



Hubble Training Offerings Course Curriculum

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Hubble New User Training



Course Code: HUB-SVC-TRN-NewUser
Program Level: Basic
Field of Study: Specialized knowledge

Who should take this course?



This course is designed for users who would like to learn the Insight Basics and Advanced User Training topics. In this course, users will start with the basics and expand their skill set to include all features and functionality of insightsoftware.com.

Learning Objectives



Upon successful completion of this course, you will have gone through:

- Writing ad hoc inquiries
- Formatting your reports with basic and advanced formatting techniques
- Creating calculations and custom columns
- Building sophisticated hierarchies
- Working with imported FSG's (EBS)
- Creating advanced links and drilldowns
- Creating charts and graphs
- Creating financial and other reports
- Using other basic and advanced report writing features

Agenda



Mastering Your Data

- Welcome / Sign into the system
- Introduction to Hubble – Art of the possible PowerPoint
- Reporting Life Cycle
 - User Interface Overview
 - Data Selection
 - Columns, Sorting & Grouping
 - Titles
 - Saving
- Restructuring Data
 - Consolidation
 - Subtotalling
 - Formatting
 - Top 10
 - User Defined Captions
 - Charts
 - Linking

Course Details

Duration

- 3 days

Materials Provided

- Course guide

Pre-Requisites

- None

Delivery Methods

- Group Live: Up to 8 users
- Group Internet Based – Instructor Led: Up to 8 users

Course Credit

- CPE Credits: 18

Hands-on: 70%

Note: Training is conducted on the client's environment. It is important that the client's environment has been tested. The course includes trainer preparation time to utilize client's environment.

- Report Management
 - Designing for Explorer
 - Output
 - Additional Options
- Concepts Review

Transforming Data: Getting Data to Drive Action

- Review/Build Base Report
- Hierarchies
- Formatting Hierarchies & RIO
- User Defined Captions
- Calculations
- Pivoting
- Selectors
- Time Series

Hubble Web: Workspaces and Visualizations

- Overview and Navigation
- Creating Workspaces
- Sharing & Management of Workspaces

Workshop

- Review & Class Discussion
- Additional Modules (AP, AR, SOP etc)
 - Aging Categories
 - Custom Columns
- Workshop time

Hubble Reporting Training with Workshop



Course Code: HUB-SVC-TRN-FD3DayRPTWS

Program Level: Basic

Field of Study: Specialized knowledge

Who should take this course?



This course is designed for users who would like to learn the Insight Basics and Advanced User Training topics. In this course, users will start with the basics and expand their skill set to include all features and functionality of insightsoftware.com.

Learning Objectives



Upon successful completion of this course, you will have gone through:

- Writing ad hoc inquiries
- Formatting your reports with basic and advanced formatting techniques
- Creating advanced calculations and custom columns
- Building sophisticated hierarchies
- Working with imported FSG's (EBS)
- Creating advanced links and drilldowns
- Creating charts and graphs
- Creating financial and other reports
- Using other basic and advanced report writing features

Agenda



Mastering Your Data

- Welcome / Sign into the system
- Introduction to Hubble – Art of the possible PowerPoint
- Reporting Life Cycle
 - User Interface Overview
 - Data Selection
 - Columns
 - Displaying Data
 - Saving
 - Output
- Restructuring Data
 - Pivoting
 - Additional Design Options
 - Titles
 - Linking
- User driven report building session/Group workshop time
- Concepts Review

Course Details

Duration

- 3 days

Materials Provided

- Course guide

Pre-Requisites

- None

Delivery Methods

- Group Live: Up to 8 users
- Group Internet Based – Instructor Led: Up to 8 users

Course Credit

- CPE Credits: 12

Hands-on: 70%

Note: Training is conducted on the client's environment. It is important that the client's environment has been tested.

Transforming Data: Getting Data to Drive Action

- Review/Build Base Report
- User Defined Captions
- Selectors
- Calculations
- Aging Categories
- Time Series
- Hierarchies
- Formatting Hierarchies & RIO
- Report Management
- Workshop time
- Review & Class Discussion

The workshop portion will consist of practicing hands-on exercises and building client-specific reports.

Hubble Designer Express Training with Workshop



Course Code: HUB-SVC-TRN-FDRmtDXWrkshp
Program Level: Advanced
Field of Study: Specialized knowledge

Who should take this course?



