

Enhanced IRA Training Now

As previously announced, additional IRA training is now available. Three new classes/clinics have been posted to the [registration site](#).

Pivot Table Review and Using Answers to Modify Reports

This class will show you how to modify the default views, including the pivot table view in the IRA reports to present the data in ways that are most meaningful to you. The use of the Answers tool to modify downloadable tables and pivot tables, which was presented in the IRA Basic training classes will be reviewed, and additional information about options in the Answers tool will be presented along with examples and exercises.

IRA Reports Clinics

You've taken the IRA Basic class and you need just a little assistance creating the reports that you've become accustomed to in Hyperion Reports. These clinics will be limited to 4 people per one-hour session. There will be a total of 8 sessions, held over four Fridays in April and May. If you have a lot of questions related to modifying reports and or pivot tables, consider signing up for the Using Answers to Modify Reports and Pivot Table Review class described above.

Pivot Tables in Excel (Office 2007)

Hands on tutorial style class that focuses on working with a table of data in Excel. This class gives an overview of the primary capabilities Excel provides for viewing, sorting, and filtering data, and demonstrates how to create and utilize Excel pivot tables for analytic purposes.

Moving on...

As we transition from "IRA Project" to "IRA Production", we will continue this newsletter to bring you Fiscal Services news and updates. The contact e-mail address (see page 2) has been updated to reflect this change. See sidebar for upcoming news.

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Hyperion Reports Shut-Down Date Reminder

In response to a request from the reporting user community, Hyperion reports will be officially shut down on June 5, 2009, instead of June 1. This will ensure that the Hyperion reports stop at the end of a full fiscal period. For more information about the Hyperion reports shut-down date, please go to <http://www.dartmouth.edu/~fiscalservices/irafr/hyperion-shut-down-memo.pdf>

Coming in the next issue of the newsletter:

What is the timeline for training on the Ad hoc Reporting Tool (ART)?

When will I be able to access the Labor Distribution (LD) reports in IRA?

STROKES

This training was excellent and it's great watching the vast improvements the college has been making in the financial arena.

It was very useful. I'd like to take a refresher course in about 6 months to utilize more of its capabilities.

Relevant material well presented. This system looks much more friendly than Hyperion.

Very well structured training. I feel well prepared to make the switch from Hyperion to IRA.

I left the training and was able to jump right onto the IRA reports this morning with no issues. I am LOVING this new system.

POKES

Not enough time was allotted for the material that was presented.

This class seemed like it should have been broken in two separate sessions.

Instead of a general class for all users, separate classes should be offered for basic and advanced users. I would have appreciated more time to practice searches instead of the majority of the time listening to someone talk about what can be accomplished.

The handout was fine as a source material, but did not help in the class as it was too small to follow. It would be good to have a separate handout with larger screen shots for the training.

Thank you for your feedback!

The IRA Project Management Team and Controller's Office trainers spent many, many hours creating the IRA Training class and documentation. Their hard work really paid off.

56% of those attending training through March 31st have completed the on-line feedback evaluation. The percentages below represent those that Agreed or Strongly Agreed with the following statements:

97% The presenter clearly understood the training material.

96% I would recommend this session to my peers.

95% The presenter was able to answer questions.

94% The training covered material that is important to my job.

93% The training was appropriate for me at this point in my career.

89% Due to this training, I feel prepared to perform new tasks.

88% The training was well designed and organized.

87% The training met my expectations.

WE HEAR YOU!

The most frequent written feedback (aside from "Great Class"), related to the length of the training -- TOO LONG. For future classes we will be dividing the training into two sessions: IRA Basic I for navigation and IRA Basic II for working in Answers.



Questions?

If you have any questions regarding training, communication or where to go for support, check out our web-site at

www.dartmouth.edu/~fiscalservices or

e-mail fiscal.services@dartmouth.edu.

Now that the IRA rollout is nearly complete, it is time to acknowledge the hard work and commitment of the the following individuals who participated in various roles during the course of the project. A big *Thanks!* is due to each and every one of these folks .

We couldn't have done it without you!

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