

## Advanced Reporting Agenda – Virtual

In this course, you will learn advanced topics in the TVR client management system. You will explore the different workflows, new features, management reports, and final reporting options that the system offers. You will also gain an understanding of the key areas that are essential for producing a reliable annual performance report. This course lasts for 3 days and has a maximum of 6 participants. The course content may vary depending on the needs and interests of the learners. The aim of the course is to help you master the system, not just complete the course.

### Typical Training Days

Time	Action
10 am	Instruction Begins
11 am	BREAK – 10 minutes
12 pm	BREAK – 30 minutes
1 pm	BREAK – 10 minutes
2 pm	Finish the Day

### Day 1

- Welcome/Introductions/Goals
- TVR Process
- Client Record Management Review
- Key Daily Reporting
  - Progress Graph Report
  - Services Delivered Report
  - AIVRS Annual Report
- Remaining Graph Reports
- Remaining Summary Reports
- Questions

### Day 2

- Overview & Questions from Day 1
- Ad-hoc Special Reporting
  - Data Set Selection
  - Duplicated Client
  - Review Reporting
- Ad-hoc Special Exercise
- Graphing Results – With Your Data

### Day 3

- Overview & Questions from Day 2
- Analyzing Data
  - Drill Sheets
  - Pivot tables Fields
    - Filters, Columns, Rows, Values
- Finding Answers Exercises
  - AIVRS Annual Report
  - Operations Report

For additional information about all training, please contact our team at [support@tvrsoftware.com](mailto:support@tvrsoftware.com) or at (505) 504-7635.