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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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