WebIntelligence 4.x: Intermediate 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 different block structures, using Turn Into, vertical, horizontal, forms and cross table reports, master/detail, complex conditions, charts, advanced cross tables, ranking, breaking, sorting, filtering, Input Controls, and conditional formatting with cross tables.

Objectives
At the end of this course, students will be able to:
- Create a variety of report format types
- Create a variety of charts
- Create complex conditions with prompts
- Create complex crosstabs
- Apply formatting options, reporting functions, Input Controls and conditional formatting to crosstab blocks.

Topics
- Using Templates/Turn Into
- Creating Vertical/Horizontal Blocks
- Creating Forms/Cross table Blocks
- Creating Master/Detail Reports
- Inserting Multiple Sections
- Adding Summary Cells to Sections
- Creating and Formatting Charts
- Chart Types
- Create Prompts / Saving Variants
- Setting Default Values for Prompts
- Creating Multiple Filters
- Using Ands/Ors /Using Brackets
- Review of Block Types
- Creating Cross Tables
- Displaying Row and Column Headers
- Advanced Cross Tables
- Applying Breaking, Ranking, Folding
- Applying Sorting
- Applying Filters at Block, Section and Report Level
- Applying Conditional Formatting to Crosstabs
- Outlining in Cross Tables
- Input Controls
- Implementing Input Controls at Report and Document Level

Audience
This course is designed for WebIntelligence users and/or anyone using WebIntelligence Desktop Reporting.

Prerequisites
Prior to taking this course, students should have taken the WebIntelligence 4.x Basic Reporting (1 Day) class.

Duration
One day
WebIntelligence 4.x: Intermediate Reporting

Course Outline

I. Reporting Options
   A. Drag and Drop
   B. Using Turn Into
   C. Creating Cross tables
   D. Creating Forms
   E. Creating and Formatting Cross tables
   F. Using Turn Into
   G. Relative Positioning Blocks Creating Sectioned Reports
   H. Section Formatting

II. Creating Charts
   A. Using Templates
   B. Turn Into Charts
   C. Using Assign Data
   D. Using Properties Tab
   E. Formatting Charts
   F. Using New Chart styles
   G. Color Formatting
   H. Measure Values Orientation
   I. Filtering On Dimensions
   J. Changing Chart Variables

III. Creating Complex Conditions
   A. Using Prompts/Saving as Variants
   B. Setting Default Values For Prompts
   C. Creating Filters Based On Cascading LOV
   D. Creating Multiple Filters
   E. Using Ands/Ors
   F. Using Brackets

IV. Crosstabs Basic Formatting
   A. Reviewing Blocks styles
   B. Creating Cross tables
   C. Drag and Drop
   D. Turn Into
   E. Using Assign Data
   F. Pivoting Via Headers
   G. Pivoting Via Structure Mode
   H. Displaying Row and Column Headers
   I. Removing/Replacing Headers
   J. Displaying Multiple Objects in Headers
   K. Effect of Adding Objects to the Query
   L. Inserting/Removing Objects in Body of Block

V. Functions and Sectioned Reports
   A. Advanced Breaking:
   B. Break and Formula
   C. Break Properties
   D. Advanced Ranking:
   E. Ranked Variable with Break
   F. Rank Properties
   G. Sorting/Custom Sorting
   H. Filtering on Headings
   I. Report Filters Panel Using Input Controls Utilizing Object functions
   J. Outlining
   K. Inserting Sections
   L. Creating Summary Cells
   M. Adding Summary Cells to Sections
   N. Saving Report to Local file formats

VI. Conditional Formatting
   A. What is Conditional Formatting
   B. Creating Rules
   C. Creating Conditions
   D. Cell Format
   E. Text Format
   F. Variable Format
   G. Applying Conditional Formatting to Cross table Body/Headers
   H. Editing and Reformattting Conditional Formatting
   I. Applying Different Types of Conditional Formats

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