

Course Description:

This class will introduce users to producing and analyzing reports generated by the COMMANDexecutive module and configuring COMMANDexecutive to support your business needs. The class format will include demonstrations, hands-on practice, and group discussions.

Who should attend and when:

Anyone in your organization who responsible for generating or using sales analysis reports for the purpose of business assessment. It is recommended that this class be taken before your COMMANDseries Go-Live.

Prerequisites:

Prior to attending this class the student should:

- Possess basic Windows Operating System skills
- Be comfortable with the use of a keyboard and mouse
- Understand their specific job responsibilities within your organization

Course Objectives:

After completing this class students will know how to:

- Enter sales data periods
- Describe the flow of information within COMMANDseries
- Describe the data warehouse
- Describe the posting of order and ticket information
- Create and edit Sales Data Configurations
- Post sales data
- Resummarize sales data
- Compress sales data
- Select the appropriate COMMANDexecutive report
- Run a report to a printer
- Redirect a report to another printer
- Edit report selections
- Run a report to screen
- Navigate reports printed to screen
- Run a report to file
- Read individual COMMANDexecutive reports
- Use COMMANDseries Online Help and Workplace Features