Set the Default to Do Not Print for SAP Cover Sheets on Printed Reports

Overview:
When printing any report in SAP, there is a cover sheet option that eliminates the printing of the SAP cover sheet for that report. This option is listed as “Do Not Print”.

In addition, the “Do Not Print” option may be set by the user as the **standard default for the report being printed OR may be applied across ALL printed reports**. Once the default is set, the “Do Not Print” option will always display as the default on the print dialog box for the one report or for all reports, depending on the user’s preference. The steps to eliminate the cover sheet never need to be done again, unless the default setting is changed by the user at a later date.

Steps:

*Note: The following steps pertain to any report in SAP and only need to be done one time. The elimination of the cover sheet may be applied to all reports or just to the report that is displayed per the user's preference.*

1. Follow the appropriate menu path to the selection screen for the desired report and enter selection criteria.
2. Click on the **Execute** button to generate the report.
3. Once in the report, click on the **Print** button, and click through any options until the *Print ALV List* screen is displayed (see next page).
Set Do Not Print for SAP Cover Sheets (cont.)

On the **Print ALV List** screen:

4. Enter a **printer name** (if not defaulted from user settings) in the **Output device** field.
   
   *Note: The **Output device field must be complete** before other steps can be done.*

5. Click in the field and use the **Drop-down** button to select **Do Not Print** in the **SAP Cover Sheet** field (this sets the value for this printing only).

6. Click on the **Properties** button to display the **Spool Request Attributes** window (see next page).
On the Spool Request Attributes screen:

7. Open the Cover sheets folder (click once on the “Twisty” button to open).

8. **Double click** on the SAP Cover Page option to display the Other Properties “SAP Cover Page” section in the gray area at the bottom of the screen.

9. At the bottom of the screen, ensure that the **Do not Print** is displayed in the SAP Cover Sheet field (use Drop-down button to change here if needed).

10. Click on the Specifications button to display the Maintain Settings screen (see next page).
On the *Maintain Settings* screen:

11. Ensure the field name of **SAP Cover Page** and the default value of **Do not Print** are displayed in the *Default for field* section.

12. Click in the radio button for **Valid for all reports** to select that option in the *Validity* section (or click in the radio button for **Valid for this report only**).

13. Click on the **Copy settings** button to copy the values from the top into the bottom portion of the screen.

14. Click once on the gray box beside the **SAP Cover Page row** to highlight (or use the **Select all** button to select all default values if desired).

15. Click on the **Copy Settings** button one last time to ensure the highlighted default settings are saved.

16. Click on the **Continue** button to close the *Maintain Settings* screen.

17. Click on the **Continue** button to close the *Spool Requests Attribute* screen.

18. Back on the *Print ALV List* screen, click on the **Continue** button to print the report or use the **Cancel** button to exit the screen without printing.