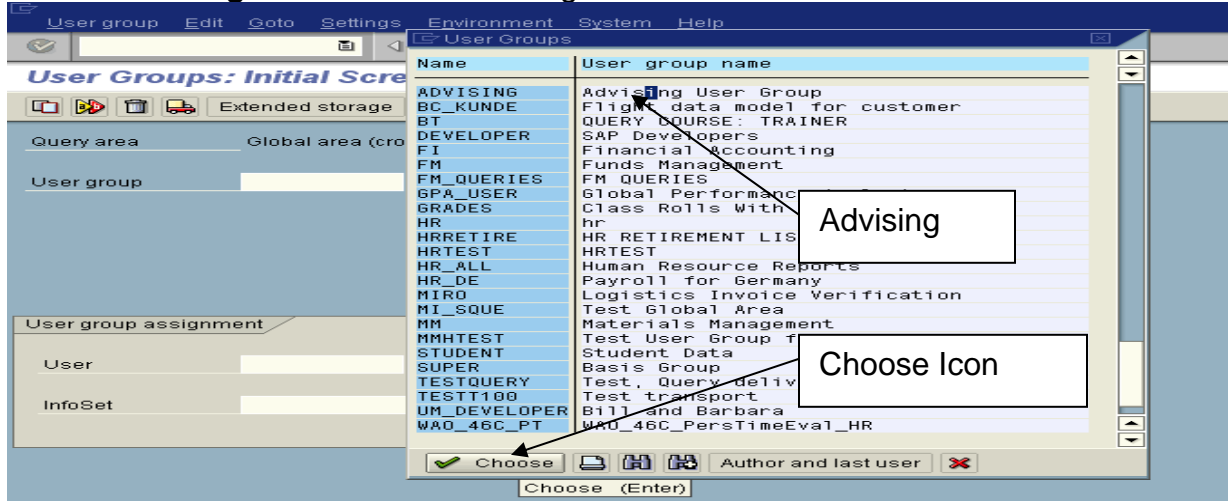
Find Icon (binoculars): Enter advising, press enter



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

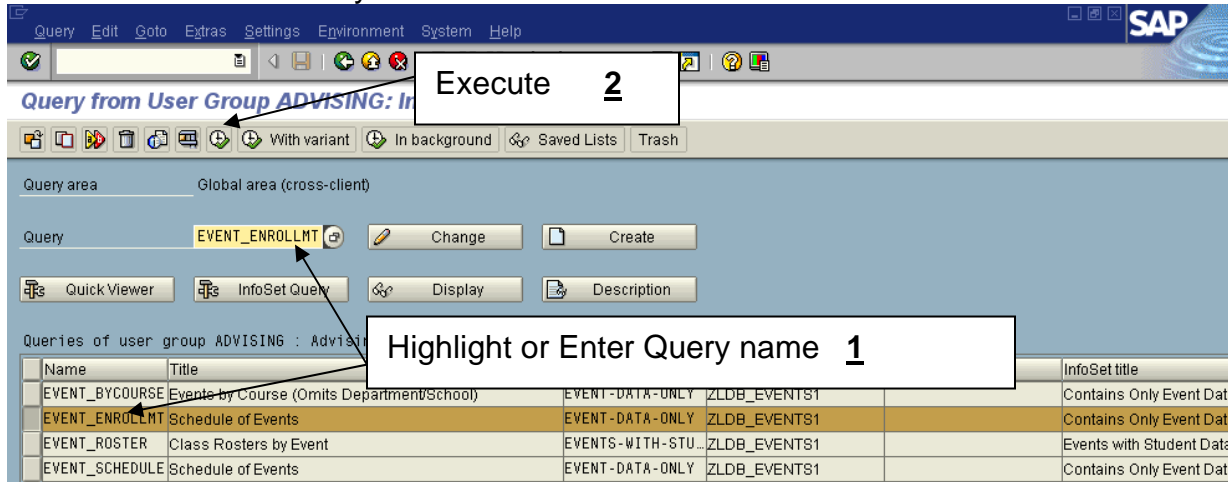


Select Advising: Double-click Advising or left-click on the Choose icon.

