

402 Reporting with Crystal Reports using Metastorm ProVision® 6



Course Syllabus

Important Facts:	2 days 60% Lecture/Demonstration 40% Hands-on Exercises
Target Audience:	Managers and Business Analysts responsible for the creation of clear, efficient reports for management teams based on ProVision data.
Class Objectives:	This course covers how to design your own personalized ProVision reports with Crystal Reports, a powerful reporting solution that helps you design, explore, visualize, and deliver reports via the web or embedded within enterprise applications.
Prerequisites:	The successful completion of 101 Business Process Analysis is essential for this course, in particular Association Grids. An awareness of fundamental database concepts such as table structure, primary keys, referential integrity and normalization is also useful.
Topic Outline:	Day 1 <ul style="list-style-type: none">• Introduction• Revision: ProVision Standard Publication and Reporting• Exercise: ProVision standard publication and reporting• How to set up a Reporting Database• Provision Modeling Elements• How to Create a Report (Basics)<ul style="list-style-type: none">○ Reports with One Table○ Reports with Two tables (i.e. Swimlanes)○ Reports with Associations and Links○ Filtering and Grouping (Basics)○ Reports with Models: Enhanced Publication• Exercise: Basic Report Creation

Day 2

- Customize a Report Layout (Basics)
- How to Create a Report (Intermediate)
 - Record Filtering and Grouping (Continued)
 - Use of Variables
 - Advanced Quality Checks
- Exercise: Intermediate Report Creation
- Customize a report layout (continued)
 - Create and Maintain Sections
- Exercise: Report Layout
- Create a Word Deliverable
- Exercise: Create a Word Deliverable
- Next Steps and Additional Training