

Financial Services Department

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Create and Retrieve a Report Selection Screen Variant

What is a variant?

Variants are saved selection criteria for reports, which you define. You can define a variant for any report in the system using the report selection screen. You save the variant in a Variants Directory. Variants reduce data entry, speeding up the report process. Variants ensure accuracy of data entry. Remember, a variant does not save a report, only the criteria to run a report.

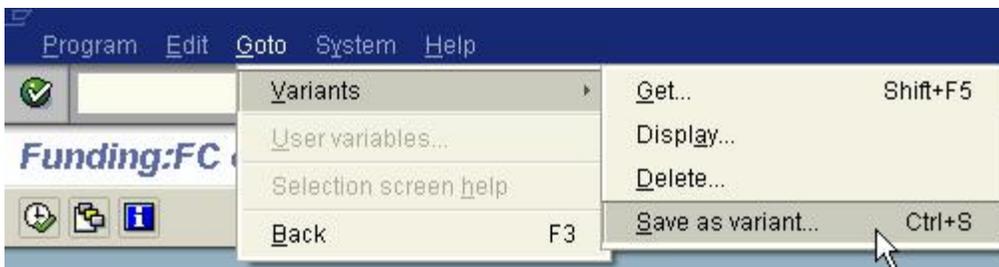
When do I use one?

A variant is used when you plan to run the same report repeatedly over a period of time. Using a variant removes the need to enter the same selection criteria each time you wish to run the report.

Step 1. Go to the selection screen for a report that you run frequently.

Step 2. Enter the selection criteria.

Step 3. From the Title bar, click on **Goto >> Variants >> Save as variant**



Step 4. Name your variant. In the '**Variant Name**' field, enter a short name that will identify the variant to you.

In the '**Meaning**' field, enter a short description of your variant. If you want to ensure that your variant cannot be changed by others, you can do this by clicking the '**Protect Variant**' checkbox on this screen.

DO NOT COMPLETE ANY OTHER FIELDS.



Click on .

Congratulations!!

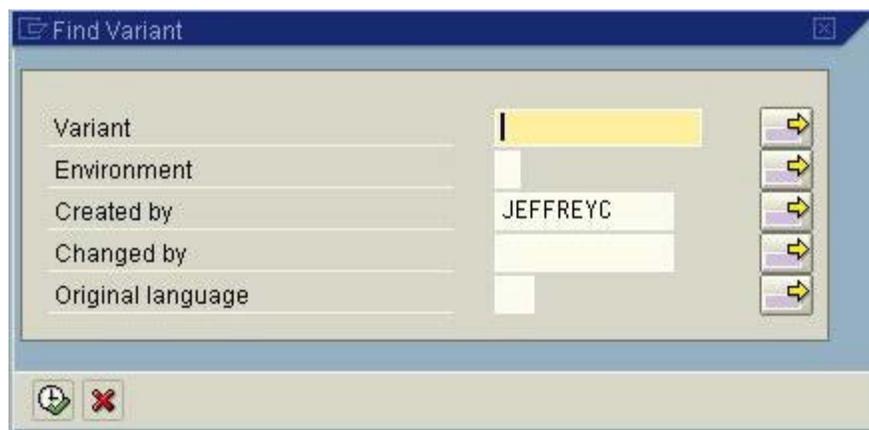
You have now successfully created a variant.

How do I retrieve one that I have created?

Step 1 . Go to the selection screen of the report that you wish to run, and have already created a variant for.

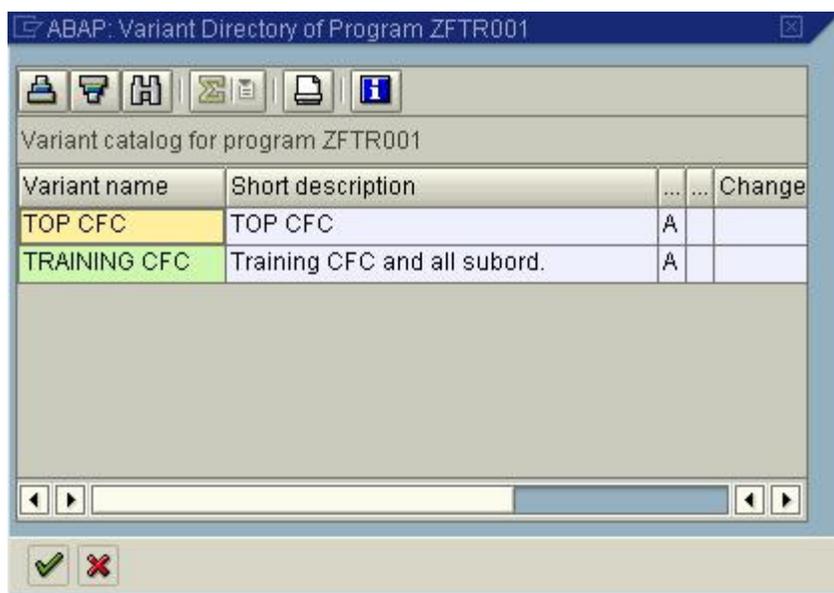
Step 2. Click on  OR click on **Goto >> Variants >> Get.**

Step 3 . The system will display the '**Find Variant**' pop-up window. Your user ID will default in the '**Created by**' field. This limits the variants to those created by you. (**NOTE:** To see all variants, including your own, delete your user ID from the '**Created by**' field.)



Click on  to execute.

Step 4 . If you kept your name in the '**Created by**' field, the system will provide you with a list of all the variants for this report, which you have created. If not, a list of *all* variants created for the report will be displayed. Select the appropriate one by double clicking on the text, or selecting the line and clicking on the green checkmark.



Congratulations!! You have now successfully retrieved a variant. The selection criteria that you had saved now populates the report selection screen.