

# Shiloh Basic 4.0

Shiloh Technologies will train users on the fundamentals of using Shiloh. This hands-on training will guide users through general Shiloh navigation, getting help, building item and store groups, running reports/ Quick Views / dashboards / Explorer.

**Class length:** 6 hours

**Who should attend:** All Shiloh 4.0 users

**Topics will include:**

- Introduction to Shiloh
  - What is Shiloh
  - Who uses Shiloh
  - Where does Shiloh get its Data
  - Shiloh overview of capabilities
- How to get help
- Logging into Shiloh
  - User Name
  - Password
  - Connection
  - External Connection
- Open Shiloh
  - Changing Shiloh Skins
  - Discuss Content Filtering
  - Multiple Calendars
- Navigation
  - Alerts
  - Viewing Dashboards
  - Shiloh Button Main Menu
- Shiloh Options
  - User Settings
  - Resources
- Reports
  - Parameters Screen
  - Running Reports
  - Find Reports Function
  - Discuss Ribbon Groups
- Building Groups
  - Custom Item Groups
  - Custom Store Groups
  - Discuss Ribbons
- Quick Views
  - Levels of Quick Views – Tables
  - Running the Quick View
    - Chart
    - Linked Chart
    - Map
    - Pivot
    - Heat Map
    - Card
    - Table
    - Grid
  - Create layouts and share them with other users
  - Coloring Alternating Rows
- Explorer
  - Choosing Explorer Data source
  - Adding Data to Explorer
  - Pivoting Data
  - Charting in Explorer