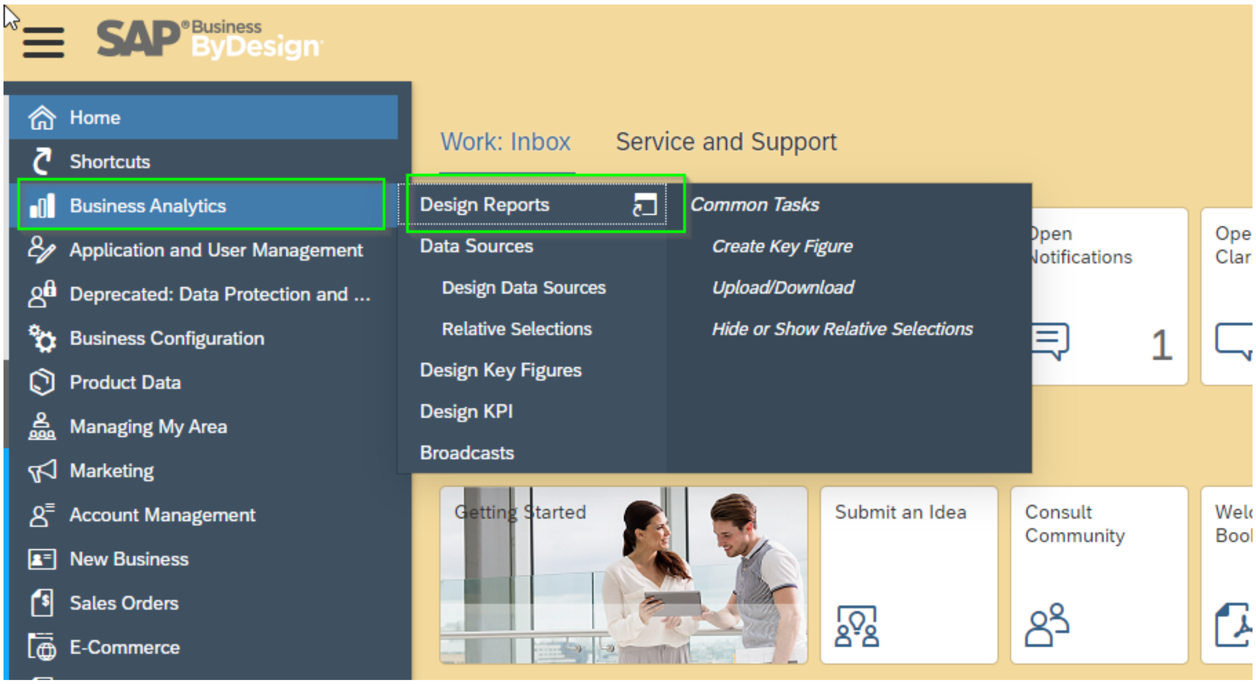
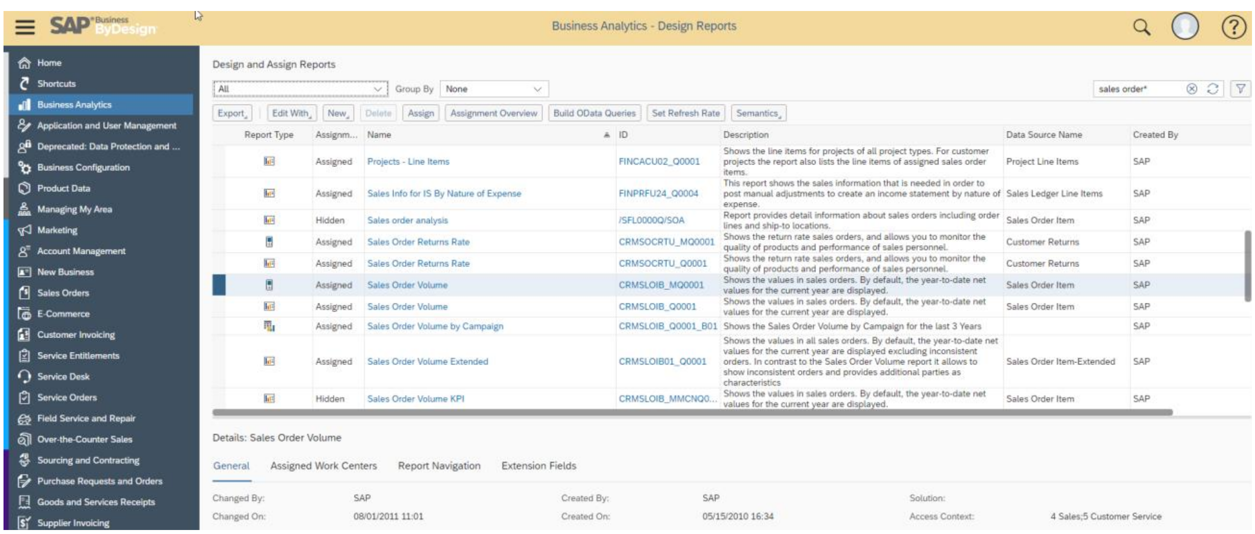
Personalizing Reports

Have you looked at a report that is fairly useful, but if you could add or rearrange a few fields they would be perfect? SAP ByDesign has the capability to allow users to personalize their own reports to their own specific needs. This document will review the steps to modifying selections and views as well as how to save them for repeated use.

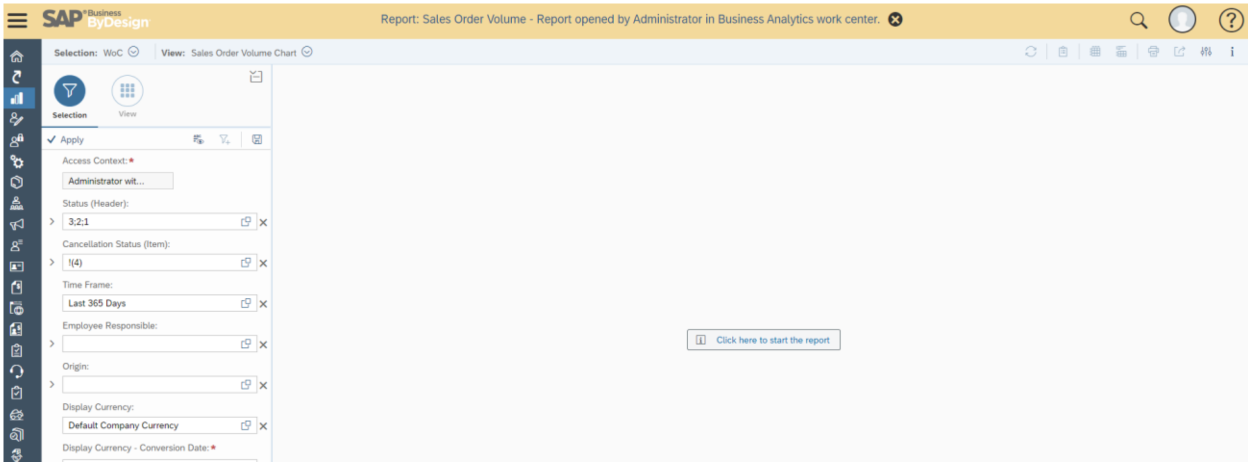
Step 1: Navigate to Business Analytics WoC > Design Reports



Step 2: Select desired report

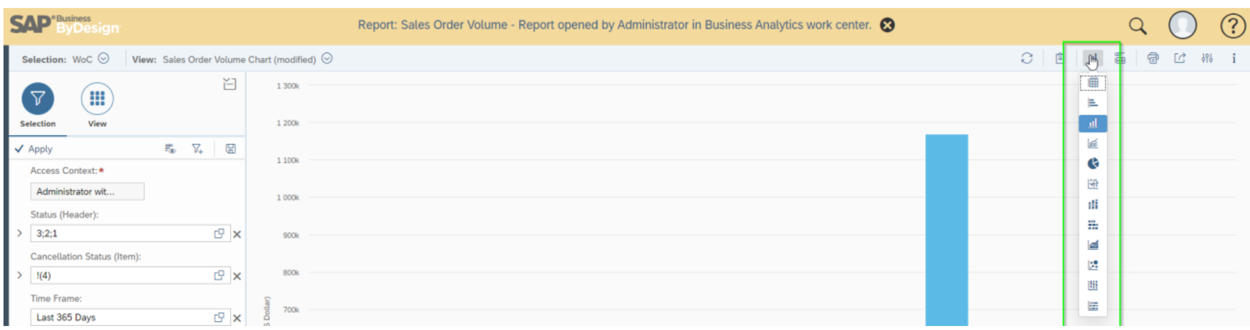


Step 3: Select "Click here to start the report"

