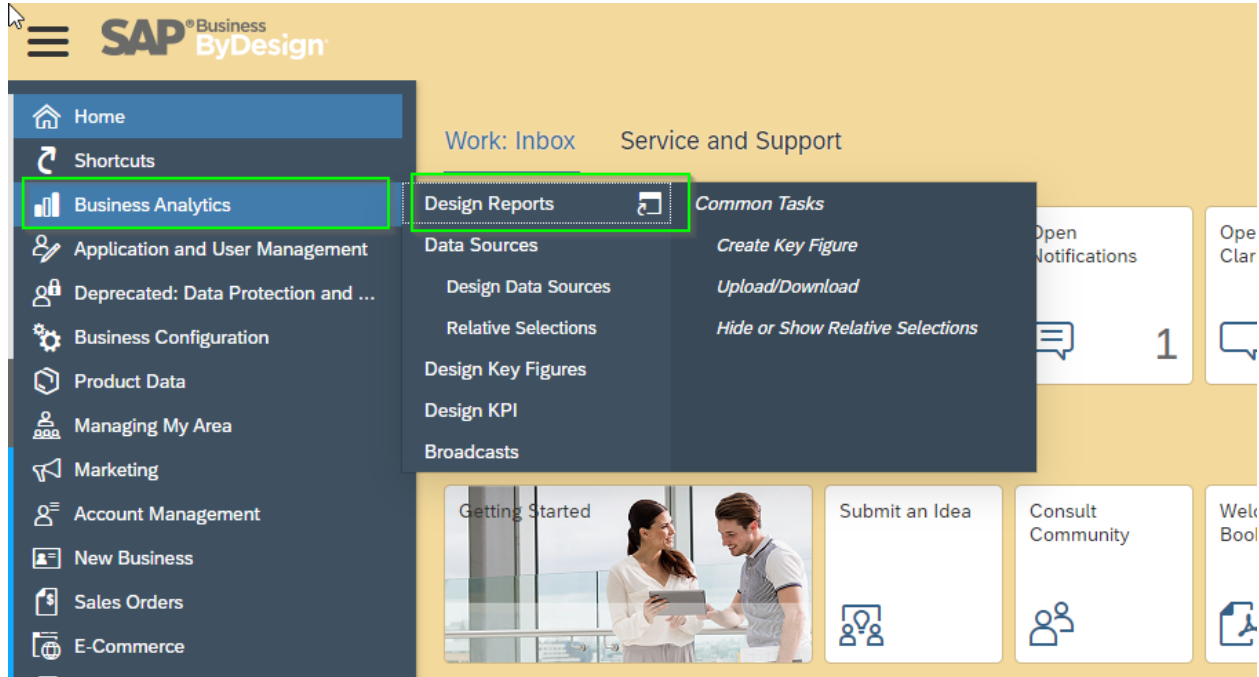
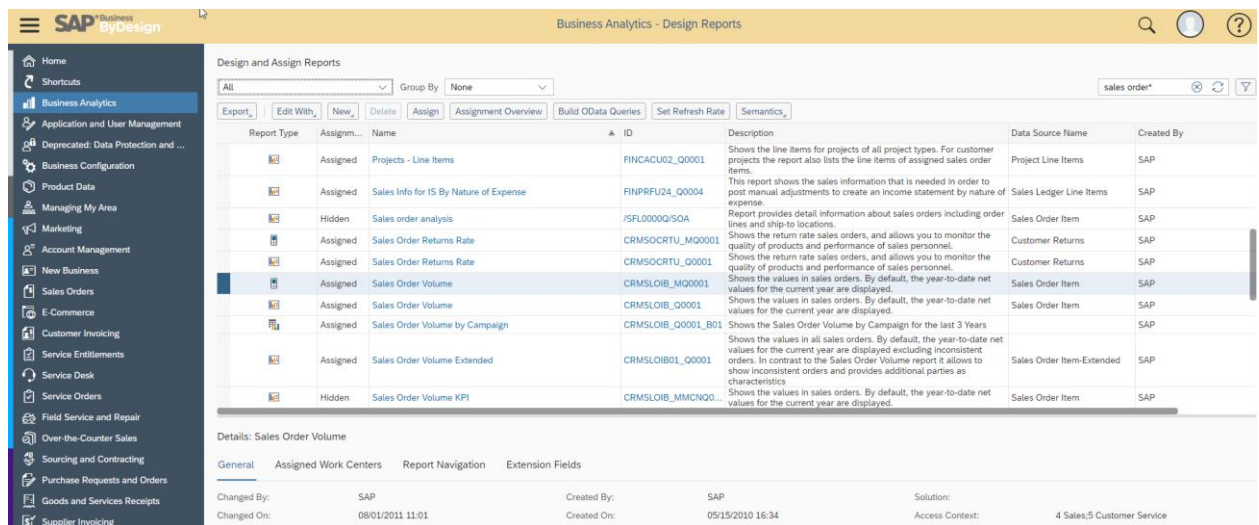


