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... to Your Success!"

CA-Dispatch Release 11 End User (Reports)

Course Summary

Description

This course is designed for end users who will be viewing and printing reports using the Online Viewing Facility in CA-Dispatch.

Topics

- CA-Dispatch Concepts
- How to Select A Report
- User/Recipient Report Access Path
- The Report Selection List
- On-Line Viewing Report Screen
- How to Print A Report
- Using the Print Commands
- On-Line Viewing Print Request Screen
- Selecting an Alternate Printer
- Overview of Advanced Functions
- Changing Your Printer ID Default
- On-Line Viewing Printer Selection Screen
- Controlling the Sequence Numbers
- Setting the Scroll Definition
- Using the 'Go To' and 'Find Text' Commands
- Displaying Column Numbers of a Report
- Viewing Column Numbers of a Report
- Suppressing Columns from Views
- Freezing Columns of Text
- Using the K Command
- Freezing Lines of Data
- Online Viewing Cut and Paste Feature
- Online Viewing Recipient Report Profiles
- Online Viewing Profile Printing
- On-line Viewing Editor Commands (Short Cuts)
- Scroll Commands
- Report Display Modification Commands

Audience

This course is designed for CA-Dispatch users to view and manipulate reports using the Online Viewing Facility.

Duration

Four hours

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