

Get Your MMR (Masters in Managing Reports)

September 26-29

12:00 – 2:00 PM CDT

Student Manager is your report generating wonder- providing you with information on courses, finances, demographics, and statistical comparisons. The myriad of existing reports can be modified to meet your unique needs. It's a matter of becoming familiar with the tools available, then using those tools for the reporting job at hand. We want you to feel empowered by these resources, not overwhelmed!

And so, we are offering an eight-hour (or 10 we will have to decide) comprehensive online course on this powerful feature of your software. We will break those eight hours up into four (or 5) two-hour sessions allowing for you to absorb the content and apply the information learned in homework exercises.

When you register, you will have the opportunity to share the top three report types you work with (a specific financial/accounting report? Registration report?) and need to modify most often and share your current pressing questions about reporting. Your feedback will allow us to use those specific reports in our examples and in your homework assignments!

Join us to get started on your personal journey to become your unit's MMR (Master of Managing Reports). Here's the course content for the week!

Running Reports

- Finding the Right Report
- Run Main Reports
- Run Queries
- Print Reports
- Set and Run Favorite Reports
- Statistical Reports
- Output Reports in Other Formats

Ad Hoc Reporting – Discovering F-Key Functionality

Managing Queries

- Queries Defined
- Search for Queries
- Sort Queries
- Use Character Type Query Options
- Add Queries
- Edit Queries
- Rename Queries
- Copy Queries
- Delete Queries

Introduction to the Report Designer

- Open the Report Designer
- Add report elements
- Set element format (color, font, etc.)
- Move report elements
- Align report elements
- Delete Report Elements
- Change Page Setup
- Save Reports

Extended Reporting

- Introducing Functions
- Formatting Functions
- Calculation Functions
- Introduction to Special functions
 - Justdoits
 - GetData