Have you looked at a report that is fairly useful, but if you could add or rearrange a few fields they would be perfect? SAP ByDesign has the capability to allow users to personalize their own reports to their own specific needs. This document will review the steps to modifying selections and views as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

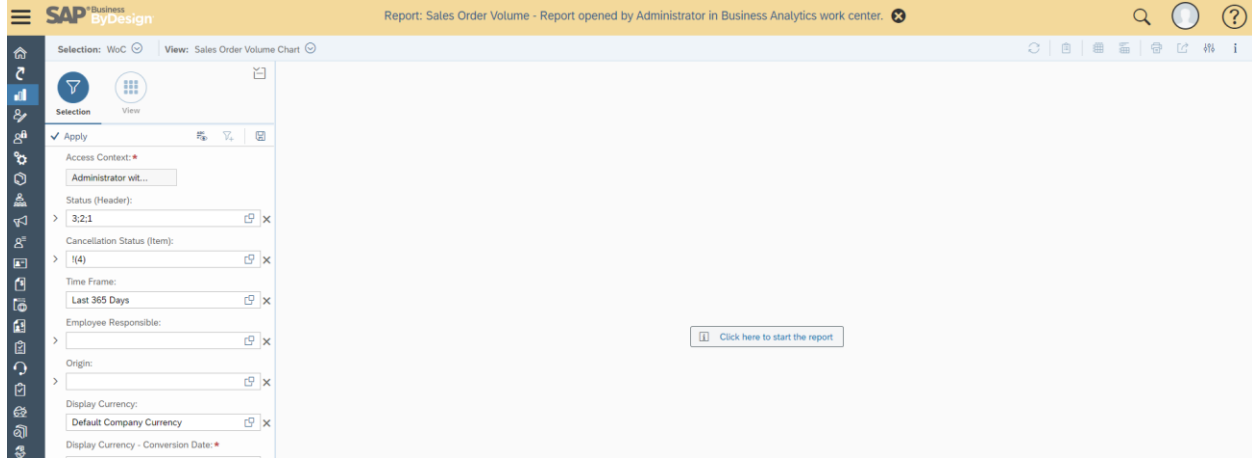
Step 1: Navigate to Business Analytics WoC > Design Reports



Step 2: Select desired report

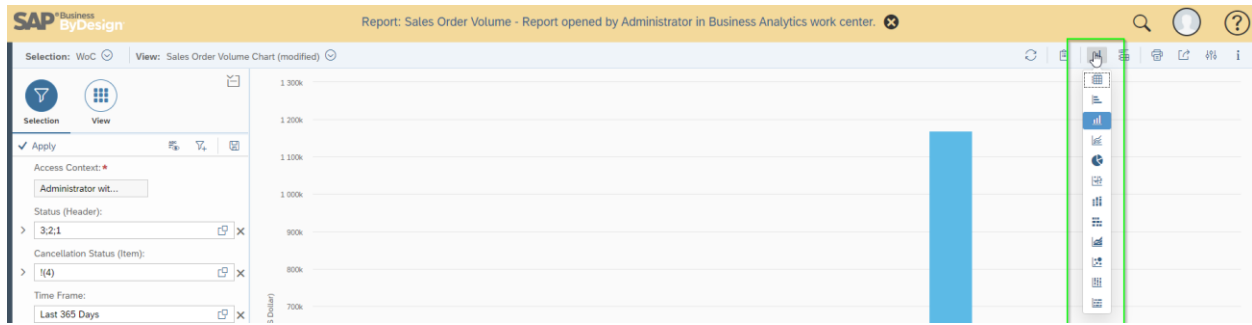


Step 3: Select "Click here to start the report"

