

Course Title: Reporting (Extended)

Duration: 1 Day Times: 9.30am – 4.00pm

Course Aims:

This course will further develop your skills to carry out the report designing process in SIMS, enabling you to extract useful information from the pupil database in a variety of formats.

The course follows on from the Standard Reporting course and so assumes that you are able to create basic reports.

The Extended Reporting course will cover using sub-reports where pupils have many pieces of data attached to them (for example, contacts) and will look at creating user defined templates in Word, Rich Text Format reports, reports from different focuses and outputting to Excel.

Course Objectives:

By the end of the course you will have a clear understanding of how reports are produced in SIMS and in particular be able to:

* report using sub-reports
* create Word templates
* save paper with columns
* understand why you would use a Rich Text Format Report
* report using report inserts
* report on user defined groups
* understand different focuses and create reports using them
* output to Excel

Target Audience:

This course requires you to have a basic knowledge of reporting up to the level obtained through the Standard Reporting course. It assumes that you are able to create basic reports, which can be output to standard lists or Word mail merges and assumes that you have used SIMS Analysis and other output types from SIMS.