Selection Variants

The University of Mississippi

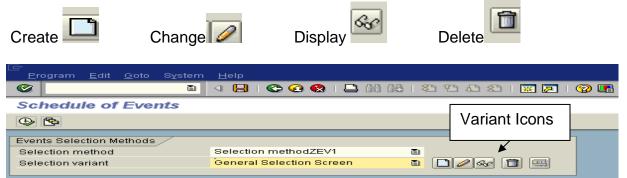
5/2011

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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 a Variant: 1) Left-click on the create icon (paper). 2) Give variant a name. 3) Left-click on the Create icon.

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Program selections Grade Symbol		Left-click on cre	ate icon 1
Output format	Left-click on Create icon. <u>3</u>		
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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.

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Additional Search Options Select All Inst. Type Del Mode Teach Meth Course 30010828 Section Room Building Instructor Organization	Aursing

Save Values: Left-click on yes to save.

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Meaning: It is helpful to use your name or initials in the long name for your variant. C Variant Edit Goto Environment System Help Ø 👻 🤇 🖳 🔇 🚱 🔛 🛗 🛗 🔛 🎝 🎝 🕄 🔜 🛜 🚱 🖷 Va Meaning: Give name. SAVE 00 H LSR NEW Variant Name Meaning Laurie's New Variant Scrn Assignm. Created Selection Scrns Only for Background Processing 1000 -Protect Variant 0200 -* -Only Display in Catalog 0400 V System Variant (Automatic Transport) Objects for selection screen

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).

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

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