



# REPORT GENERATION SYSTEM TRAINING

## TRAINING DESCRIPTION

This one-day training is designed to provide participants with a comprehensive understanding of the RGS (Report Generation System), covering its architecture, installation, configuration, and reporting functions. The session aims to equip users with the knowledge and hands-on skills required to manage, design, and generate reports efficiently within the RGS environment.

Participants will learn how to install and configure the RGS system, manage user accounts and permissions, design and schedule reports, and monitor system performance through logs and scheduling tools.

## TRAINING OBJECTIVES

After completing this training, participants will be able to:

- Understand RGS architecture and core functions.
- Perform installation and configuration of RGS servers and workstations.
- Manage user accounts, groups, and permissions.
- Design, publish, and schedule reports.
- Monitor and troubleshoot system logs.

## AUDIENCE & PREREQUISITES

- System administrators
- IT personnel
- Users responsible for report management and configuration within the RGS system.

## TRAINING SCHEDULE

This training course has been developed based on the following daily schedule:

<b>Daily Session</b>	8 hours	Usually from 9:00 AM to 5:00 PM
<b>Lunch</b>	1 hour	12:00 PM to 1:00 PM
<b>Breaks</b>	2 x 20 minutes	10:00 AM and 3:00 PM



Based on the daily schedule above, the topics for this training course are estimated to break as follows:

<b>1 Day</b> <b>9.00AM – 12.00PM</b>	<b>Registration &amp; Ice-Breaking</b>  <b>Module 1: Introduction</b> 1. RGS Introduction 2. RGS Architecture 3. RGS Function 4. RGS Scenarios 5. RGS Functional Modules  <b>Module 2: RGS Installation</b> 1. Prerequisite 2. Server Installation 3. Workstation Installation 4. Configurator Setting 5. License Install  <b>Module 3: System Management Console</b> 1. Account Setting 2. User Configuration 3. Group Configuration
<b>12.00PM -1.00PM</b> <b>1.00PM – 5.00PM</b>	<b>Lunch Break</b>  <b>Module 4: Report Setting &amp; Permission</b> 1. Data Source Setting 2. Report Catalog 3. Schedule 4. Permission  <b>Module 5: Report Design</b> 1. Gallery 2. Data Set 3. Template & Design 4. Publish & Subscribe Report  <b>Module 6: System Log</b> 1. Schedule Status 2. Log