

Personnel Director Advanced Training Checklist

Start Time End Time Total Duration of Breaks
 Standard 09:00 16:00 (Max 1.5 hrs)

Customer _____ Location _____
 Attendees _____ Job Titles _____

 Trainer _____ Date _____

Reports	Requested	Covered
Reports Overview		
Using the Report List Menu		
Creating a New Report using the Wizard		
Overview of the Data Tab		
Adding extra fields to the data selection		
Creating Calculations		
Creating Data Groups		
Filtering Data (Search)		
Setting the Sort order of the data		
Overview of the Design Tab		
Sections - Arranging		
Placing Objects		
Customising Objects (Labels)		
Adding Fields to reports		
Creating Calculated Fields		
Creating Summary Reports		
Previewing & Editing an Existing Report		
Example Report #1 - Salaries by Department		
Example Report #2 - Sickness Analysis		
Utilities	Requested	Covered
Global Updates		
Working Time Tracker Utility		
Screen Designer	Requested	Covered
General Overview		
Moving existing fields on screens		
Creating new screens		
Creating new fields		
Defining field Properties		
Adding tabs to a screen		