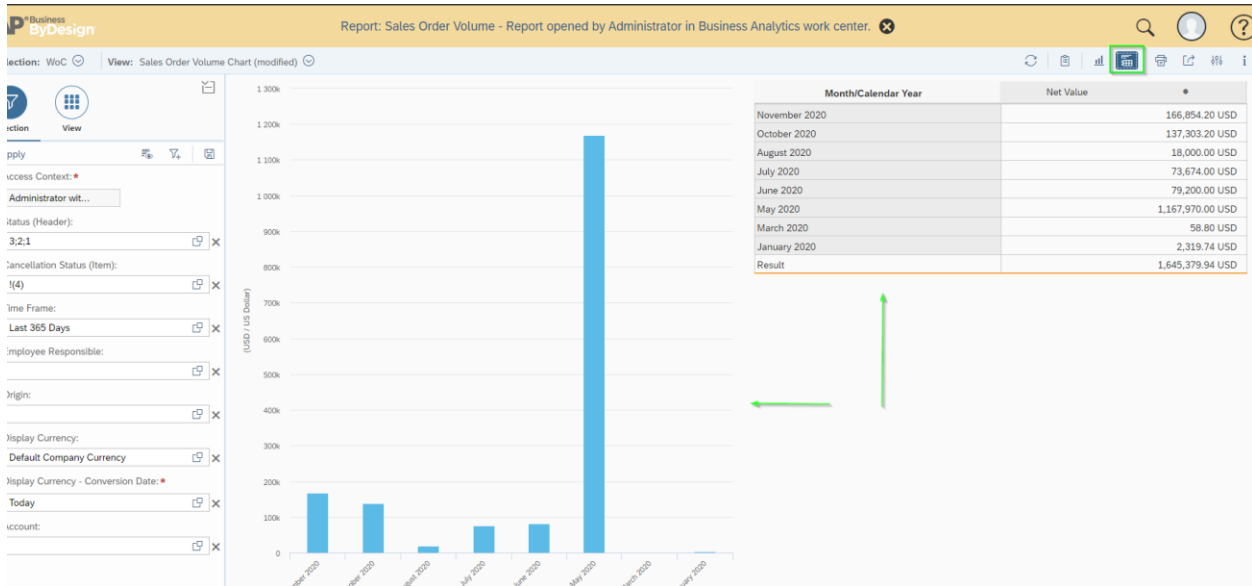


Step 4: In the right-hand corner, you can select how you'd like to view the data

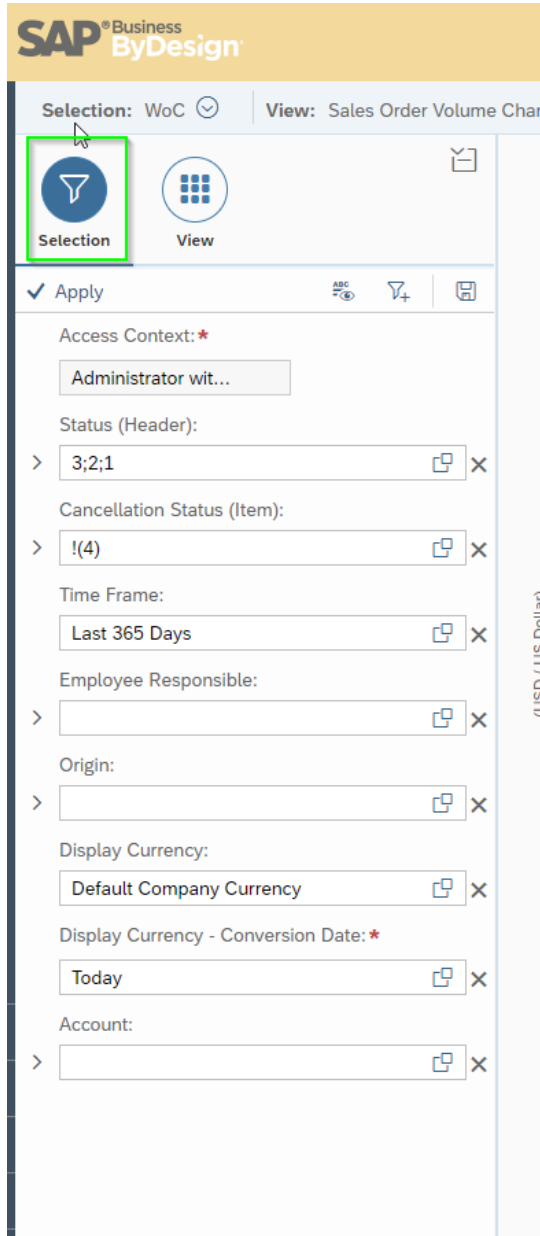
*e.g. pie graph, bar graph etc.



