

We are currently updating our site; thank you for your patience.

MANAGEMENT CONTROLS

VIEWING / REPRINTING BPO REPORTS INDIVIDUAL DOCUMENTS

Document Search (Standard View Reports (System Reports)

BPO2

CONTRACT INVOICE
PRINTING / RE-PRINTING

Reports)

All Reports

BPO EXPLORER (this has been replaced by All Reports)

- Print Queue
- Print Queue Reprint
- Print QueueViewer
- Logging On
- Run a Report
- Selecting Columns

REPORT DESIGNER

- <u>Introduction to</u> Report Designer
- Customising Reports - Formatting
- Client SpecificCustomised Sales
- <u>Customising</u>
 <u>Reports Main</u>

Documents

- Grouping & Filtering Data
- Export Report / Select & Copy
 Data
- Pivot Charts

RSI INSIGHT

- Introduction
- Configure Exception Reports
- Configure Excep-



BPO2 Management Controls Index

Features

Customising

Reports - Labels

Customising

Reports - Check-

box

Customising

Reports - Rich

Text

Customising

Reports - Picture

Box

Customising

Reports - Panel

Customising

Reports - Lines

Customising

Reports - Shapes

Customising

Reports - Char-

acter Comb

Customising

Reports - Tables

Customising

Reports - Cal-

culated Fields and

<u>Summaries</u>

Customising

Reports - Sub-

Reports

tion Target

• Exception Report

Dashboard

• View Exception

Report Detail

CEO Dashboard

RSI RECONCILER

- Logging On
- Run a Report
- Filtering
- Recon Breaks

BPO RECONCILIATIONS

Checks & Recon



BPO2 Management Controls Index

BPO.RSI.022