



# Futrix End User Training Course

## Audience

This course is designed for end users who want to use the Futrix Enterprise Business Intelligence suite.

## Course Description

This one-day course focuses on using Futrix via web browser software to drill into data, derive and manipulate information, do comparisons, query and interrogate their standard reports.

## Prerequisites

There is no prerequisite knowledge required for this course. It would be useful to be familiar with using Internet Explorer for internet browsing and using a mouse (clicking, double-clicking). You are not expected to have prior Futrix experience or SAS software knowledge.

## Objectives

When you have completed this course you should be able to:

### Fundamentals

- understand what Futrix does and does not do
- understand the basic terminology

### Getting Started

- enter and exit Futrix
- understand the basic in-screen components of the main reporting window
- navigate the on-line help system
- swap between tables, charts and combined reports

### Producing a Report

- understand the difference between detail level filters and aggregate level filters
- alter the filtering criteria that describes the subset of data the report represents
- directly define the structure of a tabular report
- directly define the structure of a graphical report

### Report Interaction

- distinguish between the different areas within tables and charts
- interact directly with the tables and charts
- fine-tune the reports and interactively change:
  - the filtering of dimension values
  - the dimensions used for classification
  - the measures used
- display summary row/ columns

### Data Navigation

- understand and use drilling
- interactively exclude dimension values from the report
- quickly remove filtering for a specific dimension
- navigate sideways through the data (i.e. at the same level of detail)
- jump or drill from one meta-item to another

## Stored Reports

- understand stored reports
- save reports for private use
- create and manage report folders
- save and manage reports for public or user group use

## Dashboards

- create a dashboard which is a grid of multiple reports
- edit the attributes of a dashboard
- load a report into a dashboard cell from the menu
- drill into a single report within a dashboard

## Analysis Techniques - General

- understand and use calculated measures
- understand and use filtered measures

## Analysis Techniques - Tables

- understand and use calculated dimension values
- understand and use relative measures
- understand and use cumulative measures
- understand and use tabular sorting
- understand and use traffic lighting

## Analysis Techniques - Charts

- understand and use sorting where it is available
- understand and use relative chart mode

## Report Customization

- edit attributes of dimensions, measures, and reports

## Printing and Exporting

- print reports
- export reports

## Environment Customization

- customize the Futrix environment to your personal preferences

## Advanced

- understand and use banding dimensions
- understand and use reach-through to detail data
- understand the relationship between tabular reporting and graphical reporting