

CIPHR Report Writing

This two-day course is designed to introduce users to the functionality of CIPHR Report Writing.

PRECONDITIONS

It is expected that delegates will have previous knowledge of CIPHR and/or have attended the CIPHR Familiarisation course.

GOALS

Delegates should complete the course with:

- A comprehensive knowledge of the report production steps
- Confidence to use the Subset facility for selection and ordering of data
- The ability to create reports in CIPHR Report Designer

COURSE CONTENT

The CIPHR Report Writing course will cover:

- Creation of subsets using facilities such as combine, individual and remove
- Inserting database fields in the report
- Inserting text objects
- The select expert
- Sorting records
- Grouping records
- Summarising
- Grand totals
- TopN/sort expert
- Working with formulae
- Special fields
- Lines, boxes and pictures
- Section formatting
- Conditional formatting

Please note that the training will be conducted on the latest version of the product. If any differences exist between this and previous versions, these will be highlighted by the trainer.

Please note that this outline represents the topics which are usually covered on this event. The actual course work may be adjusted to suit the individual needs of the delegates.

TO REGISTER...

To register for this course or if you would like more information about this and other courses, please contact the training centre



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TRAINING