

*rego*University 2017

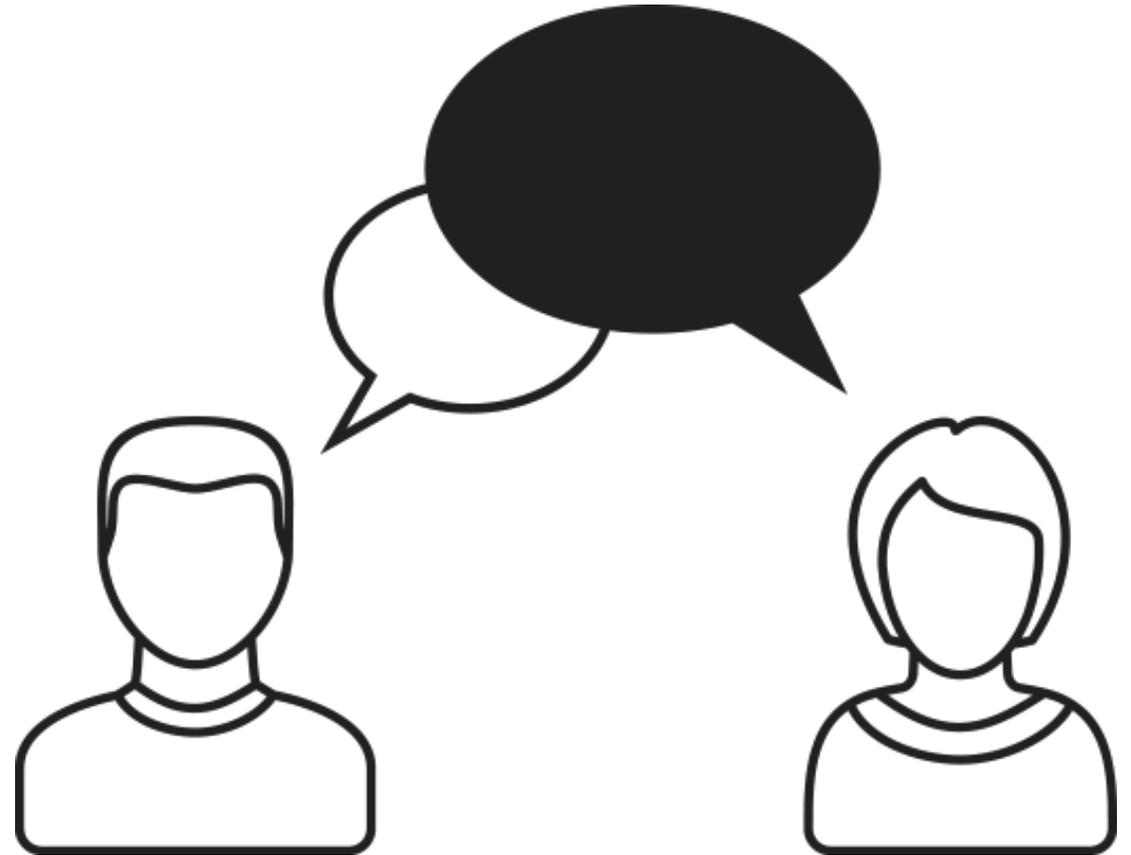
BI Tools: PowerBI and Tableau | Introduction

