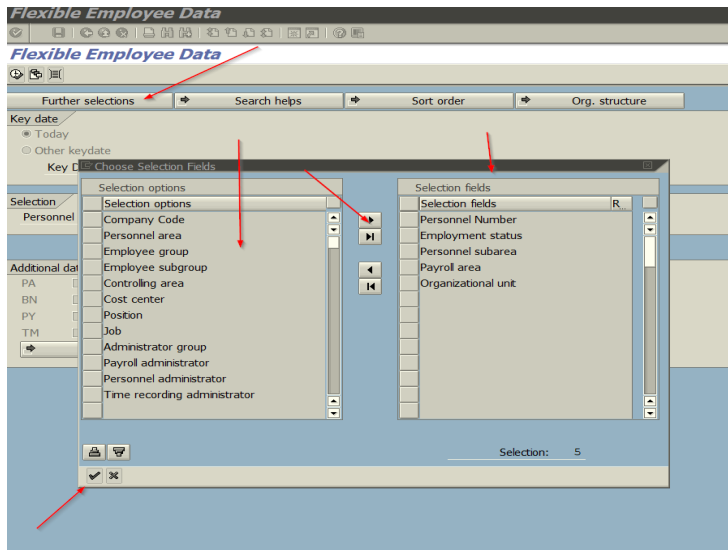If you have SAP reports that you run on a recurring basis, **variants** can <u>**save you time**</u>!

## Creating a Variant

- Open the transaction for which you would like to create a variant

- Set the criteria

  Example: For this ZHRFLEX transaction there are numerous criteria that you could select from by clicking <further selections>.
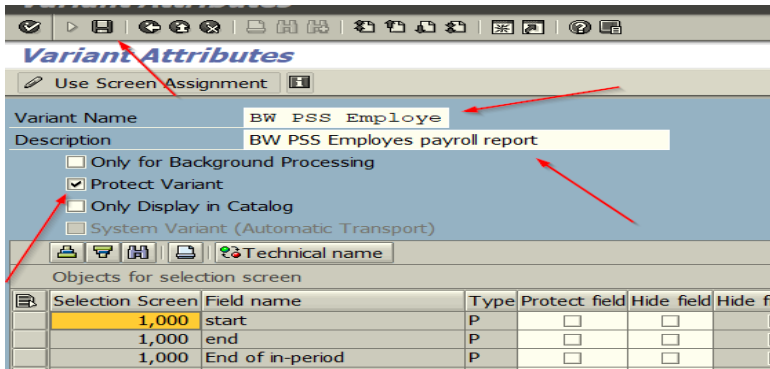


- Save the variant



- Create a variant **name** & **description**
  Note: You can select <Protect Variant> option if you would like to limit others ability to edit your variant.



- Click <**save**>

## Using a Variant

- Open the applicable transaction
- Click the **variant** icon



- Your link blue will appear, click the **execute** icon.
  Note: If you would like to use a variant someone else created, type his/her link blue, then execute.

- Select the applicable variant (highlight the row) and click on the check mark.

| Variant name | Short Description | Environment | Protected |
|---|---|---|---|
| STAFF POSITION | OOC Staff Positions | A | |
| SALARIED STAFF | Salaried BW Staff List | A | |

- All previous saved criteria should **automatically populate** for you!
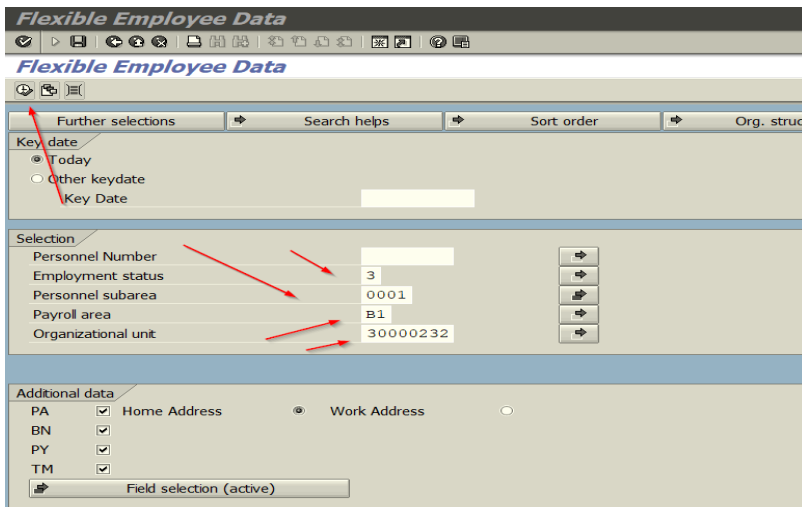


- **Execute** to generate the report.



- Take a moment to appreciate how efficient you have become!

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**PRO TIP -** READY TO GET STARTED PRACTICING YOUR NEW VARIANT SKILLS – ACCESS SAP REPORT INSTRUCTIONS ON THE **HR ADMINISTRATOR** PAGE.