

eMaint Power Course

X5 Reporting Pro

Agenda is subject to change.



In an effort to accommodate attendees in different time zones, our remote Power Courses start at 9:00 am EST.

These are the start and end times on your time zone:

- Eastern: 9:00 am - 4:30 pm
- Central: 8:00 am - 3:30 pm
- Mountain: 7:00 am - 2:30 pm
- Pacific: 6:00am - 2:30 pm



Day 1: X5 Reporting Pro

9:00am - 9:15am	Introduction - Agenda Review
9:15am - 10:00am	Report Creation (Beginner) <ul style="list-style-type: none"> • Report List • Basics of Report Creation: Entities, Fields, Filters, Order by, Preview • Restricting Report to certain users
10:00am - 10:15am	Break
10:15am - 11:00am	Report Creation (Advanced) <ul style="list-style-type: none"> • Scheduled Reports • Advanced Filters • Joining Tables in a Report • Grouping Feature • Column, Having, Labels, Functions
11:00am - 11:45am	Hands on/Report Creation
11:45am - 1:00pm	Lunch
1:00pm - 1:45pm	Dashboard (Beginner) <ul style="list-style-type: none"> • Dashboard 1.0 vs Dashboard 2.0 • New Dashboard • Designer vs Viewer • Dashboard Menu • Data Sources • Commons, Maps, Filters, Layout
1:45pm - 2:00pm	Break
2:00pm - 3:00pm	Dashboard (Advanced) <ul style="list-style-type: none"> • Grid, Chart, Treemap, Pies, Gauges, Images • Top N Report • Interactive Drill down Charts • Captions

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	<ul style="list-style-type: none">• Dashboard Calculated Fields
3:00pm - 3:30pm	Hands-On
3:30pm - 3:45pm	Group Activity
3:45pm - 4:30pm	Additional Report/Dashboard Discussion <ul style="list-style-type: none">• Reports Q&A• Discussion of Customer Specific Reports