

Trados Mini-Learning Custom Reporting

This course covers the **Custom Reporting** module in Trados, guiding users to create, customize, and share insightful reports and dashboards in Trados Accelerate and Enterprise.

TARGET AUDIENCE

This mini-learning is ideal for Project Managers, Lead PMs, Report Authors, and Administrators who want to get hands-on with Custom Reporting in Trados Accelerate and Enterprise.

LEARNING OBJECTIVES

By completing this mini-learning, you will be able to build insightful reports, apply filters and visual interactions, and share dashboards with the right users to support data-driven decisions.

COURSE DURATION

The course is approximately 1 hour in duration and can be viewed and then used as a post-course reference tool.

COURSE DETAIL

In this course, you'll explore:

- How Custom Reporting helps visualize and tailor project data.
- User roles and permissions for managing access to reports.
- Building, customizing, and sharing reports and dashboards.
- Step-by-step creation of three example reports: Project & Volume, Vendor Cost, and Workload Reports.
- Enhancing reports with filters, calculated fields, visual interactions, and formatting.

DELIVERY

Hosted on the [RWS University](#) learning portal, this self-paced eLearning course allows users to self-register and access the content individually.

FURTHER INFORMATION

For more information on any of our courses, training delivery options, or course fees, please contact us at Learn@rws.com