

**Using Crystal Reports with Your Timberline Database
Two Day Introductory Course – Crystal Version 9.0
Working with the Core Timberline Modules**

What to Expect

A hands-on interactive learning experience. After a brief review database basics and Crystal functionality, class participants will work hands on creating reports, and understand the data returned by them. We will start with basic report design, and progress into more advanced concepts as time permits. The afternoon of the 2nd day will focus on material the class participants would like to see. Class participants will create reports that can be used at their places of employment.

This is a two day introductory course; no prior experience with Crystal Reports is required. Knowledge of the Timberline Database is highly recommended, but not required.

Who should attend?

- 1) End users/Accounting staff charged with producing management quality reports, eye appealing system outputs such as timecards, direct deposit notices, employee benefit statements, Client Accounts receivable Statements.
- 2) Billing personnel looking to gain control and understand Protrax invoice formats in order to make changes to existing formats or create new ones from scratch.
- 3) Project Managers or Project Manger Assistants charged with producing Client quality Project status and update reports.

Course Outline

- Review of Reporting Fundamentals
 - Report Basics
 - Reports Musts
 - Report Documentation
- Intermediate Reporting Topics
 - Formulas & Parameter Prompts
 - Linking Multiple Tables
 - Grouping & Sorting
 - Graphics & Formatting
- Creating Level 1 & Level 2 Reports - Hands on

Cost - Cost for this two day course is \$750

What to Bring

All materials and lab data will be provided. However, it is helpful to have in hand a sample of a report that you would like to create.

Register by email to mbrennan@unlockthedata.com