



AGENDA FOR DREAM WORKSHOP

Wednesday 21st August at UNIT4, Reading also as a Webinar

Audit Trail, Archiving 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

Audit trail

- Easy to switch on
- Reports. Standard report
- Dream Reporter report
- Configuration pros and cons

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

Lunch

Other archiving options

- New database
- New company

User Reports

- User defined detail report
- User defined reports. Creating column
- Dream Reporter reports
- Custom columns

Finish 16:00