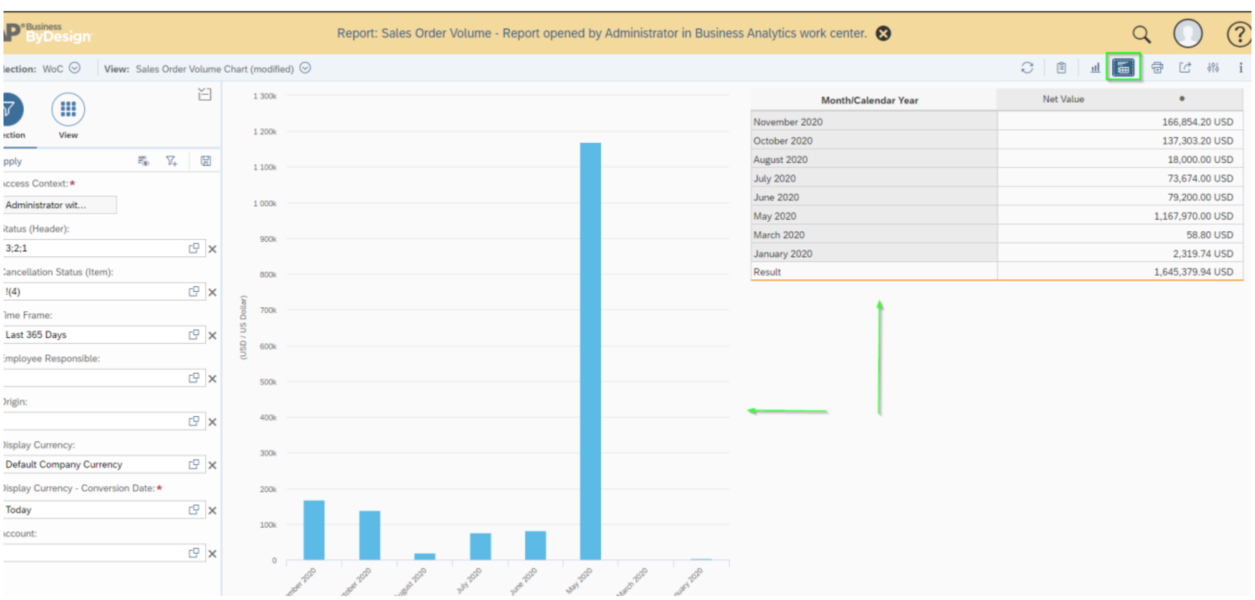


Step 4: In the right-hand corner, you can select how you'd like to view the data

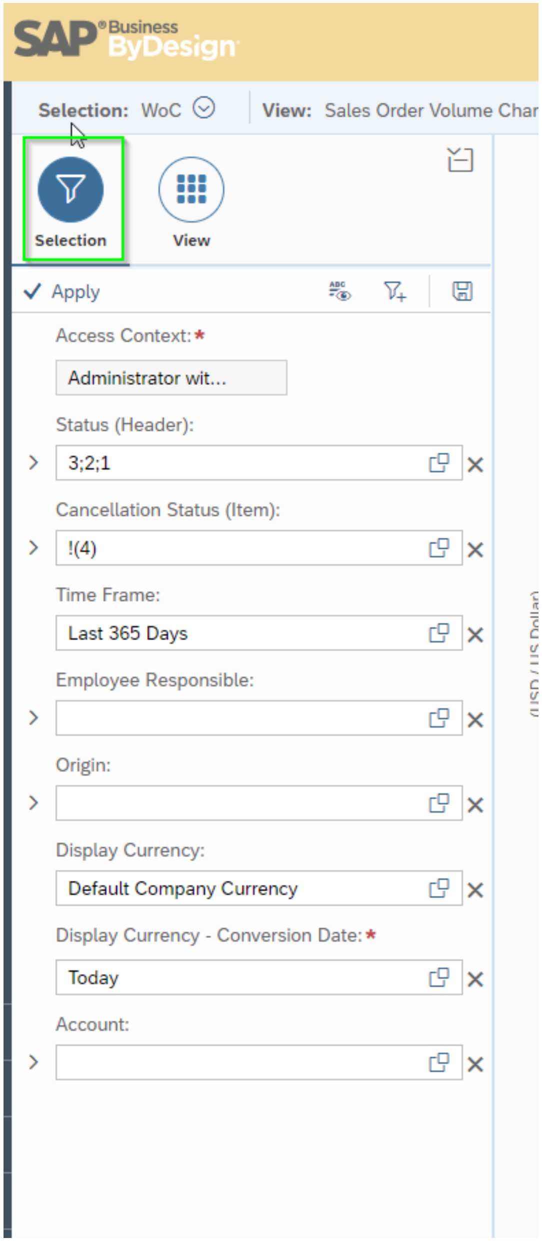
***e.g. pie graph, bar graph etc.**



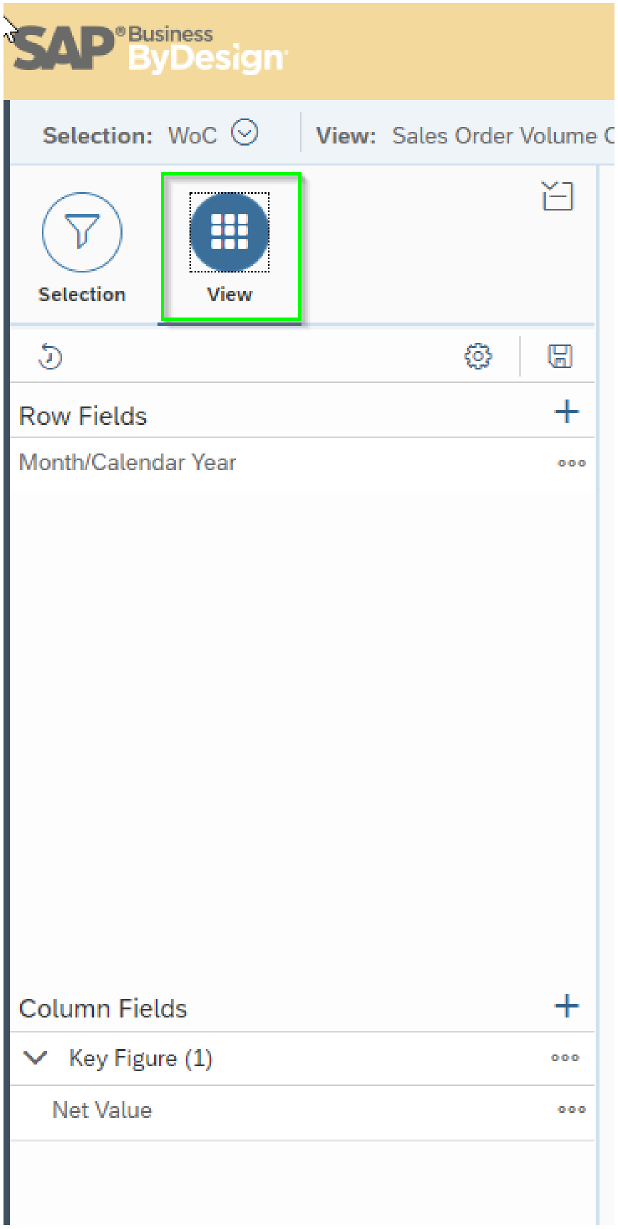
Step 5: If desired, the user can choose to see the table data displayed as well