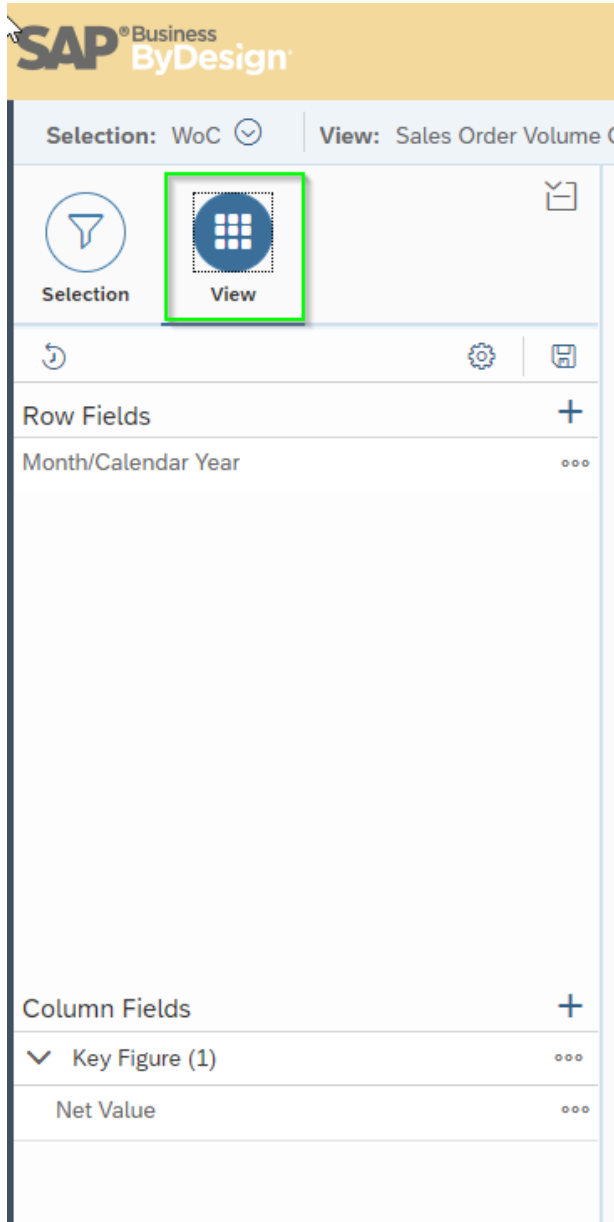
Step 5: If desired, the user can choose to see the table data displayed as well



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.

The screenshot shows the SAP Business ByDesign report configuration interface for 'Sales Order Volume'. The main view is a bar chart showing sales volume in USD / US Dollar for November 2020. The 'Row Fields' section on the left has a plus icon highlighted with a green box and a green arrow pointing to it. A 'Row Selection' dialog box is open, displaying a list of fields with checkboxes. The 'Month/Calendar Year' field is checked, while others are unchecked. The dialog also includes a search bar and 'OK' and 'Close' buttons.

