

Cizer Quick Query & Query Builder Reporting

Course Title: Cizer Quick Query & Query Builder (CQQ & QB)

Duration: 1 day, 9:00 am – 4:30 -or- 11:00 – 6:30, Eastern Time

Cost: \$495

Overview: Cizer offers a 1-day Cizer Quick Query & Query Builder training class for end users who need to build ad hoc reports, and who will have permission to generate queries for storing in the Global Libraries. A general knowledge of databases and SQL text is assumed for the class.

Prerequisites: A general knowledge of relational databases and SQL text is assumed for the class.

Materials: Students will receive the Cizer Quick Query & Query Builder 4.5 course manual.

Syllabus:

- **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**
 - ◆ 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**
 - ◆ 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