Your Guides: Atul KunKulol, Sankhadeep Dhar



Introductions

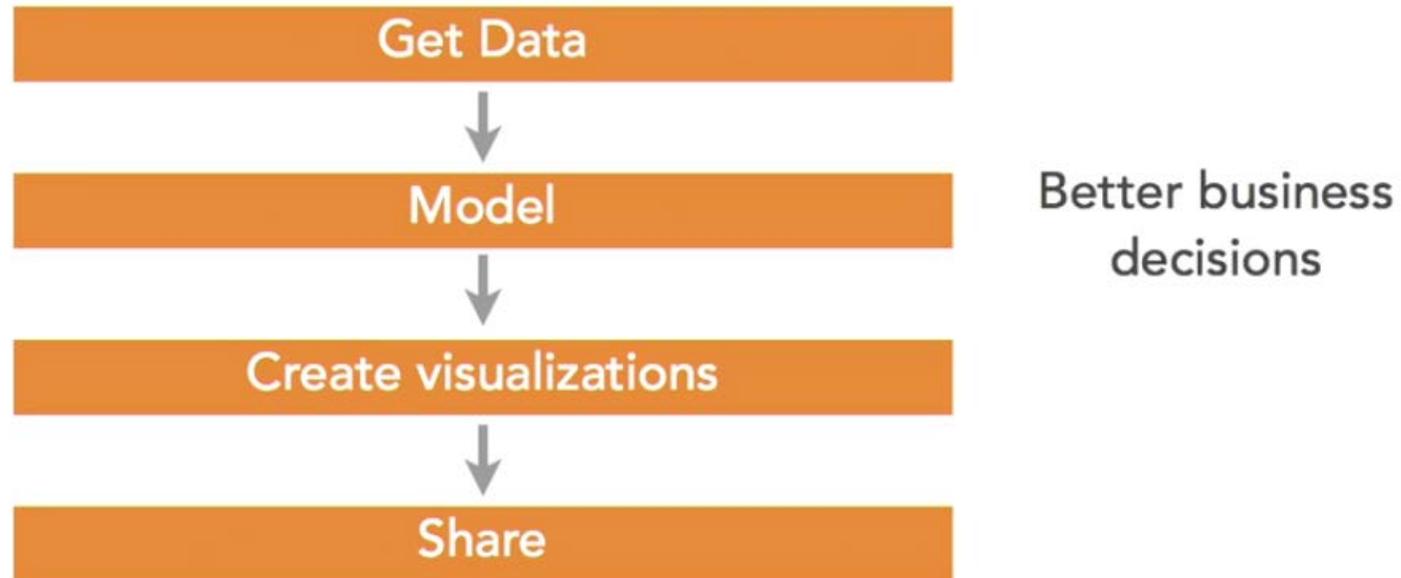
- Take 5 Minutes
- Turn to a Person Near You
- Introduce Yourself



Agenda

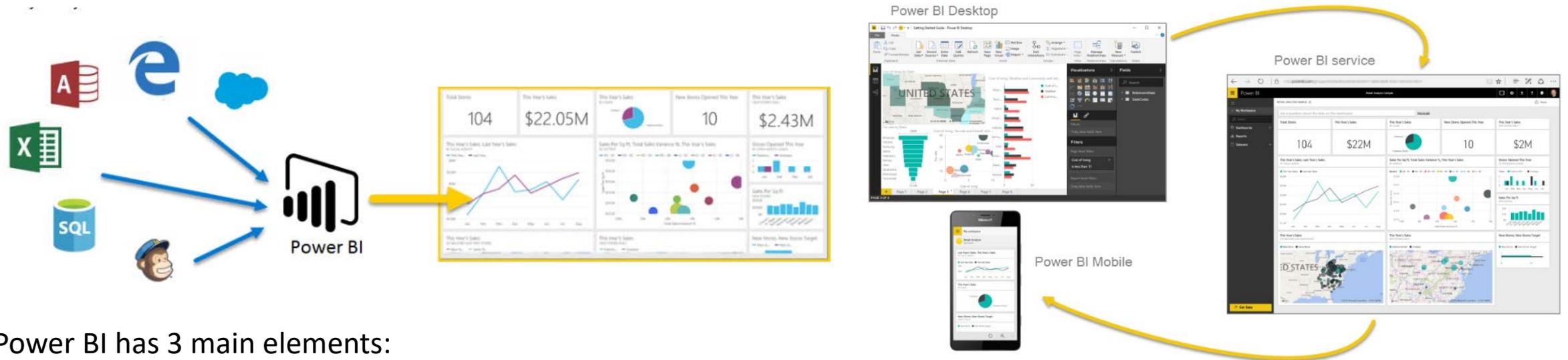
- Introduction to Power BI and its components
- Getting Data
- Mockup – PM and RM Dashboard
- Publishing and Sharing
- Best practices and its limitations
- Tableau Introduction

