

# Training Course Agenda.

Reporting - Advanced



# Introduction

## Target Audience

The **Reporting - Advanced** training is recommended for delivery to the following people from your school:

- ✓ School and Trust Data Managers
- ✓ General Administration Staff who have a need for producing detailed reports and analysing data

## Facilities/Requirements

### For **Onsite Training**:

Using the means provided by the establishment for example a whiteboard or projector, the trainer will deliver a session for the module being trained on. An internet connection will be required.

In some instances, attendees will be able to login to follow along with the session, this will be arranged beforehand and in this case login information will be supplied.

### For **Webinar Training**:

This session will be delivered via an internet connection, you will be sent a link and login details in an e-mail. We ask that you test the link before the session to make sure you have access, if you do not your IT support should be able to help you with this. If you still cannot connect please let us know as soon as you can, we will try to help or arrange an alternative method to deliver the training.

## Objectives of Session & Timings

The Attendees will work together with their trainer to learn about the host of features within the module being trained and how best they can take advantage of these.

These sessions will teach you how to operate and manage your Bromcom MIS on a day-to-day basis.

## Prerequisite

Prior to taking this **Reporting - Advanced** training course, please ensure you have completed the **Reporting - Basic** and **Reporting - Intermediate** training courses. These training courses will give you the fundamental knowledge required to now take on the further skills needed to produce more detailed reports and the ability to analyse data in more depth.

# Agenda Overview

## Part One: Using Matrix Mode

- ✓ Adding required data items
- ✓ Activating Matrix Mode
- ✓ Setting Column labels, Values and Row Groups
- ✓ Aggregating Values
- ✓ Viewing/Filtering results

## Part Two: Cross Domain Reporting

- ✓ Selecting Cross Domains
- ✓ Choosing data items from multiple domains
- ✓ Creating a data table within a webmerge document

## Part Three: Live/OData Feeds

- ✓ Live Data Feeds
  - Locating URL, Username, Password
  - Making the connection between the data within a Quick Report and Excel
  - Selecting/Loading/Transforming/Refreshing the Data in Excel
- ✓ OData Feeds
  - Locating URL, Username, Password
  - Making the connection between OData and Excel or Power Bi
  - Selecting/Loading/Transforming/Refreshing the Data in Excel or Power Bi

## Part One: Using Matrix Mode

- ✓ Adding required data items
- ✓ Activating Matrix Mode
- ✓ Setting Column labels, Values and Row Groups
- ✓ Aggregating Values
- ✓ Viewing/Filtering results

Notes:

## Part Two: Cross Domain Reporting

- ✓ Selecting Cross Domains
- ✓ Choosing data items from multiple domains
- ✓ Creating a data table within a webmerge document

Notes:

## Part Three: Using Live/OData Feeds

- ✓ **Live Data Feeds**
  - Locating URL, Username, Password
  - Making the connection between the data within a Quick Report and Excel
  - Selecting/Loading/Transforming/Refreshing the Data in Excel
- ✓ **OData Feeds**
  - Locating URL, Username, Password
  - Making the connection between OData and Excel or Power Bi
  - Selecting/Loading/Transforming/Refreshing the Data in Excel or Power Bi

Notes: