

## 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 \_\_\_\_\_

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

