

Lexis Affinity Report Operations

KEY FACTS

Delivery:

Online Seminar

Course Duration:

1.5 hours

Course Outline:

The Report Operations course will show you how to use Standard Reports and Dashboards in Lexis Affinity and incorporate:

- Advanced filtering
- Grouping
- Exporting and emailing reports
- Stored settings
- Scheduling reports
- Standard reporting features (Grouping, Filters, Exporting, emailing)
- How to run and use Dashboards
- DevExpress and Crystal dashboards

This training will enable you to:

- Fully understand the reporting functions within Lexis Affinity
- Attain an understanding of information that can be reported on
- Attain the knowledge that will enable you to replicate manual spreadsheets and automate their production using the reporting functions within Lexis Affinity

Benefits of attending the course:

- Attendees will get a full understanding how different reports work in Affinity and how these can be customised to meet your requirements.

Course Delivery:

- The course will be delivered via our Webex web conferencing service. Attendees will be provided with an email link which will automatically connect them to the session.
- Audio will be accessed by dialling our conference facility.
- Full course material and handouts will be provided and emailed to each attendee once the course booking has been placed and processed.

Intended audience:

- Practice Managers, Accountants, Accounts and Finance staff

Pre-requisite knowledge:

- Lexis Affinity End User or Operations Training

Registration Information

To book your attendance on this course, please go to

<http://www.knowledge-network.lexisnexis.com.au/home/Products/LexisNexisAffinity/Webinars/>

and complete the registration form.

