



Introduction to Ad Hoc Reporting (Retirement Pending as of August 5, 2022)

eLearning Outline

Course Description: In this course, we will introduce you to Ad Hoc Reporting. In this course, you will learn about

- How to navigate to Ad Hoc Reporting
- How to create a report, and
- Ad Hoc Report Management

Approximate Duration¹: 10 min

Module	Topics
Welcome	Introduction & Objectives
Ad Hoc Reporting	What is Ad Hoc Reporting
Navigation	How to Navigate to Ad Hoc Reporting
Report Management	Ad Hoc Report Management- Save a Report, Search a Report, Create a Dashboard, Create Alerts, Edit a Report, Report Sharing, Download a Report
Conclusion	Summary

Duration listed is approximated, and does not reflect activities, simulations or assessments

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