

Layout Designer is a Biztrak tool which can use to customize your business forms and reports. You can customize your business form to show all or only some of the fields in the database, and you can use different font sizes, font appearances, and justifications for the characters in each layout.

Things to know:

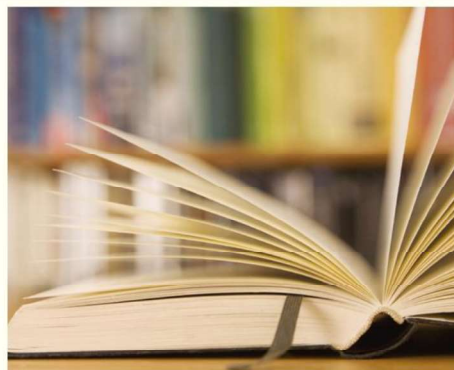
- Add logos, or other images to the business form and report template
- Change the font
- Save the customized template
- Add sort and filter function
- And many more....

Who Should Attend

- Finance Managers & Accountants
- Business Owners
- Practitioners & Consultants
- Account Executives
- IT Executives

LD...
Layout
Designer
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LAYOUT DESIGNER



Biztrak Training Centre at Garden Shoppe One City

Introduction:

This course will teach the participants how to customize business forms and reports in Biztrak MSB application.

Course Outline:

Basic Topics

- What is Layout Designer
- To open Layout Designer
- Introduction : Shortcut keys & Icons
- Function: Alignment, Resize, Space & Font
- Object In Layout Designer
- Band in Layout Designer
- How to Create Object & Column
- How To Move Object
- Create new line/text/rectangle/oval
- How to Reduce the Number of Zero for the Amount
- How to Increase/Decrease the Description's Gap
- Save As a New Layout in Database
- Save As Layout Outside the Database
- Load From Text

Advanced Topics

- To Change the Date Format on the Form/Report
- To change amount description in Layout Designer
- To add Bitmap image file into Layout Designer
- To change or add report grouping in layout designer
- Change Biztrak layout from Courier New to Arial
- To know all field names available in layout
- To add new columns in Sort function
- To add sort functions into layout
- To add filter functions into layout
- To setting paper form size
- To use computed field

Biztrak Layout Designer Workshop

Invitation

■ **Are you ready to
become a Report
Designer?**



Register Now!

Dates:

- 23rd Aug 16, Tuesday 24th Aug 16, Wednesday
 7th Sep 16, Wednesday 8th Sep 16, Thursday

Course Fee:

- RM530.00 (Incl. of GST 6%) per person;
- RM424.00 (Incl. of GST 6%) per person to early bird registration with payment before 12th Aug 16
- RM397.50 (Incl. of GST 6%) per person [A group with minimum 3 pax(s)]
[Includes AM & PM coffee break and notes; Training PC is provided]

Venue:

- Biztrak Training Centre
D-01-02, Garden Shoppe One City, Jalan USJ 25/1A,
47650 Subang Jaya, Selangor
Tel: (603) 8081 1269 (HL) Attn: Ms. Ivy Lee

Payment / Terms & Conditions

You can transfer the payment to Account No: **3076128002, Public Bank** in favor of Biztrak Business Solutions Sdn Bhd. Email a copy of your transfer slip to support@biztrak.com/biztraksupport@gmail.com together with this form.

Full payment for your reservation must reach Biztrak not later than **two (2) weeks** before the training. Failure in doing so will result in your reservation being cancelled without prior notice. No refund for cancellation within **one (1) week** before the event.

Biztrak reserves the right to change the date/venue of the event with notice to be given in advance.

No	Participant's Name	Designation	Mobile No
1	Mr/Ms		
2	Mr/Ms		
3	Mr/Ms		
4	Mr/Ms		
5	Mr/Ms		
6	Mr/Ms		

Company Details:

Company: _____

Nature of Business: _____

Address: _____

Telephone: _____ Fax _____

Email: _____ Contact Person: _____

Signature: _____ Date _____

Company Chop _____ Cheque No _____

For Biztrak Business Solutions Sdn Bhd use only:-

Referred by:

Payment made:

Remarks:

