PROCESS FOR RUNNING MODULE DATA REPORT
(This report is used to print out all the information on a particular course)

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
- Each menu may be set up differently, but what you want to look for is Reports and open this up by clicking on
- Go to Campus Management and open it up by clicking on
- Double click on the report

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
This screen now comes up. Enter the module (COURSE) name here (in all CAPS) then click on the execute button. For example you would enter as the course name ACC 201.

**STEP ONE**
Enter the course name here

**STEP TWO**
Click on the execute button
Your report will now come up. To print it you would click on the print button.

After clicking on the print button, the following screen comes up. If your printer is set up as an SAP network printer you enter your printer ID in the **Output Device** field (or do a search for it). 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 ✅.