Business Intelligence



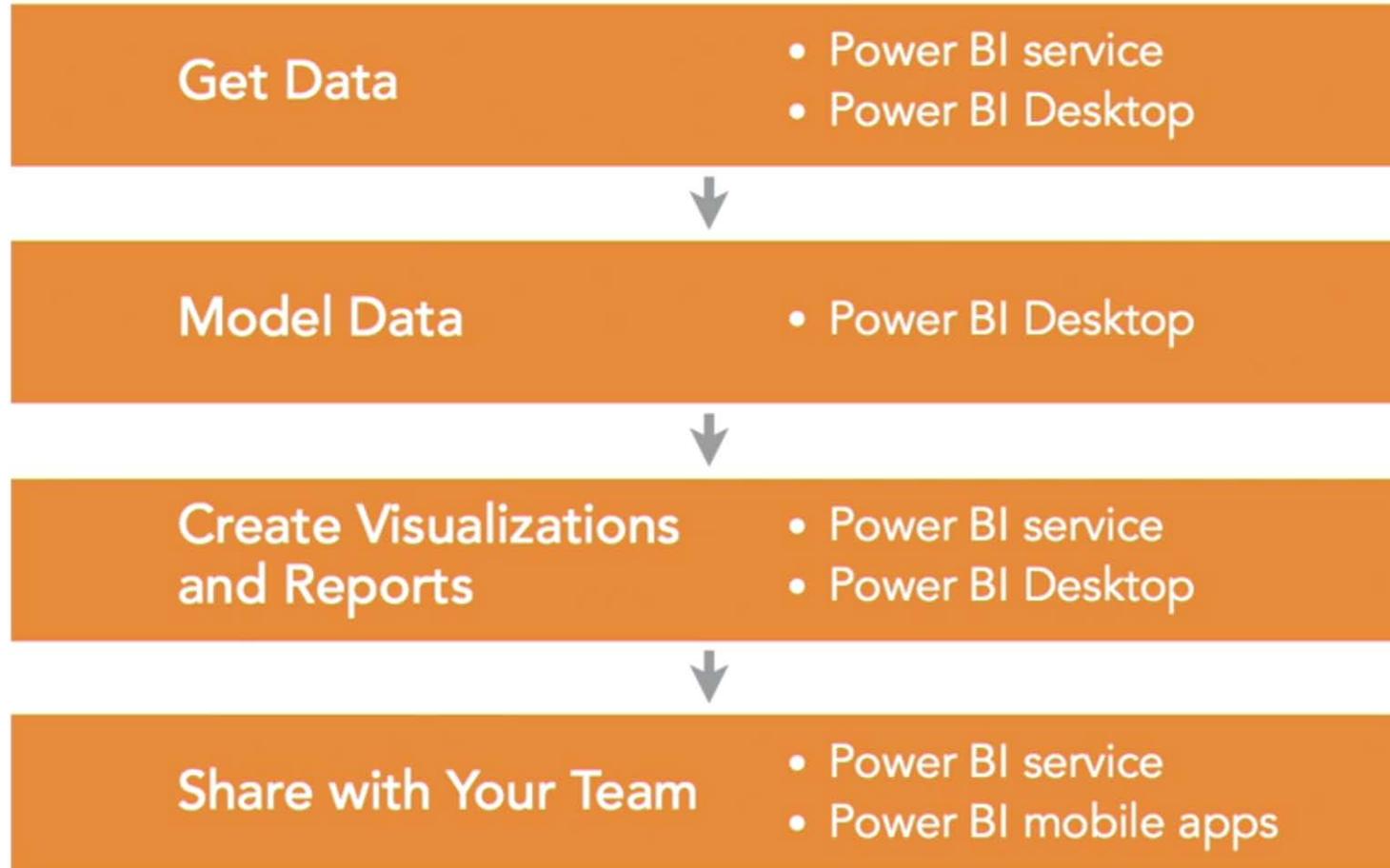
Introduction to Power BI

Power BI is a dashboard tool from Microsoft that lets you connect to variety of data sources and create visually stunning and interactive dashboards.



Power BI has 3 main elements:

- Power BI Desktop
- Power BI Service
- Power BI Mobile



*rego*University 2017

Power BI Service



Let's get started

- Signup for Power BI Service
- Datasources
 - Files
 - Databases
 - Services

Datasources

- SaaS solutions
- Azure services
- Custom content packs
- Custom connections
- On-premise SAS data
- Excel workbooks
- CSV files
- Power BI Desktop files

Get Data

Need more guidance? [Try this tutorial](#) or [watch a video](#)

Content Pack Library

My organization
Browse content packs that other people in your organization have published.

Services
Choose content packs from online services that you use.

Import or Connect to Data

Files
Bring in your reports, workbooks, or data from Excel, Power BI Desktop or CSV files.