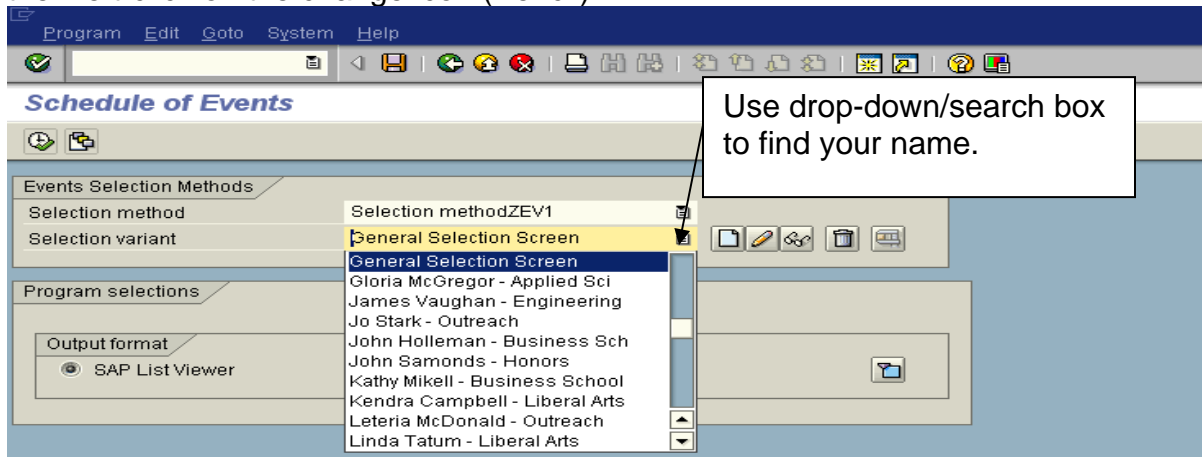


Query: Enter the appropriate Query name in the Query box. Currently, you will need to type Query name or highlight it.

Execute: Execute Query



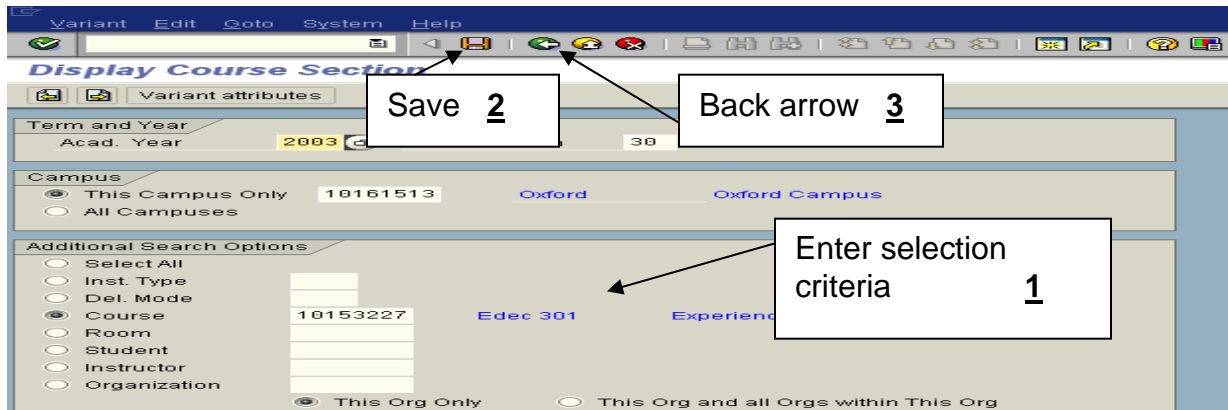
Selection Variant: Select your System name by using the drop-down box. Make selection and then left-click on the change icon (Pencil).



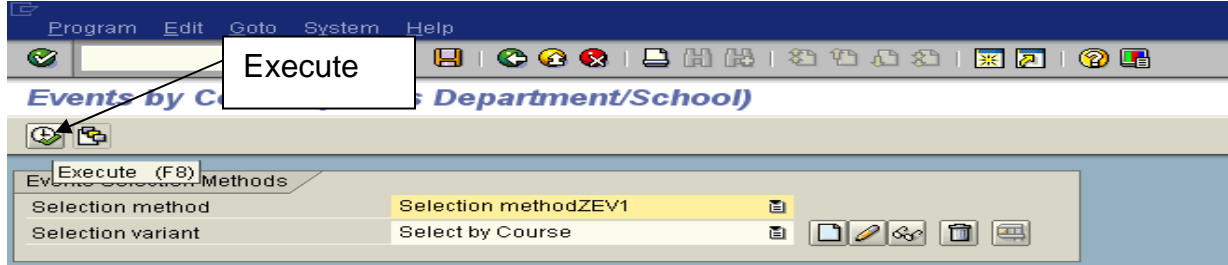
Enter appropriate selection criteria: Academic Year, Session, Campus, etc.
Remember to use drop-down boxes and press enter to see if correct data appears.

