MANAGEMENT CONTROLS

VIEWING / REPRINTING INDIVIDUAL DOCUMENTS

- Document Search (Standard Reports)

CONTRACT INVOICE PRINTING / RE-PRINTING

- Print Queue
- Print Queue Reprint
- Print Queue Viewer

REPORT DESIGNER

- Introduction to Report Designer
- Customising Reports - Formatting
- Client Specific Customised Sales Documents
- Customising Reports - Main Features
- Customising

BPO REPORTS

- View Reports (System Reports)

BPO2

- All Reports

BPO EXPLORER (this has been replaced by All Reports)

- Logging On
- Run a Report
- Selecting Columns
- Grouping & Filtering Data
- Export Report / Select & Copy Data
- Pivot Charts

RSI INSIGHT

- Introduction
- Configure Exception Reports
- Configure Exception Target

BPO.RSI.022