



CCH Central - Smart reports

e-Learning

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Aims and Objectives

Aims

To help new users to CCH Central create and customise reports for your practice using smart reports.

Objectives

After attending the course delegates will be able to:

- ✓ Locate saved report layouts for key reporting areas.
- ✓ Create query (ad hoc) reports based on standard templates.
- ✓ Specify filters for a report layout.
- ✓ Group, sort and total data within reports.
- ✓ Preview reports and make use of the navigation features.
- ✓ Make use of the Favourites feature to quickly launch reports that you use often.

Pre-Requisites

- ✓ Have a working knowledge of Windows software.
- ✓ Be able to use a keyboard and mouse without help.

Duration

We estimate this course to take a maximum of 90 minutes to complete.

Please remember that our e-Learning courses can also be used as a post-training support tool.