Qualification Report Instructions

This report will provide a list of any org, job or position with a certain qualification stored on the object that you have access to.

1. From your SAP Easy Access Screen type, transaction code: **ZOMR029**

2. Click the **Enter** button or press **Enter** to continue.

3. Qualification- Enter the 50 million qual number or select the match code button to search.

4. Scroll through the qualifications to find the one you wish to report on or click on the binoculars to search by name.

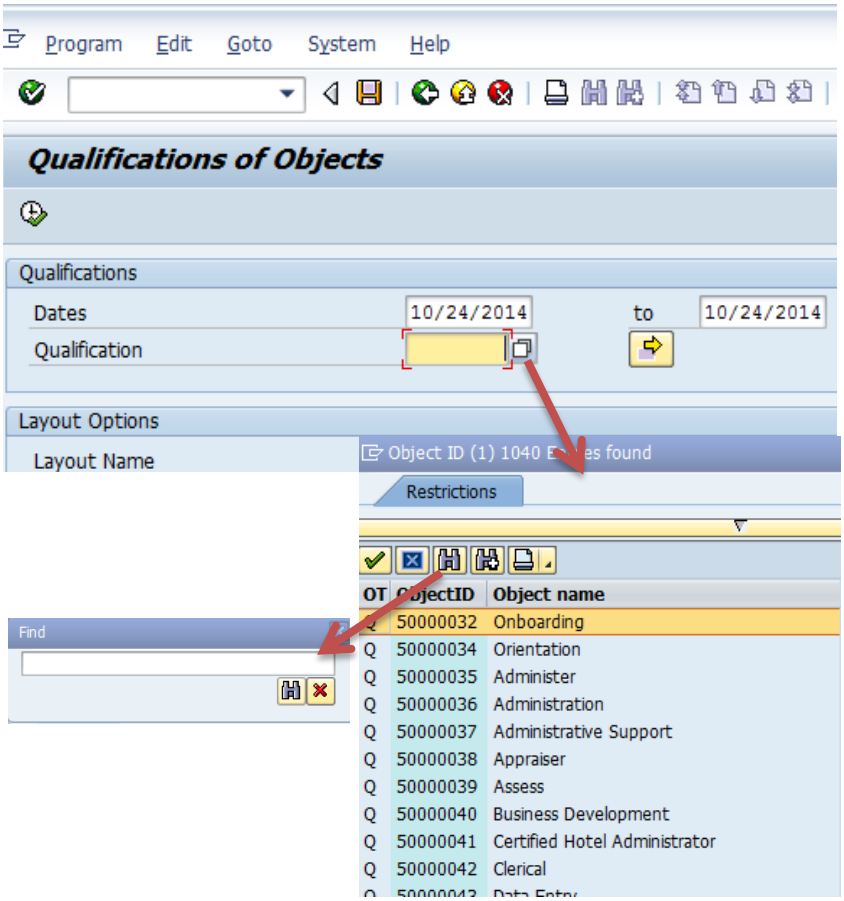
5. Double click on the qualification you want to report on and select excute.

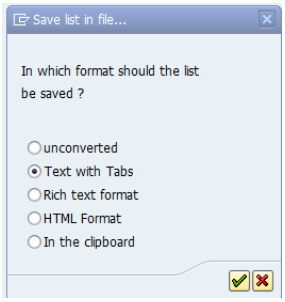
6. The Qualification Report Displays.

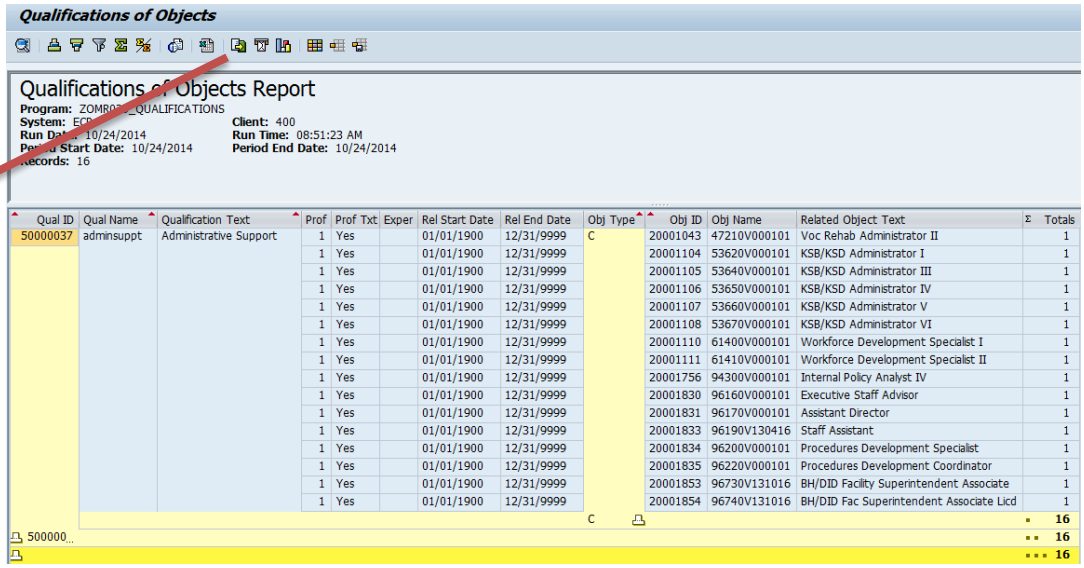
8. You may want to download this report To Excel to do so from the tool bar click The **Local File** button.

9. Choose **Text with Tabs**

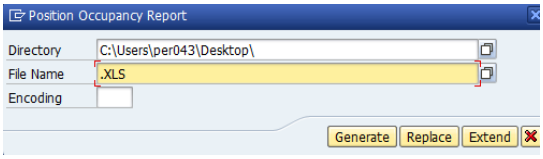
10. Chose **Enter**



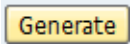




11. Directory – Navigate to the location where you want to save the file.



12. File Name – Type the file name

13. Click Generate 

14. Click the **Back** button or **F3** to return to the previous screen.