Field Name	Selected
Month/Calendar Year	<input checked="" type="checkbox"/>
ABC Classification	<input type="checkbox"/>
Account	<input type="checkbox"/>
Calendar Day	<input type="checkbox"/>
Campaign	<input type="checkbox"/>
Cancellation Status (Item)	<input type="checkbox"/>
City	<input type="checkbox"/>
Country/Region	<input type="checkbox"/>
Delivery Status (Header)	<input type="checkbox"/>
Delivery Status (Item)	<input type="checkbox"/>
Distribution Channel	<input type="checkbox"/>
Employee Responsible	<input type="checkbox"/>
Industry	<input type="checkbox"/>
Invoicing Status (Header)	<input type="checkbox"/>
Invoicing Status (Item)	<input type="checkbox"/>
Last Confirmed Date	<input type="checkbox"/>
Nielsen ID	<input type="checkbox"/>

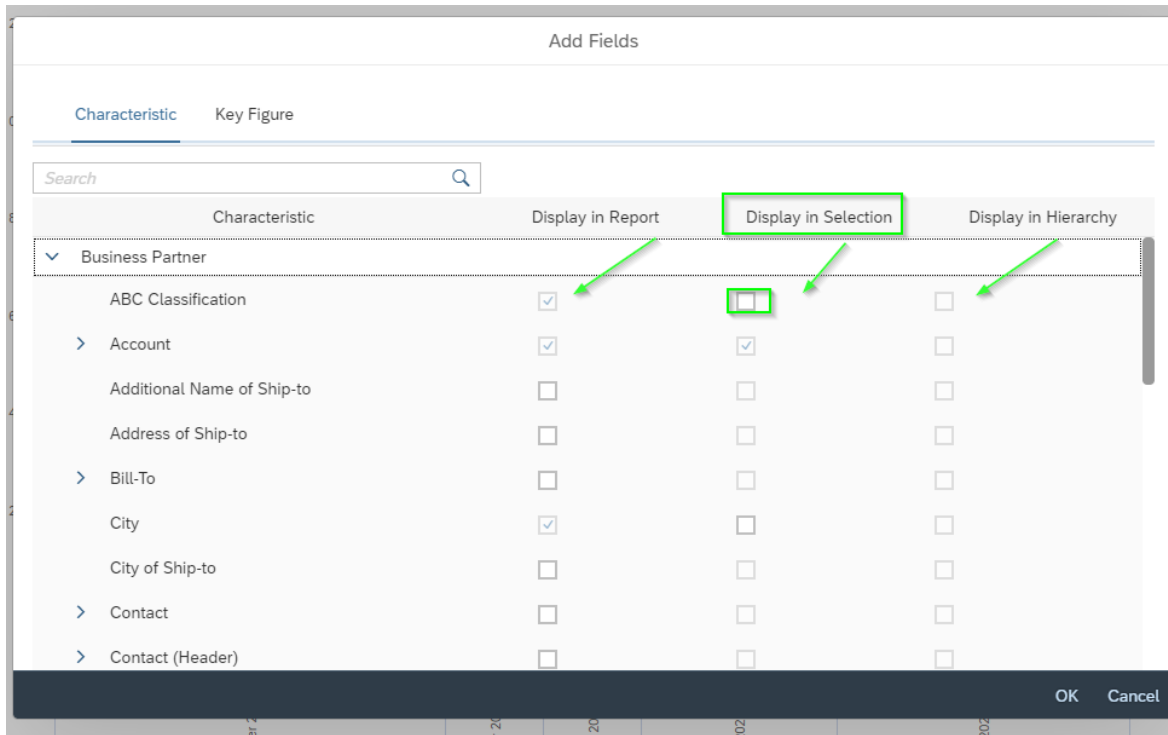
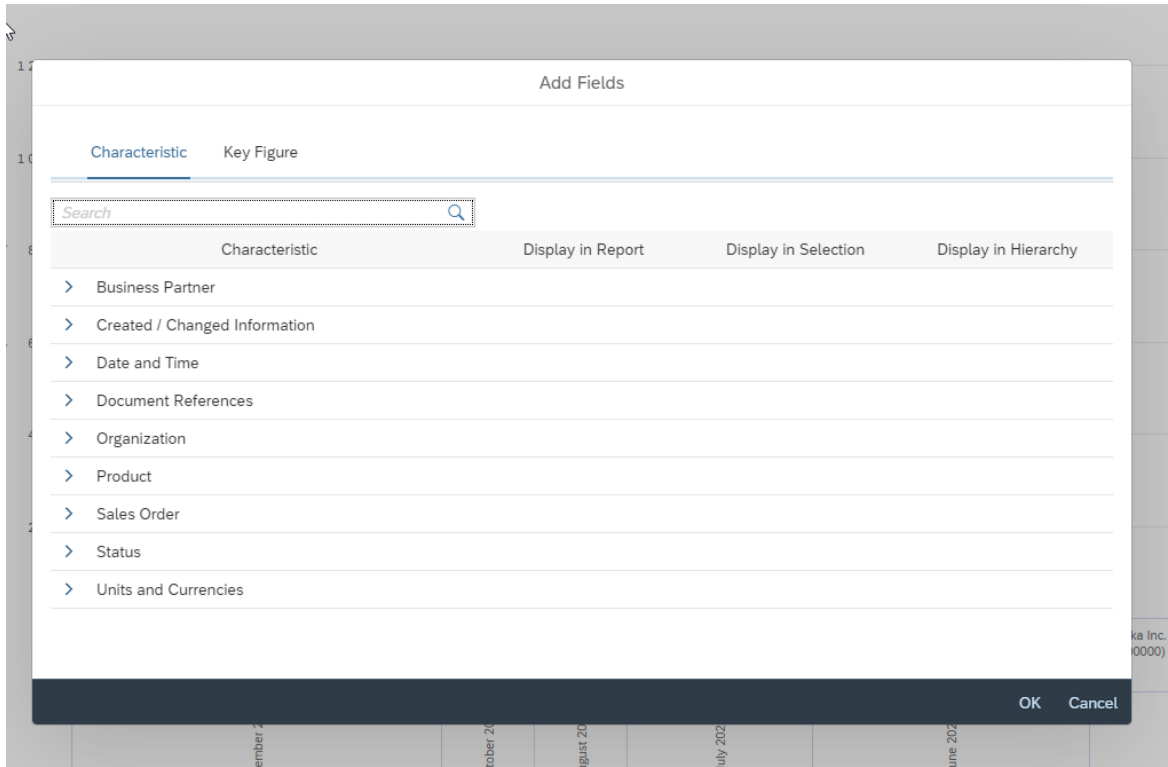
Step 9: The user can add additional column fields by clicking the plus icon.

