

Active Reports Training

Beginning



Overview

A report is a document that is necessary for a company to describe the findings of an individual or group.



Reason's for Reports

- To enable us to keep records
- Inform all interested users
- Tell about failures and successes
- To understand what we are doing
- To communicate to funders
- Let people know about the developments of a project
- Others can be encouraged to do their projects
- So people can learn what we have done
- Determine further actions
- Use for current and future evaluations



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Agenda for this Training



Training Agenda

- Objectives for this training
- Reports types for this training
- Technical architecture
- Tools
- Database structures
- Database query development
- Testing
- Documentation
- Deployment
- Activities (Spread through out the training)



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Objectives for this Training



Objectives for this Training

- Understand the architecture
 - ClientTrack
 - ActiveReports
- Understand the tools
- Understand how the data is stored
- How to collect requirements for reports
- Understand the data
- Gather the data
- Present the data



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Activities for this training class



Activities Topics

- Configure Workstation
 - Install database server
 - Install ClientTrack Designer
 - Upload ClientTrack DB into database server
- SQL Queries
- Customer Summary Listing
- Client Family Report
- Client Detail Report
- Provider/Services Listing Report
- Client/Services Listing Report



Next Section

Report Types >>

