Polaris: SimplyReports

# Overview

* Logging in
* Tabs and subtabs
* Types of reports
  + List
  + Count
  + Statistical
  + Summary
  + History
* Using Help referenches for available columns & filters

# Creating reports

* List
* Count
* Statistical
  + Cannot be published to the Toolbar
  + Best practice--they must be scheduled to run overnight
* Summary
* History (if enabled)

# Report results

* Downloading report results
* Saving report parameters for later use
* Creating a record set from report results

# My reports

* My reports
  + Scheduling saved reports
  + Run, edit and delete saved reports
  + Publishing reports to the Polaris Toolbar
  + Advanced Publishing
* File Maintenance
  + Ad hoc reports
  + Saved reports
  + Scheduled reports
* Scheduled jobs

# Additional reporting options

* Using Reporting Services
  + Emailing a published report from Reporting Services
  + Deleting a report from the Toolbar
  + Report Builder

# Administration

* Security
* Application defaults
* Master schedule maintenance
* Scheduled hours administration
* SimplyReports content administration

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