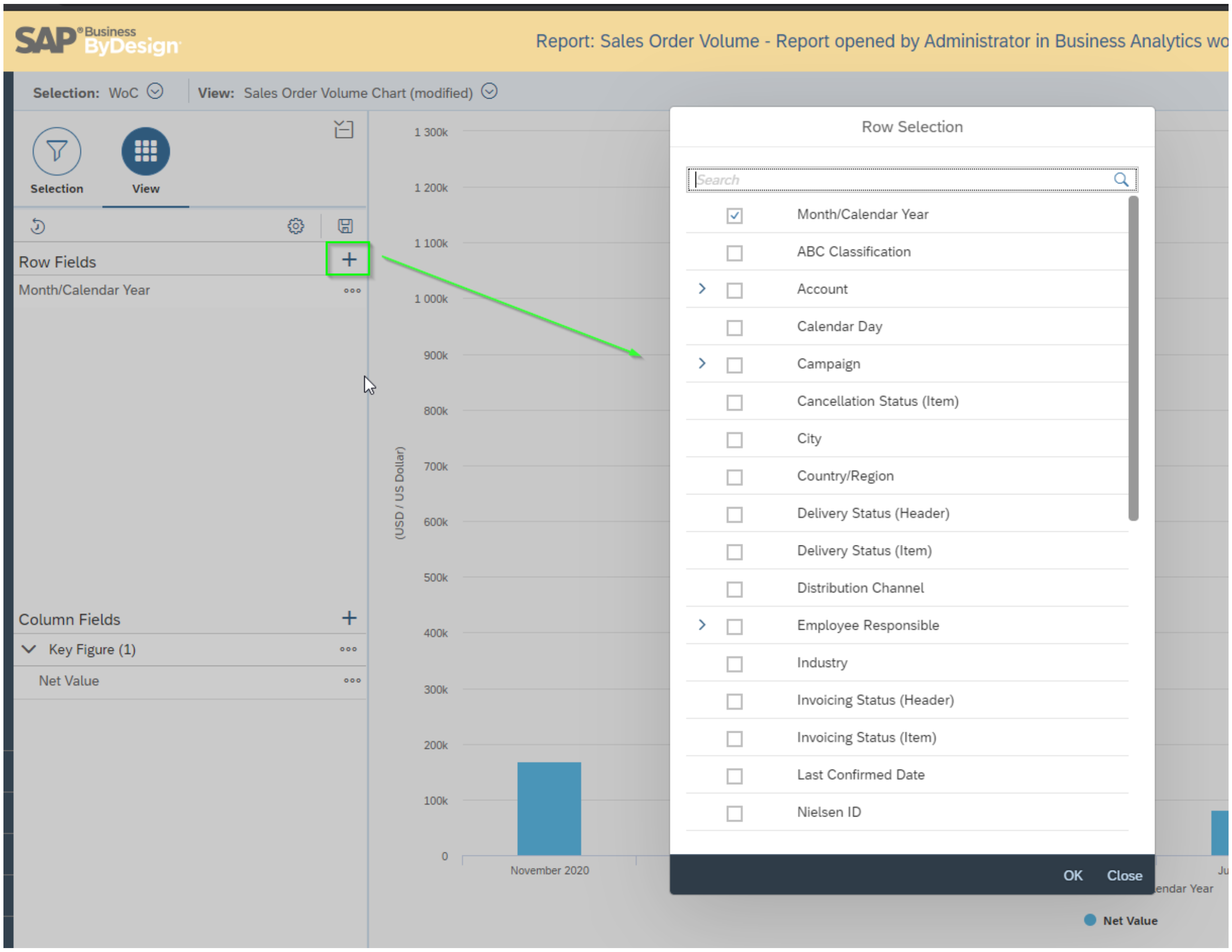
Step 6: The values that are displayed within the report are based on the factors you choose in the selection. The user can choose the query button to see what options are available.