This course is designed for users who want to learn how to build custom templates and/or reports by selecting standard or custom JDE tables and defining their relationship(s). Guided by an experienced insightsoftware.com Solutions Expert, learners will be trained in Hubble while building their custom reports. Knowledge of ERP structures, and table joins and data recommended.

Learning Objectives



Upon successful completion of this course, you will have gone through:

- Creating Custom Templates based on multiple fact tables, virtual views of database views, including custom tables
- Creating Joins types (inner, left outer, and right outer)
- Creating Unions between that have identical fields
- Suggested Master Table Joins (JDE only)
- Setting Column definitions as a report override
- Defining a primary (unique) key
- Leveraging standard Hubble reporting capabilities once a template is saved

Agenda



Day 1

- Guided Overview: What is Designer Express?
 - Setting up Designer Express
 - Understanding Report Options in Designer Express
 - Table Unions
 - Master Tables
 - Creating a Template
 - Deleting a Table
 - Effective Date
 - Field Definition Override
- Workshop: Building a Custom Report
- Introduction to Virtual Views
- Workshop: Creating Virtual Views
- Review/Questions

The workshop portion will consist of practicing hands-on exercises and building client-specific reports.

Course Details

Duration

- 0.5 days

Materials Provided

- Course guide

Pre-Requisites

- Successful completion of the Hubble Reporting course or experience creating Hubble reports using standard templates
- Knowledge of ERP structures, and table joins and data is recommended

Delivery Methods

- Group Live: Up to 8 users
- Group Internet Based – Instructor Led: Up to 8 users

Course Credit

- CPE Credits: 4

Hands-on: 70%

Note: Training is conducted on the client's environment. It is important that the client's environment has been tested. The course includes trainer preparation time to utilize client's environment.

Hubble Analytics Web Training with Workshop



Course Code: HUB-SVC-TRN-FD2DayWebWS

Program Level: Intermediate

Field of Study: Specialized knowledge

Who should take this course?



This course is designed for users who have either completed basics or have been using insight for a while and want to expand or update their skills onto the Web for Hubble Analytics.

Learning Objectives



Upon successful completion of this course, you will have gone through:

- Creating Content (Reports & Visualizations) for Web consumption
- Creating KPI's and Charts
- Creating advanced links and drilldowns
- Creating Comment Columns which can be updated on the Web.
- Learning Best Practice for Adding and Managing content on the Web
- Building sophisticated hierarchies
- Exploring Reporting Preview Options on the Web
- Creating Workspaces (Dashboards) and Adding Views
- Updating Filters on the Web
- Drilling downs on the Web
- Exporting to Excel and PDF on the Web
- Collaborating on the Web, including Approval workflow (Distribution)

Agenda



Day 1: Creating Content for Web Consumption

- Hubble Desktop – create reports using:
 - User Defined Captions
 - Selectors
 - Calculations
 - Time Series
 - Hierarchies
 - Creating Drill downs
 - Comment Columns
- Creating Visualizations
 - Metrics – KPI's
 - Series/Properties
 - General Tab/Features
 - Create basic Cylinder, and types
 - Creating Multi Silhouettes
 - Score-carding/Milestone

Course Details

Duration

- 2 days

Materials Provided

- Course guide

Pre-Requisites

- Successful completion of the Hubble Reporting course or experience creating Hubble reports using standard templates

Delivery Methods

- Group Live: Up to 10 users
- Group Internet Based – Instructor Led: Up to 10 users

Course Credit

- CPE Credits: 7

Hands-on: 70%

Note: Training is conducted on the client's environment. It is important that the client's environment has been tested.

- Charts
 - Category & Series Axis
 - Pie
 - Waterfall
 - Bar & Line charts
 - Stacked Bar charts
- Preparations for Publishing on the web
 - Tags
 - Descriptions
 - Permissions

Day 2 – Hubble Web Overview

- Hubble Web
- Preview Report Experience
 - Finding Content
 - Updating Filters
 - Exporting to Excel & PDF
- Hub Overview
 - Profile/Settings
 - Sending Personal Messages/tasks
 - Badges
 - Notifications
 - Creating Groups
- Introduction to Workspaces
 - Adding Views & Pages
 - Components & Navigation
 - Workspace Settings
 - Updating Filters & Drill downs
 - Workspace Output: Exporting & Sharing
 - Collaboration
 - Discussions
 - Distribution

The workshop portion will consist of practicing hands-on exercises and building client-specific reports.