

Reports Training Agenda 1 Hour Online Course

Using the Report Wizard

- How to get to the Report Wizard
- Impact of Roles on Reporting
- Building Reports
 - Difference between “canned” reports and custom reports
 - Description of Categories
 - Walk through of employee birthday list
 - Difference between specific date and calculated date
 - Condition vs. Criteria
 - Selecting the reporting criteria
 - Narrowing criteria by other fields in Ascentis HR (Field 1)
 - Report viewing options
 - Walk through of benefit remittance report
 - Description of type of custom reports
 - Build custom report without history
 - How to export report to file
 - Build custom report with history
- Difference between Report Wizard on side bar and drop down menu on top bar
- Modify a saved report
- Print a saved report
- Manage reports
- Tricks and Tips
 - Organizing reports
 - Using criteria selections to audit data