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

1. Log into the Duke LMS ([https://vmw-lmsweb.duhs.duke.edu/SabaLogin](https://vmw-lmsweb.duhs.duke.edu/SabaLogin)).
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.

   ![SAP Advanced Reporting](https://example.com/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

   ![Register](https://example.com/image)

   **Register**

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

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.