



TUESDAY AUGUST 29th

Water Information Management System (WIMS) Certifications

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8:30-10:00am	#	Intermediate Certificate "Variables"	8:30-10:00am	#	Advanced Certificate "Reports"
Creating	1.1	Understanding a variable definition and ID	Spread Reports	1.1	Report Creation Theory
	1.2	Using the 'New' button		1.2	Templates and Wizards, predefined tools enabling the simple creation of a new report
	1.3	Using the 'Insert' button		1.3	Locating everything included in the Locate & eDMR/eReport menus
Copying	2.1	Copying a location with Variables		1.4	WIMS built-in functions - Experienced Users*
	2.2	Copying one Variable		1.5	SQL – Experienced Users* <i>with Structured Query Language (SQL) database skills</i>
	2.3	Copying a group of Variables	Reporting Options	2.1	Report types & dependencies
	2.4	Deleting Variables and Variable info drop down		2.3	Variables & Statistics
Importing	3.1	Variable Admin Tool		2.3	Report customization
	3.2	Using the Variable Admin Tool [renumber, setting an Interface, replacing info, the wizard]	Report Design Decision Tree	3.1	Report Creation Theory
	3.3	Importing Variables from another facility		3.2	Report types – Which one should I use?
				3.3	Custom report creation steps
BREAK					
10:15–12:00pm	#	Intermediate Certificate "Variables"	10:15-12:00pm	#	Advanced Certificate "Reports"
Calculations	4.1	Calculated Variable type and the equation tab	Report Design Creation	4.1	Selecting appropriate dates
	4.2	V and C equation meaning		4.2	Selecting variables to include
	4.3	Multi-variable functions		4.3	Conditional formatting
	4.4	Daily detail and aggregating functions		4.4	Hiding rows and columns
	4.5	Searching functions		5.1	Spread Functions and locate summaries



	4.6	Comparison and date functions	Spread Functions	5.2	Need-to-know Functions for general use
	4.7	Tank usage functions		5.3	Functions with "Where" clause
	4.8	Get functions and working with dates		5.4	Nested Functions
	4.9	Checking equations with MDE and historical equations	Prompts	6.1	Leveraging Prompts for efficiency
Attributes	5.1	Regulatory limits and email compliance options	Cascading Techniques in Report Design	7.1	Advanced report layout techniques
	5.2	Text options		7.2	Cascading dynamic syntax
	5.3	Enabling symbols and adding to the symbol/unit list			
12:00-1:00pm		LUNCH			
1:00-2:30pm	#	Intermediate Certificate "Variables"	1:00-2:30pm	#	Advanced Certificate "Reports"
Group Manager	6.1	Creating groups and assigning access	Advanced Functions [SQLFIRST]	8.1	Understanding where your data lives in WIMS
	6.2	What users with no access to a variable see in data entry, reporting, graphing		8.2	Basic Return Queries
	6.3	Data and definition read only settings		8.3	Queries with basic filtering
Sampling Requirement	7.1	Sampling requirement setup and status	Design NetDMR's Using WIMS	8.4	DRC
	7.2	Sampling requirement functions		9.1	State Report layouts
	7.3	Displaying sampling requirements information on dashboards		9.2	Utilizing 'EZ' reporting tools
Linking to Reports & Forms	8.1	Linking variables to entry forms & how calculations work with CDE	Hands on Practice	10.1	Basic report using Locate/Functions from Session 2
	8.2	Linking variables to reports, variable info functions, conditional formatting with variable limits		10.2	Reporting creation requiring SQL
	8.3	Linking variables to graphs, variable analysis graph			
	8.4	Exporting data for variables			
2:30-2:45pm		BREAK			
2:45-4:00pm		Review & Final Teach Back	2:45-4:00pm		Review & Final Teach Back