

eMaint Boot Camp Training

Reports & Dashboards (2-Day)



Agenda is subject to change.

Things to know:

- In an effort to accommodate attendees in different time zones, our remote bootcamps start at **9 am EST**.
- The duration of the training is seven and a half hours per day. These are the start and end times on your time zone:
 - Central: **8:00 am - 3:30 pm**
 - Mountain: **7:00 am - 2:30 pm**
 - Pacific: **6:00 am - 1:30 pm**

Day 1: Introduction to Reporting

9:00am - 9:15am	Introduction - Agenda Review
9:15am - 10:00am	Introduction to Reporting Interface In the beginning of this session you will be presented with all the report titles and dashboard tabs that will be created during this Boot Camp. Then you will be presented with an overview of the reporting module and the key features that allow creation of basic reports. You will learn how to report on data from one or more tables.
10:00am - 10:15am	Hands-On
10:15am - 10:30am	Break
10:30am - 11:15am	Report Filters In this session you will learn how to set up report filters and how to use the following filtering features: Filter operators, Date Range, Grouped filters, Filter expressions, "Ask at runtime" feature, etc.
11:15am - 11:45am	Hands-On
11:45am - 1:00pm	Lunch
1:00pm - 2:00pm	Grouping Data & Building Graphs In this session you will learn how to use key reporting features that will allow you to create basic graphs.
2:00pm - 2:30pm	Hands-on
2:00pm - 3:00pm	Instruments This session will walk you through the creation of useful instrument charts.
3:00pm - 3:45pm	Introduction to Dashboards In this session you will learn how to create dashboard tabs and how you can

eMaint Boot Camp Training

Reports & Dashboards (2-Day)



Agenda is subject to change.

	display different types of reports on these tabs.
3:45pm - 4:30pm	Hands On/ Q&A

Day 2: Advanced Reporting

9:00am - 9:15am	Introduction - Agenda Review
9:15am - 10:15am	Reporting Tools Review This session will provide a quick review of all report features that have been used during this training: Group Band, Grouping Feature & Functions, Top X Feature, Date Range, Date Expressions and Graphs & Instruments.
10:15am - 10:45am	Hands-On
10:45am - 11:00am	Break
11:00am - 11:45am	Calculated Fields on Reports This session will cover in detail the creation of calculated fields, that will allow you to display useful values in your reports.
11:45am - 1:00pm	Lunch
1:00pm - 1:45pm	Advanced Graphs In this session you will learn how to create advanced graphs: Pareto, Two Column and Stacked.
1:45pm - 2:15pm	Hands-On In these exercises you will have the opportunity to build useful advanced graphs and display them on your dashboards.
2:15pm - 2:45pm	Reporting Trivia In this session, you will team up with other attendees to play a fun Trivia game about eMaint Reporting and other fun subjects.
2:45pm - 3:00pm	Break/ Hands-On
3:00pm - 3:45pm	Ask the Expert In this session, other eMaint product specialists will be in the room to provide you with the opportunity to ask questions about specific reports you may want to have in your account.
3:45pm - 4:30pm	Hands On/Q&A