MAJOR/MINOR REPORT IN CAMPUS MANAGEMENT
(This report is used to print out requirements for Majors and Minors)

The Menu Path is as follows;

› Log on to SAP production
› Check which menu is up - there are two menus in SAP as follows:
   SAP Menu
   User menu
   You need to make sure your User menu is up rather than the SAP menu
› Go to Reports
› Go to Campus Management
› Double click on report

From this screen you would:

**STEP ONE**
Check to see if your User menu is on
If not, see **STEP TWO**.

**STEP TWO (if needed)**
If your user menu is not on – then click this ICON to bring it up

**STEP THREE**
Double Click on the report
Select if you want a major or minor by clicking on the radio dial before either major or minor.

Select the major or minor you want from the drop down menu by tabbing to the field that will read either “Select Major” or “Select Minor” and clicking on this button (see sample of the drop down menu that comes up on the following page). If you already know the object number for the major or minor you can also just enter it here and not do the search.

When this search menu comes up you can either leave the Search Term field blank or type in some letters to narrow the search. For example enter BIO and it will bring up all majors/minors that start with BIO. To start your search click the green check mark.
The search screen below should now come up. NOTE: If this is not the search screen you see, please see the following graphic to see how to bring this correct search screen up.

Alternate search screen. To get out of this screen and to get to the one above, click on the More Search Help Icon at the bottom of the screen.
This screen will now come up and you will notice that Structure Search is checked. You need to click on the Search Term key and the correct search screen will now come up.

When this search menu comes up you can either leave the Search Term field blank or type in some letters to narrow the search. For example enter BIO and it will bring up all majors/minors that start with BIO. You then click the green check mark.

This is the drop down menu. You can scroll down until you find the one you want and then double click on it. You can sort this in alphabetical order by clicking on the Object Name key.
The major or minor will now appear. To bring up the report, you click the execute button.
The report will look like this. If you want to print this report, you click on the print button at the top of the screen.

The following screen comes up. If your printer is set up as a network printer you enter your printer ID in the **Output Device** field. If you do not have your printer set up as an SAP network printer then type in this field FWIN and it will just print to your local printer. To initiation the print click on the continue check mark. 

![Print Screen List](image)