

Transportation Management BI Report Creator Course

Course Synopsis

The BI Report Creator Course is designed to demonstrate the report building tools within the TMS application. Attendees will have the opportunity to design and build reports in the class as a hands-on experience. Report requirements are unique to every organization even to the user level within organizations. The goal of this course is to provide the baseline knowledge for Report Creators to utilize the existing tools to begin growing their skills in delivering meaningful reports to their organization.

Who Should Attend?

This course is designed for those users of the TMS who are responsible for building reports for their organization. Report requestors and report viewers who are consumers of report outputs, but not report creators are discouraged from attending. Prior experience with report writing tools is beneficial but not required.

Prerequisites

We strongly recommend that attendees have previously completed the TMS Fundamentals, functional foundation course or have at least one year of broad user experience within the TMS application. Prior experience with report writing tools is helpful but not required.

Learning Objectives

After attending this class, students should be able to:

- View existing reports within the TMS
- Conceptualize and design reports with requestors
- Navigate the Reporting Portal
- Utilize the reference resources included in the portal
- Understand the Data Mart structure
- Select the proper data mart for a given report
- Navigate through the various functions within the InfoAssist report tools
- Build representative reports that feature a variety of functions within InfoAssist
- Modify existing reports to create new designs
- Build Reports with outputs to multiple formats (HTML, PDF, Excel)
- Build Charts
- Configure a Dashboard
- Publish and Schedule reports
- Build reports designed by the students in class

Course Agenda

Day One

- Report Preparation
- Structure of the Reporting Portal
- Basic Reports
- Additional Reporting Tools
- Functions

Day Two

- Favorite reports and deferred runs
- Report Scheduling
- Building Student Reports (with remaining time in course)

Cost

\$2400 (includes lunch for both days, and your Student course book)

What to bring

- Students are responsible to bring their own laptops and writing materials. To understand the system minimum requirements for your laptop read the document "PC Technical Requirements for Training Environment" on our training website or search "System Requirements" in the Lean Library available from the TMS (Answer ID 4660).
- Our training rooms are "cold" to some and "warm" to others. We recommend you dress in layers.

For More Information email BluJayU@BluJaySolutions.com

Enroll at www.BluJaySolutions.com/Training