

Vision Executive v6+ for SunSystems

Duration: 1.5 Days

Prerequisite: Knowledge of SunSystems concepts

Who Should Attend: Any users who need to write or maintain Vision Executive reports.

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

- Create and format workbooks
- Recognise the use of different options in the define criteria definition forms
- Use the drill tree
- Create and extract queries and charts
- Work with workbooks
- Use the drill, expand & breakout functions to analyse data
- Apply filters to extracted data
- Specify a data matrix report
- Save a drill path and drill data
- Create and use preset workbook
- Import data from Excel to Vision Executive

Please see over page for course content



Testimonial

"The training was excellent, really enjoyed the 2 days. I feel more confident in relating what I have learnt to my job. Thanks".

Course Content – Vision Executive v6+ for SunSystems

Introduction and Overview

- Vision Executive Overview
- Executive Workflow Process
- Creating a New Workbook
- Executive Screen Layout
- Menu Bar and Toolbar
- Renaming a Workbook
- Creating and Renaming a worksheet
- Deleting Worksheets and closing Workbooks

Creating Query Definitions

- What are Designer & Query Modes
- Query Definition Types
- Query Definition Forms
- Extracting Primary Worksheets
- Editing Multiple Cells
- Formatting a Report
- Headers & Footers
- Criteria View & Defined Settings
- Controlling Extraction Order

Using Filters

- Filtering in Designer Mode
- Filtering in Extract Mode

Creating & Using Hierarchies

- What are Hierarchies?
- Hierarchy Designer

Additional Functionality

- Importing Vision XL Worksheets
- Using Query Templates
- Using Dictionary References

Creating Reports & Charts

- Creating a Vision Report
- Creating Charts

Drill & Analysis Functions

- Enabling & Disabling Analysis Functions
- Active selection statistics
- Maintaining Drill Profiles
- Drilldown
- Transaction Drilldown
- Specialised Drilldown
- Performing Breakouts
- Performing Expands
- Cube Analysis
- Drill Path Maintenance
- Archiving a Workbook

Using Query Prompts

- Query Prompt Modes
- Creating Reference Prompts

Printing & Outputting Files

- Output Methods
- Setting a print Area
- Output to a Printer
- Output to Microsoft Office