Save: Save Selection

Back arrow: Left-click on back arrow.



Execute: Left-click on Execute Icon.



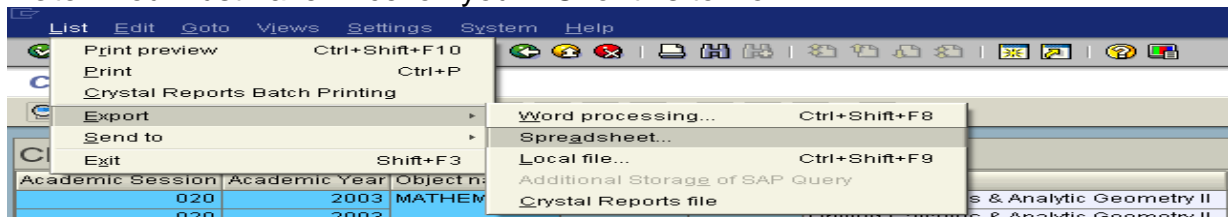
Example: Example of Report

The screenshot shows the SAP 'Class Rosters by Event' report. The table displays student information for the 'ENGLISH' course, including module ID, event, module name, instructor, schedule, book ID, student ID, last name, first name, and program.

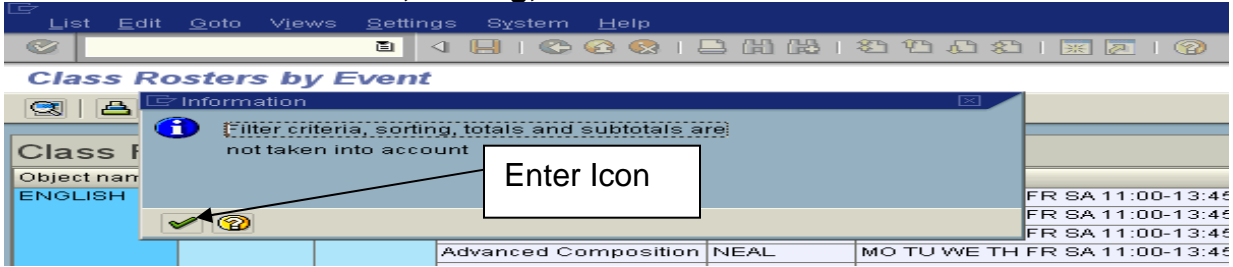
Object name	Module ID	Event	Module name	Instructor	Schedule	Bookd	Student ID	Last name	First name	Program
ENGLISH	Engl 321	Section 1	Advanced Composition	NEAL	MO TU WE TH FR SA 11:00-13:45	00023	10015033	Bailey	Lacey	BBA Bus St
			Advanced Composition	NEAL	MO TU WE TH FR SA 11:00-13:45	00023	10070283	Bennett	Tyler	BBA Real Est
			Advanced Composition	NEAL	MO TU WE TH FR SA 11:00-13:45	00023	10067941	Cousins	James	BBA Bank Fin
			Advanced Composition	NEAL	MO TU WE TH FR SA 11:00-13:45	00023	10066744	Crowe	Emily	BA Anth
			Advanced Composition	NEAL	MO TU WE TH FR SA 11:00-13:45	00023	10080955	Fisher	Elizabeth	BBA Mgr Fin
			Advanced Composition	NEAL	MO TU WE TH FR SA 11:00-13:45	00023	10078520	Ford	William	BBA Bank Fin

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

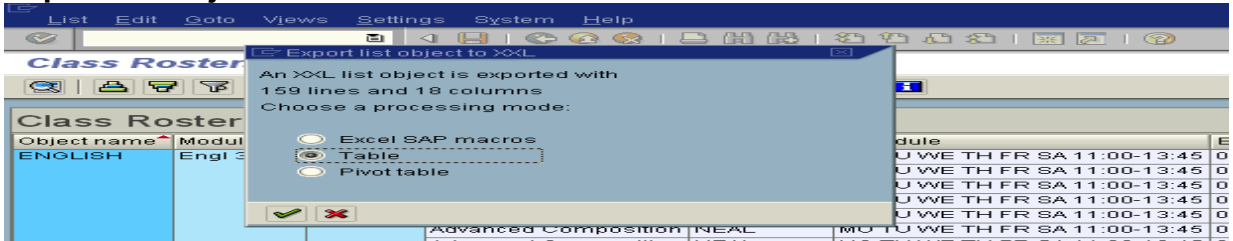
Note: You must have Excel on your PC for this to work.



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



Export list objects to XXL: Select Table



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

