

## Colleague Studio Reports Ongoing Training

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<b>Date:</b>	March 20-23, 2012
<b>Time:</b>	10:00AM – 5:00PM
<b>Location:</b>	Webinar
<b>Instructor:</b>	Todd Bowden, Datatel
<b>Target Audience:</b>	Colleague Studio Developers and IT staff responsible for creating, maintaining, and modifying Colleague reports.
<b>Prerequisites:</b>	Intro to Datatel Training lab (DTL)  And  Colleague Studio: Procedures

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### Course Description:

Colleague Studio: Reports focuses on developing the skills necessary to create and maintain custom reports using the Report Editor through step-by-step instructions and hands-on lab work. Another focus of this course involves locating and modifying reports. Techniques for locating the delivered print routine are explained and practiced.

### Course Outcomes

- Learn about and use the Colleague Studio Report Editor.
- Practice locating and modifying delivered reports.
- Define a new report using the Colleague Studio Report Editor.
- Write Envision Basic statements to print information on a report defined with either the Colleague Studio Report Editor or as a batch process.
- Modify existing reports defined either with the Colleague Studio Report Editor or as a batch process.