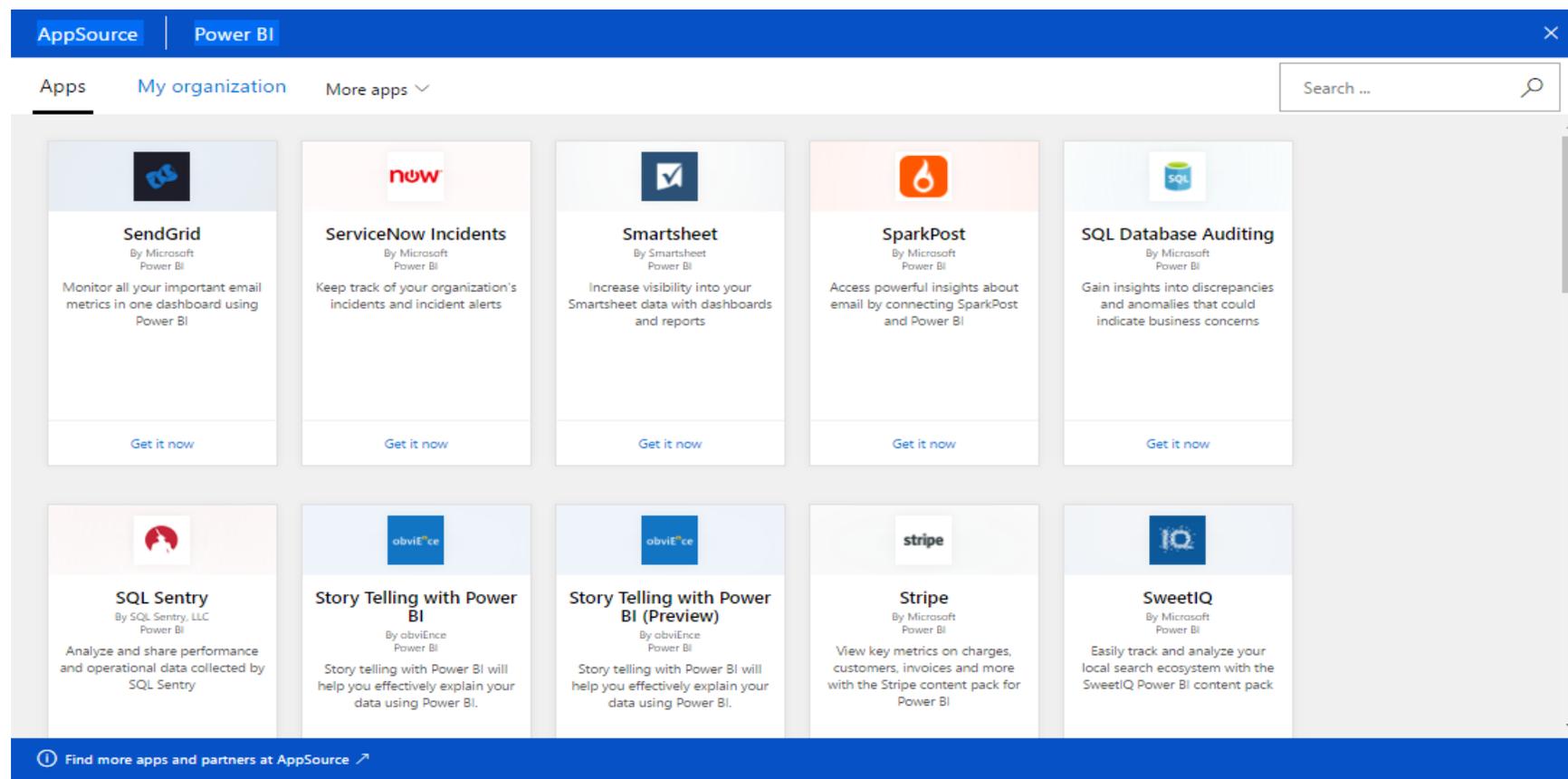
Databases
Connect to live data in Azure SQL Database and more.

Files

- Excel
 - Formatted as table
- CSV

Power BI Service

- 75 different SaaS Services



Database

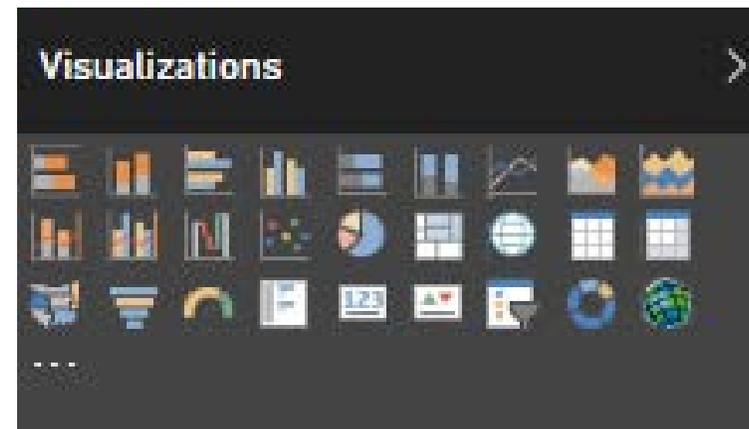
- SQL Server
- Oracle
- And any other databases which you have access

Navigation

- Power BI layout
- Menu
- Components
- Pages
- Favorites

Components

- Chart Visualizations
 - Bar chart
 - Column chart
 - Line chart
 - Are chart
 - Pie chart
 - Combo chart
 - Bubble chart
 - Scatter chart
 - Donut chart
 - Gauge chart
 - Funnel chart
 - Waterfall chart