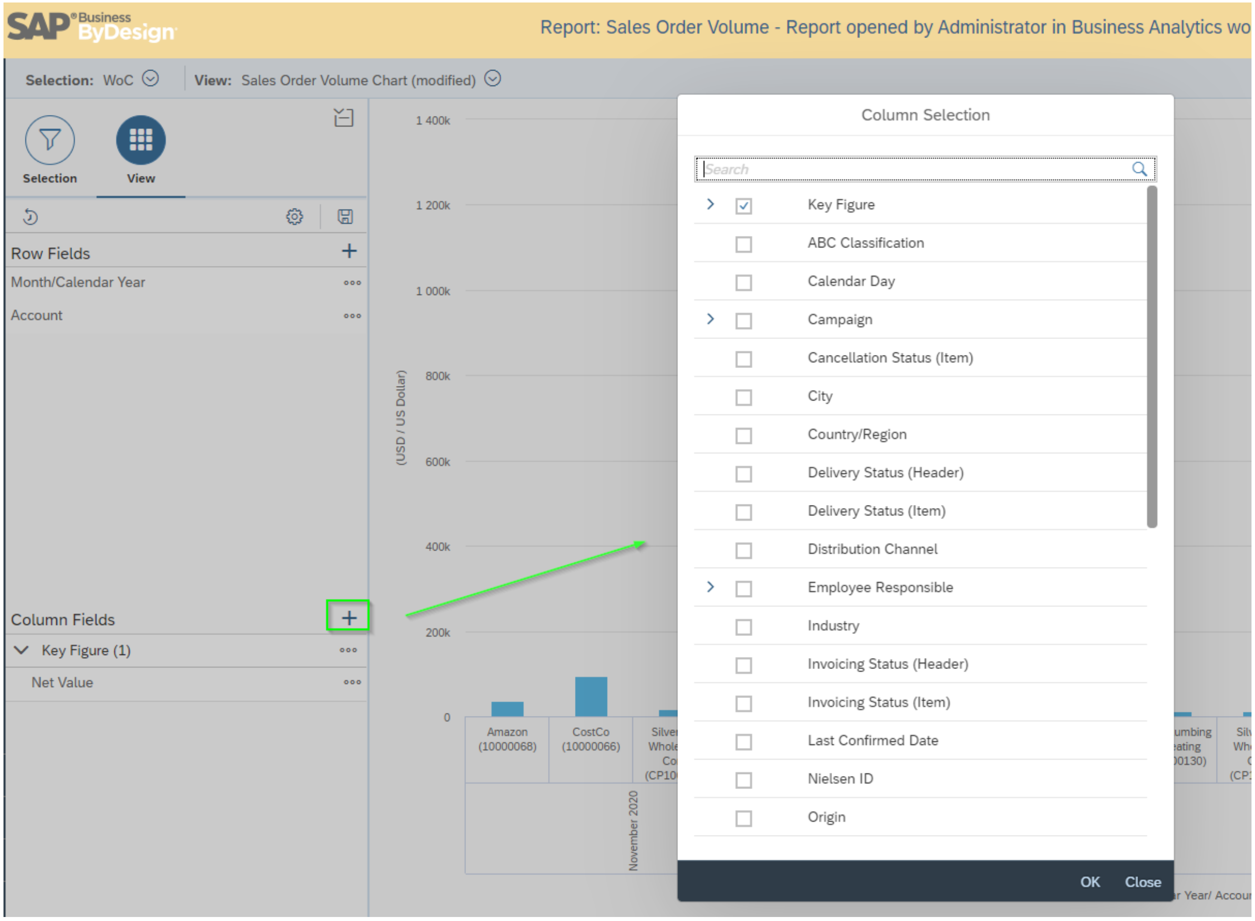
Step 7: The values that are displayed within the report are based on the factors you choose in the view as well.



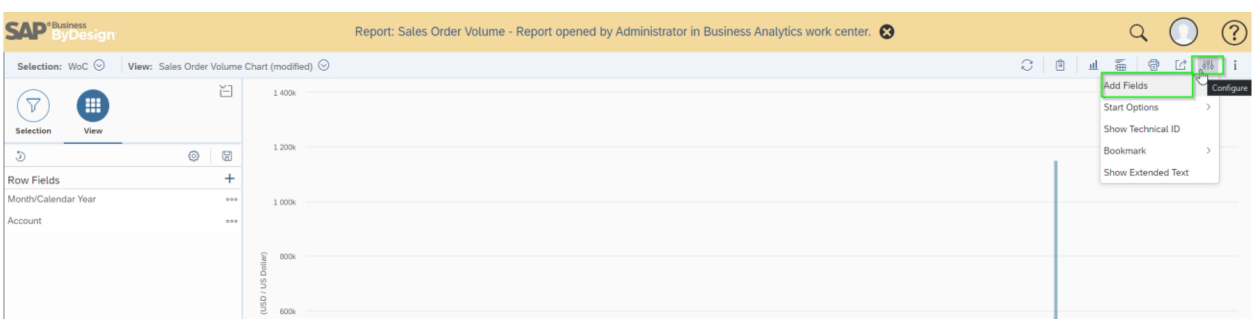
Step 8: The user can add additional row fields by clicking the plus icon.



