

Course Title: Reporting (Standard)

Duration:

1 Day

Times:

9.30am – 4.00pm

Course Aims:

This course introduces the user to the report designing process in SIMS with the objective to extract useful information from the Pupil/Student database in a variety of formats.

Course Objectives:

* the running of pre–defined reports
* modifying and creating reports to produce lists
* creating reports to produce mail merged documents and labels, using Word and Excel
* using analysis output exporting and importing
* using the Favourites panel on the SIMS Home Page to run favourite Reports.

Target Audience:

This course is aimed at new users to Reporting.

Pre-requisites:

You must be familiar with the day to day use of SIMS, the range of data which is stored within the database and how that data is entered and maintained.