

honesty, integrity & professionalism



the topics

test

topic 4 -
data analysis

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Name _____

Organisation _____

Email Address _____

Q1. From what page can the Reports Wizard button be accessed?

Q2. How do you save a Report?

Q3. Where can Saved reports be accessed from?

Q4. What two types of Planned maintenance reports are available in the reports Wizard?

Q5. What Standard fields are provided as part of a Energy Report?

Q6. What is the table name in which Property Address Information is stored?

Q7. What is the table name in which Goupings are identified and accessed for reports?



Q8. How many filters can be added to a report if required?

- a** 1
- b** Less than 5
- c** More than 10

Q9. From where can a quick Filter or Current Filter be added to a report wizard?

Q10. Which button should be used to Output reports into an Excel format?

Once completed please return this to leanne.rigby-hughes@property-tectonics.co.uk where we will review your answers and reply with our feedback. Now you have completed the online training session and taken the test, we would very much appreciate it if you could complete our online feedback request form by clicking the button below.

Thank you

LIFESPAN TRAINING FEEDBACK