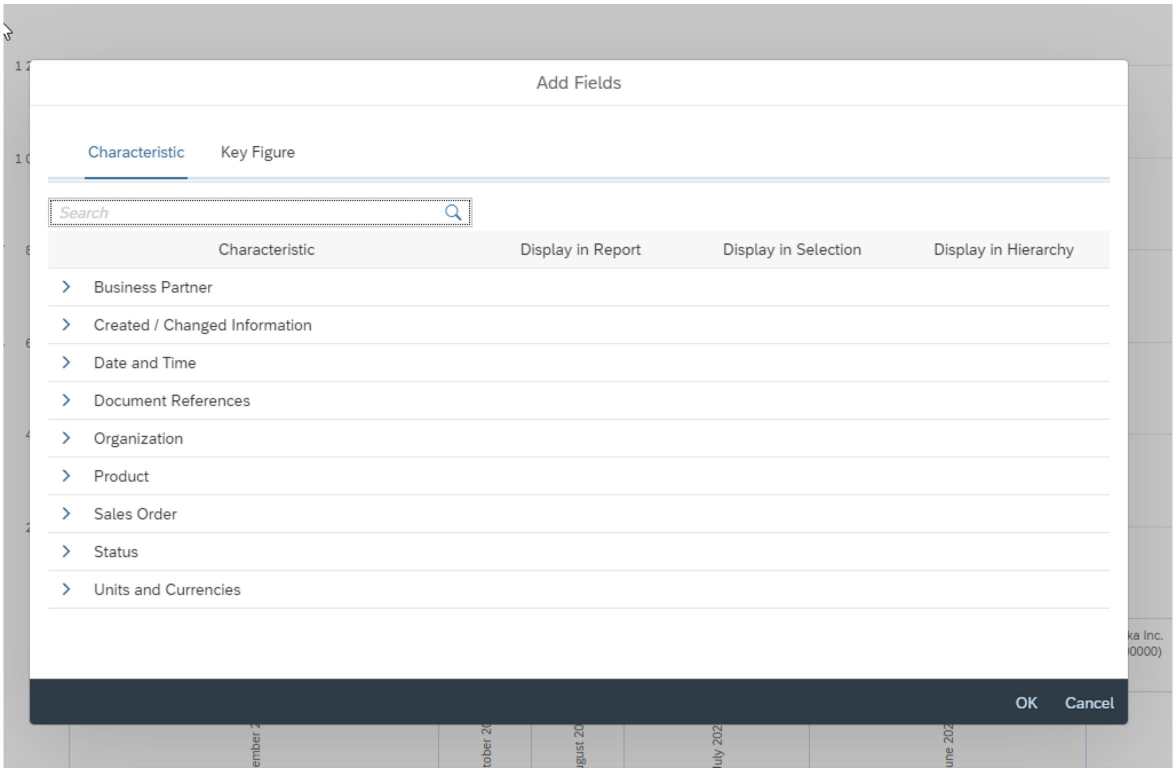
Step 9: The user can add additional column fields by clicking the plus icon.

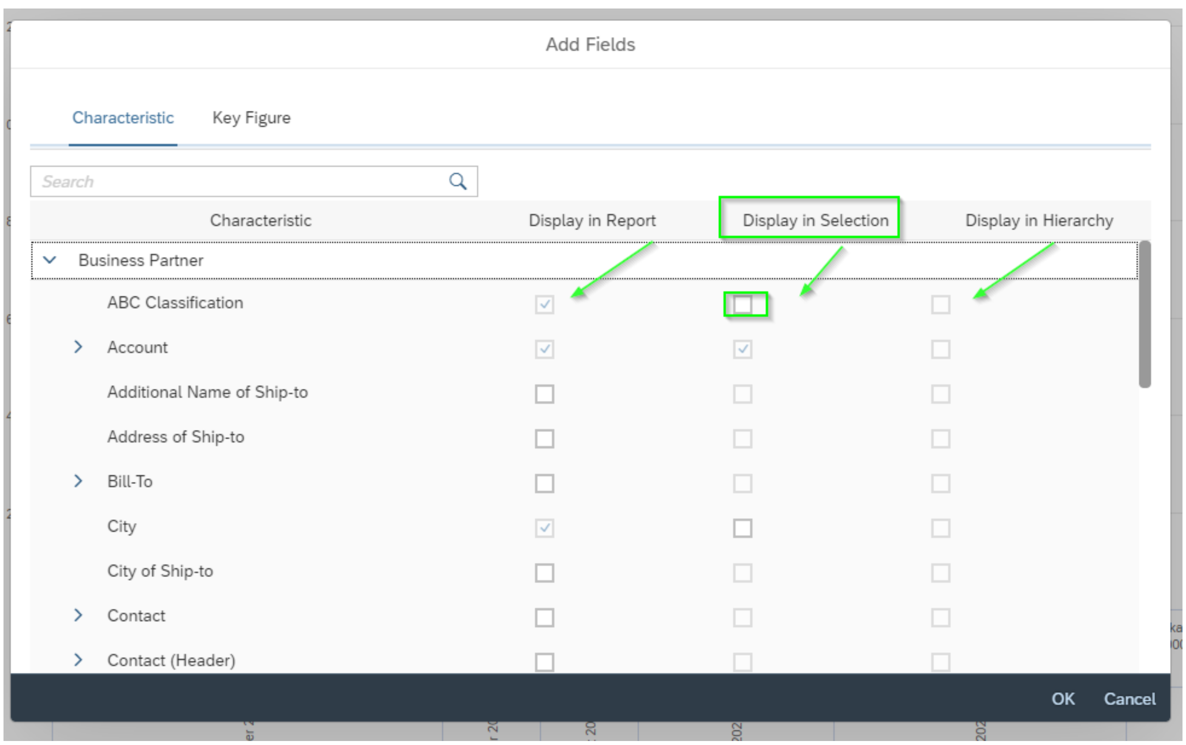


Step 10: If you can't find a field, you're looking for by doing step 9 or 10, click the configure icon in the left hand corner > click add fields.