Components

- Text Visualizations
 - Single number card
 - Multi-row card
 - Table
 - Matrix
- Other
 - Map
 - Filled map – intensity of the color
 - Slicer – allows filtering
 - Image – add logos or status indicator
- Custom Visualizations

Custom Visualizations

- <https://app.powerbi.com/visuals/>
- There is an active developer community creating a wide variety of custom visuals. You can download custom visuals and use them in your Power BI reports.
 - Custom Visuals
 - R-powered Visuals



Let's create Reports

- Reports using Excel Data
- PMO Reports using CA PPM Data
- RM Reports using CA PPM Data
- Reports using SaaS applications - Smartsheet, Service Now and Jira Data

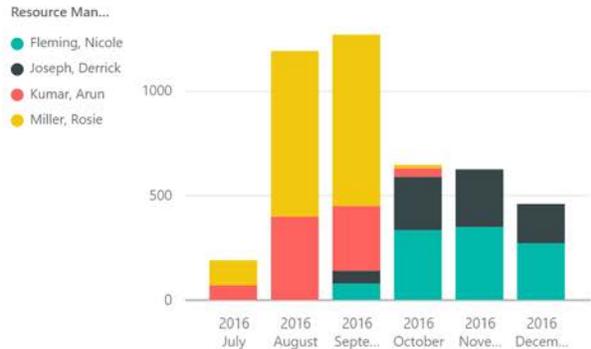
of Investments: 101
 Total Cost: 27.13M
 Total CapEx: 13.60M
 Total OpEx: 13.53M
 Total Benefits: 51.23M
 # High Priority Risks: 4
 # of Late Projects: 6



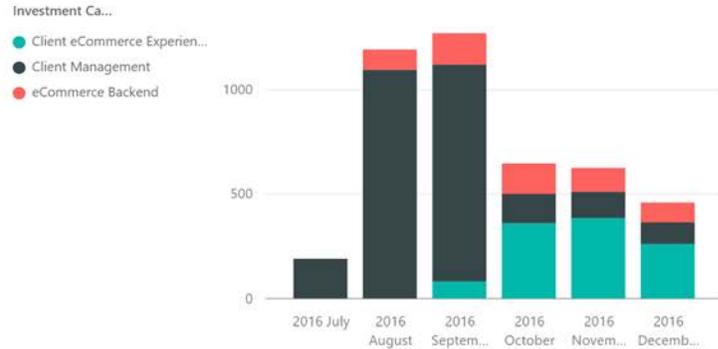
Investment Name	Investment Manager	Investment Type	Goal	Total Planned Cost	Total Planned Capital Cost
4G Upgrade Readiness	Reed, Henry	Project	Infrastructure Improvement	719,880.00	373,680
AP Architecture Consolidation	Martin, Paul	Idea	Infrastructure Improvement	500,000.00	100,000
Automated Security Enhancements	Berks, Paul	Project	Grow the Business	943,200.00	474,000
BI Analytics	Riviera, Alex	Project	Grow the Business	726,000.00	280,800
BrightStor HSM Hierarchical Storage Manag...	Miller, Veronica	Asset	Cost Avoidance	30,000.00	0
BYOD Management	Tanner, Paul	Project	Cost Avoidance	343,020.00	228,600
CA Wily Introscope	Lewis, Paul	Asset	Infrastructure Improvement	20,000.00	0
CA Wily Portal Manager	Lewis, Paul	Asset	Infrastructure Improvement	175,000.00	125,000
Client Services Datamart	Martin, Paul	Project	Infrastructure Improvement	656,400.00	247,200
Cloud Computing Enhancements	Martin, Paul	Idea	Grow the Business	500,000.00	50,000
Total				27,126,660.00	13,595,840.00



ENTERED HOURS BY RESOURCE MANAGER

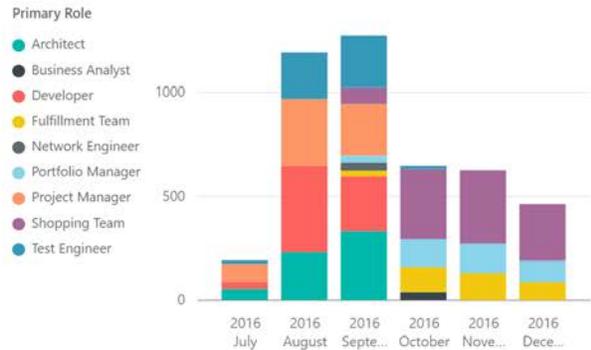


ENTERED HOURS BY INVESTMENT



Employees	70
Contractors	13
Total Hours	824

ENTERED HOURS BY PRIMARY ROLE



ENTERED HOURS BY LOCATION AND EMPLOYEE TYPE

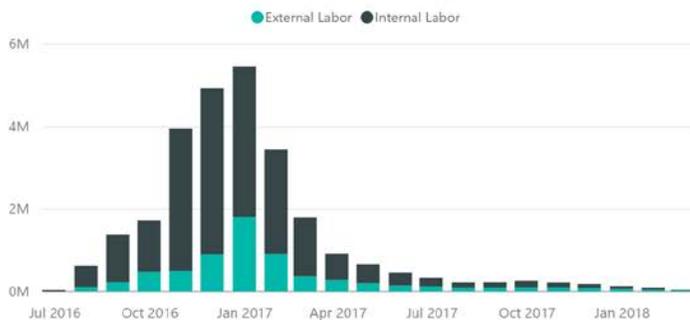


Contractor	Employee	Chicago	Hyderabad	New York
------------	----------	---------	-----------	----------

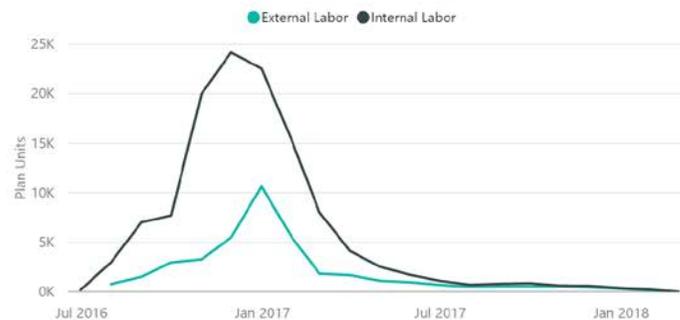
B2B Enhancements	CRM Contact Center Development	CRM Enhancements	eCommerce Portal	Marketing Campaign	Minimal Online Shopping Site	Online Order Performance Improvements
------------------	--------------------------------	------------------	------------------	--------------------	------------------------------	---------------------------------------

Portfolio	Calendar Year	Total Spend	Internal Labor Cost	External Labor Cost	Internal Labor Hours	External Labor Hours
<input type="checkbox"/> Business Unit 1 <input type="checkbox"/> Business Unit 2 <input type="checkbox"/> Business Unit 4 <input type="checkbox"/> Business Unit 5 <input type="checkbox"/> Business Unit 6 <input type="checkbox"/> Business Unit 7	<input type="checkbox"/> 2018 <input type="checkbox"/> 2017 <input type="checkbox"/> 2016	27.22M	20.49M	6.73M	121.46K	39.28K

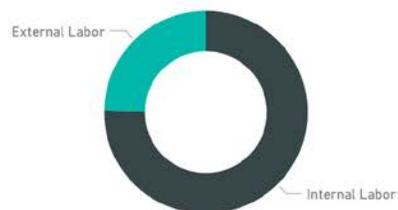
Internal vs. External Labor Costs by Fiscal Period



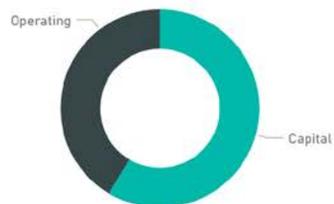
Internal vs. External Units (Hours) by Fiscal Period



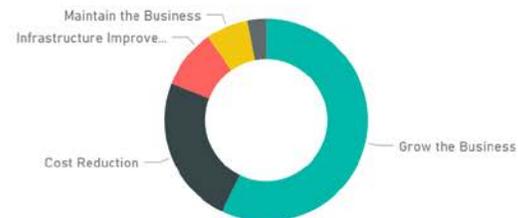
Plan Cost by Plan Transaction Class



Plan Cost by Plan Cost Type



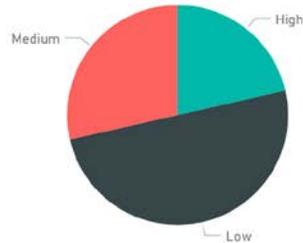
Plan Cost by Goal



of Change Requests

14

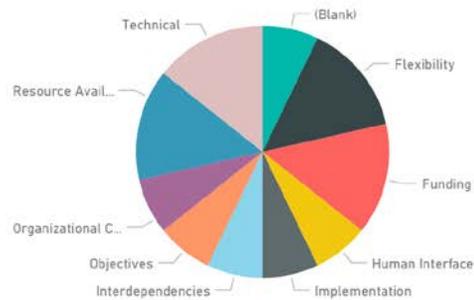
Change Requests by Priority



of Approved Change Requests

1

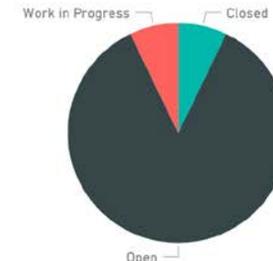
Change Requests by Category



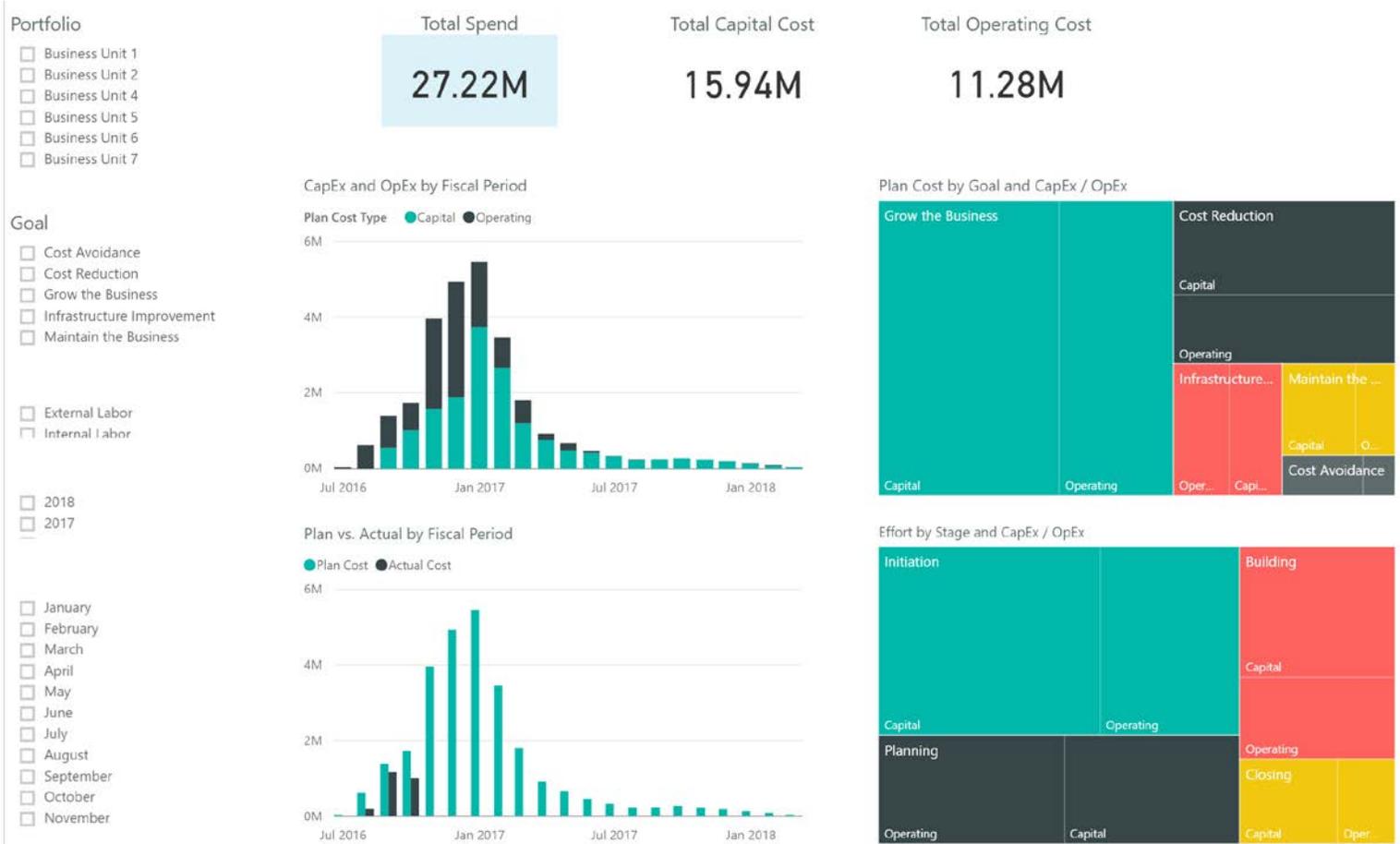
of Open Change Requests

13

Change Requests by Status



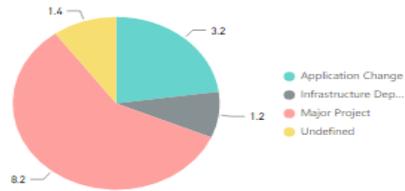
Change Request Name	Project Name	Change Request Owner	Change Request Priority	Change Request Category	Change Request Stat...
Change Request 1	Restructure NA Procurement Process	Thomas, Brian	High	Organizational Culture	Open
Development Phase Extension Request	Web Application Enhancement	Sutherland, Joy	High	Flexibility	Open
Funding for contractors	Online Web Portal Program	Martin, Paul	High	Funding	Open
Additional equipment	Online Web Portal Program	Granger, Paula	Low	Technical	Open
Additional Sales Analytics	eCommerce Portal	Martin, Paul	Low	Objectives	Closed
Change Request 1	A Fantastic Project	Thomas, Brian	Low	Human Interface	Open
Change Request 1	Restructure LatAm Procurement Process	Thomas, Brian	Low	Interdependencies	Open
Funding Issue - request additional funds	Minimal Online Shopping Site	Granger, Paula	Low	Funding	Open
Implementation risk	BI Analytics	Olney, Pam	Low	Implementation	Open
Resource risk	Credit Card Processing Enhancement	Miller, Rosie	Low	Resource Availability	Open
Additional resources	Online Web Portal Program	McCarthy, John	Medium	Resource Availability	Open



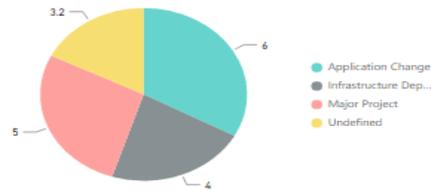
RM Dashboard

Resource OBS Filter

Allocation by Project Type



Actuals by Project Type



Overtime Heatmap

Resource Name	Week41	Week42	Week43	Week44
Dhar, Sankhadeep	40	40	44	40
Evans, Nick	40	50	55	64
Hayes, Justin	40	35	30	30

Unfilled Demand

Investment Name	Role Name	Staffing OBS	December	November	October
Automated Security Enhancements	Architect		50	45	10
	Business Ana...		10	20	50
CRM Enhancements	Architect		60	50	40
	Business Ana...		20	31	10
