

## Course Outline for IBM Maximo Query Based Reporting Workshop

This 18-hour course teaches creating custom reports through list tab searches with downloads and the IBM Query Based Reporting (QBR) functionality. In addition, report writers are introduced to the Maximo Report Administrator application so that they understand how to take their reports to the next level and make them available to co-workers.

### Day 1

1. Running Out-of-the-box Maximo Reports
2. Advanced Search Techniques & Saving Queries
3. Configuring a Saved Query in a Maximo Start Center
4. Understanding Data Table Relationships for QBR
5. Creating a List Type Reports with Query Based Reporting (QBR)
6. Exporting Options for QBRs

### Day 2

1. Editing QBR Reports
2. Creating a Detail Type Reports with Query Based Reporting (QBR)
3. Adding Calculations to Query Based Reports
4. Adding Summary Lines to Query Based Report
5. Creating and Using a Query Based Report Template

### Day 3

1. Creating KPI's
2. Linking KPI Portlets with Query Based Reports
3. Introduction to Report Administration
  - a. Publishing Query Based Reports
  - b. Adding Security Groups to Query Based Reports
  - c. Adding Record Limits to Reports
  - d. Adding Browser Buttons to Reports
4. Open Workshop on Personal Reports