

**WebFOCUS**



## Education Curriculum June 2010

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up-to-date information!  
[education.informationbuilders.com](http://education.informationbuilders.com)

# Welcome

Information Builders is proud of its long-standing dedication to comprehensive customer education solutions. Our course curriculum is devoted to providing the knowledge our customers need to accomplish their professional and personal goals. Each class is carefully and painstakingly created with a wealth of hands-on exercises designed to reinforce the concepts necessary to understanding and using our products successfully.

As with any endeavor, achievement is often the result of using theoretical knowledge to solve practical real world business challenges. The importance of active learning and the ability to use that learning constructively is reflected in the strong certification orientation of our curriculum.

To get started on your path to learning, you can either browse this catalog or visit our Web site at [education.informationbuilders.com](http://education.informationbuilders.com), where you may choose to register for classes that suit your needs or select from a variety of offerings, including available certification programs, specific classes, and eLearning accessible from around the world. We are always expanding our course offerings and we have recently added new eLearning courses, so I encourage you to visit our Web site.

We are committed to helping you achieve success. For additional personalized assistance or to discuss customization opportunities, please call any of our local branch offices and ask for your assigned Education Account Manager.

Thank you,

A handwritten signature in black ink that reads "Stuart J. Madison". The signature is fluid and cursive, with the first name "Stuart" being the most prominent.

Stuart J. Madison  
Vice President, Corporate Technical Support Services

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\* Syntax

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# Courses by Developer Role

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\* Syntax

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# Great Reasons to Invest in Education

Whether you develop reports, write applications, or administer your company's systems, getting the right education will fast track your success. Information Builders' courses are designed to help you make the most of your WebFOCUS and iWay applications.

Not only do we offer classes at our local branch offices, we can also bring the classroom to you! Our experienced instructors deliver high-quality courses and real-world experience at your company. We can reduce your learning curve even more by providing customized training using your data and workstations.

Take advantage of our special pricing for volume purchases (EDPACK Discounts) – the greater your investment, the greater your savings!

Our Education Account Managers are ready to talk to you about your business objectives and tailor a curriculum that complements your software investment.

## **Become Certified**

Whether you are seeking to certify your staff to maximize productivity or you are an individual working in today's highly competitive business intelligence industry, an Information Builders certification will enhance proficiency and provide industry-wide recognition for skills and knowledge.

To become certified, you will be tasked with completing a certification test for specific areas that are covered in our courses. Becoming WebFOCUS Certified recognizes your ability to succeed with your systems, applications, and reports, ultimately leading to the overall success of your enterprise. Whether you strive to step up in the ranks of your IT group or increase your value in the global market, being WebFOCUS Certified is a key investment in your career.

Ask your local Education Account Manager about our Certification Package, which includes a WebFOCUS Developer Studio license combined with a \$5,000 training budget\* and unlimited certification test access.\* Package cost is \$5,600 US, providing a 37 percent discount off the total package value of \$8,900.

\* Must be used within 12 months of purchase.

# WebFOCUS Certification Curricula

## BI Responsibility

- Report developer
- Application developer
- Administrator

## Certification Levels

### Associate

You have the foundation, WebFOCUS skills, and understanding to accomplish basic tasks.

### Professional

You move to the next level of understanding, grasping key concepts necessary to tackle more challenging reports, applications, or environmental requirements.

### Master

For those situations where complex objectives need to be met, you achieve the highest level of certification, mastering the tools and the syntax behind WebFOCUS.

	Certification Level								
	Associate			Professional			Master		
Report Developer Track	<b>351</b>	<b>354</b>	<b>360</b>	345 402	355	<b>358</b>	<b>102</b>	125 210	<b>126</b> 213
Application Developer Track	<b>351</b>	<b>354</b>	<b>356</b>	305 355 <b>370</b>	340 <b>358</b> 402	345 362	<b>102</b>	125 210 213	126 176
Administrator Track	<b>361</b>	<b>372</b>		<b>305</b>	<b>362</b>	<b>961</b>			

Note: All courses in bold are required. The rest are electives.

Information Builders has carefully mapped courses to each BI responsibility and level, teaching you the skills necessary to succeed with our Business Intelligence tools as well as preparing you for exams within the WebFOCUS Certification Program.

# eLearning

Information Builders' eLearning program offers unique solutions that complement our instructor-led training (ILT). You can select from several delivery methods:

## Self-Paced Training

We offer a variety of self-paced training options, these include:



- Online Reference Library, which contains how-to videos that cover a variety of WebFOCUS topics. The cost is \$250 US for one year's access to the full content of the library. Topics within this library are noted with the symbol shown to the left



- Interactive Self-paced Training, which provides full content and hands-on instruction. Topics include:
  - WebFOCUS eLearning Package (Quick Start)
  - Building Reports with WebFOCUS Developer Studio (Report Painter)
  - WebFOCUS Reporting for Business Users (InfoAssist)
  - DB2 WebQuery for IBM i

Courses taught using this methodology are noted with the symbol shown to the left.

## Remote Instruction



Information Builders offers its instructor-led training online as well as in a classroom. This training is offered synchronously and is often referred to as 'Instructor-Led Online' (ILO). It includes the same hands-on labs provided in our classroom and ample time for questions and answers. Classes offered as ILO are noted with the symbol shown to the left.



For students that do not have time to dedicate to a full class but appreciate the advantages of interacting with a "live" instructor who can answer questions, we offer lectures that range from one to two hours. Topics include, WebFOCUS Overview, Efficiently Working with Relational Files, and Report Debugging Techniques. A full list of topics can be viewed on our Web site at [education.informationbuilders.com](http://education.informationbuilders.com). Courses offered as instructor-led lecture are noted with the symbol shown to the left.



## WebFOCUS eLearning Package

Information Builders' newest eLearning offering, the WebFOCUS eLearning Package, is an easy and cost effective way to quickly teach application developers new to the WebFOCUS business intelligence (BI) platform the basic skills necessary to plan, create, and deploy simple Web-based reporting applications. A self-paced training suite, it can be completed in as little as eight hours depending on how quickly a user feels comfortable with the material.

# Get off to a quick start

Topics include:

- **What is WebFOCUS?**
- **WebFOCUS Developer Studio overview:**
  - Developer Studio Explorer layout
  - Working with metadata
  - WebFOCUS environments
  - Client and server properties
- **Setting up your environment:**
  - WebFOCUS Portal (Managed Reporting)
  - Directory structures
  - Domains
  - Groups
  - Roles
  - Users
  - Guided Ad Hoc
    - Design process
    - Deployment
    - User interface
- **Developing reports**
  - Report output options
  - Standard reports
  - Reporting objects
- **Creating launch pages with the HTML Composer**
- **Building a dashboard**
- **And more...**

As a bonus, the WebFOCUS eLearning Package also includes the self-paced training for *Building Basic Reports with WebFOCUS*.

Please call your local Education Account Manager for more information.

# Training Programs

## **Training Customization**

Information Builders' Training Customization Program offers a cost-effective solution that facilitates the transition from the classroom to the workplace. Our training experts adapt Information Builders' course material to your unique goals, data, and work environment. Customized hands-on exercises teach participants how to access and work with their own data, resulting in empowered and productive users and a greater return on your training dollar.

## **Program Benefits**

Information Builders' Training Customization Program delivers a valuable alternative to your own in-house training development at a fraction of the time and cost. In house, it takes an average of six person-months and over \$60,000 in salary, benefits, and course production costs for an organization to develop a fully validated two-day customized class. Our course developers have the expertise and experience to meet your tight training deadlines and budgets, relieve your overburdened staff, and satisfy your employees' needs for customized training.

For more information or to discuss your specific needs, contact your Education Account Manager, or call (800) 969-4636.

## **Personal Trainer**

Our Personal Trainer Program is designed to supplement standard classroom training by placing an Information Builders' qualified instructor at your site, working in your environment to apply the concepts that you learned in the classroom to your particular applications.

If you need us to work with you one-on-one on topics that aren't covered in a standard curriculum, or if you have only one or two people who need to be trained in a specific topic, a personal trainer is a very time and cost effective solution.

To find out more about the Personal Trainer Program, contact your Education Account Manager, or call (800) 969-4636.

## Discount Packages

### Education Packages (EDPACK)

Information Builders' popular EDPACK Program offers a graduated savings on all training offerings and a convenient prepayment option. Sign up for this program if you would like:

- To maximize your training dollars based on volume purchases
- The convenience of a single invoice

EDPACKs are prepaid packages and must be used within 12 months. No other discounts apply. An Education Representative is always available to help you schedule classes at your site or at any Information Builders branch location. For details, please contact your Education Account Manager, or call (800) 969-4636.

## Keep In Touch

### Training Intelligence on the Web

You can find the most up-to-date listings of all Information Builders' course offerings, class dates and locations, and new courses being offered. Visit us at **education.informationbuilders.com**, and you'll find it's worth the trip.

### Contact Us by E-mail

**Education\_mailbag@ibi.com** – our direct e-mail address – is the best way to keep in contact with Information Builders training. We believe that your education shouldn't have to end after a class, so we've set up this e-mail address to help you continue the learning process.

With [education\\_mailbag@ibi.com](mailto:education_mailbag@ibi.com) you can:

- Request additional course information
- Submit comments or suggestions on courses you have taken
- Find out more about our eLearning Training
- Request training on specialized subjects not currently covered
- Stay informed about the latest training offerings and promotions

Take advantage of the fastest way to communicate with Information Builders' Customer Education – **education\_mailbag@ibi.com**.

