
XACTIMATE 25 REPORT EDITOR MODULE

■ COURSE OVERVIEW:

- TRAINER INTRODUCTION
- SUMMARY OF COURSE AND OBJECTIVES
- WEB SESSION RULES AND EXPECTATIONS
- SCHEDULE AND TIMELINE

REPORT EDITOR

■ MODIFYING EXISTING REPORTS

- Accessing Existing Reports
- Duplicating a Report
- Entering Report Information (*Report Name, Report Description, etc.*)
- Sections of Report Editor
 1. Tool Bar
 2. Properties
 3. Palette
 - a. Locating Tokens to add to the report
- Elements of a Report
 - a. Report Header
 - b. Report Body
 - c. Report Footer
- Customization
 1. Logical Sections
 - a. Adding
 - b. Editing
 - c. Deleting
 - d. Moving,
 2. Tokens
 - a. Locating
 - b. Adding
 - c. Editing
 - d. Deleting
 - e. Moving
 3. Labels
 - a. Adding
 - b. Editing
 - c. Deleting
 - d. Moving
 4. Sub-Documents
 - a. Creating
 - b. Adding
 - c. Editing
 - d. Deleting
 - e. Moving

- **CREATING NEW REPORTS**
- **REPORT TESTING**
- **REAL TIME TRAINING**
- **CONCLUSION**
 - RECAP MATERIAL COVERED AS IT RELATES TO COURSE OBJECTIVES
 - QUESTION & ANSWER SESSION