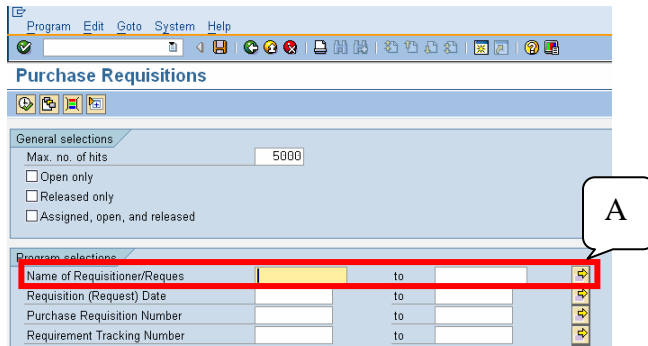


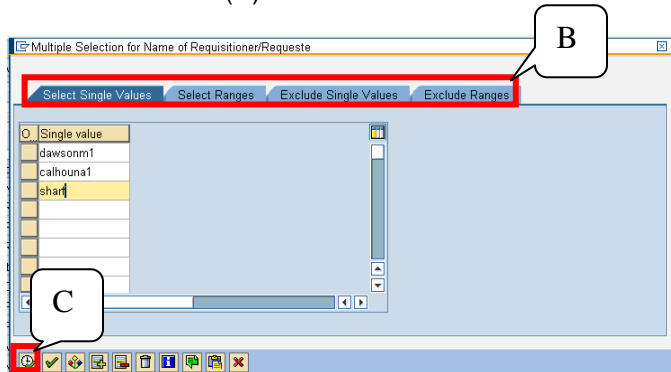
SAP – Multiple Selection

Multiple selection allows you to process multiple combinations of data entry fields (that is, characteristics from the initial screen) in a single run. **Multiple selection** lets you combine several selections and create specific summarized reports for individual group nodes or for other parameters. Multiple selection and variations simplify the creation of multiple reports of the same type using numerous different data entries.

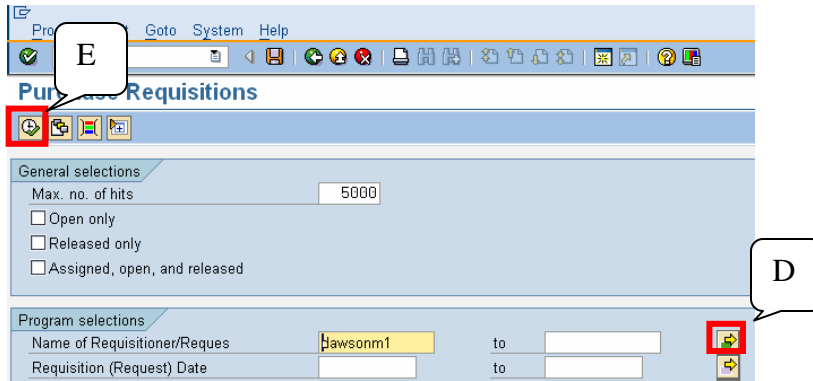
- Click the multiple selection button (A) for the appropriate field.












- Select the appropriate tab to use in the selection (B).
- Click Execute (C).



- The multiple selection button has a green color attached to it to indicate that a multiple selection has been made for this field (D).
- Execute the transaction as normal (E).



Other buttons available on the multiple selection window include:

	Check entries
	Maintain selection options
	Insert line
	Delete selection criteria
	Delete entire selection line
	Help on screen
	Import from text file
	Upload from clipboard
	Cancel

The best method to become competent in using the **multiple selection** button is to practice when given the opportunity. Using the button will build confidence and increase your SAP knowledge.