

## ADP REPORTSMITH - USER TRAINING WORKSHOP

### **Intended Audience**

Individuals who need to utilize a powerful reporting tool to gather information in an ad hoc manner from PC and SQL databases.

### **Duration**

3 Days



### **Course Abstract**

Students begin immediately building an introductory, but instructive report. As this hands-on course progresses, the report is enhanced, yielding a final report that utilizes all the power and functionality of ReportSmith. Throughout, other smaller reports are built to introduce and underscore concepts and to reinforce the use of the ReportSmith user interface. On the second day, students are encouraged to log onto their own databases (when applicable) to produce useful reports.

### **Course Objective**

Upon completion of this course students will be able to:

- Create Columnar, Form, CrossTab and label reports
- Log onto and query the database in an ad hoc manner
- Understand the basics of SQL as it applies to reporting
- Make reports interactive
- Customize report layout and content
- Combine information from various sources and formats
- into a single report
- Utilize graphics, color and pictures to create effective, eye-catching reports
- Understand their company's database and how to retrieve the information in an easy and powerful manner

## **Course Topics**

- **What is ReportSmith**
- **Types of Reports**
- **Report Considerations when Creating Reports from Scratch**
- **Elements of ReportSmith:**
  - Tables
  - Selections
  - Sorting
  - Report Variables
  - Derived Fields
  - Database Grouping
  - SQL
- **Deciding what table to use:**
  - Data Dictionary overview
- **New report creation:**
  - Draft v/s Presentation Mode
  - Linking multiple tables
  - Sorting
  - Report variables
  - Selection
- **Adding Sum & Count to Report**
- **Basic Derived fields**
- **Database Grouping**
- **Translating Fields on Report**
- **Formatting**
- **Modifying an Existing Report**
- **Exporting Reports**

## **Class Format**

Lecture/Lab, Workshop Intensive.

## **Prerequisites**

Basic knowledge of using Windows and Windows applications is helpful but not necessary. Basic understanding of SQL is helpful but not necessary