09:00	**WORKSHOP INTRODUCTION**

Session 1

Introduction to Vision

- o   What is Vision
- o   What can Vision do for you
- o   Structure of Workshop

Session 2

Reference Data Reporting

- o   Creating a Project List
- o   Creating a Project Heading
- o   Creating a Project/Resource Listing

Session 3

Transaction Data Reporting

- o   Creating a Project Billing Report – Part 1
- o   Creating a Project Billing Report – Part 2

REFLECTIONS ON THE MORNING

12:30 – 13:30	**LUNCH**

Session 4

Report Usability

- o   Creating a Selection List
- o   Automating you Report

Session 5

Report Management

- o   Defining the Transaction Type
- o   Defining the Output Style

Session 6

Report Designing

- o   Defining the Report Style – Part 1
- o   Defining the Report Style – Part 2

Session 7

Vision Alerts

- o   Creating Workbook Alerts
- o   Creating Alert Tasks
- o   Scheduling Events
- o   eAlerts

Session 8

Hands On Session

This session gives you the opportunity to explore the SharpOWL solution at your own pace.

REFLECTIONS ON THE DAY

17:00	**DAY ENDS**