Reports Management Training Agenda

Training Event Details

One-day session

9:00 a.m. to 4:00 p.m. CST

Training Site Address

WIT Case Management Training Site.

Training Events

Introduction and Agenda Review

The instructor will welcome training participants and review the training agenda.

Training Participant Login

Participants will practice logging in to the WIT Training site.

Reports Directory

The instructor will provide an overview of Reports Directory, showing the various methods to locate reports in the system.

Reports Generation

The instructor will demonstrate the various tools available for generating a report, including uploading and downloading, scheduling, saving, deleting, and other valuable tools.

My Reports

Review of My Reports and how reports can be saved for future editing and sharing.VR

Summary Reports

The instructor will review the Summary Reports category in the system.

Detailed Reports

Participants will review the numerous sections that comprise the Detailed Reports category.

Custom Reports

The instructor will review the Custom Reports category, including those in the Locally Developed and State Performance sections.

Ad Hoc Query and Federal Reports

The instructor will provide a high-level overview of the Ad Hoc Query Wizard and the Federal Reports categories.

End of Day Review

The instructor will check participant understanding of the presented content.

Participant Feedback

Training participants will complete a training survey.