



Course Aim

The course aim is to provide the attendee with the knowledge to develop their own Agresso reports in Access. The course covers standard examples, so would be applicable to Finance, Student, or Personnel users.

Pre-requisites

The attendee should be computer literate with experience of using windows based products and have logical problem solving skills.

Suggested Attendees

The course is intended for those who intend writing reports for their organisation.

Course Content

- **Creating a link to the Database**
The trainer will cover creating an ODBC connection to link Access to the Agresso database.
- **Writing Queries**
The trainer will demonstrate how to write a query. This will include loading tables, linking tables, selecting the data to be displayed, filter criteria, and prompts.
- **Creating the Report**
The trainer will demonstrate how to write a report from the query. This will include, formatting headings and data, adding totals, and adding a calculated column. Group sections will also be covered.
- **Creating a Front End**
As an alternative to prompts, the trainer will demonstrate how to create a selection criteria form to call a report and also how to create a menu.
- **Exercises**
The attendees will be required to complete exercises to reinforce the items covered in training

Course Objectives

To give the attendee a basic knowledge of the report writing aspects of Access, and how it can link to the Agresso database.

Methodology

The training will be "hands on". The trainer will demonstrate tasks, which the attendees will then follow. The attendees will be required to complete exercises to reinforce the items covered in the training

Duration

1 day
From 10.00 a.m. - 16.30 p.m.

Location

Agresso's Swansea Training
Centre or customer site

Cost

POA - dependant on location.