SAP Query - SQ01 (Advising Query)
The University of Mississippi
12/2009
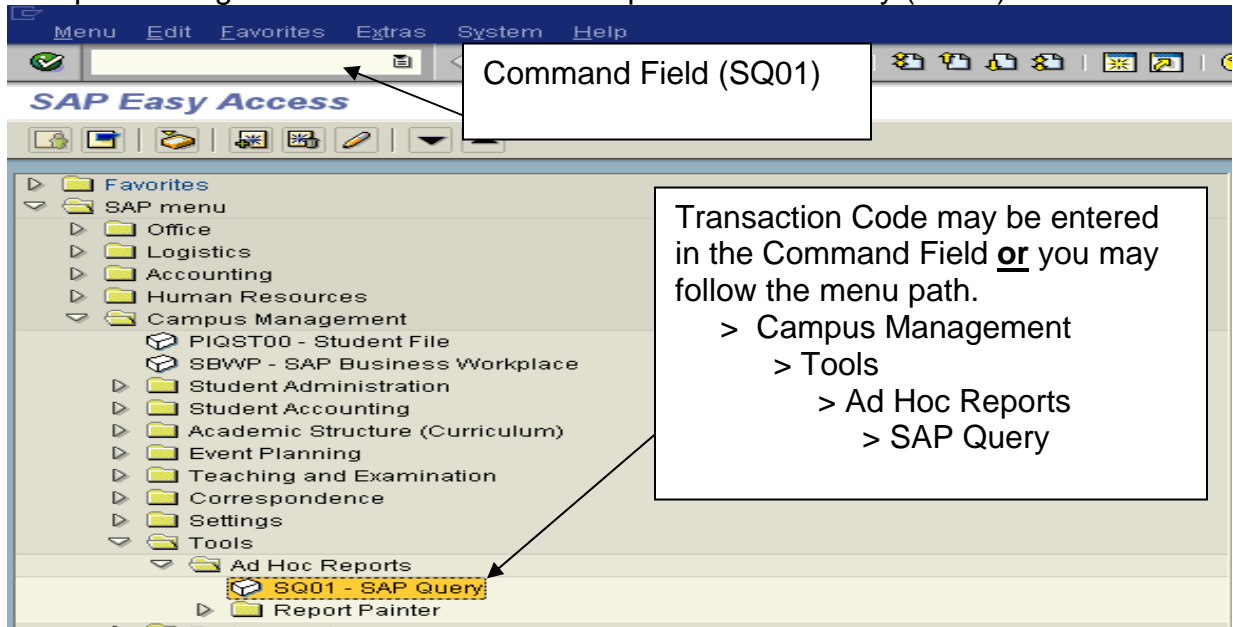
SAP Support: 662.915.5222   Email: sap@olemiss.edu

This document will demonstrate how to run Event Queries. Schedule of event reports selected by course, room, instructor, organization, etc.
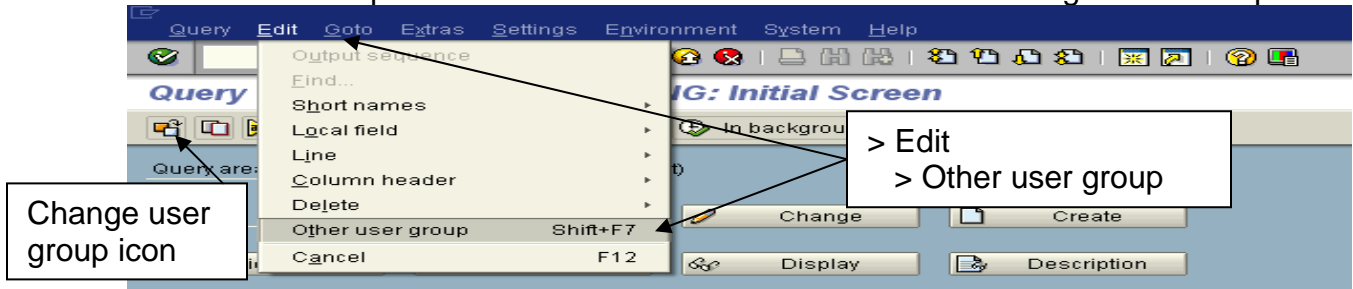
SAP Menu Path and Transaction Code:
Campus Management > Tools > Ad Hoc Reports > SAP Query (SQ01)


