

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

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

This course can be done classroom based, or Online at www.alchemexacademy.com. Classroom delegates receive a manual and 3 month's email support. Online delegates receive 3 months access to the academy with e-mail support and an option to print the manual. On completion of each course you will need to complete an assessment and on achieving a pass mark of 70% or above, 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 first and then the Report Manager training, as the Administrator Module is the starting point to all reports.

Course Duration

Classroom - One day (9:00 - 16:00)

Online - approx. 7 hours (You are given 90 days access to the workshop)

Price

	Individual	Group
Classroom	R1,677	R6,727
Online	R999	n/a

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

- Pastel Evolution BIC Overview
- Pastel Evolution BIC Installation
- Pastel Evolution BIC Version numbers
- Pastel Evolution BIC Report Manager module functionality
- Layout of the Pastel Evolution BIC 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