



AGENDA FOR DREAM WORKSHOP

Wednesday 22nd April at UNIT4, Reading also as a Webinar

Archiving, Year End and User Reports

PRESENTERS

LISA ARMITAGE, PRINCIPAL CONSULTANT

10.00 a.m. – 4:00 p.m.

09:30 to 10:00

Registration

10: 00 to 12:30

Archiving and Options

- Server prerequisites
- Database prerequisites
- What happens
- Configuration of app
- Installation
- Post archive checks and action.
- How to access archive data
- What does not happen

12:30 to 13:00 Lunch

Other archiving options

- New database
- New company

User Reports

- User defined detail report
- User defined reports. Creating column
- DreamReporter reports
- Custom columns

Year End

- Prerequisites
- Processing Levels
- Checks
- End Results
- Undo

16:00 Finish