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:
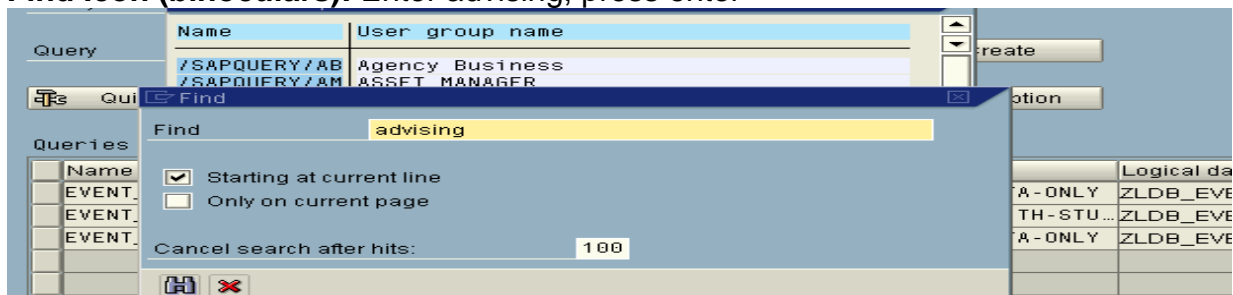Follow the menu path from the Menu Bar or left-click on the "Change User Group" icon.

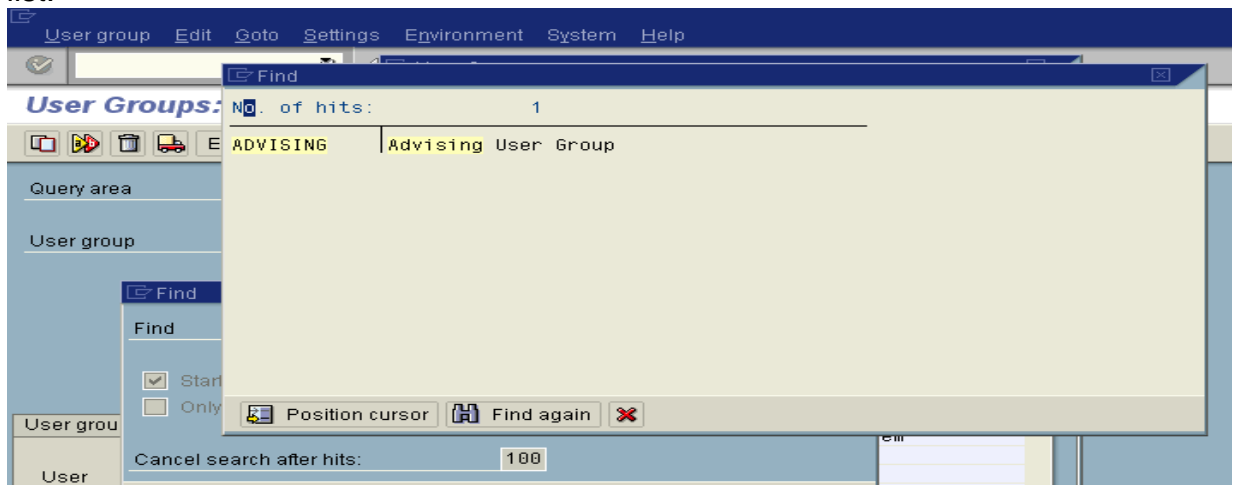**User Group:** Select User Group, example: Advising. You may scroll or use the Find Icon (binoculars).

