

## Reports and Dashboards with ServiceNow PPM

### COURSE DESCRIPTION

*Reports and Dashboards with ServiceNow PPM (Project and Portfolio Management) is a non-technical class that teaches project managers and resource managers how to use the Report Builder and Dashboards to build reports and dashboards that help drive effective decision making.*

AUDIENCE – Anyone authorized to create reports/dashboards

COURSE TYPE – Onsite / Online

PREREQUISITES – Basic understanding of ServiceNow navigation

DURATION – 2-3 hours

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### COURSE OUTLINE

#### ServiceNow Report Builder

- Types of ServiceNow Reports
- Report Navigation
- Creating Reports
- Reporting Tips and Tricks

#### Dashboards

- Creating and Sharing Dashboards