

Training overview

Statistics Training



Overview

This course is designed to provide a base knowledge and fundamentals of running reports and analysing data. This training presents a blend of administration information and hands-on experience. An expert trainer will work with you to guide you through the platform.

Aims and Objectives

Aims of lesson

The course aims to train you how run reports, analyse your data, help solve problems and optimise the processes. The training reviews the different types of standard reports, what are the three tiers levels of reporting as well as reporting periods and subscriptions. Each training course looks at each client's individual set up and offers hands on experience of interacting with their own Puzzel CCP.

Objectives

- ✓ Demonstrate how to download a standard report
- ✓ Differentiate the difference between the 3 tiers of reporting
- ✓ Download a report
- ✓ Run numerous standard reports
- ✓ Create a subscription report
- ✓ Create a custom report



Training Course Format

The statistics training course is for 1/2 day and can be delivered in either a traditional classroom or using a virtual classroom format.



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Agenda

Introduction

What is reporting?

Over of different reports

Reporting levels

Three tiers of reporting

What is the different standard three tier reports?

Other standard reports

Custom reports

When is reporting periods available?

Subscriptions

Summary