# What Courses Should I Take?

## Developer Role

### End Users

- Executes predefined reports in a Dashboard, Comprehensive User Service, or standalone WebFOCUS application

### Business Analyst

- Creates and executes reports
- 70% business/30% technical

### Report Developer

- Creates reports and queries for users and applications
- Builds Managed Reporting Environments and templates for users
- 80% technical

### Application Developer

- Develops with HTML, SQL, XML, Java, WebFOCUS, FOCUS, etc.
- Designs complex applications and reports
- 90% technical

### Administrator

- Works with NT, UNIX, or MVS environments
- Responsible for user privileges and system maintenance
- 100% technical

	Associate							Professional																	
End User	No training required.							No training required.																	
Business Analyst	301							No training required.																	
Report Developer	102	125	126	210	213	214	334	345	351	354	355	358	360	402	No training required.										
Application Developer	102	125	126	176	210	213	214	305	333	334	340	345	351	354	355	356	357	358	362	370	372	402	933	970	975
Administrator	305							340			361			362			372			961			961		

# 102

Course 102 | 2 Days | CEUs: 1.2 | Certification Program

What can you do to produce business reports quickly? Where can you go to understand FOCUS reports you have inherited? With this course, you will learn the basic syntax contained in a FOCUS or WebFOCUS report request.



You will learn how to:

- Understand the syntax of the FOCUS language
- Create detailed and summary reports
- Control the order of data
- Format reports
- Select data before and after it is summed
- Change the way data is displayed
- Calculate new values based on detail and summed values
- Display group totals and grand totals
- Put data from multiple files into one report
- Hold data for further processing
- Save data for use outside of FOCUS
- Add flexibility to your report request

Also see page 40 for information regarding our online syntax offering.

## Who Should Take This Course

Users of FOCUS and WebFOCUS who wish to learn the FOCUS reporting language.

## Prerequisite

Knowledge of basic computer terminology, an operating system, and a system editor.

## Tuition

In U.S. Dollars  
Public Class: \$1,100 per student

In Canadian Dollars  
Public Class: \$1,380 per student

## Next Recommended Courses

Course 125, Dialogue Manager  
Course 126, Intermediate Reporting

## Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager. Please subscribe to our RSS feed to stay current on all upcoming courses.



# Dialogue Manager

## Screen Control, Menu Management, and Passing Variables

# 125

**Course 125 | 1 Day | CEU: 0.6 | Certification Program**

How can you create flexible, menu-driven applications? Dialogue Manager provides the capability to dynamically and interactively communicate with and control the execution of multiple report requests.

You will learn how to:

- Utilize user-defined variables
- Pass variables from one program to another
- Validate user-provided information
- Control execution of report requests based on user input
- Build user-friendly, front-end menu systems
- Link menus to sub-menus

Also see page 40 for information regarding our online syntax offering.

### Who Should Take This Course

Developers working with FOCUS who need to control the relationships and flow of information between programs.

Note: For developers working with WebFOCUS, refer to Course 370, Controlling the Execution of Application Components, on page 34.

### Prerequisite

Course 102, Basic Reporting

### Tuition

In U.S. Dollars

Public Class: \$550 per student

In Canadian Dollars

Public Class: \$690 per student

### Next Recommended Course

Course 126, Intermediate Reporting

### Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager. Please subscribe to our RSS feed to stay current on all upcoming courses.



# Intermediate Reporting

# 126

Course 126 | 2 Days | CEUs: 1.2 | Certification Program

## Revised



How can you produce highly complex reports and run them more efficiently in your business environment? With this course, you'll learn techniques to think critically about a business reporting need and translate it to a very productive request. You will also be able to look at existing reports and eliminate needless processes.

You will learn how to:

- Decide what commands to use
- Display detailed information based on a summary value
- Control the order of data displayed
- Work efficiently with presorted data
- Compare current to previous field values to control calculations and displays
- Calculate using subtotal values
- Rank and group data
- Generate summary information
- Sort aggregated data
- Use complex screening techniques
- Create row-oriented reports instead of traditional column-oriented reports
- Create missing data for a report
- Manipulate date formatted fields
- Report on data in independent paths
- Match and merge files for reports
- Efficiently join different types of databases
- Select data from one source, based on conditions from another source, without joining or matching the files

Also see page 40 for information regarding our online syntax offering.

### Who Should Take This Course

Developers working with FOCUS and WebFOCUS who want to increase their knowledge of the FOCUS reporting syntax.

### Prerequisite

Course 102, Basic Reporting

### Tuition

In U.S. Dollars

Public Class: \$1,100 per student

In Canadian Dollars

Public Class: \$1,380 per student

### Next Recommended Courses

Course 210, Advanced Reporting

Course 213, MACTH FILE Reporting Concepts

### Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager. Please subscribe to our RSS feed to stay current on all upcoming courses.



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# Developing and Deploying WebFOCUS Maintain Applications

## 176

Course 176 | 4 Days | CEUs: 2.4 | Certification Program

How can your users easily update the information they require while protecting sensitive or confidential data? With the WebFOCUS Maintain Environment, you can deploy a full application with add, change, and delete functions to allow authorized users the ability to update your information over the Web, via an intranet or the Internet.

You will learn how to:

- Use the Maintain Environment to deploy a full application with add, change, and delete functions
- Utilize the robust Maintain development language
- Efficiently design a Maintain application
- Define and execute procedures both locally and remotely
- Apply security considerations
- Partition a Maintain application
- Set up and use differing deployment environments
- Design, build, test, and deploy two different applications
- Utilize debugging techniques

### Who Should Take This Course

Developers using WebFOCUS Developer Studio to build database maintenance applications.

### Prerequisites

Working knowledge of a database maintenance language. Familiarity with client/server concepts and techniques. Experience using Internet browsers. Knowledge of MS Windows or NT. Working knowledge of HTML is a plus.

### Maintain Bootcamp

A nine-day expanded version of this course is also available. The Maintain “bootcamp” provides a hands-on lab environment in which Maintain developers can build a small demonstrable prototype under the guidance of an instructor. Please call your local Education Account Manager for details.

### Schedule

This course is available on request at your site. To schedule, please contact your local Information Builders Education Account Manager.

# 210

Course 210 | 2 Days | CEUs: 1.2

Revised



How can you create a report that requires extensive calculations independent of the data source? Is there a way to specify filters that can be utilized by multiple procedures? With this course, you'll learn how to write reports that you never thought possible. You'll also learn about methodologies to ensure the accuracy of your reports.

You will learn how to:

- Call procedures residing in other applications
- Employ subroutines and functions that simplify complex reporting needs
- Selectively turn on filters that can be applied to multiple reports
- Create and use a dummy file to maximize reporting efficiency
- Use testing methodologies to reduce development time
- Eliminate blank fields from row-oriented reports
- Perform calculations with missing values
- Display reports in a standardized output format
- Combine multiple reports into one output format
- Calculate the median and standard deviation values

Also see page 40 for information regarding our online syntax offering.

## Who Should Take This Course

Developers of FOCUS and WebFOCUS who need to solve complicated reporting problems.

## Prerequisite

Course 126, Intermediate Reporting

## Tuition

In U.S. Dollars

Public Class: \$1,100 per student

In Canadian Dollars

Public Class: \$1,380 per student

## Next Recommended Course

Course 213, MATCH FILE Reporting Concepts

## Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager. Please subscribe to our RSS feed to stay current on all upcoming courses.



# MATCH FILE Reporting Concepts

# 213

**Course 213 | 1 Day | CEU: 0.6 | Certification Program**

How can you report from more than one file and get the results you want, effectively? When joining files does not produce the results you desire, MATCH FILE will allow you to combine data from multiple files in a multitude of ways.

You will learn how to:

- Recognize when JOIN will not produce the desired results
- Build the MATCH FILE syntax utilizing different verbs and sort requirements, while understanding the differences in final report output
- Understand the advantages and disadvantages of JOIN vs. MATCH
- Effectively utilize MATCH FILE concepts to achieve desired results with minimum system impact

Also see page 40 for information regarding our online syntax offering.

## **Who Should Take This Course**

Developers of FOCUS and WebFOCUS who need to report on data from more than one file.

## **Prerequisite**

Course 126, Intermediate Reporting

## **Schedule**

This course is available on request at your site. To schedule, please contact your local Information Builders Education Account Manager.

# Creating Financial Reports

# 214

Course 214 | 1 Day | CEU: 0.6

How can you easily create impressive financial reports? Financial Modeling Language (FML) provides the ability to generate flexible row-oriented reports from financial-related data. Put data where you want it, when you want it; perform one calculation based on another; insert text anywhere in the report – FML has the power!

You will learn how to:

- Recognize differences between an FML request and a TABLE request
- Use the FML syntax
- Utilize row and column definitions to decide when and where to display data, and in what format
- Create inter-row calculations or recursive matrices and RECAPs
- Interpret FML StyleSheets
- Design various types of financial reports, such as balance sheets, cash flow, and income statements

Also see page 40 for information regarding our online syntax offering.

## Who Should Take This Course

Developers using FOCUS to create financial-related, row-oriented reports.

Note: For WebFOCUS developers, refer to Course 355, Creating Financial Reports with the Financial Report Painter.

## Prerequisite

Course 126, Intermediate Reporting

## Schedule

This course is available on request at your site. To schedule, please contact your local Information Builders Education Account Manager.

# WebFOCUS Reporting for Business Analysts Using InfoAssist

## 301 IA

Course 301IA | 1 Day | CEU: 0.6



What is the secret to your success as a business user? With WebFOCUS Managed Reporting you will be able to access your company's data and execute a variety of predefined standard reports. Furthermore, you will be able to develop your own sophisticated ad hoc reports.

You will learn how to:

- Access Managed Reporting through the BI Dashboard and understand its significant components
- Execute a variety of reports and graphs that demonstrate WebFOCUS, such as drill-downs and on-demand paging
- Submit, review, and save output of standard reports executed in deferred receipt mode
- Use the Report Assistant or InfoAssist tool to build sophisticated ad hoc reports based on reporting objects
- Customize your ad hoc reports with headers and footers, fonts, and colors
- Highlight information in your ad hoc reports through the use of conditional styling
- Turn your ad hoc report data into business intelligence by adding virtual fields
- Select just the right data with filters or build your own selection statements
- Select your ad hoc report display format as HTML, Excel, and Adobe Acrobat
- Share your work with other users
- Use the OLAP tool to "slice and dice" report data for additional analysis

### Who Should Take This Course

Users of Report Assist, InfoAssist, or Personal InfoAssist who want to make the most of their environment.

This class is taught through the Business Intelligence Dashboard. If you are using Report Assist, InfoAssist, or Personal InfoAssist from the Managed Reporting Interface, a third-party portal, or a Web application, please indicate that when arranging the class.

### Prerequisite

Working knowledge of Microsoft Windows or NT and an Internet browser.

### Tuition

In U.S. Dollars

Public Class: \$480 per student

Online Subscription (in U.S. dollars): \$250 per student per year

In Canadian Dollars

Public Class: \$600 per student

### Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager. Please subscribe to our RSS feed to stay current on all upcoming courses.



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# Working with ReportCaster

# 305

**Course 305 | 1 Day | CEU: 0.6 | Certification Program**

How can you automate the scheduling, distribution and storage of information to multiple groups of users? ReportCaster, the WebFOCUS report delivery engine, allows you to schedule WebFOCUS reports (Server Procedures, Standard Reports and My Reports), any file, including legacy reports or third party files, or the contents of a URL, and send the output in a variety of formats via FTP, printer, email, fax, mobile device or to the optional Report Library.

You will learn how to:

- Understand ReportCaster architecture
- Use ReportCaster to send reports, files of all types and URLs to email addresses, FTP locations, printers, mobile devices, fax machines, Managed Reporting and the Report Library
- Use the Report Library feature to accelerate information storage and retrieval
- Prioritize reports for execution
- Use intelligent bursting to deliver Burst Reports, including the ability to deliver different versions of the same report to many users
- Create an Alert that will cause a report to be distributed when a specific business condition occurs
- Use the ReportCaster Console
- Enable and view trace files
- Use the configuration tool to change configuration settings, change the polling interval for the Distribution Server and define access to multiple WebFOCUS Reporting Servers

Also see page 40 for information regarding our online syntax offering.

## **Who Should Take This Course**

Developers and system administrators who need to distribute reports or administer ReportCaster.

## **Prerequisite**

Working knowledge of Microsoft Windows or NT.

## **Tuition**

In U.S. Dollars

Public Class: \$600 per student

In Canadian Dollars

Public Class: \$760 per student

## **Schedule**

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager. Please subscribe to our RSS feed to stay current on all upcoming courses.



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# Planning a FOCUS to WebFOCUS Conversion



Course 333 | 1 Day | CEU: 0.6

Thinking of implementing a Web-based solution that integrates your existing legacy resources? This course discusses the challenges of converting a character-based legacy FOCUS application to WebFOCUS. You will perform a hands-on conversion of a sample FOCUS application with a CRTFORM menu and FOCEXECs to a Web-based standalone WebFOCUS reporting application.

You will learn how to:

- Examine the five phases of a migration plan, especially planning and analysis
- Import files from legacy applications into WebFOCUS
- Employ WebFOCUS conversion techniques, including drill-down reports and working with graphs
- Publish reports as customized launch pages on the Web
- Enhance reports with StyleSheets and JavaScript
- Integrate FOCEXECs with HTML for standalone application deployment

## Who Should Take This Course

Experienced FOCUS users and developers who will be involved in moving a FOCUS application to WebFOCUS.

## Prerequisites

Course 125, Dialogue Manager, Course 126, Intermediate Reporting, or equivalent FOCUS experience. Working knowledge of Microsoft Windows or NT.

## Tuition

In U.S. Dollars

Public Class: \$600 per student

In Canadian Dollars

Public Class: \$760 per student

## Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager. Please subscribe to our RSS feed to stay current on all upcoming courses.



# WebFOCUS New Features Workshop (Release 7.6)

## 334

Course 334 | 1 Day | CEU: 0.6

You are an experienced WebFOCUS developer, and you want to learn the latest and greatest new features of the most recent release. This fast-paced, one-day class will give you the knowledge and hands-on experience with many of the newest features. You will come away with the necessary information and skills to immediately put the new features to use in your environment.

You will learn how to:

- Integrate Microsoft Office into your WebFOCUS applications
- Create electronic boardroom-quality documents
- Use ReportCaster's newest administration settings
- Employ the new Synonym Editor for your metadata requirements
- Use blackout dates to control ReportCaster schedules
- Utilize the newest thin-client end-user tools to create compound documents

### Who Should Take This Course

Experienced WebFOCUS developers who will be upgrading to WebFOCUS Release 7.6 and wish to learn and experience the new features.

### Prerequisite

Solid hands-on experience with WebFOCUS tools and products.

### Tuition

In U.S. Dollars

Public Class: \$550 per student

In Canadian Dollars

Public Class: \$690 per student

### Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager.



Please subscribe to our RSS feed to stay current on all upcoming courses.

# Creating Metadata for Data Sources

# 340

Course 340 | 1 Day | CEU: 0.6 | Certification Program

When your application accesses a data source, it needs to know how to interpret the data used in the application. With this course, you'll learn how to create, manage, and enhance a data source description (Master File), a key component in a WebFOCUS application.



You will learn how to:

- Create a Master File using the Synonym Editor in Developer Studio
- Explore the required and optional attributes for a field
- Edit a Master File using the Text Editor in Developer Studio
- Add a virtual field to a segment
- Interpret the Master File for a HOLD file
- Create a cross reference to another file
- Generate a Synonym for an existing relational data source
- Create a Business View from an existing data source description
- Enhance a Master File for international reporting

## Who Should Take This Course

Administrators and developers, who want to create, manage and understand the metadata for WebFOCUS applications.

## Tuition

In U.S. Dollars

Public Class: \$600 per student

In Canadian Dollars

Public Class: \$760 per student

## Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager. Please subscribe to our RSS feed to stay current on all upcoming courses.



# Integration Techniques for Microsoft Office

# 345

Course 345 | 1 Day | CEU : 0.6 | Certification Program



Got Office? With this course you'll learn how to work productively with the features available in WebFOCUS Developer Studio that interact with Microsoft Office products such as Excel and PowerPoint. In addition, optional products such as the Quick Data plug-in for Excel and the Active Reports interactive analytical tool are highlighted.

You will learn how to:

- Create multiple integration points for Office products with WebFOCUS
- Generate single and multiple worksheets from your data sources
- Create an Excel workbook that contains multiple worksheets with table of contents
- Combine multiple worksheets in one workbook with Excel Compound Reports
- Employ WebFOCUS features in a worksheet, such as conditional styling and drill-downs
- Populate an Excel template with current data
- Facilitate analysis of complex data with PivotTables
- Access data contained in an Excel worksheet for WebFOCUS reporting
- Convert report output to PowerPoint format
- Populate existing templates with PowerPoint slides generated by WebFOCUS
- Use WebFOCUS Quick Data to create reports directly within Excel
- Generate portable, interactive reports with WebFOCUS Active Reports

## Who Should Take This Course

Developers working with WebFOCUS Developer Studio who want to be more productive with WebFOCUS and Microsoft Office products.

## Prerequisite

Working knowledge of Microsoft Windows, Excel, and PowerPoint.

## Tuition

In U.S. Dollars

Public Class: \$600 per student

In Canadian Dollars

Public Class: \$760 per student

## Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager. Please subscribe to our RSS feed to stay current on all upcoming courses.



# Building Reports with Report Painter (Part 1)

# 351

Course 351 | 2 Days | CEUs: 1.2 | Certification Program



What does it take to create all the reports you need for your WebFOCUS application? For this course, you will learn how to use an integrated development environment optimized for building and testing Web reporting applications. You will use WebFOCUS to produce reports and graphs destined for deployment as a Web application.

You will learn how to:

- Navigate and understand the different components of WebFOCUS Developer Studio
- Create reports using the Report Painter tool:
  - Add structure to reports through sorting and display techniques
  - Format your report headers, footers, and field headings
  - Employ efficient data selection techniques
- Create sophisticated virtual fields
- Join multiple tables as needed
- Limit report contents with static or parameterized selection criteria
- Highlight data with conditional styling
- Establish drill-downs between summary and detail reports
- Display report output in Excel or PDF format

## Who Should Take This Course

Developers, MRE administrators, and power users of WebFOCUS Developer Studio or WebFOCUS Report Developer who wish to create reports and graphs.

## Prerequisite

Working knowledge of MS Windows or NT.

## Tuition

In U.S. Dollars

Public Class: \$1,100 per student

Self-Paced Training: \$300

In Canadian Dollars

Public Class: \$1,380 per student

Self-Paced Training: \$300

## Next Recommended Course

Course 354, Building Reports with Report Painter (Part 2)

## Availability

Public class at Information Builders' site or as self-paced training.

## Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager. Please subscribe to our RSS feed to stay current on all upcoming courses.



# Building Reports with Report Painter (Part 2)

## 354

Course 354 | 2 Days | CEUs: 1.2 | Certification Program

How can you produce highly complex reports, and run them more efficiently in your business environment? With this course, you'll learn techniques to think critically about a business reporting need and translate it to a very productive WebFOCUS request. You will also be able to look at existing reports and eliminate needless processes.

You will learn how to:

- Decide what tools to use
- Manage report output through Hold files
  - Control the destination of an extract file
- Control the order of data displayed
  - Rank and group data automatically
  - Sort aggregated data
- Use complex screening techniques
- Calculate using subtotal values
- Generate summary information
- Add flexibility to your report request
- Call a procedure from another procedure
- Work efficiently with reports on presorted data
- Select efficient join techniques
- Merge data using the Match Wizard
- Add visual impact to reports
  - Highlight data with conditional styling
  - Visually display complex data
- Populate an Excel workbook by executing a WebFOCUS procedure

### Who Should Take This Course

Developers working with WebFOCUS Developer Studio or WebFOCUS Report Developer who want to increase their knowledge of the WebFOCUS reporting tools.

### Prerequisite

Course 351, Building Reports with Report Painter (Part 1)

### Tuition

In U.S. Dollars

Public Class: \$1,100 per student

In Canadian Dollars

Public Class: \$1,380 per student

### Next Recommended Courses

Course 356, Developing a Standalone WebFOCUS Reporting Application

Course 360IA, Managed Reporting Content Development Using InfoAssist

Course 358, Developing Composite Reports

Course 402, Reporting Concepts for Relational Databases

### Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager. Please subscribe to our RSS feed to stay current on all upcoming courses.



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# Creating Financial Reports with the Financial Painter

# 355

Course 355 | 1 Day | CEU: 0.6 | Certification Program



How is it possible to create internal financial statements and meet the external demands of government agencies, investors, creditors, and others for accurate and timely financial information? The Financial Report Painter is designed for the special needs associated with creating, calculating, and presenting financial information like balance sheets, consolidations, cash flow and profit and loss statements, budgets, and variances. You will use the Financial Report Painter to create financial reports from data sources with varying degrees of consolidation.

You will learn how to:

- Start and design financial reports using the Financial Report Painter:
  - Use consolidated data sources
  - Use unconsolidated data sources
  - Supply data directly
  - Save and retrieve intermediate data
  - Perform calculations
  - Suppress the display of report rows and columns
  - Add, insert, and delete rows
- Edit row types and properties
- Add and delete columns
- Use the range, multi-select, and wild card options
- Report dynamically from a hierarchy of accounts
- Report from base-level accounts
- Aggregate financial data manually
- Link to a detail drill-down report
- Enable metadata for financial reporting

## Who Should Take This Course

Developers, business analysts, financial analysts and power users of WebFOCUS Developer Studio or WebFOCUS Report Developer.

## Prerequisites

Courses 351, Building Reports with Report Painter (Part 1), and Course 354, Building Reports with Report Painter (Part 2), or equivalent WebFOCUS Developer Studio experience. Should be familiar with the Report Painter, Join Tool, Define Tool, and Computes.

## Tuition

In U.S. Dollars  
Public Class: \$600 per student

In Canadian Dollars  
Public Class: \$760 per student

## Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager. Please subscribe to our RSS feed to stay current on all upcoming courses.



# Developing a Standalone WebFOCUS Reporting Application

# 356

**Course 356 | 2 Days | CEUs: 1.2 | Certification Program**

How can you make your WebFOCUS reporting application accessible to users on the Internet or corporate intranet? This course will show you how to build a user interface for your reporting application and deploy it to the Web as a standalone application, all from within WebFOCUS Developer Studio.

You will learn how to:

- Follow the Develop and Deploy methodology to build a standalone application
- Create and manage a new project
- Use virtual folders to organize the files in your project
- Graphically build an HTML user interface for your standalone application, including a logon page, a home page, and launch pages, using the HTML Layout Tool
- Incorporate WebFOCUS procedures, parameter form controls, text, images, and other Web objects such as frames into your HTML pages
- Test your standalone application as you build it directly from within Developer Studio
- Make your application available live on the Web using Developer Studio's built-in deployment tools

## Who Should Take This Course

Developers who will be creating Web-based reporting applications using WebFOCUS Developer Studio for deployment over a corporate intranet site or the Internet.

## Prerequisites

Course 351, Building Reports with Report Painter (Part 1), Course 354, Building Reports with Report Painter (Part 2), and working knowledge of HTML and an Internet browser.

## Tuition

In U.S. Dollars

Public Class: \$1,100 per student

In Canadian Dollars

Public Class: \$1,380 per student

## Next Recommended Courses

Course 357, Advanced Application Development

Course 370, Controlling the Execution of Application Components

## Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager. Please subscribe to our RSS feed to stay current on all upcoming courses.



# 357

Course 357 | 2 Days | CEUs: 1.2 | Certification Program

This unique class builds on the skills introduced in Course 356, enabling developers to create and deploy a sophisticated application that combines reporting and analysis capabilities in a portal-like application. You will dissect and rebuild an application that is clean and aesthetically balanced, emphasizing the primary objective of discovering and absorbing critical information. In addition to using the HTML Layout Painter to create the basic application pages, you will learn how to edit the code to include JavaScript enhancements and API calls.

You will learn how to build and deploy an application that includes:

- A secure launch page
- Horizontal and vertical menus
- Dynamic graph and report interactions
- Dynamic date range selection
- Mouseover events
- A highly parameterized report page
- JavaScript enhancements
- API calls

### Who Should Take This Course

Application developers with a basic understanding of JavaScript and knowledge of WebFOCUS who are interested in building complex standalone applications.

### Prerequisites

Course 356, Developing a Standalone WebFOCUS Reporting Application, and Course 370, Controlling the Execution of Application Components, a working knowledge of JavaScript and HTML, and familiarity with WebFOCUS and the HTML Layout Painter are required.

### Tuition

In U.S. Dollars

Public Class: \$1,100 per student

In Canadian Dollars

Public Class: \$1,380 per student

### Next Recommended Courses

Course 372, WebFOCUS Application Administration

Course 961, Data Adapter Server Administration

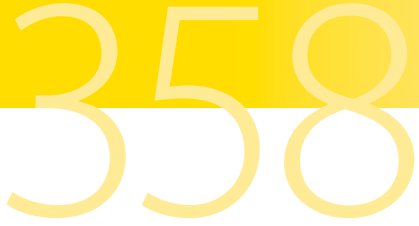
### Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager.



Please subscribe to our RSS feed to stay current on all upcoming courses.

# Developing Composite Reports



**Course 358 | 1 Day | CEU: 0.6 | Certification Program**

Do you want to design and build sophisticated reports that your company will use every day? How about reports that will capture key performance indicator status or show current business scenarios in a variety of graphical and tabular formats all on one page? This course will show you how.

You will learn how to:

- Lay out composite reports that involve graphical and tabular components
- Provide both browser and true printer-ready versions
- Build HTML launch pages for parameter driven reporting
- Build Web pages that invoke dynamic dependent controls without additional coding
- Enable reports to launch multiple drilldown reports from a single link

## Who Should Take This Course

Developers who want to design and build reports, and reporting applications, that will maximize information display and efficiency.

## Prerequisites

Course 351, Building Reports with Report Painter (Part 1), and Course 354, Building Reports with Report Painter (Part 2)

## Tuition

In U.S. Dollars	In Canadian Dollars
Public Class: \$600 per student	Public Class: \$760 per student
Online Class (in U.S. dollars): \$600 per student	

## Next Recommended Courses

Course 356, Developing a Standalone WebFOCUS Reporting Application  
Course 402, Reporting Concepts for Relational Databases

## Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager. Please subscribe to our RSS feed to stay current on all upcoming courses.



# Managed Reporting Content Development Using InfoAssist

## 360 IA

Course 360IA | 1 Day | CEU: 0.6 | Certification Program



How do you create the reports and other content required by users of a Managed Reporting Environment? This course will teach you how to manage domains that limit access to certain data, create standard reports that users execute, and define reporting objects from which users can create their own reports and graphs.

You will learn how to:

- Build Standard Reports
- Create Reporting Objects
- Build Report and Graph Templates
- Publish Reports
- Work with Data Servers
- Implement Change Management

### Who Should Take This Course

Developers that are responsible for developing and deploying reports for Managed Reporting.

### Prerequisites

A working knowledge of Microsoft Windows or NT and an Internet browser.

### Tuition

In U.S. Dollars

Public Class: \$550 per student

In Canadian Dollars

Public Class: \$690 per student

### Next Recommended Courses

Course 354, Building Reports with Report Painter (Part 2)

### Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager. Please subscribe to our RSS feed to stay current on all upcoming courses.



# Managed Reporting Content Development Using Report Assistant

## 360 RA

Course 360RA | 1 Day | CEU: 0.6 | Certification Program

How do you create the reports and other content required by users of a Managed Reporting Environment? This course will teach you how to manage domains that limit access to certain data, create standard reports that users execute, and define reporting objects from which users can create their own reports and graphs.

You will learn how to:

- Create Standard Reports using Report Assistant
- Create Reporting Objects
- Build report and graph templates
- Publish reports

### Who Should Take This Course

Developers that are responsible for developing and deploying reports for Managed Reporting.

### Prerequisite

A working knowledge of Microsoft Windows or NT and an Internet browser.

### Tuition

In U.S. Dollars

Public Class: \$550 per student

In Canadian Dollars

Public Class: \$690 per student

### Next Recommended Courses

Course 305, Working with ReportCaster

Course 361, Managed Reporting Administration

### Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager.



Please subscribe to our RSS feed to stay current on all upcoming courses.

# Managed Reporting Administration

# 361

Course 361 | 1 Day | CEU: 0.6 | Certification Program



How can you give users easy access to the information they require while protecting sensitive or confidential data? With the WebFOCUS Managed Reporting Environment, you can control the users' environment by building domains that limit access to certain data, creating users and groups, and assigning privileges for accessing the Managed Reporting environment.

You will learn how to:

- Add a new WebFOCUS environment
- Create domains
- Copying existing procedures into domains
- Create and Manage Users, Groups, and Roles
- Enhance metadata and procedures with OLAP (Online Analytical Processing) capabilities
- Generate reports about your Managed Reporting Applications
- Use Impact Analysis to analyze your procedures
- Use the WebFOCUS Administration console to modify your application

Also see page 40 for information regarding our online syntax offering.

## Who Should Take This Course

MR Administrators licensed to use WebFOCUS Developer Studio.

## Tuition

In U.S. Dollars

Public Class: \$550 per student

In Canadian Dollars

Public Class: \$690 per student

## Next Recommended Courses

Course 305, Working with ReportCaster

Course 340, Creating Metadata for Data Sources

Course 362, Building a WebFOCUS Dashboard

## Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager.



Please subscribe to our RSS feed to stay current on all upcoming courses.

# Building a WebFOCUS Dashboard

# 362

Course 362 | 1 Day | CEU: 0.6 | Certification Program



How can you quickly and easily create a customized interface for WebFOCUS Managed Reporting? With WebFOCUS Business Intelligence Dashboard, you will learn how to animate a Managed Reporting repository with portal-like functionality for your reporting applications on the Web.

You will learn how to:

- Create a customized interface for public and group views using the tools of the Dashboard View Builder
- Customize the look of a Dashboard by selecting from a variety of convenient templates, as well as choose background colors, wallpaper, links and a company logo
- Personalize Dashboard content by creating role trees, managing content blocks, and manipulating the composition of the Web page layout
- Explore advanced customization techniques beyond the View Builder

## Who Should Take This Course

MR Administrators licensed to use WebFOCUS Developer Studio and using either WebFOCUS Developer Studio or WebFOCUS Browser.

## Prerequisites

Course 361, Managed Reporting Administration, and a working knowledge of Microsoft Windows or NT and an Internet browser.

## Tuition

In U.S. Dollars	In Canadian Dollars
Public Class: \$550 per student	Public Class: \$690 per student
Online Class (in U.S. dollars): \$550 per student	

## Next Recommended Courses

Course 305, Working with ReportCaster  
Course 340, Creating Metadata for Data Sources  
Course 360IA, Managed Reporting Content Development Using InfoAssist

## Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager. Please subscribe to our RSS feed to stay current on all upcoming courses.



# Controlling the Execution of Application Components

# 370

Course 370 | 2 Days | CEUs: 1.2 | Certification Program

Searching for a way to provide flexibility in the design of your applications? With Dialogue Manager, a component of the WebFOCUS language, you can dynamically control the execution of application components, customize a procedure with variables, and communicate results interactively.

You will learn how to:

- Integrate procedures and Web pages
- Control multiple outputs on a Web page
- Customize a procedure with variables
- Control the execution and navigation of a procedure through branching and looping techniques
- Send a message to an application
- Read and write variable values from/to an external file
- Employ validation tools
- Enhance applications by using the core language behind WebFOCUS

## Who Should Take This Course

Developers working with WebFOCUS Developer Studio or WebFOCUS Report Developer who need to manage processing flow and control in WebFOCUS applications.

## Prerequisites

Course 351, Building Reports With Report Painter (Part 1) and Course 354, Building Reports with Report Painter (Part 2), Course 356, Developing a Standalone WebFOCUS Reporting Application, or Course 360IA, Managed Reporting Content Development Using InfoAssist.

## Tuition

In U.S. Dollars  
Public Class: \$1,210 per student

In Canadian Dollars  
Public Class: \$1,520 per student

## Next Recommended Courses

Course 357, Advanced Application Development  
Course 372, WebFOCUS Application Administration

## Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager. Please subscribe to our RSS feed to stay current on all upcoming courses.



# WebFOCUS Application Administration

# 372

Course 372 | 1 Day | CEU: 0.6 | Certification Program

Wondering what goes on behind the scenes of a WebFOCUS application? With this course, you'll learn about the inner workings of a WebFOCUS application, including processing sequence, the WebFOCUS Client, and the WebFOCUS Reporting Server.



You will learn how to:

- Use the Workspace Manager's Web Console and the WebFOCUS Client Console
- Connect to remote servers
- Use the various configuration files, and the variables within them, to modify the functionality of your applications
- Work with the Application Namespace (APP PATH) facility
- Create synonyms from a relational database
- Enhance the Master File Descriptions for your data

### Who Should Take This Course

Administrators and developers who want to manage, configure, and understand the processing of WebFOCUS applications.

### Prerequisite

Course 356, Developing a Standalone WebFOCUS Reporting Application, or Course 361, Managed Reporting Administration.

### Tuition

In U.S. Dollars  
Public Class: \$600 per student

In Canadian Dollars  
Public Class: \$760 per student

### Next Recommended Course

Course 961, Data Adapter Server Administration

### Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager. Please subscribe to our RSS feed to stay current on all upcoming courses.



# Performance Management Framework

# 380

Course 380 | 2 Days | CEUs: 1.2

This two-day workshop will teach you how to build and implement a corporate scorecard with WebFOCUS Performance Management Framework (PMF). Using a role-based approach, you will become familiar with PMF terminology and scorecard analysis, including perspectives, objectives, measures, metrics, and dimensions. You will also learn to use the Web 2.0 collaborative features in PMF, including adding feedback and creating alerts and tasks.

You will learn how to:

- Implement strategic accountability using projects and processes
- Understand and administer roles in PMF
- Create objectives and ad hoc measures
- Add weights to objectives across strategies
- Create, load, and schedule measures
- Use strategy maps to link objectives
- Add themes to objectives
- Add operational reports
- Work with gadgets

### Who Should Take This Course

PMF Authors and Managers who need to learn the basics of working with PMF.

### Prerequisites

Basic knowledge of performance management systems is recommended.

### Schedule

This course is available on request at your site. To schedule, please contact your local Information Builders Education Account Manager.

# Reporting Concepts for Relational Databases

# 402

Course 402 | 2 Days | CEUs: 1.2 | Certification Program



How can you optimize reporting from your Relational Database Management Systems (RDBMS), while maintaining the accuracy and integrity of the reports? This course enables you to analyze your reporting results from the RDBMS, determine where any potential performance gains can be found, and make any necessary adjustments to speed the process from raw data to finished report.

You will learn how to:

- Describe the process of adapter optimization
- Recognize potential report inefficiencies
- Analyze database metadata and know what attributes affect reporting efficiency
- Explore syntax that relates to the RDBMS
- Determine where optimization commands can be best utilized
- Enable RDBMS optimization for all reports
- Write efficient code with hands-on techniques that work with your RDBMS
- Save time in your report request processing
- Improve reporting system performance from your RDBMS

## Who Should Take This Course

Developers and administrators who use WebFOCUS, iWay Data Adapter Server, or FOCUS to report from relational databases.

## Prerequisites

Course 126, Intermediate Reporting, or Course 351, Building Reports with Report Painter (Part 1), and at least three months of extensive experience creating reports.

## Tuition

In U.S. Dollars

Public Class: \$1,210 per student

Online Class (in U.S. dollars): \$1,210 per student

In Canadian Dollars

Public Class: \$1,520 per student

## Availability

Private class at customer site, a public class at Information Builders' site, or over the Internet.

## Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager. Please subscribe to our RSS feed to stay current on all upcoming courses.



# Additional WebFOCUS Workshops

## Visual Discovery Basics

**Course 374 | 2 Days | CEUs: 1.2**

# 374

This two-day workshop will teach you how to use WebFOCUS Visual Discovery to create advanced data visualization for executive-level information presentation. You will learn how to combine multiple related charting components on the same Web page for a multi-faceted view, implement dynamic interactive charting, utilize complex graph types, and manipulate the display of data by sorting, scrolling, and zooming.

## ESRI ArcIMS Basics

**Course 376 | 2 Days | CEUs: 1.2**

# 376

This three-day workshop covers how to integrate ESRI ArcIMS with WebFOCUS. You will learn how to select features on a map and send them to WebFOCUS to process and display on a report. You will also learn how to use WebFOCUS to provide a list of features for ArcIMS to draw on a map, based on data and related business logic.

## WebFOCUS Resource Analyzer Basics

**Course 378 | 1 Day | CEU: 0.6**

# 378

This one-day workshop will teach you how to use WebFOCUS Resource Analyzer to monitor data usage activity by collecting attributes of requests and storing them in a set of Usage Monitoring Databases. You will learn how to report on and analyze end-user request traffic, such as which procedures are run most often/least often, which databases and columns are used most, and how are columns accessed (e.g., sorted, selected, aggregated).

These courses are available on request at your site. To schedule, please contact your local Information Builders Education Account Manager. For full course descriptions, visit us online at [education.informationbuilders.com](http://education.informationbuilders.com).

# Additional Courses

The following courses are available  
on request at your site:

FOCUS Basic MODIFY  
Course 103 | 2 Days | CEUs: 1.2

103

FOCUS Intermediate MODIFY  
Course 111 | 1 Day | CEU: 0.6

111

FOCUS Database Design  
Course 200 | 2 Days | CEUs: 1.2

200

FOCUS Advanced MODIFY  
Course 201 | 3 Days | CEUs: 1.8

201

Report Customization Using Stylesheets  
Course 212 | 1 Day | CEU: 0.6

212

Migrating WebFOCUS From Version 4.3 to Version 5  
Course 332 | 1 Day | CEU: 0.6

332

These courses are available on request at your site. To schedule, please contact your local Information Builders Education Account Manager. For full course descriptions, visit us online at [education.informationbuilders.com](http://education.informationbuilders.com).

# Syntax

**Can't leave the office, but want to learn the syntax behind WebFOCUS?**

For WebFOCUS/FOCUS syntax, a one year online subscription is available for \$100 per student. Topics include:

- Basic report preparation
- Creating simple reports
- Reporting techniques
- Data manipulation for reporting
- Screening techniques
- Accessing files
- Fundamentals of graphs
- Advanced graph topics



Additional subscriptions for non-Information Builders tools are also available for \$100 per student. Subjects include:

- Data warehousing
- RDBMS
- Oracle
- DB2 Universal Database
- MS SQL server 2005
- SQL for Windows environment
- Access 2007
- Sybase
- Certified Internet Web (CIW) foundation training
- C in 21 days
- Linux
- Dynamic HTML
- Flash 8
- Flash MX Action Script
- FrontPage 2000
- GUI Design
- Web design and graphics
- XML
- PHP and MYSQL
- Dreamweaver 8
- Java Web services
- JavaScript
- Java 2
- Excel 2007
- Ajax

Call your local Education Account Manager for details.

# iWay Stored Procedure Processing

# 933

**Course 933 | 1 Day | CEU: 0.6**

How can you create flexible stored procedures that will accept variable information and communicate data and messages back to an iWay client? This course introduces a subset of iWay server commands that enable you to build and manage stored procedures.

You will learn how to:

- Understand the concepts behind the stored procedure architecture
- Recognize the iWay API stored procedure command structure
- Supply variables to stored procedures
- Vary stored procedure navigation
- Manage iWay Server messages that are returned to the iWay client
- Call 3GL programs
- Call procedures remotely from an outbound server connection

## **Schedule**

This course is available on request at your site. To schedule, please contact your local Information Builders Education Account Manager.

# Data Adapter Server Administration

# 961

Course 961 | 2 Days | CEUs: 1.2 | Certification Program



What does it take to administer a server on a daily basis? You'll learn how to install and configure an adapter server, techniques for balancing performance and resource utilization using the Server Console, debugging tips and tools that make diagnosing problems a snap, and how to control your server environment on a daily basis to take advantage of the power of the adapter server.

You will learn how to:

- Visually and conceptually understand the server architecture
- Configure an adapter server
- Manage adapter server operations on a daily basis
- Configure a data source and set up metadata for an adapter server
- Troubleshoot and solve problems
- Tune your adapter server for efficient performance

## Who Should Take This Course

Developers and administrators who are working with an iWay data adapter server or a WebFOCUS Reporting Server.

## Prerequisites

Experience working within appropriate operating system.

## Tuition

In U.S. Dollars  
Public Class: \$1,300 per student

In Canadian Dollars  
Public Class: \$1,630 per student

## Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager. Please subscribe to our RSS feed to stay current on all upcoming courses.



# iWay Service Manager Essentials

# 970

Course 970 | 2 Days | CEUs: 1.2



How can you integrate a wide variety of incoming messages and transactions into a coherent standard that can be relayed to your back-end applications? The iWay Service Manager can transform many different types of external documents into a single standard format that can be used to access and update back-end applications. This course will lead you through the basics, from configuration to defining advanced document transformations.

You will learn how to:

- Visually and conceptually understand the iWay Service Manager architecture
- Configure and manage the iWay Service Manager
- Use the iWay Service Designer to define document transformations
- Load and configure input and output documents
- Map input data to output data
- Use functions to enrich document transformations
- Perform basic and advanced document transformations

### Who Should Take This Course

Developers and administrators who will be using the iWay Service Manager to perform document transformations.

### Prerequisite

Experience working with XML and Java Virtual Machine or Java Application Server.

### Tuition

Online Class (in U.S. dollars): \$1,300 per student

### Schedule



This course is available on request at your site. To schedule, please contact your local Information Builders Education Account Manager.

# Introduction to iWay DataMigrator

# 975

Course 975 | 2 Days | CEUs: 1.2



How can you quickly and easily build data marts, data warehouses, and operational data stores? With iWay's DataMigrator, you can extract and stage disparate data types across multiple platforms, while applying business rules to transform and cleanse data to load data warehouses.

You will learn how to:

- Use the DataMigrator Data Management Console to build data flows
  - Perform grouping, sorting, and aggregation on input fields
  - Assign selection criteria
  - Select target database type, assign keys, transform fields, and apply business rules to selected data
- Design process flows with the Data Management Console
  - Group numerous data flows into a single process flow
  - Schedule entire process flow or individual data flow components
  - Specify parallel processing for data flows
  - Send e-mails based on success or failure of any component
- Apply concepts to the creation of a star schema warehouse
- Create metadata for both source and target files
- Use the DataMigrator Server Web Console to configure the DataMigrator environment
- Generate reports on DataMigrator activity and review log files

## Who Should Take This Course

Developers and administrators who are responsible for creating and maintaining data warehouses, data marts, and operational data stores.

## Tuition

In U.S. Dollars

Public Class: \$1,300 per student

Online Class (in U.S. dollars): \$1,300 per student

In Canadian Dollars

Public Class: \$1,630 per student

## Next Recommended Course

Course 340, Creating Metadata for Data Sources

## Schedule

For course dates, please visit [education.informationbuilders.com](http://education.informationbuilders.com). To schedule at your company site please contact your local Information Builders Education Account Manager. Please subscribe to our RSS feed to stay current on all upcoming courses.



# Focal Point and User Forums

## Focal Point

### **WebFOCUS Developer? There Are Some People You'd Like to Meet**

Focal Point, Information Builders' online community, is more than a bulletin board. It's an interactive network of more than 4,100 developers from almost every profession and industry, collaborating on solutions and sharing tips and techniques.

### **Find Answers Quickly**

Whether your question is regarding WebFOCUS configurations, installations, specific error messages, upgrades, formatting issues, or general usability, you're sure to find an answer as well as begin a new discussion. Focal Point members are glad to help and are eager to share their unique tips and solutions.

### **Stay Informed**

Helpful resources such as newsletters, Webcasts, and mini-tutorials keep you abreast of what's new with WebFOCUS. The Focus on Developers section contains informative articles written by Focal Point members, detailing solutions that often began as a post.

Visit [informationbuilders.com/focalpoint](http://informationbuilders.com/focalpoint) to become a member today!

### **User Forums – Free, Open Roundtables Managed by Users**

User forums are valuable resources for users of Information Builders solutions to learn from technical experts and network with peers. The objective is simple – to share product information, programming techniques, and experiences in order to maximize the potential of your investment.

### **Informative Sessions**

Customers present case studies and real-world applications, highlighting any challenges and explaining the solutions. Information Builders business and technical experts are invited to demonstrate the latest trends, strategies, and the newest features, including enhanced development, analysis, and deployment capabilities.

### **Team Environment**

Local and regional forums are held throughout the year, each comprising a wide variety of members representing all levels of experience. Members work together to discover new and exciting ways to improve productivity and meet tomorrow's business goals.

Visit [informationbuilders.com/userforum](http://informationbuilders.com/userforum) to join today!

## User Forums

# The Information Builders' Partner Program

The Information Builders' Partner Program establishes powerful relationships with key industry, solution, and specialized implementation partners. Together, we develop, market, sell, and deliver the most comprehensive business intelligence and integration solutions available. There are four partnership categories:

**Strategic Partners** are best-of-breed vendors who embed Information Builders software in their products, jointly market solutions, or have an OEM relationship with us.

**Implementation Partners** provide services, project management, training, business-process redesign, and systems integration in order to deliver powerful and repeatable solutions built with Information Builders' applications and software.

**Solution Partners** encourage and promote the integration of Information Builders technologies and applications into third-party software to provide customers with complete solutions.

**OEM Partners** embed or integrate Information Builders software within their applications. The applications may be sold as installable products or via a hosted or software-as-a-service solution. SAP, Oracle, and IBM use Information Builders solutions to expand their own product offerings.

**Advisor Partners** use their expertise with Information Builders' solutions to seek and recommend new opportunities for our products in the market.

For more information regarding our Partner Program please visit our Web site at [informationbuilders.com/partner\\_program](http://informationbuilders.com/partner_program).

# Worldwide Offices

## Corporate Headquarters

Two Penn Plaza, New York, NY 10121-2898  
T (212) 736-4433 F (212) 967-6406  
informationbuilders.com  
askinfo@informationbuilders.com

## Canadian Headquarters

150 York Street, Suite 1000, Toronto, ON M5H 3S5  
T (416) 364-2760 F (416) 364-6552

## North America

### United States

- **Atlanta,\*** GA (770) 395-9913
- **Baltimore,** MD Professional Services:  
(703) 247-5565
- **Boston,\*** MA (781) 224-7660
- **Channels,** (800) 969-4636
- **Chicago,\*** IL (630) 971-6700
- **Cincinnati,\*** OH (513) 891-2338
- **Dallas,\*** TX (972) 490-1300
- **Denver,\*** CO (303) 770-4440
- **Detroit,\*** MI (248) 641-8820
- **Federal Systems,\*** DC (703) 276-9006
- **Hartford,** CT (860) 249-7229
- **Houston,\*** TX (713) 952-4800
- **Los Angeles,\*** CA (310) 615-0735
- **Minneapolis,\*** MN (651) 602-9100
- **New Jersey** Sales: (973) 593-0022
- **New York,\*** NY Sales: (212) 736-7928  
Professional Services: (212) 736-4433, ext. 4443
- **Orlando,** FL (407) 562-1852
- **Philadelphia,\*** PA Sales: (610) 940-0790
- **Phoenix,** AZ (480) 346-1095
- **Pittsburgh,** PA Sales: (412) 494-9699
- **St. Louis,\*** MO (636) 519-1411
- **San Jose,\*** CA (408) 453-7600
- **Seattle,** WA (206) 624-9055
- **Washington,\*** DC Sales: (703) 276-9006  
Professional Services: (703) 247-5565

### Canada

- Information Builders (Canada) Inc.
- **Calgary** (403) 437-3479
  - **Montreal\*** (514) 421-1555
  - **Ottawa** (613) 233-7647
  - **Toronto\*** (416) 364-2760
  - **Vancouver** (604) 688-2499

### Mexico

- Information Builders Mexico
- **Mexico City** 52-55-5062-0660

## Australia

- Information Builders Pty. Ltd.
- **Melbourne\*** 61-3-9631-7900
  - **Sydney\*** 61-2-8223-0600

## Europe

- **Belgium\*** Information Builders Belgium  
Brussels 32-2-7430240
- **France\*** Information Builders France S.A.  
Paris 33-14-507-6600
- **Germany** Information Builders (Deutschland)  
Eschborn\* 49-6196-77576-0
- **Netherlands\*** Information Builders  
(Netherlands) B.V.  
Amsterdam 31-20-4563333
- **Portugal** Information Builders Portugal  
Lisbon 351-217-217-400
- **Spain** Information Builders Iberica S.A.  
Barcelona 34-93-344-32-70  
Bilbao 34-94-452-50-15  
Madrid\* 34-91-710-22-75
- **Switzerland** Information Builders Switzerland AG  
Dietlikon 41-44-839-49-49
- **United Kingdom\*** Information Builders (UK) Ltd.  
London 44-845-658-8484

## Representatives

- **Austria** Raiffeisen Informatik Consulting GmbH  
Vienna 43-12-1136-3870
- **Bahrain** InfoBuild Middle East  
Dubai 973-17-536-222, ext. 312
- **Brazil** InfoBuild Brazil Ltda.  
São Paulo 55-11-3285-1050
- **China**  
Information Builders China (IBC)  
Beijing 86-10-5128-9680  
Beijing Xinrong Software Technology Co., Ltd.  
Beijing 86-10-5873-2031
- **Denmark** InfoBuild AB  
Kista, SE 46-735-23-34-97
- **Egypt** InfoBuild Middle East  
Abu Dhabi 971-2-627-5911  
Dubai 971-4-3914391
- **Ethiopia** MKTY IT Services Plc  
Addis Ababa 251-11-5501933
- **Finland** InfoBuild Oy  
Espoo 358-207-580-840
- **Greece** Applied Science  
Athens 30-210-699-8225
- **Guatemala** IDS de Centroamerica  
Guatemala City 502-2412-4212
- **India\*** InfoBuild India  
Chennai 91-44-42177082
- **Israel** SRL Group Ltd.  
Tel Aviv 972-3-7662030
- **Italy** NessPRO Italy S.p.A.  
Genoa 39-010-64201-224  
Milan 39-02-2515181  
Turin 39-011-5513-211
- **Japan** K.K. Ashisuto  
Osaka 81-6-6373-7113  
Tokyo 81-3-5276-5863
- **Jordan** InfoBuild Middle East  
Abu Dhabi 971-2-627-5911  
Dubai 971-4-3914391
- **Korea**  
UVANSYS  
Seoul 82-2-832-0705
- **Kuwait** InfoBuild Middle East  
Dubai 965-22322926
- **Lebanon** InfoBuild Middle East  
Dubai 961-4-533162
- **Norway** InfoBuild Norway  
Oslo 47-48-20-40-30
- **Oman** InfoBuild Middle East  
Abu Dhabi 971-2-627-5911  
Dubai 971-4-3914391
- **Poland/Central and Eastern Europe** InfoBuild SP.J.  
Warsaw 48-22-657-00-14
- **Qatar** InfoBuild Middle East  
Dubai 974-467-7311
- **Russian Federation** FOBOS Plus Co., Ltd.  
Moscow 7-495-926-3358
- **Saudi Arabia** InfoBuild Middle East  
Riyadh 996-1-2180280
- **Singapore**  
Automatic Identification Technology Ltd.  
Singapore 65-6286-2922
- **South Africa**  
InfoBuild South Africa (Pty.) Ltd.  
Gauteng 27-83-4600800  
Fujitsu Services (Pty.) Ltd.  
Johannesburg 27-11-2335911
- **Taiwan** Galaxy Software Services  
Taipei 886-2-2586-7890
- **Thailand** Datapro Computer Systems Co. Ltd.  
Bangkok 662-679-1927, ext. 200
- **Turkey** InfoBuild Middle East  
Ankara 90-312-266-33-00  
Istanbul 90-212-325-4114
- **United Arab Emirates** InfoBuild Middle East  
Abu Dhabi 971-2-627-5911  
Dubai 971-4-3914391
- **Venezuela** InfoServices Consulting  
Caracas 58-212-763-1653

## Toll-Free Number

- **Sales, ISV, VAR, and SI Partner Information**  
(800) 969-4636

\* Training facilities are located at these branches.

# U.S. Tuition Information

## Classes at Your Site

Courses are available on request at your site. To schedule please contact your local Information Builders Education Account Manager.

For all private classes, instructor expenses, material shipment costs, and applicable taxes are extra.

Course Number	Title	Days	Public Class Per Student
102	Basic Reporting	2	\$1,100
125	Dialogue Manager	1	\$550
126	Intermediate Reporting	2	\$1,100
176	Developing and Deploying WebFOCUS Maintain Applications	4	*
210	Advanced Reporting	2	\$1,100
213	MATCH FILE Reporting Concepts	1	*
214	Creating Financial Reports	1	*
301IA	WebFOCUS Reporting for Business Analysts Using InfoAssist	1	\$480
305	Working With ReportCaster	1	\$600
333	Planning a FOCUS to WebFOCUS Conversion	1	\$600
334	WebFOCUS New Features Workshop (Release 7.6)	1	\$550
340	Creating Metadata for Data Sources	1	\$600
345	Integration Techniques for Microsoft Office	1	\$600
351	Building Reports with Report Painter (Part 1)	2	\$1,100
354	Building Reports with Report Painter (Part 2)	2	\$1,100
355	Creating Financial Reports with Financial Report Painter	1	\$600
356	Developing a Standalone WebFOCUS Reporting Application	2	\$1,100
357	Advanced Application Development	2	\$1,100
358	Developing Composite Reports	1	\$600
360IA	Managed Reporting Content Development Using InfoAssist	1	\$550
360RA	Managed Reporting Content Development Using Report Assistant	1	\$550
361	Managed Reporting Administration	1	\$550
362	Building a WebFOCUS Dashboard	1	\$550
370	Controlling the Execution of Application Components	2	\$1,210
372	WebFOCUS Application Administration	1	\$600
380	Performance Management Framework Workshop	2	*
402	Reporting Concepts for Relational Databases	2	\$1,210
933	iWay Stored Procedure Processing	1	*
961	Data Adapter Server Administration	2	\$1,430
970	iWay Service Manager Essentials	2	*
975	Introduction to DataMigrator	2	\$1,430

\* These courses are not delivered in our public classrooms; they are available on request at your location.

# Canadian Tuition Information

## Classes at Your Site

Courses are available on request at your site. To schedule please contact your local Information Builders Education Account Manager.

For all private classes, instructor expenses, material shipment costs, and applicable taxes are extra.

