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](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**.

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

   ![Catalog Search](image)

   **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

6. Click **Register**.
7. At the Confirmation page, click the Go to In-Progress Learning link.

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8. Click the View Details button.
9. Read the course description. Note the no show fee policy statement.

10. Click the View All Sessions button.

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.