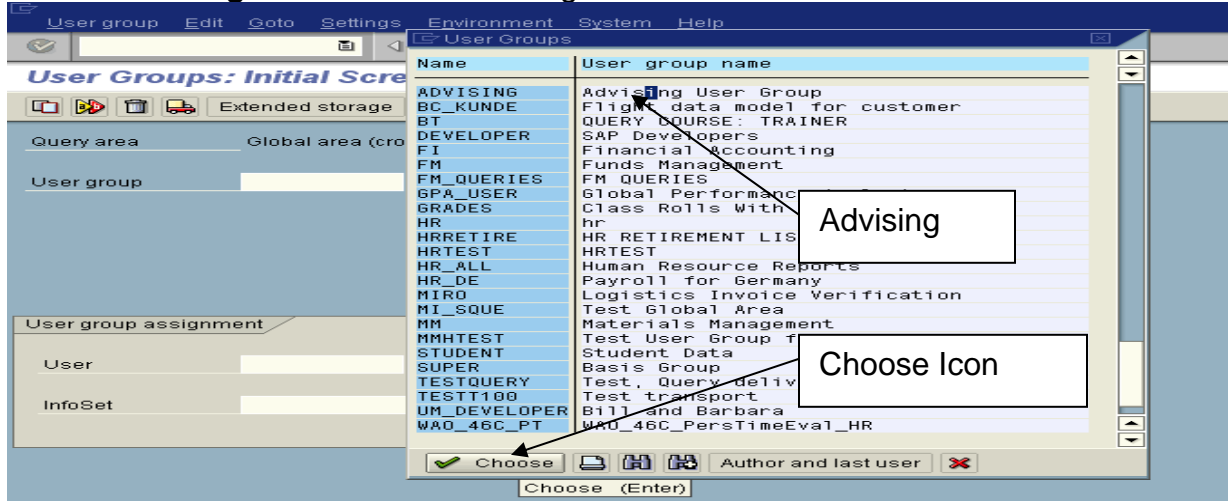*Note:* You will probably only see the User group names that you have access to run.
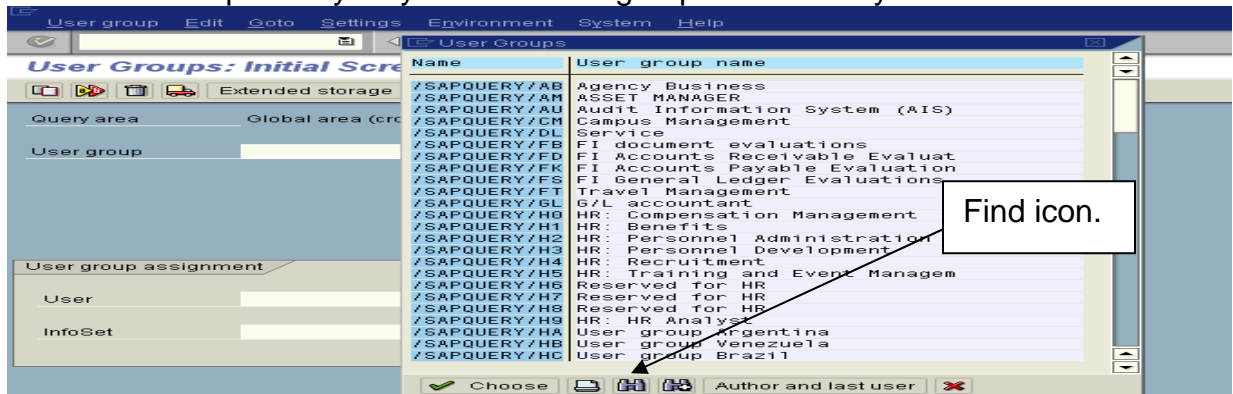
Find Icon (binoculars): Enter advising, press enter