The screenshot shows the SAP Business ByDesign interface for a report titled 'Sales Order Volume'. The report is displayed as a bar chart with the y-axis labeled '(USD / US Dollar)' ranging from 0 to 1,400k. The x-axis shows data for Amazon (10000068), Costco (10000066), and Silver Whol Co (CP10) for November 2020. On the left, the 'Column Fields' section is visible, with a plus icon highlighted in a green box. A 'Column Selection' dialog box is open, listing various fields with checkboxes. The 'Key Figure' field is checked. The dialog has 'OK' and 'Close' buttons at the bottom.

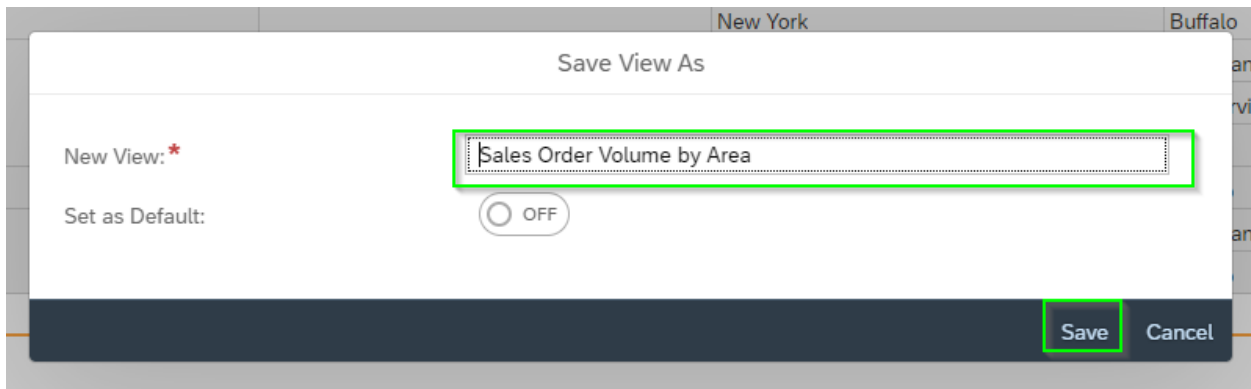
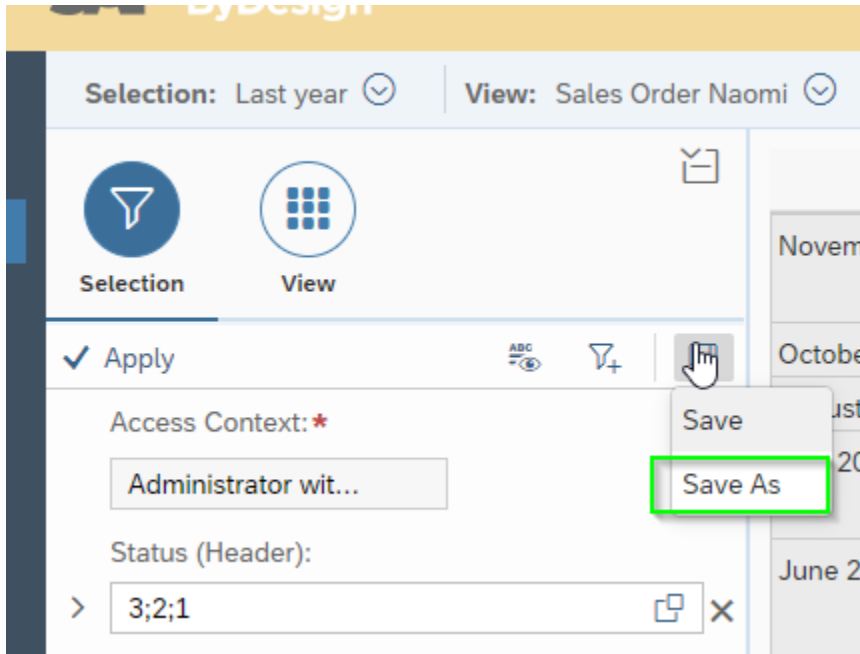
Step 10: If you can't find a field, you're looking for by doing step 9 or 10, click the configure icon in the left hand corner > click add fields.

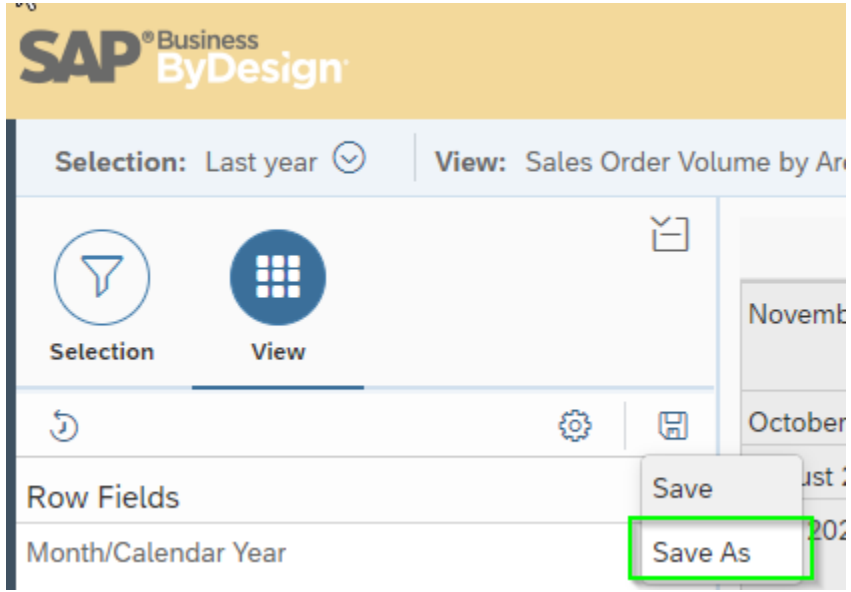
The screenshot shows the same SAP Business ByDesign report interface. In the top right corner, there is a toolbar with several icons. The 'Configure' icon (a gear) is highlighted with a green box. A dropdown menu is open, showing options: 'Add Fields', 'Start Options', 'Show Technical ID', 'Bookmark', and 'Show Extended Text'. The 'Add Fields' option is also highlighted with a green box.

