

## Webintelligence XI R2 Basic Reporting

### Course Summary

#### Description

This class is a combination of instructor-led lecture, discussions, and demonstrations with a heavy emphasis on hands-on workshops to teach WebIntelligence. Topics include; creating new documents, formatting reports, applying reporting functions, and creating alerters.

#### Objectives

At the end of this course, students will be able to:

- Build queries, work with filters, utilize the speedmenu, format reports, apply a variety of reporting functions, apply calculations, and create alerters in reporting.

#### Topics

- WebIntelligence As A Tool
- What Is WebIntelligence?
- WebIntelligence/Full Client Differences
- What Is A Universe?
- What Are Objects/Query?
- Adding /Removing Objects
- Adding/Removing Filters
- Using Query/Report View
- Saving Documents to Favorites
- Saving to Local File Formats
- Inserting, Duplicating, Deleting, Renaming Reports
- Inserting/Removing Columns
- Adding New Rows and Columns
- Sizing Rows and Columns
- Fonts
- Colors
- Justification
- Ranking
- Breaking
- Sorting
- Filtering
- Calculations
- What are Alerters
- Creating Alerters/Sub-Alerters
- Applying Alerters to Reports

#### Audience

This course is designed for WebIntelligence users who create their own documents and/or anyone using Desktop Intelligence reporting.

#### Prerequisites

Students should have basic Windows skills.

#### Duration

One day