Selection Variants
## The University of Mississippi
5/2011

SAP Support: 662.915.5222   Email: sap@olemiss.edu

---

A variant is a way to save a selection method so that they may be used for future reports. You should not edit other user's variants. Please include your name or initials in your variant, so you and other users will know who created what. *Note:* As selection methods are modified to add additional functionality, existing selection variants may need to be deleted and re-created.

Selection Variant Icons:

Create   Change   Display   Delete
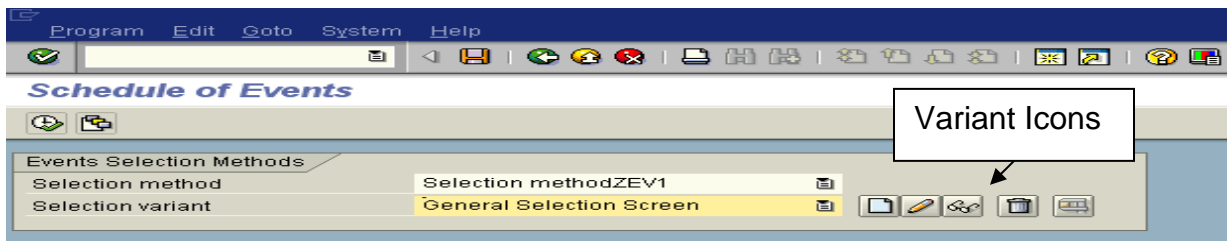
Create a Variant: 1) Left-click on the create icon (paper). 2) Give variant a name. 3) Left-click on the Create icon.
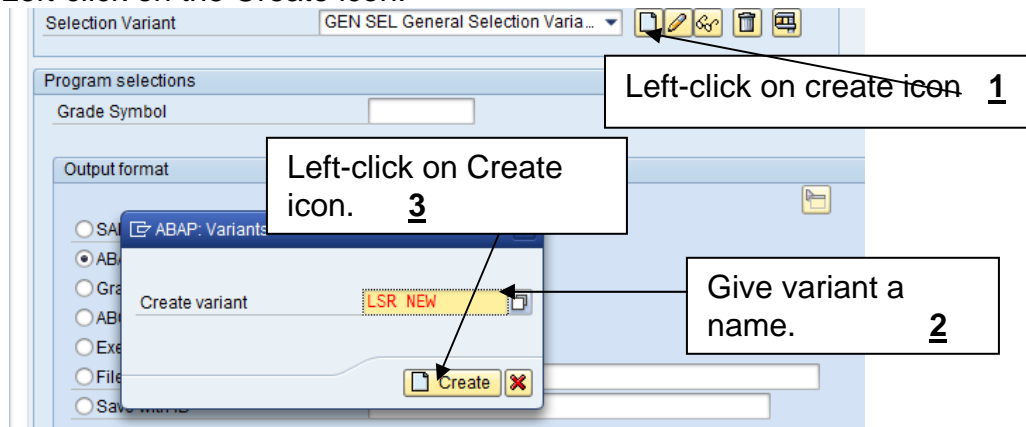
Selection criteria: Fill in appropriate fields for your selection. You may use drop-down boxes to help with selections. Remember to use * as wild cards.
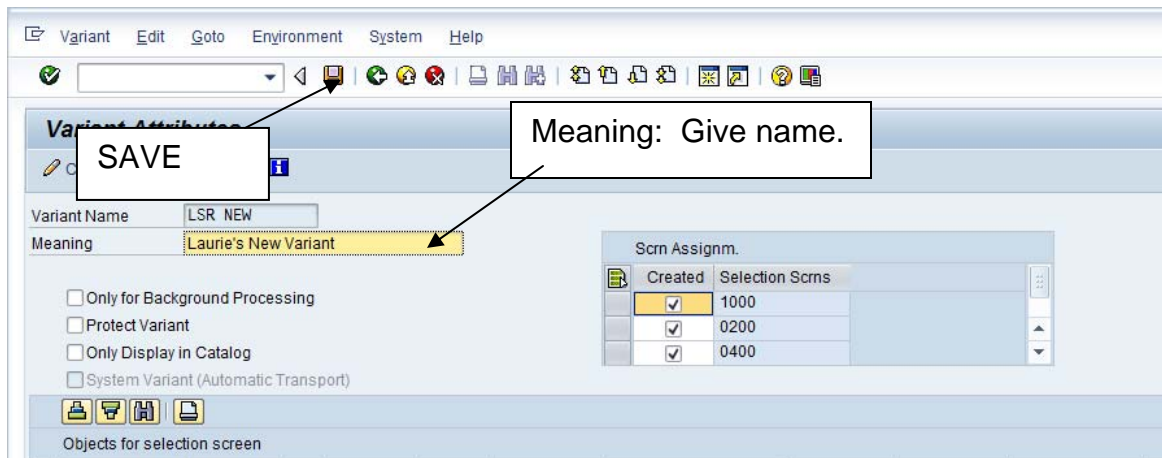
Note: This screen will vary depending on what transaction you are using. This example uses SQ01.

Left-click on back arrow icon. **2**

Fill in appropriate fields for selection. **1**

Save Values: Left-click on yes to save.

Meaning: It is helpful to use your name or initials in the long name for your variant.

Protect variant Option: If you want to be the only user that can change this variant, you may protect it by checking the box next to 'Protect Variant'.

Save: Save variant

Change Selection Variant: Once the variant is created, you may re-use it or change it by clicking on the pencil to update/change the variant.
Note: Occasionally a selection method is changed. If that happens, the user's selection variant will need to be deleted and re-created.

Using a Selection Variant: Select your name by using the drop-down box. Make selection and then left-click on the change icon (Pencil).
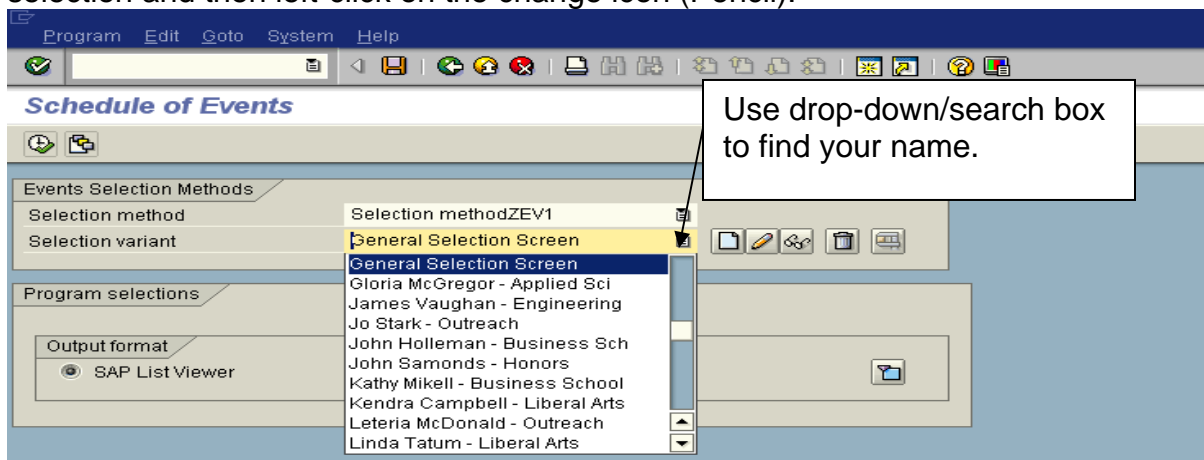
Enter appropriate selection criteria: Academic Year, Session, Campus, etc. Remember to use drop-down boxes and press enter to see if correct data appears.
Save: Save Selection
Back arrow: Left-click on back arrow.

Variant	Edit	Goto	System	Help

Display Course Section

Variant attributes

Save 2

Back arrow 3

Term and Year
Acad. Year 2003 30
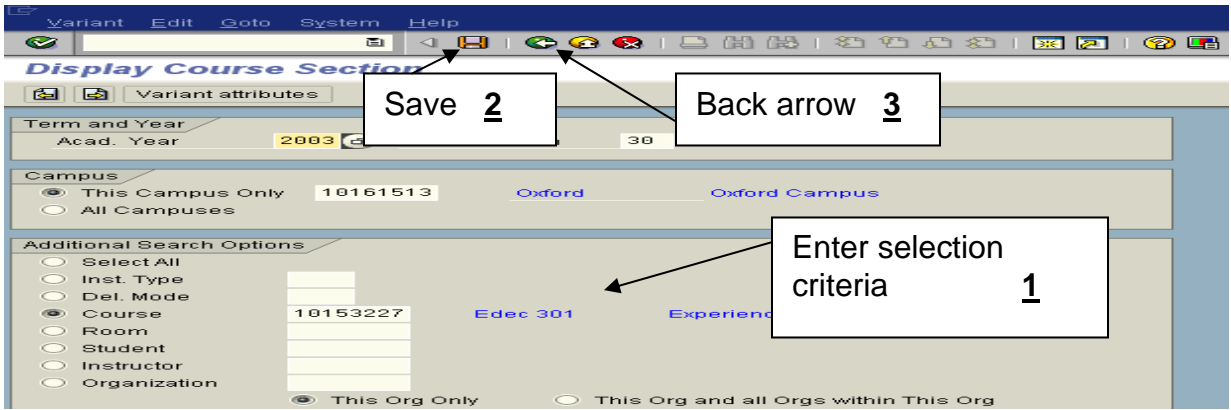
Campus
◉ This Campus Only 10161513   Oxford   Oxford Campus
○ All Campuses

Enter selection criteria 1

Additional Search Options
○ Select All
○ Inst. Type
○ Del. Mode
◉ Course   10153227   Edec 301   Experienc
○ Room
○ Student
○ Instructor
○ Organization
        ◉ This Org Only   ○ This Org and all Orgs within This Org

Choose output format. 'SAP List Viewer' is the most flexible.
Execute: Left-click on Execute Icon.

Program	Edit	Goto	System	Help

Class Rosters With Grades

Execute

Execute (F8)

Selection Method   ZEV1 Selection MethodZEV1
Selection Variant   GEN SEL General Selection Varia...

Program selections
Grade Symbol

Output format

SAP List Viewer

◉ SAP List Viewer
○ ABAP List   ○ Display as table
○ Graphic   ○ Word processing
○ ABC analysis   ○ Spreadsheet
○ Executive Info System (EIS
○ File store
○ Save with ID