

Time	Topic
09:30	Welcome and Introduction <ul style="list-style-type: none"> <li>▪ Overview of reporting options in Magique Galileo</li> <li>▪ Running reports</li> </ul>
09:50	Understanding the Data Structure <ul style="list-style-type: none"> <li>▪ Database Schemas and identifying field for reports</li> <li>▪ Report Category Lists for Standard views and Portals</li> </ul>
10:10	Flex Reporting <ul style="list-style-type: none"> <li>▪ Defining Flex Reports</li> <li>▪ Configurable fields/options in Flex</li> <li>▪ Creating and formatting templates</li> </ul>
11:00	Coffee/Tea
11:15	#Merge with Excel <ul style="list-style-type: none"> <li>▪ Understanding template formats and field definitions</li> <li>▪ Amending existing reports</li> <li>▪ Defining reports with data from multiple tables</li> <li>▪ Setting freeze panes</li> </ul>
12:30	Lunch
13:30	#Merge with Excel (continued) <ul style="list-style-type: none"> <li>▪ Specifying field colours, values symbols, replacements</li> <li>▪ Adding computed fields and row formulae to templates</li> </ul>
15:00	Coffee/Tea
15:15	#Mailmerge <ul style="list-style-type: none"> <li>▪ Outputting data to a Word Template</li> </ul>
16:00	Other Reporting Options <ul style="list-style-type: none"> <li>▪ #Export, Pre-defined Reports, Working with Macros</li> </ul>
16:15	Conclusions and Wrap-up
16:30	Close