



A ONLINE TRAINING

Report Designers

ONLINE TRAINING COURSE

Course Objectives

This course is designed to teach engineers, IT professionals and production supervisors how to create custom reports. It provides basic background in the use of Microsoft Query, Visual Basic for Applications and Excel. However, the main focus of the course is on using these tools inside the Report Template Manager to create, test, release for use and schedule Exaquantum/Batch reports. Also covered is the Exaguantum/Batch database structure and the use of database views and tables.



Prerequisite Knowledge

The NTPB900 Exaguantum/Batch BatchWeb Users Course is a prerequisite for this course. Previous knowledge of Microsoft Excel would be a distinct advantage to those attending this course.



Who Should **Attend**

Anyone who needs to create or manage Exaquantum/Batch Report Templates.

Duration: 12 Hours



Program

- Introduction and overview
- Report Template Manager
- Microsoft Excel and Microsoft Query overview
- Exaquantum/Batch Excel add-in and Formula Selection View Man-
- Modifying standard reports
- Exaquantum/Batch database struc-
- Creating custom reports
- Advanced reporting