



# Education

## CAPSULE TRAINING

### Duration:

2 days

### Location:

BOARD UK

Tower 42

Floor 20

25 Old Broad Street

London

EC2N 1HQ

### Requirements:

- 64 Bit laptop with a minimum of Windows 2007 Operating System.

- Microsoft Excel & Access

This course is designed for users who would like to become self-sufficient in creating, designing and maintaining the Capsule environment in BOARD. This includes the building and designing of screens, reports and dashboards which will be viewed by the end users of the applications.

Delegates will learn how to effectively design and create BOARD "Capsules". These are containers which can accommodate any BOARD object such as reports, graphs, spreadsheets, folders, carousels, simulation models, dashboards and navigation menus. These objects can be freely positioned on a screen with a simple drag & drop from a ribbon bar and interactively configured.

During the two-day course a wide variety of objects will be introduced and explained in detail which will allow you to create various types of applications. We will also discuss how to effectively design an application and what to consider from an end-user perspective. How to link objects will also be discussed. We will also create environments to do data entry and simulation as well as introduce the Office Add-ins.



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### DAY 1

#### Board Introduction

#### Building a Capsule

1. Screen, Mask, DB
2. Board Client Menus
3. Run and Edit Mode
4. Options and properties
5. Sliding Panel

#### DataView 1

1. Using Layout on the Sliding Panel
2. Layout Configurator - overview
3. Data tab: Cubes
4. Axes Tab
5. Time Functions tab
6. Data tab: Algorithm
7. Intro to Online Manual

#### Selections

1. Screen Select
2. Selectors
3. Dynamic Select
4. Paggers

#### DataView 2 and More Layout

1. Layout Select
2. Data Blocks: Ranking
3. Filter tab

#### DataView 3 – Making it look nice

1. Block Formatting
2. Block Alerts
3. DataView Options, Thumbnails, Dataview Settings
4. Copy/Paste Formatting

#### Charts

1. Copy/Paste Layout
2. Layout Options
3. Chart Settings
4. Master Layout

### DAY 2

#### Masks and Menus

1. Masks
2. Menu object

#### Label Object and Buttons

1. Label Settings
2. Images
3. Substitution formulas
4. Label Layout
5. Configure action
6. Block Options

#### Bubble Charts and Cockpits

1. Bubble Chart
2. Cockpit

#### Containers & Other Objects

1. Folder
2. Matrix
3. Trellis
4. Panel
5. Carousel
6. Book
7. Dynawrite
8. Viewer

#### Layout – Options and Block Reference

1. Refer To
2. Total By
3. Detail By

#### Office Add-Ins

#### Sliding Panel

#### Printing & Exporting

#### Data Entry

1. Split & Splat, Date Entry view
2. Lock cells
3. Suggest Values, Validation rules
4. Reverse Algorithm