

eMaint Boot Camp Training

REPORTS & DASHBOARDS



Agenda is subject to change.

Day 1: Reports & Dashboards

8:00am - 8:15am	Introduction - Agenda Review
8:15am - 09:15am	Report Creation (Beginner) <ul style="list-style-type: none">● Report List● Basics of Report Creation: Report Properties, Output Columns, Basic Filters, Sorting Records, Group Band
09:15am - 09:45am	Hands-On Training
9:45am - 10:00am	Break
10:00am - 11:30am	Report Creation (Intermediate) <ul style="list-style-type: none">● Auto Generating Reports● Advanced Filters● Joining Tables in a Report● Grouping Feature● Report Functions● Top X Report Feature
11:30am - 12:00pm	Hands-On Training
12:00pm - 1:00pm	Lunch
1:00pm - 2:00pm	Calculated Fields in Reports (Advanced) <ul style="list-style-type: none">● Definition and Basic Walk Through● Creation of Calculated Fields● Calculated Field Functions● Using Advanced Filters With Calculated Fields
2:00pm - 2:30pm	Hands-On Training
2:30pm - 2:45pm	Break
2:45pm - 4:00pm	Graphs, Instruments & Dashboard (Expert) <ul style="list-style-type: none">● Graph Setup● Instrument Setup● Dashboard Tabs and Properties● Publishing Reports● Dashboard Widgets
4:00pm - 4:45pm	Hands-On Training
4:30pm - 5:00pm	Additional Report Discussion <ul style="list-style-type: none">● Reports Q&A● Review Specific Report Requirements● Report Recommendations