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# NRG Report Writer

## Introduction

**Introduction** NRG is the data mining tool supplied with KBA. It can be used to extract any KBA data, and produce the required information for decision-making and reporting purposes.

**Objectives** At the end of the course delegates will be able to produce customized reports to their own specification. These will include calculations, sub-totals and targeted address lists.

**Designed for** All users of KBA. Anyone who needs to produce customized reports from KBA and CS3 data.

**Duration** One Day

**Topics** Introduction  
The report layout  
Terminology  
NRG Viewer

Report Designs  
Interrogating tables/files  
Formatting a report  
Controlling the sort order  
Multi-table/file reports  
Output options

Calculations in Reports  
Counting the results  
Calculations  
Totals  
Functions

Includes  
Reporting only particular data  
Using AND/OR  
Prompting for conditions

Mailshots  
Creating a mail merge data source.  
Creating a mail-merge using Microsoft Word.

**Follow-up** Customized consultancy and tuition as required





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**For more information call**

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