

## **COURSE 203: INFO MAKER FOR CONTRACT MANAGER (EXPEDITION 10X)**

### **BASIC COURSE**

This course provides a hands-on introduction to Infomaker, the tool used to create and modify Expedition forms and reports. A one-day course, this provides basic overview of the software, customizing reports (sorting/grouping) as well as modifying forms (adding logos, etc.)

**AUDIENCE:** Existing Expedition users

**PREREQUISITE:** Working knowledge of Windows™

#### ***AT THE COMPLETION OF THIS COURSE THE STUDENT WILL BE ABLE TO:***

- ◆ Customize Default Reports and Forms to Better Fit Your Company's Needs
- ◆ Re-format Form and Reports
- ◆ Create reports sorted, grouped, filtered
- ◆ Understand the Relationship Between Different Modules in Expedition

#### ***203COURSE OUTLINE (1 DAY)***

---

##### **DAY ONE:**

- ◆ Expedition Overview
- ◆ How Expedition is Deployed
- ◆ InfoMaker Overview
- ◆ PBL's – What are They?
- ◆ InfoMaker Painter Layout
- ◆ Form Naming Conventions
- ◆ Save or Save As? Start From Scratch
- ◆ Import Forms and Reports
- ◆ Set Working Library in InfoMaker
- ◆ Anatomy of InfoMaker Form/Report
- ◆ Fixed vs. Cascading Forms
- ◆ Design Tasks
- ◆ SQL
- ◆ Database Painter
- ◆ Adding Custom Fields
- ◆ Embedded (Nested) Reports
- ◆ Resources