



## Interacting with Query Results Course Syllabus

Participants learn to interact with query results and reports, once access has been granted.

Contact hours: 2

By the end of this course, participants will be able to:

- Navigate Informer User Interface
- Access Query results
- Run Ad hoc Queries
- Export data using available formats
- Use Filters to pare down data
- Add aggregates
- Add groups
- Create and save Filters
- Edit column options to customize view
- Create Pivot Tables
- Use Discover to create visuals
- Create specific visuals from available options
- Manage filters
- Create Jobs to schedule tasks
- Interact with Reports (Dashboards, Comparison Boards, Data Views)
  - Drilldown on specific groups of records
  - View data behind visuals
  - Change visual view