Day 1

Time	Session
8:00am - 8:30am	Introduction - Agenda Review
8:30am - 9:30am	**Introduction to Reporting Interface** In the beginning of this session you will be presented with all the report titles and dashboard tabs that will be created during this Boot Camp. Then you will be presented with an overview of the reporting module and the key features that allow creation of basic reports. You will learn how to report on data from one or more tables.
9:30am - 10:00am	**Hands-On Training** These exercises will provide you with the opportunity to create reports that will be included in one of the dashboard tabs you will create in the next hands-on session.
10:00am - 10:15am	Break
10:15am - 10:45am	**Introduction to Dashboards** In this session you will learn how to create dashboard tabs and how you can display different types of reports on these tabs. You will also learn how to take advantage of the following dashboard widgets: The Sign-on Sign-off Wizard and the HTML Editor.
10:45am - 11:15am	**Hands-On Training** In this exercise you will create all dashboard tabs needed for this Boot Camp. You will then add the reports created during the last exercise and will get familiar with all dashboard widgets.
11:15am - 12:00pm	**Report Filters** In this session you will learn how to set up report filters and how to use the following filtering features: Filter operators, Date Range, Grouped filters, Filter expressions, "Ask at runtime" feature, etc.
12:00pm - 1:00pm	Lunch
1:00pm - 1:30pm	**Hands-On Training** In these exercises you will have the opportunity to create useful reports using date expressions such as: Records from Current Month, Records from Last Month, Records from Last Week, Last X Days, etc.
1:30pm - 2:15pm	**Grouping Data & Building Graphs** In this session you will learn how to use key reporting features that will allow you to create basic graphs.
2:15pm - 2:45pm	**Hands-On Training** In these exercises you will have the opportunity to create useful graphs and display them on your dashboards.
2:45pm - 3:00pm	Break
3:00pm - 3:30pm	**Instruments** This session will walk you through the creation of useful instrument charts.
3:30pm - 4:00pm	**Hands-On Training** These exercise will provide you with the opportunity to create instruments and display them on your dashboards.

Day 2

Time	Session
8:00am - 8:15am	Agenda Review
8:15am - 8:30am	**Dashboard Overview** Overview of all reports that will be created today.
8:30am - 9:00am	**Reporting Tools Review** This session will provide a quick review of all report features that have been used during this training: Group Band, Grouping Feature & Functions, Top X Feature, Date Range, Date Expressions and Graphs & Instruments. This session was designed to set the stage for the group activity coming up next.
9:00am - 9:45am	**Group Activity** In this activity the class will be separated into small groups, which will be given a list of reports to create. These reports will then be added to your dashboard.
9:45am - 10:00am	Break
10:00am - 10:30am	**Review of Reports from Group Activity** In this session the instructor will build all the reports that were assigned to the groups and will answer your questions.
10:30am - 11:30am	**Calculated Fields on Reports** This session will cover in detail the creation of calculated fields, that will allow you to display useful values in your reports.
11:30am - 12:00pm	**Hands-On Training** These exercises will provide you with a walk through on how to create useful reports with calculated fields.
12:00pm - 1:00pm	Lunch
1:00pm - 2:00pm	**Advanced Graphs** In this session you will learn how to create advanced graphs: Pareto, Two Column and Stacked.
2:00pm - 2:45pm	**Hands-On Training** In these exercises you will have the opportunity to build useful advanced graphs and display them on your dashboards.
2:45pm - 3:00pm	Break
3:00pm - 3:30pm	**Reporting Trivia** In this session, you will team up with other attendees to play a fun Trivia game about eMaint Reporting and other fun subjects.
3:30pm - 4:00pm	**Ask the Expert** In this session, other eMaint product specialists will be in the room to provide you with the opportunity to ask questions about specific reports you may want to have in your account.