Campus Connections
Section Summary Report

NOTE

- The images within this document are for reference only. They may not reflect the actual information that you would use as data to be entered, as you navigate through this step by step program guide.

- The screen windows and pages you explore will be identical to the windows and pages as set on the examples of the document.
Running a Section Summary Report

TRANSACTION CODE: ZCREP005

SETTING THE TRANSACTION UP IN YOUR FAVORITES

1. Click Favorites on the top of the screen and select Insert Transaction.
2. Enter the transaction code in the **Transaction code** field.

3. Notice ‘Node added to favorites list’ appears at the bottom of the screen and the report is listed in the Favorites folder.
RUNNING THE REPORT

Double click on the Section Summary Favorite.

**Optional Field**

1. Search for a department by clicking on the **Department** field drop down icon.

2. **Object Type** field should be set to ‘O’.

3. Enter the name or abbreviation of the department in the **Search Term** field.

4. Click on the **Continue** icon.
5. Double click on the department to select it.

**Required Fields**

1. Click on the **College** field drop down icon 🔄.
2. Set the **Object type** field to ‘O’.

3. Enter a College name or Abbreviation in the **Search Term** field.

4. Click on the **Continue** icon.

5. Double click on the College to select it.
6. The **Campus** field is set to On-Campus. To change to Off-Campus double click in the field and select ?.

7. Select the appropriate **Academic Year**.

8. Select the appropriate **Academic Session**.

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**NOTE**

Please see the end of this document about setting up a variant to enter this information automatically each time.
EXECUTING THE REPORT IN THE BACKGROUND

1. Click **Program** on the top of the screen and select **Execute in Background**.

2. Set the **Time of Print** to ‘Send to SAP Spooler Only for now’

3. Click on the **Continue** icon.

```\C:\sap_cm_testing\$Campus Connections (JR)\Final Training Documentation (KH)\SectionSummaryReport.doc```
4. Click on the **Immediate** button.

5. Click on the **Save** icon.
6. Notice that ‘Background job was scheduled for program...’ appears at the bottom of the screen. NOTE: when running a whole college it will take approximately 15 minutes to run but much shorter if you are just running for a department.

To check on the progress of the report:

7. Click **System** on the top of the page and select **Own Jobs**.
8. The job should appear in the **5 most recent active jobs section**.

9. Click on the **Refresh** icon to update the status.

10. The **Number of jobs section** will move the job from **Active** to **Finished** when it is completed.

11. Click **System** on the top of the page and select **Own Spool Requests**.
12. Mark the **Spool no.** that needs to be displayed.

13. Click on the **Display** icon 📓.

14. If the report is longer than 10 pages only the first ten will appear. Notice the message ‘Only page 1 to page 10 of 36 displayed’ at the bottom of the page.

15. Click on the **Settings** button 🛠️.
16. Change the **To page** field to a highest number of the report.

17. Click on the **Continue** icon.

18. Click on the **Continue** icon again.
19. Either click on the **Print** icon 📄 to print or click on the **Export** icon 📁 to save as a file.
20. If Export was selected choose a format for the file (spreadsheet works well for this report) and click on the **Continue** icon.

21. Click on the **Directory** field drop down icon.
22. Click on a location at the left of the screen.

23. Enter a filename and click on the **Save** button.

24. Click on the **Generate** button.
25. Click on the **Yes** button.

26. Notice that it shows the bytes transferred at the bottom of the screen.

27. Click on the **Back** icon.
28. Click **System** on the top of the screen and select **End Session**.

**SETTING UP A VARIANT**

Set up a variant to hold data that can be used to populate the fields.

1. Enter the fields that need to be re-entered.

2. Click on the **Save** icon.
3. Enter a meaningful name in the **Variant name** field.

4. Enter the same information or add to the original name in the **Meaning** field.

5. Click on the **Save** icon.

6. To use the variant click on the **Variant** icon.
7. Notice that the variant populated all of the fields that were previously saved.

8. Using a Variant allows the report to be re-run easily.