Advising User Group: Double-click on Advising, this will find Advising in the User group list.
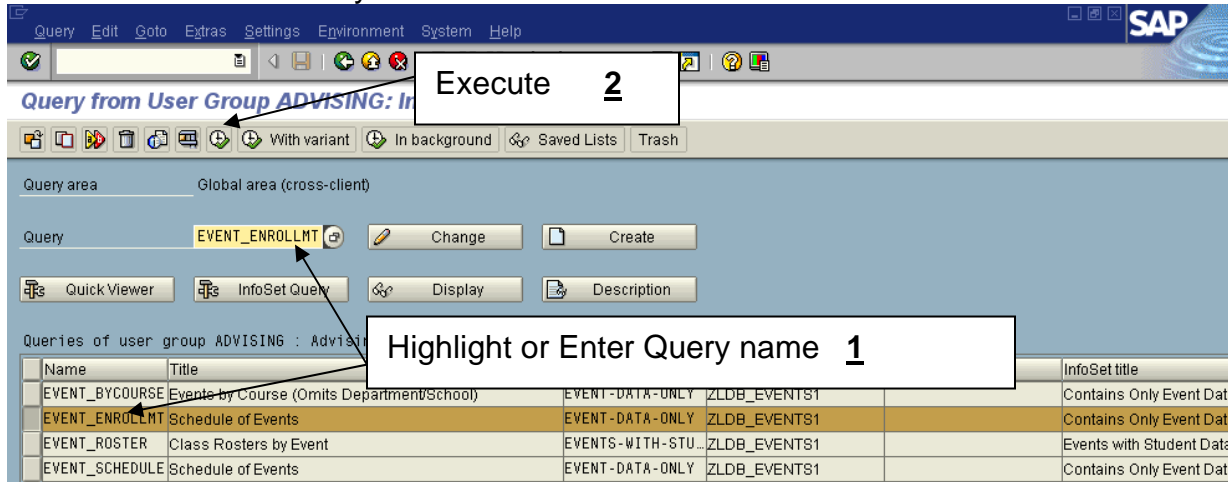
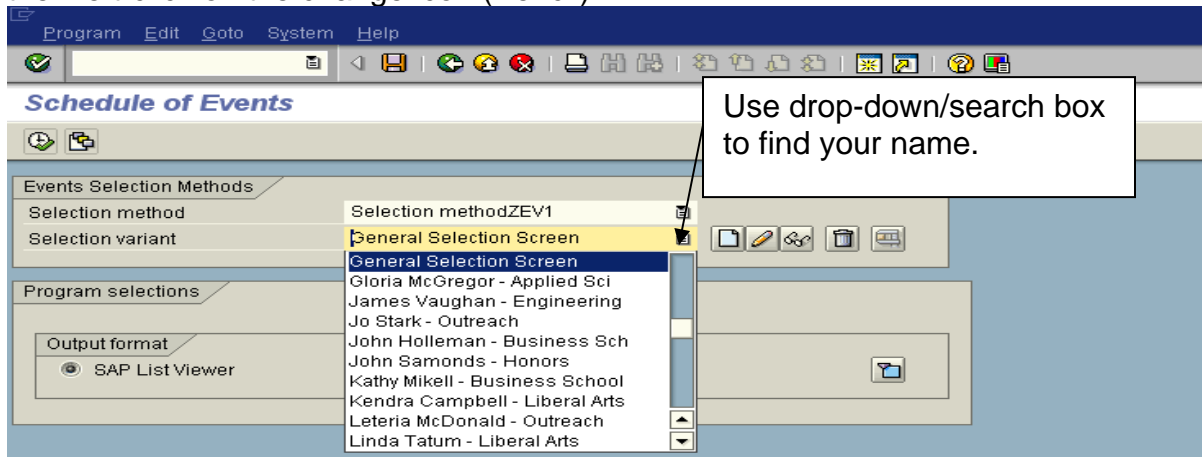**Select Advising:** Double-click Advising or left-click on the Choose icon.

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

Execute: Execute Query

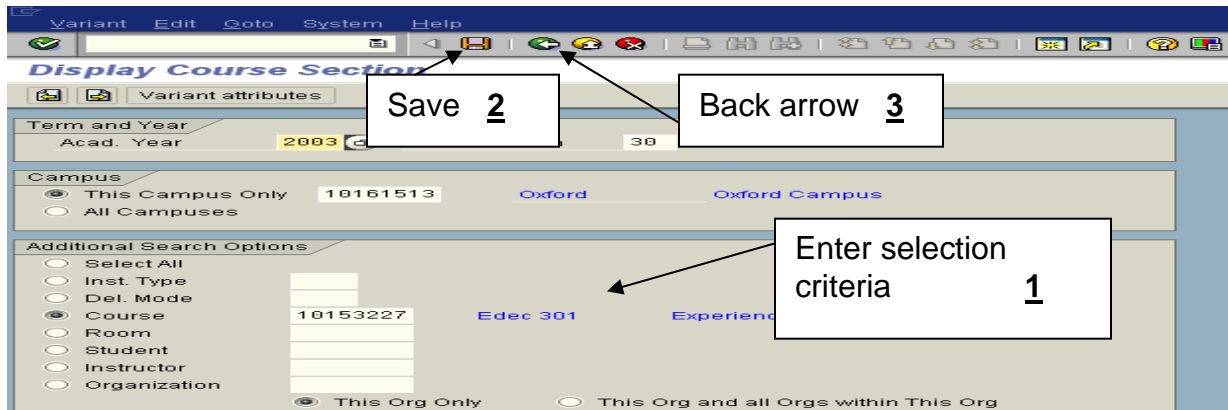**Selection Variant:** Select your name by using the drop-down box. Make selection and then left-click on the change icon (Pencil).
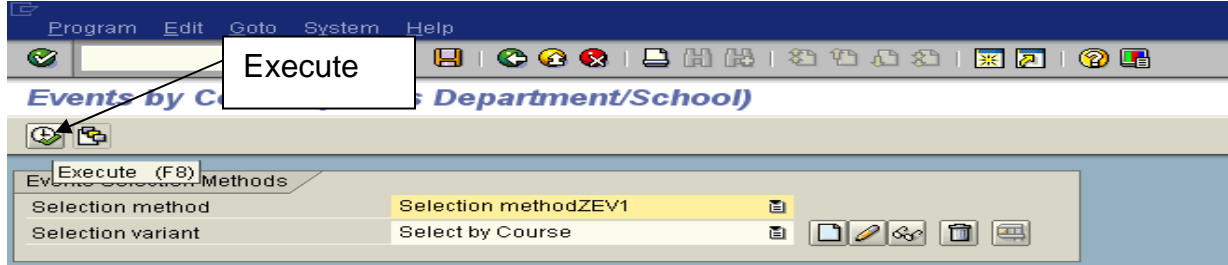
Enter appropriate selection criteria: Academic Year, Session, Campus, etc.
Remember to use drop-down boxes and press enter to see if correct data appears.
Save: Save Selection
Back arrow: Left-click on back arrow.
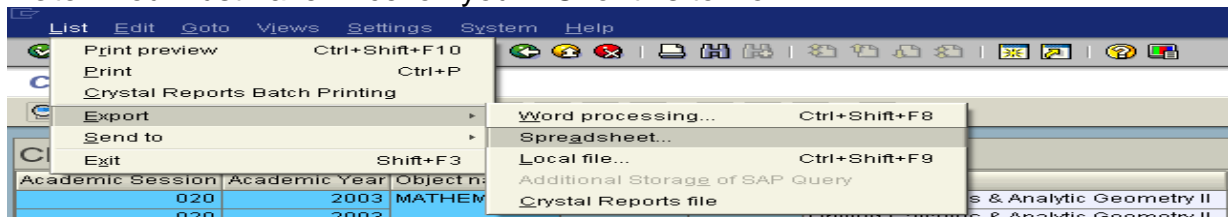

