



VISCUS

VISUAL REPORT WRITER TRAINING

OBJECTIVE

Having completed this One Day course, you should be confident in creating reports within Exchequer. Users will have gained familiarity with the three core stages to building a report.

SKILLS

The course has been designed to cut out the jargon. But delegates should already have basic experience of the Exchequer system.



£650
Up to 4
Delegates

STRUCTURE

LOCATION

We will come to your offices, this way we will be working on your system, with data that you understand and are already familiar with.

ATTENDEES

The training structure compliments both individual and group training. It doesn't matter if there is a mixture of skills in the team, the course goes at a suitable pace to suit all system users.

CURRICULUM

REPORT LIBRARY

Managing your reports by creating folders

Actions that can be performed from within the library

REPORT WIZARD

Creating Reports including:

Selecting Fields

Sorting Data

Filtering Information

Changing Column Titles

REPORT DESIGNER

Formatting your report

Adding Formulas

Working with Sections

Including Sub Totals and Grand Totals

Setting Criteria and Range Filters

BUILDING ON THE KNOWLEDGE

Publishing a report

Copying report to another company



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