

**Course Title:** Cizer.Net Reporting

**Duration:** 4 days

**Cost:** \$1,695

**Overview:** Cizer offers a 4-day Cizer.Net Reporting training class for those who will be building both ad-hoc and production reports as well as generating queries, parameters, and report templates. The class also addresses the Administration of Cizer.Net, covering the setup and maintenance of Users, Roles, Data Sources, Permissions, and Activation Settings.

Objectives include:

- ◆ Create Queries and Parameters
- ◆ Design Adhoc Reports
- ◆ Design Table Reports
- ◆ Design Matrix Reports
- ◆ Design Chart Reports
- ◆ Create Templates
- ◆ Manage Global Libraries for Reports, Queries and Templates
- ◆ Import/Export Reports
- ◆ Sharing Reports and Folder Management
- ◆ Administration (Roles, Users, Permissions and Settings)

**Prerequisites:** Students attending should have basic knowledge of SQL, designing reports and vb.net expressions.

**Materials:** Students will receive the Cizer.Net Reporting 4.5 course manual.

**Syllabus:** **DAY 1**

- **Accessing, Running And Viewing Reports Through The Cizer.Net Home Page (Cizer Portal) and Report Library:**
  - ◆ Logging In And Updating Your Password
  - ◆ A Walk-Through Of The Home Page
  - ◆ Running And Viewing Reports From The Favorites List
  - ◆ Locating And Running Reports From The Report Library
  - ◆ Exporting Reports To Different Formats For Viewing, Printing And Saving
  - ◆ Managing Your Favorites List
- **Ad Hoc Reporting With Quick Query**
  - ◆ Logging In as a Different User to see Differences Through Permissions
  - ◆ Getting Familiar with the Quick Query Interface
  - ◆ Building a Report in Quick Query
  - ◆ Filtering Data in a Quick Query Report
  - ◆ Formatting a Quick Query Report
  - ◆ Building a Summary Report in Quick Query
  - ◆ Exporting to Other Formats and Printing a Quick Query Report
- **Query Builder For More Complex Ad Hoc Reports**
  - ◆ Logging In as a Different User to see Differences Through Permissions
  - ◆ Getting Familiar with the Query Builder Interface
  - ◆ Building a Query Using the Query Builder Wizard
  - ◆ Viewing and Moving Query Elements in the Query Builder Window
  - ◆ Viewing the Returned Data Set to Validate Accuracy
  - ◆ Saving the Query for Future Use

## DAY 2

- **Cizer Report Builder – The Report Designer Interface**
  - ◆ Logging In as a Report Builder
  - ◆ Getting Familiar with the Cizer Report Builder Interface
  - ◆ Setting Up a Report with the Report Wizard
  - ◆ Using the Textbox Wizard
  - ◆ Working with Properties
  - ◆ Using the Image Wizard
- **Designing Table Reports**
  - ◆ Building A Table Report With The Table Wizard
  - ◆ Creating A Table Report On Your Own
  - ◆ Conditional Formatting with VB.Net Expressions
  - ◆ Drill-through Reporting and Sub Reporting
- **Designing Matrix Reports**
  - ◆ Building A Matrix Report With The Matrix Wizard
  - ◆ Creating A Matrix Report On Your Own

## DAY 3

- **Designing Chart Reports**
  - ◆ Building A Chart Report With The Chart Wizard
  - ◆ Creating A Chart Report On Your Own
- **Designing Templates**
  - ◆ Building A Table, Matrix and Chart Template
  - ◆ Creating A Template On Your Own
- **Queries & Parameters Supporting Reports**
  - ◆ Building A Query
  - ◆ Creating a Parameter
  - ◆ Combining Queries and Parameters
  - ◆ Setting Up Cascading Parameters

## DAY 4

- **Exporting, Importing and Deploying Reports**
  - ◆ Exporting Reports With Queries And Parameters
  - ◆ Importing Reports On To Another Cizer.Net Server
  - ◆ Deploying CNR Reports To Microsoft Reporting Services
  - ◆ Uploading External RDL Reports To Run In Cizer.Net Reporting
- **Sharing Reports & Folder Management**
  - ◆ Sharing Reports to Users and Roles Through Permissions
  - ◆ Creating and Managing Folders for Roles and Users
- **Administration of Cizer.Net Reporting (Roles, Users, Permissions & Settings)**
  - ◆ Logging In As Admin for Full Rights of Administration
  - ◆ A Walk-Through Of The Admin Interface
  - ◆ Configuring Server Settings
  - ◆ Configuring Application Values
  - ◆ Configuring Data Sources
  - ◆ Applying Quick Query Settings
  - ◆ Creating and Managing Users
  - ◆ Creating and Managing Roles