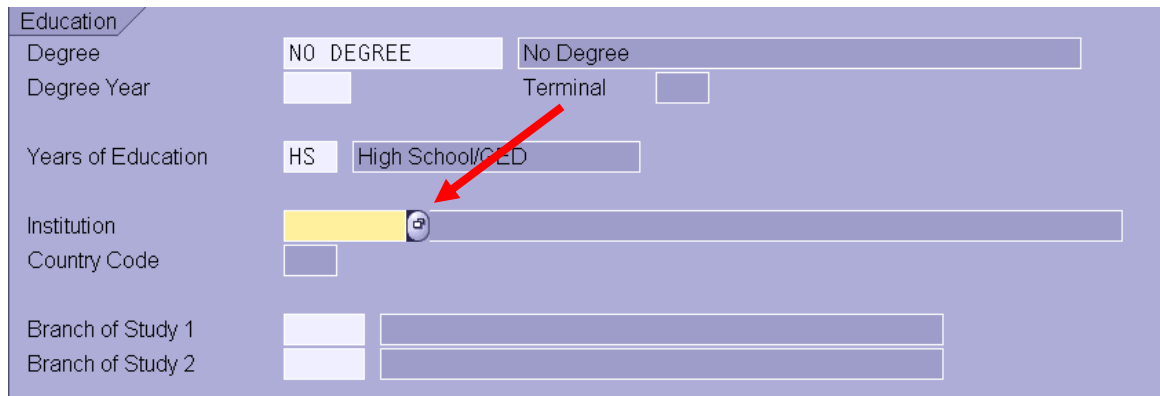


Expanding Drop down Lists

The default setting of how many items can be displayed in a drop down list in SAP is only 500 records. This can be challenging, especially on large drop down lists like the Institution list related to the Education Infotype 9022.

Removing this default will only take a few moments of your time and help you search for items in the future. In order to remove the default setting please follow the steps listed below. We are using infotype 9022 as an example because the majority of questions have been asked regarding this infotype's dropdown, but this setting change will apply to all dropdowns in HR Master Data.

- Display infotype 9022 for any PERNR through PA20
- Display the Institution List by clicking on the drop down icon



The screenshot shows the SAP HR Master Data form for Education Infotype 9022. The form is titled "Education" and contains several fields:

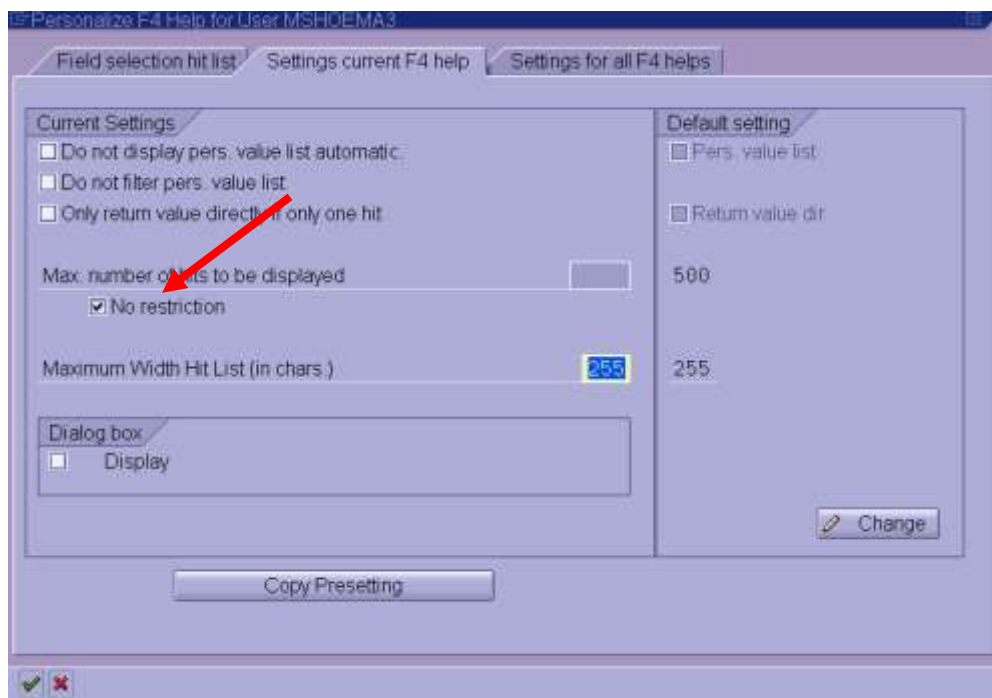
- Degree:** NO DEGREE (selected), No Degree (dropdown)
- Degree Year:** (empty), Terminal (checkbox)
- Years of Education:** HS (selected), High School/CED (dropdown)
- Institution:** (highlighted in yellow), (dropdown icon)
- Country Code:** (empty)
- Branch of Study 1:** (empty), (dropdown)
- Branch of Study 2:** (empty), (dropdown)

A red arrow points to the dropdown icon next to the Institution field.

- Right click on the Institution List popup window
- Click on "Personalize"

Inst Co...	Institution Name	Institution City	Rg	City
0005	AMERICAN UNIV OF BEIRUT	BEIRUT	LB	
0007	MOUNT ROYAL COLLEGE	CANADA	CA	
0010	INDIANA UNIVERSITY		IN	US
0020	COMMUNITY C AMERICAN SAMOA	PAGO PAGO	AS	US
0022	UNIVER COLL OF CAYMAN ISLANDS			KY
0024	CHINA FOREIGN AFFAIRS UNIV		CN	
0030	BROOKLYN LAW SCHOOL		US	
0032	CHUNG CHI COLLEGE		CN	
0035	INDIAN INSTITUTE OF TECHNOLOGY		IN	
0049	CALVARY BAPTIST COLLEGE		US	
0051	NORTH CENTRAL UNIVERSITY		US	
0052	FREE UNIVERSITY OF BERLIN		DE	
0054	SWINBURNE UNIVERSITY TECH		AU	
0058	CORNISH COLLEGE OF THE ARTS		US	
0061	JAWAHARLAL NEHRU UNIVERSITY		IN	
0063	ISTANBUL TECHNICAL UNIVERSITY		TR	
0065	UNIVERSITY OF TEXAS		US	
0066	INST HUM STU F G MASON UNIVER		US	
0068	ECOLE DES HAUTES ETUDES EN SCIENCE		FR	
0071	NANKAI UNIVERSITY		CN	
0074	NATIONAL WAR COLLEGE		US	
0077	DEVRY UNIV CORPORATE OFFICE	OAKBRK TERR	IL	US
0080	UNIVERSITY OF AJMER	AJMER	IN	
0081	LANDMARK COLLEGE	PUTNEY	VT	US
0084	OXFORD UNIVERSITY	OXFORD	GB	
0086	SOUTHRN UNION ST COMM COLL OPE	OPELIKA	AL	US
0087	BISHOP STATE CMTY COLL CARVER	MOBILE	AL	US

- Go to "Settings Current F4 Help"
- Check "No Restriction"



- Execute (green check)

Please feel free to contact us at 443-997-5828 if you have any questions