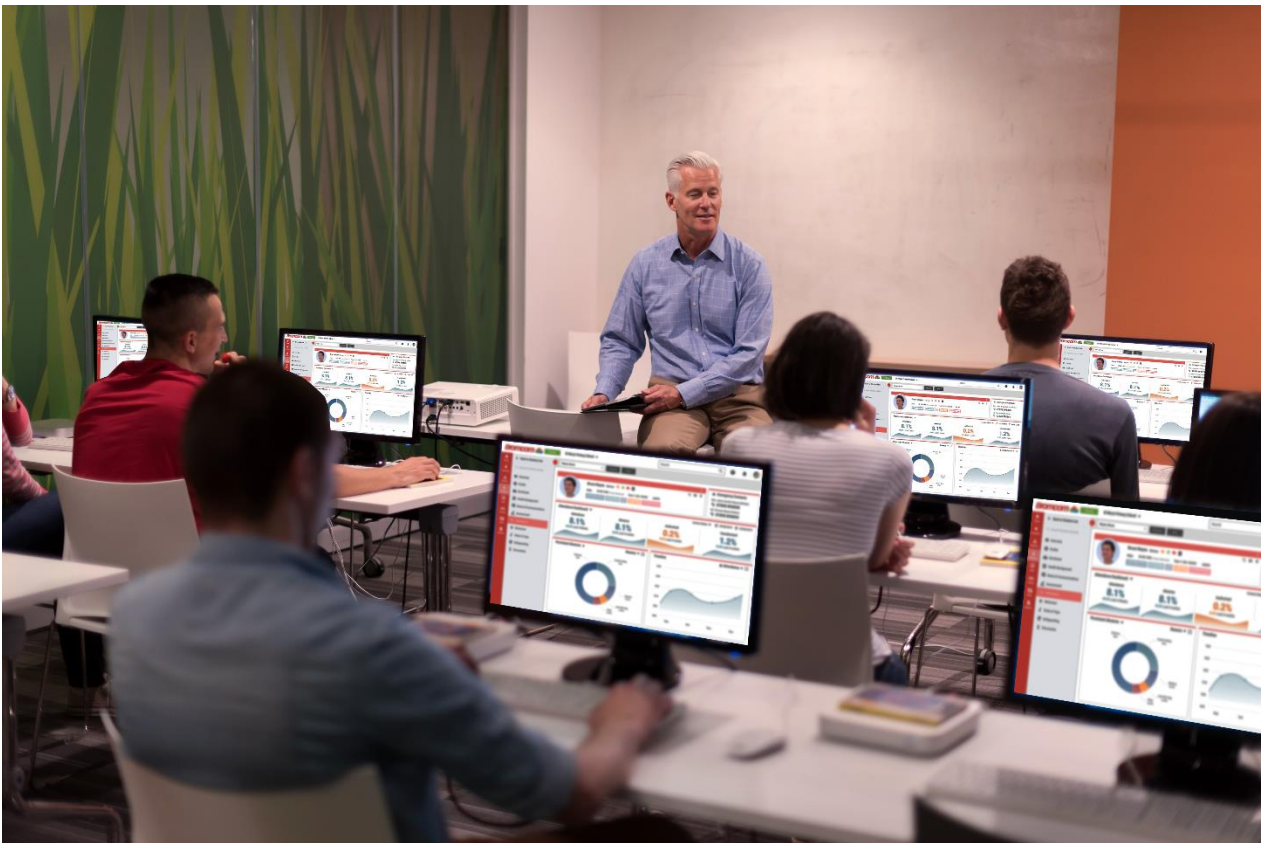


Training Course Agenda

Reporting



Introduction

Target Audience

The **Reporting** training is recommended for delivery to the following people from your school.

- ✓ Data Manager
- ✓ Members from your Attendance, Administration and Curriculum Team
- ✓ General Office Staff who have a need for producing Custom Reports

Facilities/Requirements

For **Onsite Training**:

Using the means provided by the establishment for example a whiteboard or projector, the trainer will deliver a session for the module being trained on. An internet connection will be required.

In some instances attendees will be able to login to follow along with the session, this will be arranged beforehand and in this case login information will be supplied.

For **Webinar Training**:

This session will be delivered via an internet connection, you will be sent a link and login details in an e-mail. We ask that you test the link before the session to make sure you have access, if you do not your IT support should be able to help you with this. If you still cannot connect please let us know as soon as you can, we will try to help or arrange an alternative method to deliver the training.

Objectives of Session & Timings

The Attendees will work together with their trainer to learn about the host of features within the module being trained and how best they can take advantage of these.

These sessions will teach you how to operate and manage your Bromcom MIS on a day-to-day basis.

Agenda Overview

This is a list of the **Agenda** items in sequence.

Part One: Producing a Table Report

- ✓ **Selecting a Report Type**
- ✓ **Selecting a Report Domain**
- ✓ **Understanding the Report Creation Wizard**
 - Data Items
 - Filters
 - Layout
 - Style
- ✓ **Saving a Report including allocating Role Permissions**
- ✓ **Running a Report**
- ✓ **Exporting in Excel for Analysis**

Part Two: Producing a Mail-Merge Report

- ✓ **What is a Bromcom Webmerge**
- ✓ **Using the Bromcom Webmerge to produce letters**

Part Three: Using the Style Area

- ✓ **Understanding more about the Style Option**
 - Enhancing Reports designed for Printing

Part Four: Reports

- ✓ **How to Produce a Quick Report**
- ✓ **How to Produce a List Report**
- ✓ **How to Produce a Matrix Report**

Part Five: Power BI

- ✓ **Downloading the Dashboard**
- ✓ **Viewing and using the Dashboard**

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Notes:

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- ✓ Using the Bromcom Webmerge to produce Letters

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Part Five: Power BI

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- ✓ Viewing and using the Dashboard

Notes: