

## 1. Introduction to Infor SunSystems

- Overview of Infor SunSystems
- Importance of Query and Analysis Module
- Purpose and Objectives of the Module

## 2. Getting Started

- System Requirements
- Installation Process
- Accessing the Query and Analysis Module

## 3. User Interface Overview

- Main Dashboard
- Navigation Bar
- Toolbar Options
- Workspace Layout

## 4. Query Creation

- Building Queries
- Query Filters and Criteria
- Advanced Query Options
- Saving and Managing Queries

## 5. Extracting Data

- Extract data from multiple database tables to Microsoft Excel
- post the data from Microsoft Excel to an external source.
- create and schedule tasks to save, print and email your Microsoft Excel workbook.
- Absolute and relative cell addressing
- Automatic filter lookups
- Summary links
- Summary reports
- Detailed reports
- Constructing a Data Send definition.
- User-defined outputs
- Output formats
- User-defined output functions
- Excel plugin utilities

## 6. Reporting

- Creating Custom Reports
- Report Templates
- Report Formatting Options
- Printing and Sharing Reports