

Customize Your Reports Without a Developer

Date:	TBD	
Duration:	2.5 Hours	
Location:	Virtual	
Instructor:	Innovia Application Consultant	
Workshop Objectives:		
<p>Reports are now easier to personalize than ever! In this workshop, you will learn how you can use Microsoft Word layouts to create professional-looking invoices and other reports for your business in Microsoft Dynamics 365 Business Central.</p> <p>Topics covered include:</p> <ul style="list-style-type: none"> • How to use and navigate the Report Selection feature • Report layout options – RDLC vs. Word • Limitations • Dataset considerations 		
Preparation:		
<p>What you will need for this Workshop:</p> <ul style="list-style-type: none"> • Laptop computer with MS Word installed • Basic knowledge of Word and Business Central (NAV) 		
Schedule		
	Topic	Duration
	Introductions	15 Minutes
	<p>Customizing Reports</p> <ul style="list-style-type: none"> • Introduction to Report Selection • Report Layout Options – RDLC vs. Word • Limitations • Dataset Considerations 	120 Minutes
	<p>Wrap Up</p> <ul style="list-style-type: none"> • Discuss any additional questions or concerns • Recap of takeaways 	15 Minutes