

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

9:00 am- 9:15 am	Introduction- Agenda Review
9:15 am- 10:00 am	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.
10:00 am-10:15 am	Hands-On
10:15 am-10:30 am	Break
10:30 am- 11:15 am	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.
11:15 am- 11:45 am	Hands-On
11:45 am- 1:00 pm	Lunch
1:00 pm- 2:00 pm	Grouping Data & Building Graphs In this session you will learn how to use key reporting features that will allow you to create basic graphs.
2:00 pm- 2:15 pm	Hands-On
2:15 pm- 3:00 pm	Instruments This session will walk you through the creation of useful instrument charts.
3:00 pm- 3:45 pm	Introduction to Dashboards In this session you will learn how to create dashboard tabs and how you can display different types of reports on these tabs.
3:45 pm- 4:30 pm	Hands On/ Q&A

Agenda and pacing is subject to change