Course Number	Title	Days	Public Class Per Student
102	Basic Reporting	2	\$1,380
125	Dialogue Manager	1	\$690
126	Intermediate Reporting	2	\$1,380
176	Developing and Deploying WebFOCUS Maintain Applications	4	*
210	Advanced Reporting	2	\$1,380
213	MATCH FILE Reporting Concepts	1	*
214	Creating Financial Reports	1	*
301IA	WebFOCUS Reporting for Business Analysts Using InfoAssist	1	\$600
305	Working With ReportCaster	1	\$760
333	Planning a FOCUS to WebFOCUS Conversion	1	\$760
334	WebFOCUS New Features Workshop (Release 7.6)	1	\$690
340	Creating Metadata for Data Sources	1	\$760
345	Integration Techniques for Microsoft Office	1	\$760
351	Building Reports with Report Painter (Part 1)	2	\$1,380
354	Building Reports with Report Painter (Part 2)	2	\$1,380
355	Creating Financial Reports with Financial Report Painter	1	\$760
356	Developing a Standalone WebFOCUS Reporting Application	2	\$1,380
357	Advanced Application Development	2	\$1,380
358	Developing Composite Reports	1	\$760
360IA	Managed Reporting Content Development Using InfoAssist	1	\$690
360RA	Managed Reporting Content Development Using Report Assistant	1	\$690
361	Managed Reporting Administration	1	\$690
362	Building a WebFOCUS Dashboard	1	\$690
370	Controlling the Execution of Application Components	2	\$1,520
372	WebFOCUS Application Administration	1	\$760
380	Performance Management Framework Workshop	2	
402	Reporting Concepts for Relational Databases	2	\$1,520
933	iWay Stored Procedure Processing	1	*
961	Data Adapter Server Administration	2	\$1,790
970	iWay Service Manager Essentials	2	*
975	Introduction to DataMigrator	2	\$1,790

\* These courses are not delivered in our public classrooms; they are available on request at your location.

# Registration Information

## **Two Easy Ways To Register**

### **By Telephone**

In the U.S. and Canada: (800) 969-4636

### **By Fax**

In the U.S. and Canada: (212) 629-8819

To find the date and location for Information Builders courses, visit our Web site, [education.informationbuilders.com](http://education.informationbuilders.com). To register by fax, complete the registration form on the following page, including course number, date, and location. An Education representative will contact you to ensure proper registration.

All prices for courses held in the U.S. are stated in U.S. dollars. Prices for courses held in Canada are stated in Canadian dollars. Course costs do not include any applicable taxes. All prices are subject to change without notice. No discounts, other than those mentioned herein, apply.

Information Builders may schedule classes in addition to those listed in this curriculum guide upon client request. Contact your Education Account Manager, or call (800) 969-4636 for further information.

## **Special Registration Information**

### **Quebec Government Tax Credit Program**

Information Builders is registered with the Government of Quebec's Repertory of Training. Through this program, organizations sending users to training at our Montreal office, or at their site within the Province of Quebec, may be eligible to receive a tax credit from the Government of Quebec. Contact the Education Account Manager for Eastern Canada for further details.

### **Répertoire des conseillers et formateurs**

Information Builders est maintenant enregistré dans le programme Répertoire des conseillers et formateurs auprès du gouvernement de Québec. Ces organisations qui ont des employés qui assistent un de nos cours dans la province de Québec ont droit à un crédit d'impôt. Veuillez contacter notre représentante des comptes éducationnels pour l'Est Canadien pour de plus amples détails.

# Registration Form

**Faxed registrations should be received at least 10 business days before a class to ensure proper processing. An Education representative will contact you with class details.**

Company \_\_\_\_\_  
Billing contact \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_  
Phone \_\_\_\_\_ Extension \_\_\_\_\_ Fax \_\_\_\_\_  
E-mail (please print clearly) \_\_\_\_\_

Keep me updated on Information Builders products and services via e-mail. (We will not disclose your e-mail address to anyone outside of Information Builders.)

Student Name(s)	Address	Phone
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
Course number(s)	Course title(s)	_____
Course date(s)	Course location	_____

Total fee (course costs do not include G.S.T.) \$ \_\_\_\_\_

Check/cheque enclosed      Is your company/department G.S.T. exempt:    Yes    No

Purchase order enclosed      Approved by \_\_\_\_\_  
Signature \_\_\_\_\_

Charge my    American Express    MasterCard    Visa

Credit card # \_\_\_\_\_      Expiration date \_\_\_\_\_

Name as shown on card \_\_\_\_\_      Signature \_\_\_\_\_

### For Office Use Only

Registration taken by \_\_\_\_\_      Date \_\_\_\_\_

Payment confirmation \_\_\_\_\_      Date \_\_\_\_\_

Cancellations: If Information Builders is forced to cancel a class for any reason, the liability is limited to the return of the paid registration fee. If you need to cancel, we must receive a cancellation letter or phone call from you at least five business days prior to the scheduled beginning of that class to avoid billing.

Students taking courses in Pennsylvania, Connecticut, or Tennessee, please add applicable sales tax. If you are a tax-exempt organization, you must provide us with your tax-exempt ID number to avoid being taxed.

Transfers/Cancellations/No Shows: Failure to notify Information Builders of an enrollment cancellation or transfer in writing or by phone within five business days before the start of the class will result in forfeiture of the full course fee. Passport holders are subject to a \$500 administration fee. This fee will be invoiced separately from program invoice.

# Terms and Conditions

## Terms for Public Courses

Enrollment in public classes is limited to a number of seats. Registration can be made in advance by phone or fax. You will receive confirmation of your registration. If you do not receive confirmation prior to the course dates, please contact (800) 969-4636.

Classes begin at 9:30 AM and conclude at 4:30 PM, unless you are notified otherwise. Courses in Washington, D.C. begin at 9:00 AM and conclude at 4:00 PM.

The course tuition fee is due and payable within thirty days after the start date of the course. The course tuition fee includes instruction; course materials; the use of software, computers and other technical hardware as appropriate to the course. The course tuition fee does not include hotel accommodations, meals, travel, or any other expenses that may be incurred by our customer.

## Transfers/Cancellations/No Shows

Our flexible transfer/cancellation policy lets our customers enroll early with confidence. We do not impose any penalty for cancellations of enrollments or transfers to another course. Failure to notify Information Builders of an enrollment cancellation or transfer in writing or by phone within five business days before the start of the course will result in forfeiture of the full course fee. Passport holders who fail to show up for a course without notice either in writing or by phone within five business days of the course are subject to a \$500 administrative fee. This fee will be invoiced separately from program invoice.

## Substitutions Permitted

We welcome the enrollment of a qualified substitute in an enrollee's place, provided the customer notifies us in writing before the first day of the course. 100% of any prepaid course tuition fees will be credited against the course tuition fee of the substitute. However, the substitute may not take advantage of any discount program for which he or she is not otherwise qualified. Training Passports are non-transferable and therefore are not eligible for substitution.

## Course Postponements

At times we must change a course location, course date, or postpone a course. We will try to give the customer as much advance notice as possible of any such change. If the customer is unable to attend a course at the revised location or date, we will credit 100% of any prepaid course tuition fees paid against a future course or, if requested, refund those fees. However, we will not be liable for any other costs incurred including (for example) travel charges or any consequential damages even if we were advised of them. Changes in course locations, course dates, or postponement of courses will not extend an EDPACK, Training Bundle, or Training Passport expiration date.

## Terms for Private Courses

Contact your Education Account Manager, or call (800) 969-4636 to schedule a private class at your site. The appropriate technical environment must be available for all classes. You may choose to hold your private class at one of our classrooms to take advantage of our established technical environment.

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With private classes, the pace and subject matter emphasis can be adapted to the needs, environment, and business areas relevant to the students and the organization. For more information on fully customizing courses, see page 8.

The course tuition fee for on-site courses is due and payable within 30 days following the course start date. We do not impose any penalty if the customer notifies us in writing of the need to cancel or reschedule an on-site course at least two weeks before the scheduled start date of the course. Any on-site course cancelled or rescheduled by our customer less than two weeks before the scheduled start of the course is subject to a \$3,000 cancellation/rescheduling fee. If the event is rescheduled at the time of cancellation to execute within 90 days of the cancellation date, Information Builders will waive 50% of the cancellation fee. Note: Instructor travel and expenses are additional.

### **Prerequisites**

Please make sure that all student enrolling meet the prerequisites described in this Training Curriculum for all courses taken.

### **Training Passports**

Training Passports (i) are non-transferable and can only be used to pay course tuition fees for the named holder and (ii) cannot be used to attend courses that start more than 12 months after the purchase date for that Training Passport.

### **Additional Training Locations and Classes**

We are continually adding new courses, cities and dates to our course schedule. Check our Web site for the most current course offerings and training locations. Information Builders may schedule classes in addition to those listed in the schedule. Contact your Education Account Manager, call (800) 969-4636, or visit us at [education.informationbuilders.com](http://education.informationbuilders.com) for the latest information.

### **Worldwide Training Services**

Information Builders' training is also conducted outside the United States at Information Builders subsidiaries and agent offices throughout the world. To receive a list of Information Builders' international subsidiaries and agents who offer training services, contact International Operations in New York at (212) 736-4433, extension 3095.

### **Copyright/Intellectual Property**

All copyrights, patents, designs and other intellectual property rights in or relating to any course materials provided or made available in connection with our courses remain the sole property of Information Builders. No part of any course materials may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, or translated into any language, without the prior written permission of Information Builders.

**WebFOCUS**

