

## Custom Reporting for Administrators

Duration: 2 hours

### Overview

BusPlanner's Custom Reports feature leverages the built-in tools within Microsoft® Report Builder, giving you the power to visualize and export your own unique reports. This short, two-hour course will take you through the process of creating and utilizing custom reports, helping you capitalize on this feature within your own database.

### Goals

- Learn to import, build, and export your own custom reports
- Make your reports available on BusPlanner Web
- Understand how to join SQL tables in the query designer in order to tailor each new report to your unique needs

### Audience

This course is designed for advanced BusPlanner users and system administrators (IT) who wish to learn and maximize BusPlanner's custom reporting tools.

### Prerequisites and Recommendations

Students MUST have:

- An advanced knowledge of BusPlanner and the BusPlanner database
- Experience using Microsoft® SQL Server and/or writing SQL queries

\*Please note that this course is geared towards advanced users who are familiar with SQL servers and work with databases regularly.