eMaint Boot Camp Training
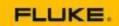## Reports & Dashboards (1-Day)

Agenda is subject to change.

In an effort to accommodate attendees in different time zones, our remote bootcamps start at 9:00 AM EST. These are the start and end times in 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 - 1:30 pm**

Day 1: Reports & Dashboards

9:00am - 9:15am	Introduction - Agenda Review
9:15am - 10:00am	**Report Creation 1 (Beginner)** ● Overview of Basic Report Creation - Report Builder - Group Band Setup ● Saving list view filters as Reports
10:00am - 10:15am	Break/Hands-On
10:15am - 11:00am	**Report Creation (Intermediate)** ● Auto Generating Reports ● Advanced Filters (Date Function, Parentheses And/Or) ● Joining Tables in a Report ● Grouping Feature ● Report Functions ● Top X Report feature
11:00am - 11:30am	**Calculated Fields in Reports (Advanced)** ● Definition and Basic Walk Through ● Creation of Calculated Fields ● Calculated Field Functions ● Using Advanced Filters With Calculated Fields
11:30am - 11:45am	Hands-On
11:45am - 1:00pm	Lunch

1:00pm - 1:45pm	**Graphs, Instruments, & Dashboards (Expert)**
	• Graph Setup • Instrument Setup • Dashboard Tabs and Properties • Displaying Reports on Dashboard • Dashboard Widgets
1:45pm - 2:00pm	Break/Hands-On
2:00pm - 2:45pm	**Advanced Graphs (Pro)**
	• Two Column • Stacked • Pareto
2:45pm - 3:15pm	**Group Activity/Test Your Knowledge**
3:15pm - 3:45pm	**Addition Report Discussion**
3:45pm - 4:30pm	**Q&A**

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