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

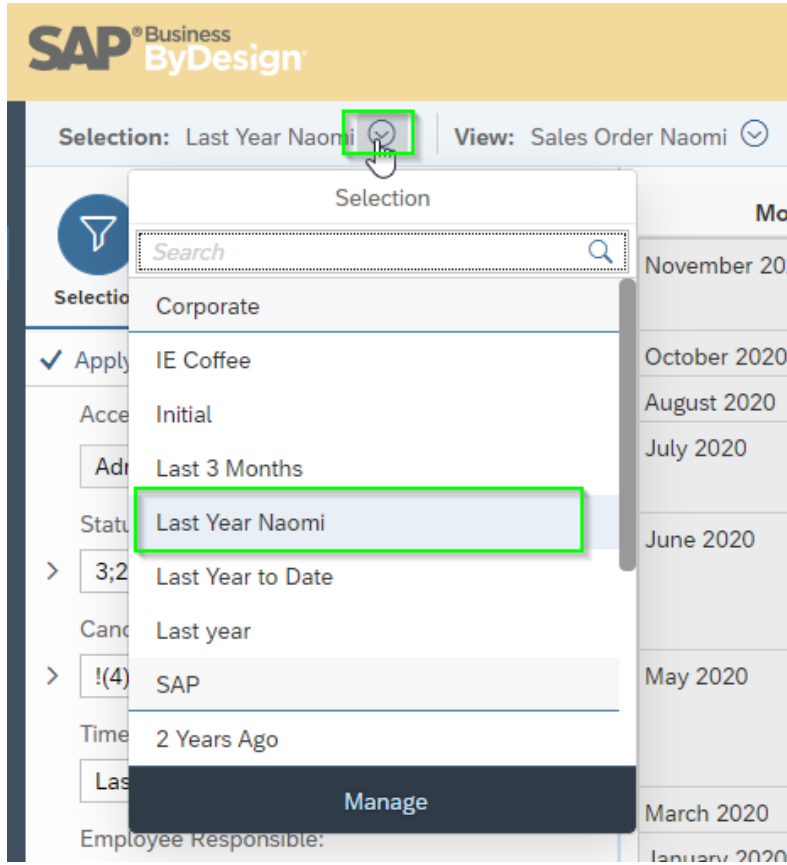


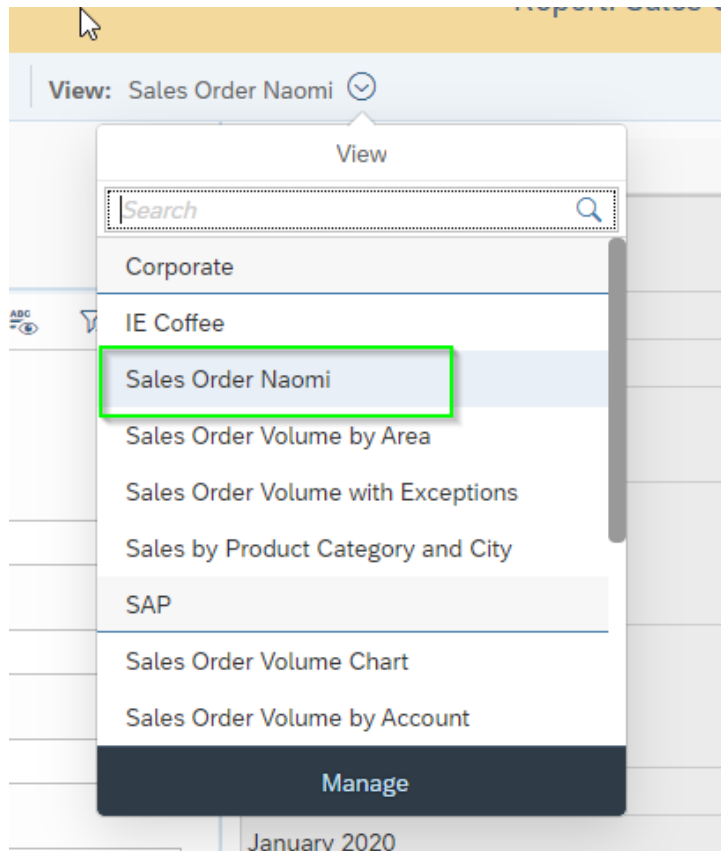
Step 12: When the user is satisfied with report created, they can save this selection and view and give it a unique name.





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.