


# Registering for and Completing the **SAP Advanced Reporting** Training in the Duke LMS

1. Log into the Duke LMS <https://lms.duhs.duke.edu/Saba/Web/Cloud>).
2. At the Duke LMS Home screen, in the Catalog Search field, type “**variant**”.
3. Next, in the Starting field, click the drop down and select “Any Date”.
4. Click **Search**.



**Catalog Search**


Learning Catalog

☐ Show exact matches only

Starting  Locations

Browse: [Category](#) [Advanced Search](#)

5. Scroll through the results to find the **SAP Advanced Reporting** course. Select the offering for the desired date.

 **SAP Advanced Reporting** (00042953)

This class will provide more advanced training for report functions available in summary level and line item reports. Functions include how to save and use a selection screen variant, how to sort

a ...


Offered As: Instructor-Led

Start Date: 03/06/2014 End Date: 03/06/2014

Sessions: Thu PM (1P-5P) Location: 406 Oregon St., Room 112

Language: English

Duration: 04:00 Seat Count: 12

 [Register](#) | |

6. Click **Register**.

- At the **Confirmation** page, click the *Go to In-Progress Learning* link.

## Registration Confirmation

[Printer Friendly Version](#)

Order Contact                      GWENDOLYN HALL-DIFABIO  
Billed To                            DISBURSEMENT SERVICES TRAINING  
Order Status                        Confirmed  
Order Number                       00334296

### Order Items

Title	Learners	Delivery Type	Status	Class Date	Session Template	Location	Facility	Actions
SAP Advanced Reporting	GWENDOLYN HALL- DIFABIO	Instructor- Led	Confirmed	03/06/2014	Thu PM (1P-5P)	406 Oregon St., Room 112		<a href="#">Notes</a>



Go to In-Progress Learning

- Click the **View Details** button.



**SAP Advanced Reporting** (00042953)

Session Information: 03/06/2014 - 03/06/2014 - **Thu PM (1P-5P)**(04:00 hours)




Location: **406 Oregon St., Room 112**

Status: **Confirmed** ( Registration Date: 01/03/2014 )



View Details

9. Read the course description. Note the no show fee policy statement.

 SAP Advanced Reporting (00042953)  

TIP: To view the room name or class date and time, click the Learning Assignments tab below. Then, click the View All Sessions button.

<p>Delivery Type</p> <p>Description</p>	<p>Instructor-Led</p> <p>This class will provide more advanced training for report functions available in summary level and line item reports. Functions include how to save and use a selection screen variant, how to sort and filter reports, how to subtotal reports, how to create and save your own display variants for a report, advanced selection criteria, and other tips and tricks. Additional reports that may be useful will also be provided in this class. Those attending this class need to have experience using SAP reports.</p> <p>Users <b>MUST</b> attend at least one SAP reporting class <b>BEFORE</b> registering for or attending this class.</p> <p>Financial Services charges a \$100 no show fee for participants who cancel with less than 48 hours notice or do not show up for class. The fee will be charged to the participant's default cost center.</p>	<div> <input type="button" value="Go to In-Progress Learning"/> <input type="button" value="View Confirmation"/> </div>
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Completion Status: Not Evaluated

Score: 0

Learning Assignments [Print](#) | [Export](#) | [Modify Table](#)

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
Sessions	Session	Required		Not Evaluated		<input type="button" value="View All Sessions"/>

10. Click the View All Sessions button.

Session Detail [Print](#) | [Export](#) | [Modify Table](#)

Session Name	Date	Start	End	Instructor and Room
Session 1	03/06/2014	1:00 PM	5:00 PM	1- Instructor: KIMBERLY BROCK, J MICHAEL WOODARD

Note: All times are in (GMT-05:00) Eastern Time (US & Canada).

11. Note the start and end time and Instructor. Please note: in most instances sessions will be facilitated by one of the instructors listed along with functional area experts when appropriate.