



Introduction to Reporting (Live data) Course – 1 Day

This course is suitable for all **Staff** who wish to understand how to create and run simple reports.

You will learn the techniques of creating and printing both listing and analysis report types.

It is advisable that attendees on this course should have a good working knowledge of the APP system.

Course content:-

- Introduction
- Brief overview of available report generators
 - Layout
- Working with pre-saved reports
- Producing a simple listing report
 - Formats (using existing)
 - Codes (Detail, Header and Group)
 - Dates (Calendar, Financial)
- Producing a simple analysis reports
- Formats (using existing)