



# Reports Training

Using **framework** effectively can help maximise the control you have over your contracts and suppliers.



An excellent event! Thank you.  
Very knowledgeable technical presenters



09:45	Welcome and Coffee
10:00	<b>Report Categories</b> Overview of Report Categories and delegate exercises (2)
10:20	<b>Creating a Report</b> Overview of Report Creation and delegate exercises (2)
10:45	<b>Report Filters</b> Overview of Report Filters and delegate exercises (1)
11:00	<b>Report Templates</b> Overview of Report Templates and delegate exercises (3)
11:30	Break
11:45	<b>Static Columns</b> Overview of Report Static Columns and delegate exercises (1)
12:00	<b>Calculated Columns</b> Overview of Report Calculated Columns and delegate exercises (1)
12:15	<b>Editing a Report</b> Overview of Editing Reports and delegate exercises (3)
13:00	Lunch
14:00	<b>Temporary Changes</b> Overview of Temporary Report Changes and delegate exercises (4) [Sorting, Grouping, Change Columns, Change Filters]
15:00	<b>Summary Reports</b> Overview of Summary Reports and delegate exercises (1)
15:15	Break
15:30	<b>Exporting Reports</b> Overview of Export Options & Exporting Reports and delegate exercises (2)

<b>16:00</b>	<b>Scheduling Reports</b> Overview of Report Scheduling and delegate exercises (2)
<b>16:15</b>	<b>Questions and Answers</b> Delegate question and answers.
<b>16:15</b>	<b>Free Practise</b> Opportunity for delegates to practise the User Report options and tasks.
<b>16:30</b>	<b>Any other business and close of training</b>

## Cost

This course is available at a cost of £2180 +VAT per day for up to 6 attendees; this will cover the cost of lunch and training material.

(Training per person per day is £500 +VAT)

## Location

The event is held at the excellent conference and training facilities at Software Europe's head office, Lincoln UK.

[Click here for directions](#)

## How to Book

Once you have made your decision to attend you can register through the support portal (you may need to register):

<http://support.software-europe.co.uk/>

## One-to-One

Whilst our training aims to ensure that each attendee does receive the attention they need and get all they require out of the event; we will be happy to offer training on a one-to-one basis throughout the day.

One-to-one sessions can be requested in advance.

## On-site Training

Please get in touch if you would like one of our in-house experts to come to your office to conduct a tailored training event for your Finance/Administration Team.

This will cost £2180 plus Software Europe expenses +VAT per day for up to 6 attendees; this will cover the cost of training material.

To book an on-site training visit please call 01522 881300.

