

## **Vision Executive v6+ Query for SunSystems**

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**Duration:** ½ Day

**Prerequisite:** Understanding of SunSystems concepts.

**Who Should Attend:** Any users who will need to run & analyse Vision Executive reports.

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

- Extract Vision Executive Reports
- Apply Data Filters to Reports
- Create Charts
- Use Vision analysis functions to analyse report data
- Print and Output Vision Reports

## **Course Content – Vision Executive v6+ Query for SunSystems**

### ***Introduction and Overview***

- Vision Executive Overview
- Starting Executive Query
- Executive Query Screen Layout

### ***Extracting Reports***

- Extracting Primary Worksheets
- Extracting Dependant Worksheets
- Extracting Sample Reports
- Filtering in Query Mode
- Creating a Chart in Query Mode
- Using Defined Settings
- Using Criteria View
- Preset Workbooks

### ***Analysing Reports***

- Active Selection Statistics
- Drilldown
- Transaction Drilldown
- Specialised Drilldown
- Performing Breakouts
- Performing Expands
- Cube Analysis
- Drill path maintenance
- Maintaining Drill Profiles
- Archiving a Workbook

### ***Printing & Outputting Files***

- Output Methods
- Output to a Printer
- Output to Microsoft Office