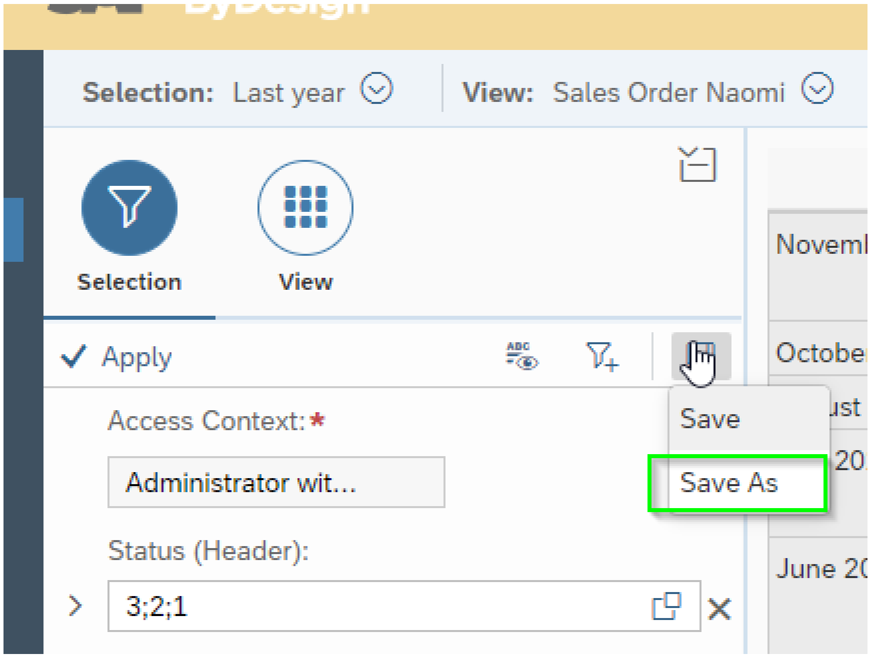


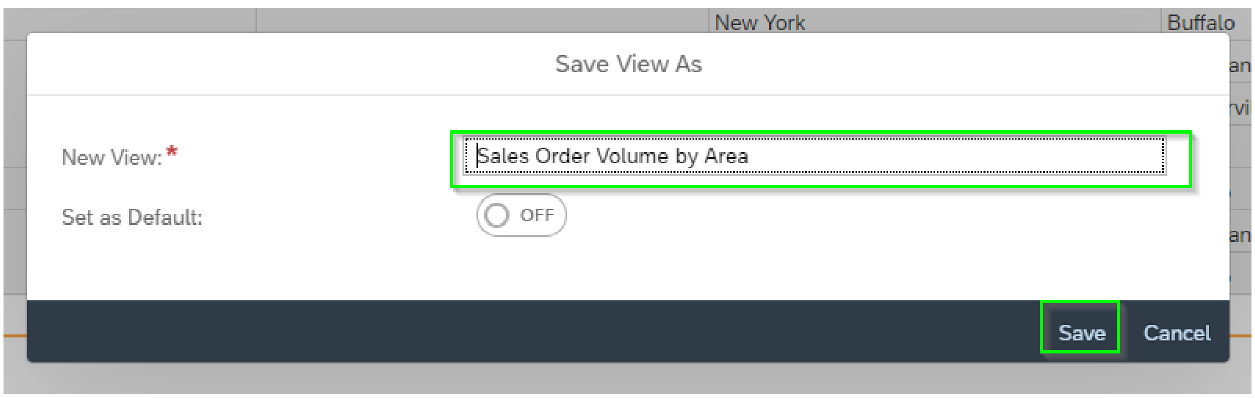
Step 11: Expand the carrots and select fields. You will also need to select it's display options.

