

Alchemex Report Manager Training

Enabling you to create new reports from predefined data containers and have a clear understanding of the management pack.

The Alchemex Report Manager workshop is aimed at training the person responsible for running reports & report maintenance, including report parameters and filters. This delegate should leave the workshop with the ability to create new reports from predefined data containers & have a clear understanding of the management pack.

On completion of the course you are required to complete an online assessment, and on passing with 70% or more, you will receive a printable certificate.

Who will benefit by attending this course?

The Report Manager training is for a basic report writer who doesn't need to know about database tables and linkages.

For people wanting to create a new report, we recommend you do the Administrator training after the Report Manager training, as the Administrator Module is the starting point to all reports.

Course Duration: One day (9:00 - 16:00 classroom based)

Course Pre-requisites

Have a basic understanding of Microsoft Excel. Need to also have a basic understanding of the operations of Pastel (Open, Navigate)

Samples of workshop content

- Alchemex Overview
- Alchemex Installation & Version numbers
- Alchemex Report Manager module functionality
- Layout of the Alchemex Report Manager module
- Report Manager Add Ins
- Running your first report
- Creating a standard report
- Managing your reports
- Scheduling a report
- Union Reports
- Case Study
- The Management Pack Report
- Report download community