Training Course Agenda.

Reporting – Intermediate

Introduction

Target Audience

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

- ✓ Data Manager
- ✓ General Administration staff who have a need for producing custom reports

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 - Intermediate** training course, please ensure you have completed the **Reporting - Basic** training course. The **Reporting – Basic training** course will give you the fundamental knowledge required to now take on the further skills needed to produce more in depth reports.

Agenda Overview

Part One: Producing a more complex Quick Report

- ✔ Accessing/Using other Report Domains
    - o Navigating data item branches
- ✔ Using Date Intervals and Filters
    - o Filtering via data item branches
    - o All Date Intervals and Filters

Part Two: Advanced Mode

- ✔ Adding Summary Columns (inc. editing columns once added)
    - o Attendance
    - o Assessment
    - o Behaviour
    - o Other
    - o Group

Part Three: Using Calculated/If Then Else Columns

- ✔ Calculated Columns
    - o Operators
    - o Functions
- ✔ If Then Else Columns
    - o Building the If/Then/Else
    - o Adding colours

Part Four: Producing a Mail-Merge Report

- ✔ Using the Quick Report Webmerge to produce letters
- ✔ How to email letters home to parents

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Notes:

Part Two: Advanced Mode

✓ Adding Summary Columns (inc. editing columns once added)
  o Attendance
  o Assessment
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Notes:

Part Three: Using Calculated/If Then Else Columns

✓ **Calculated Columns**
  o Operators
  o Functions
✓ **If Then Else Columns**
  o Building the If/Then/Else
  o Adding colours

Notes:

Part Four: Producing a Mail-Merge Report

✓ Using the Quick Report Webmerge to produce letters
✓ How to email letters home to parents

Notes: