

# Report Design Essentials – I

## Revision History

Document Number	Document Date	Software Release
DJH-703	8/30/2006	6.7.7032

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# Preface

## Who Should Read this Training Guide

The purpose of this guide is to support students in the classroom training of Microsoft® FRx®. Included in this guide are high level steps for exercises that will be explained in detail by the instructor. Also included are practice tutorials to test the student's knowledge of the concepts covered within class.

This guide is written for individuals who have little or no knowledge of FRx® Report Designer, however, experienced users may also benefit from the step by step approach of explaining reporting concepts.

## Available Product Documentation

The following documentation is available for this product.



- **User Guides** – Various user guides may be accessed in the Help folder of the installation directory. Included are FRx® DrillDown Viewer™, FRx® Report Designer Admin, FRx® Report Designer, FRx® Report Manager, FRx® Report Server and FRx® WebPort.
- **Getting Started Guide** – This guide describes system specific features such as creating companies for the accounting system.
- **Install Guide** – This guide describes installation procedures for Microsoft FRx 6.7.
- **System Requirements** – This guide outlines the system requirements when installing Microsoft FRx 6.7 and its components.
- **Readme file** – This file includes late-breaking information not covered in any other documentation.



**Note:** Microsoft® FRx® has formerly been known as FRx® Financial Reporting, FRx® Financial Reporter, Microsoft® Business Solutions for Analytics–FRx®, and Microsoft® Business Solutions–FRx®. Microsoft® Forecaster was formerly known as FRx® Forecaster, Microsoft® Business Solutions for Analytics–Forecaster, and Microsoft® Business Solutions–Forecaster.

## Conventions Used in this Guide

The following conventions are used through this guide.

Convention	Description
<b>Bold</b>	Used in procedures to indicate an on-screen item, such as an icon name.
<i>Italics</i>	Used to indicate emphasis.
Command	Used to indicate a command, file name or path.
	Used to indicate information that supplements the main text.
	Used to indicate that a specific action or lack of a specific action could result in the loss of data.

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