

# EMBRACE ERP TECHNICAL COURSES

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Beginners Report Writer



Intermediate Report Writer



System Administration



Beginners Programming



Intermediate Programming



Advanced Programming & Report Writer

## BEGINNERS REPORT WRITER

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**PRE-REQUISITE:** Basic knowledge of Embrace file structure

**DURATION:** 2 days

### PURPOSE

Learn the beginner features of UniVerse Retrieve and the creation of basic reports.

### OUTCOMES

- ▶ Will be able to use UniVerse Retrieve, which he/she can use to create basic sentences and reports in a VOC file.
- ▶ Understand and use UniVerse file structures, system structures, sentence structures and basic I-Types.
- ▶ The Embrace report writer tools and Embrace file structures will not be covered.

## INTERMEDIATE REPORT WRITER

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**PRE-REQUISITE:** Beginners Report Writer

**DURATION:** 3 days

### PURPOSE

The user will be trained on the use of the Embrace report generation program which will assist in the creation of enhanced customised reports.

### OUTCOMES

- ▶ Produce a customised report using the Embrace report generator.
- ▶ Learn to construct non data type items on a dictionary.
- ▶ Understand the basics of Custom Reports.
- ▶ Create a report using a new calculated field through I-Type expressions.



## ADVANCED PROGRAMMING AND REPORT WRITER

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**PRE-REQUISITE:** Intermediate Programming

**DURATION:** 5 days

### PURPOSE

Learn advanced features of both the Embrace REPORT utility and UniVerse Retrieve.

### OUTCOMES

- ▶ Create a unique screen for a report to be executed by the Embrace REPORT utility.
- ▶ Create a common sort/select screen which can be used by many reports which are to be executed by the Embrace REPORT utility.
- ▶ Create reports that utilise a common sort/select screen.
- ▶ Customise a standard report that utilises these screens.
- ▶ Code a report as a subroutine to be routed through the Embrace REPORT utility
- ▶ Create a report in the Embrace REPORT utility to call a subroutine.
- ▶ Create RETRIEVE I-Types that call a subroutine.
- ▶ Use the I-Type function with a program.

## SYSTEM ADMINISTRATION

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**PRE-REQUISITE:** Beginners Report Writer

**DURATION:** 2 days

### PURPOSE

Effective administration of the Embrace ERP System and management of the system relational database.

### OUTCOMES

- ▶ Management of the Embrace ERP System and maintenance of files and printing functions.
- ▶ Management and maintenance of Embrace users and Embrace security levels.
- ▶ Management of essential database functionality.
- ▶ UniVerse fundamentals - Triangle of operating system, database and application.
- ▶ Embrace files, custom files and dictionaries.
- ▶ VOC File.



## EMBRACE ERP ACADEMY

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Empower employees with the skills they need to do their jobs better, achieve more faster and help give you an edge.

The Embrace ERP Academy is the hub that drives training for clients during and after an ERP implementation. Well-equipped training rooms are available as well as highly skilled and experienced facilitators in all Embrace modules, ensuring comprehensive training.

An efficient monitoring system keeps track of all client training records and clients are alerted of any upcoming training events that will further optimise their Embrace experience and usage.

Contact your course administrator for more information.

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