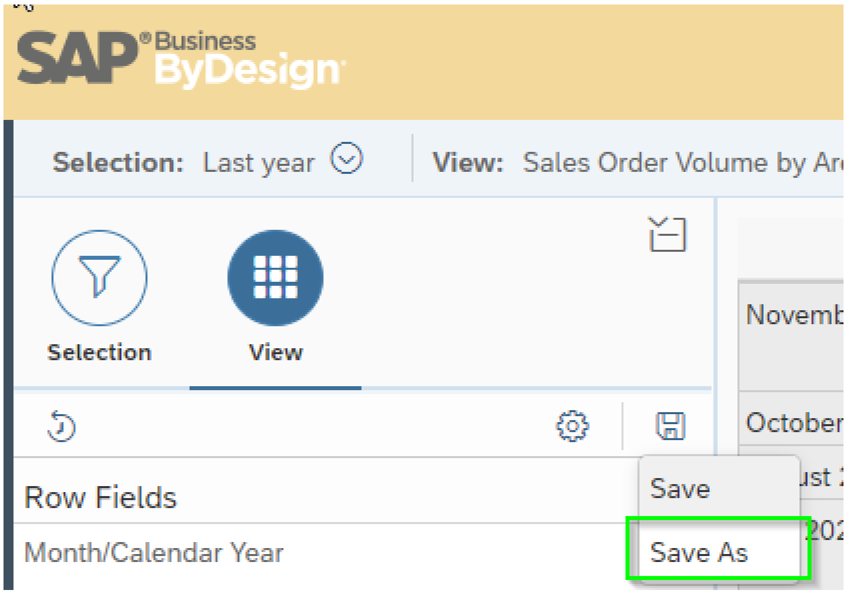




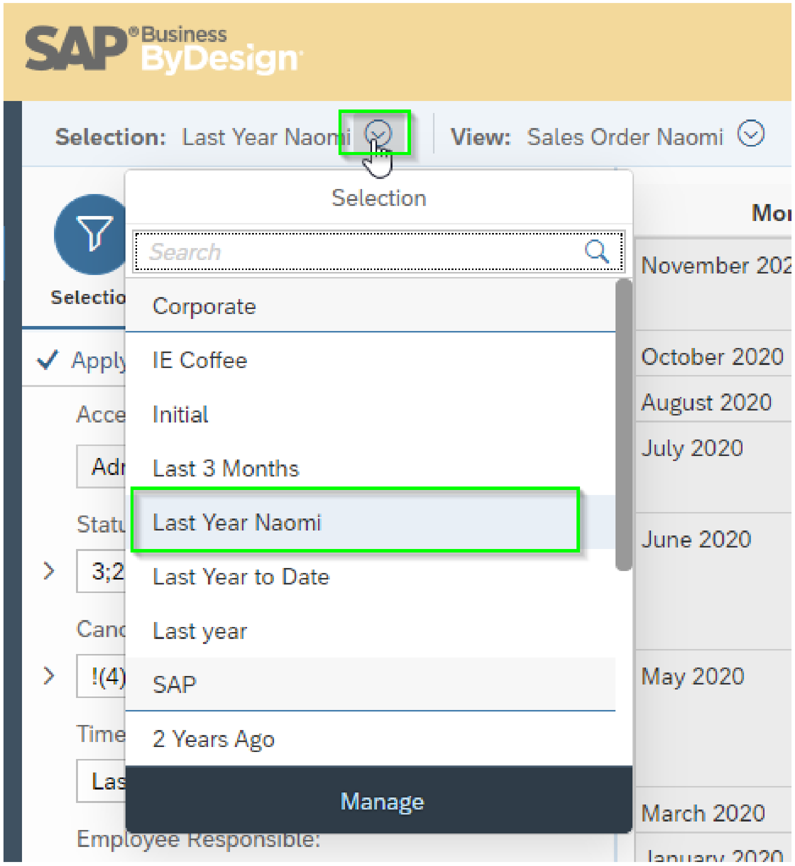
Step 12: When the user is satisfied with report created, they can save this selection and view and give it a unique name.

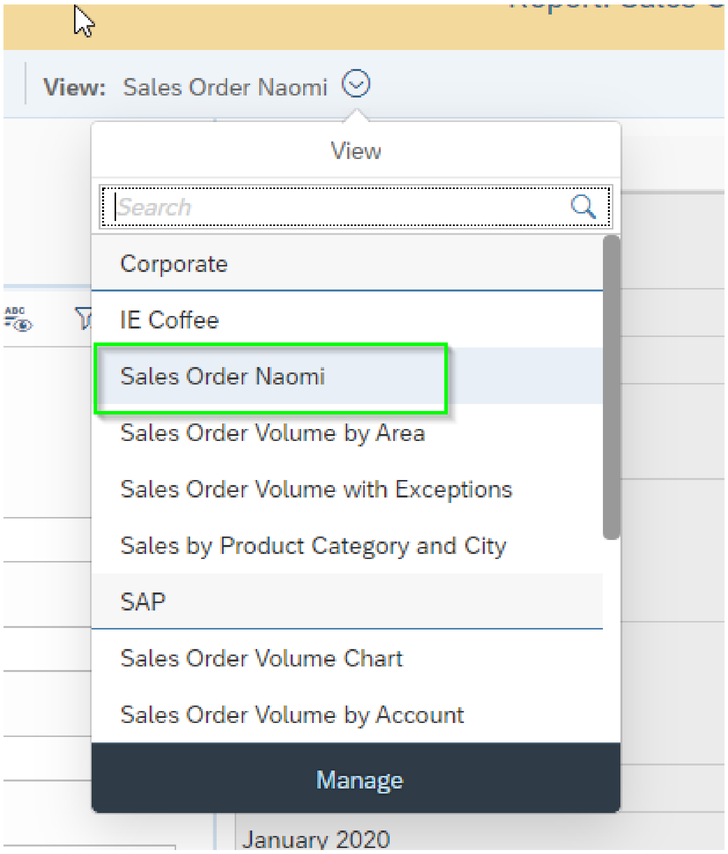





SAP Business ByDesign
Selection: Last year
View: Sales Order Volume by Ar
Selection
View
Novemb
October
Row Fields
Month/Calendar Year
Save
Save As

Step 13: Now once the user enters the report by completing steps 1 & 2 they can select to have their own selection and view to populate said report.





***Note: It is important you create and save the new selection and views by using the Business Analytics WoC to allow for other users of the organization to see them as well. If you would like them only for your use, select the report needed from the specific WoC (workcenter).**

e.g. Sales Order WoC > Reports > Sales Order by Volume

Expected Results: User can create their own selection and view.