


IN-HOUSE TRAINING · COURSE CONTENT

# Reporting (Reports & Queries)

**Thematic Training · 2 days (14 h)**

You will learn to master the report editor, manage sorts and breaks, manage the different data sources of a report, create simple and complex reports, print labels with barcodes, use internal reports, build a composite report, print a chart in a report, manage block substitutions, pass parameters to a report, duplex printing, anchoring, reports on forms, Reports & Queries for the end user: how to install it, share...

## Prerequisites (Who is this training course intended for?)

**Target audience:** WINDEV or WEBDEV developers wishing to master the report editor and Reports & Queries.

**Prerequisite:** have already developed applications with WINDEV or WEBDEV or have previously attended the WINDEV Fundamentals 1 or WEBDEV Fundamentals 1 training course.

This training course is intended exclusively for developers.

If you are an end user, please contact us.

## Practical information

**Format**
In-house

**PCSoft Level**
Level 2

**Duration**
2 days (14 h)

**Price**
Flat rate for 1 to 8 developers on-site and 1 to 6 remote.

**Training Provider Registration Number (NDA)**
91340055934

**Last updated**
September 2026

## Detailed Program

The following is the suggested content of this training session:
(This content can be fully customized)

The instructor uses the course materials, which are tailored to the training objectives (the materials are provided at the beginning of the course). This course support material is divided into subjects.

All of these methods and exercises will help you put into practice what you have learned, when you return to your company.

Each subject is based on 3 axes:

**Axis 1**

The trainer gives a theoretical presentation of the topic, followed by any questions and answers.

**Axis 2**

Practical application exercise (individual work) to be completed within a set time limit. The trainer remains available to help and provide additional explanations.

**Axis 3**

Correction of the exercise, with all necessary explanations and any questions and answers. The trainer makes sure that each trainee has fully understood the exercise before continuing.

## Reporting (Reports & Queries)

2 days (14 hours)

OBJECTIVES

- Master the report editor
- Manage sorts and breaks
- Manage the different data sources of a report (data file, query, ...)
- Create simple and complex reports (print a simple list with breaks or print a purchase order with carry-forward,...)
- Print labels with barcodes
- Use internal reports
- Build a composite report
- Print a chart in a report
- Manage block substitutions
- Pass parameters to a report
- Create and use a report template
- Learn to run a report from WINDEV or WEBDEV
- Understand and configure the preview window
- Duplex printing
- Anchoring
- Report on form
- Reports & Queries for the end user: how to install it, share..
- Make reports editable in Reports & Queries

CONTENT

### Topic 1. Overview of the report editor

- Structure of a report
- The different blocks
- The report data source
- The different code sections
- Using report templates
- Sorts
- Breaks (totals, subtotals)
- Conditions

### Topic 2. Blocks

- Start and end of document
- Page header and footer

- Breaks
- Unbreakable blocks
- Iteration or substitution blocks
- Page fillers

### Topic 3. Programming and controls

- The different report code sections
- Block code sections
- Passing parameters from the UI & UX
- Block substitution functions
- Tables
- Page breaks
- The chart control
- The calculated control
- The total control
- The Bar code control
- The Internal report control

### Topic 4. Some report examples

- Simple list, List with break
- Report with a calculation
- Label and bar codes
- Report with a subtotal carried over to the next page
- Composite report
- Purchase order with terms and conditions on the back
- PDF merge
- Table + chart
- Internal reports
- Report on form

### Topic 5. Questions/Answers

## Teaching, technical and supervisory resources

### In-person in-house training

Each participant is equipped with:

- printed course materials
- a notebook
- a pen

The instructor leading the training is an experienced PCSoft employee.

### In-house Online Training

During the training, you will be in constant contact with the trainer via the GoTo Meeting (©) software, which allows you to share your screen and the trainer's screen. You will connect to the workstations using RustDesk (©); the trainer will provide you with the login information on the first day of the training.

You can also interact with the other participants to foster a friendly atmosphere during the training and promote productive technical discussions.

The course materials (PDF format) are sent to you with the joining instructions before the training begins.

Learn more about the online format

## Arrangements

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|---|---|
| **Price** | Flat rate for 1 to 8 developers on-site and 1 to 6 remote. Ask us for a free quote. |
| **Financing** | skills development plan, OPCO, direct funding. |
| **Agreement** | A detailed training agreement is available upon request. |
| **General conditions** | PCSoft's general terms and conditions and specific training terms and conditions apply.<br>General Terms and Conditions<br>Special Terms and Conditions of Service |
| **Rules and Regulations** | Please review the rules and regulations for trainees at the PCSoft training center.<br>Rules and Regulations<br>Procedure for the Prevention and Handling of Violence, Harassment, and Discrimination |

## Methods for monitoring the execution of the training session

At the end of the training course, participants' mastery of the skills is assessed through a multiple-choice test. Non-certification, non-degree program—certificate of completion.

## Prices and VAT

It all depends on where you live:

- Mainland France: The training is subject to French VAT (20% as of 01/01/2014).
- Overseas Departments (DOM): The VAT rate (known as "octroi de mer") varies by DOM (Martinique, Guadeloupe, and Réunion: 8.5%; French Guiana: VAT-exempt).
- COM and POM: excluding tax.
- EEC: Invoicing excluding tax (provide the European VAT number).
- Other countries (outside the EEC): excluding tax.

## Accessibility

PCSoft is particularly committed to including people with disabilities in its training programs.

Contact the disability liaison officer

Learn more

# Access Lead Times

The training date will be set in consultation with you: it can begin 2 to 4 weeks after the quote is approved, depending on the trainers' availability.

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PCSoft is Qualiopi-certified for its training programs; certified process No. 2021/92442.2 (AFNOR Certification).

Learn more