Execute: Left-click on Execute Icon.

Example: Example of Report

Spreadsheet: To load data into Excel. List > Export > Spreadsheet.
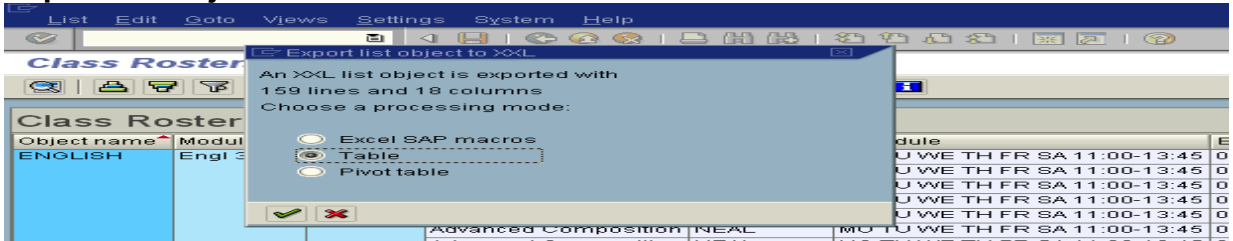
Note: You must have Excel on your PC for this to work.

4

Information - Filter criteria, sorting, etc: Left-click on Enter Icon
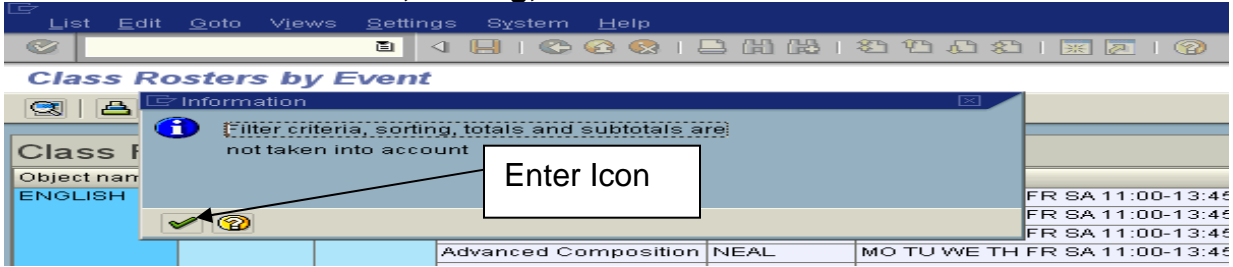
Export list objects to XXL: Select Table

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