Infor PM Office Plus Report Writing

Duration: ½ Day

Prerequisite: MS Excel knowledge is required.

Who Should Attend: Any user who needs to write ad hoc reports.

What You Will Learn: At the completion of this training session, participants will be competent in the following:

- Create a report
- Create server list queries
- Convert reports to formula or value based
- Use report templates

Course Content – Infor PM Office Plus Report Writing

Introduction and Overview

- Overview of multi-dimensional OLAP databases
- Logging into Office Plus
- Application layout
- Creating a report
- Report folders overview

Report Basics

- Changing report dimensions
- Converting to CELL.GET
- Variants of CELL.GET
- Ad hoc vs formula report
- Saving reports
- Global, local and file based
- Checking in and checking out reports
-

List Designer

- List designer overview
- Selecting elements using the list designer
- Using Elements underneath
- List filters and zero suppression
- List attributes

Report Templates

- Changing report templates
- Format styles