

## Customize Your Reports Without a Developer

<b>Date:</b>	TBD	
<b>Duration:</b>	2.5 Hours	
<b>Location:</b>	Virtual	
<b>Instructor:</b>	Eduardo Diaz	
<b>Workshop Objectives:</b>		
<p>Reports are now easier to personalize than ever! In this workshop, you will learn how you can use Microsoft Word layouts to create professional-looking invoices and other reports for your business in Microsoft Dynamics 365 Business Central.</p> <p>Topics covered include:</p> <ul style="list-style-type: none"> <li>• How to use and navigate the Report Selection feature</li> <li>• Report layout options – RDLC vs. Word</li> <li>• Limitations</li> <li>• Dataset considerations</li> </ul>		
<b>Preparation:</b>		
<b>What you will need for this Workshop:</b>		
<ul style="list-style-type: none"> <li>• Laptop computer with MS Word installed</li> <li>• Basic knowledge of Word and Business Central (NAV)</li> </ul>		
<b>Schedule</b>		
	<b>Topic</b>	<b>Duration</b>
	<b>Introductions</b>	15 Minutes
	<b>Customizing Reports</b> <ul style="list-style-type: none"> <li>• Introduction to Report Selection</li> <li>• Report Layout Options – RDLC vs. Word</li> <li>• Limitations</li> <li>• Dataset Considerations</li> </ul>	120 Minutes
	<b>Wrap Up</b> <ul style="list-style-type: none"> <li>• Discuss any additional questions or concerns</li> <li>• Recap of takeaways</li> </ul>	15 Minutes