What is a *Variant*?

- A *Variant* is a filter variation that can be saved and reused whenever running a report
- *Variants* allow users to save filter criteria on the *Variable Entry* screen for future use

How will *Variants* help me?

- Creating report variants on the *Variable Entry* screen can be a time saver
- Report *Variants* can be used to save frequently entered filter criteria
  - *Fund Centers* or *Cost Centers* for ESCs (North, South, East, West, ISIC)
  - *Fiscal Year* or *Calendar Year*
  - Funding lines

Creating a report *Variant* takes just a few easy steps:

From the *Variable Entry* page, enter *Selection Filter Criteria*

Click on *Save As* button

Enter *Description*, click on *OK* button

To use saved *Variants*, click on *Available Variants* drop down