eCommerce Portal	Business Ana...		20	10	11
	Test Engineer		20	10	11

My Resource Count by Project

Project Name	Project Manager	Project S...	Project FL...	Tea...	Mana...	% Ma...	
Clean Waterhouse	Dhar, Sankhadeep	Approved	8/21/2015	11/20/2018	5	1	20
Computer Syste...	Dhar, Sankhadeep	Approved	8/21/2015	12/4/2019	3	2	67
Consumer Revie...	Hayes, Justin	Approved	4/7/2016	9/4/2020	6	3	50
Create Webcam ...	Hayes, Justin	Approved	4/7/2016	10/17/208	2	1	50
Fitness Program	Dhar, Sankhadeep	Approved	6/27/2015	9/28/2017	4	3	75

Capacity Graph



Task List

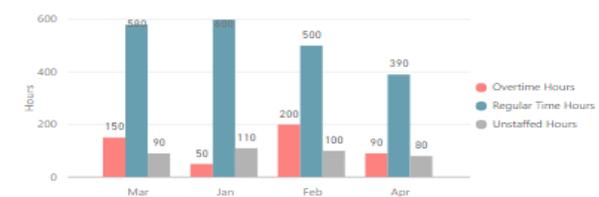
Investment	Task Name	Assigned To	Days...	Due Date
CRM Enhancements	Deployment Phase G...	Evans, Nick	34	7/1/16
eCommerce Portal	Planning Phase Gate ...	Evans, Nick	32	5/9/16
eCommerce Portal	Initiating Process Co...	Dhar, Sankhadeep	29	3/1/16

Risk List

Investment	Risk	Assigned To	Due Date	Is Late
eCommerce Portal	Objectives Risk	Dhar, Sankhadeep	12/10/16	0
CRM Enhancements	New enhancements req...	Dhar, Sankhadeep	7/20/16	1
eCommerce Portal	Focal point for changes	Evans, Nick	12/1/16	0
CRM Enhancements	Enhancements could af...	Hayes, Justin	7/13/16	1
Automated Security Enhancements	Base Architecture	Evans, Nick	10/20/16	1

Issue List

Investment	Issue	Assigned To	Due Date	Is Late
eCommerce Portal	More RAM required	Dhar, Sankhadeep	11/1/16	1
CRM Enhancements	Java scripts running on...	Evans, Nick	12/10/16	0
Automated Security Enhancements	Enhancements could af...	Hayes, Justin	1/1/17	0



Persona: Resource Manager

Filter:

Allows you to filter based on Resource OBS and see different levels of the organization (Include units and decedents)

KPIs/Metrics Tracked:

1. Total Headcount - Employee, Consultant, Contractor Ratio
2. Assigned Labor vs. Unfilled Roles by project
3. Capacity (available, allocation, assignment, actuals)
4. Assigned Risks/Issues
5. Upcoming Unfilled Demand (next 3-6 months)
6. Allocation distribution vs Actuals by project type.
7. Overtime Trending Report (who is consistently working overtime)
8. Resource count by investment

Dashboards

- Pin Reports
- Pin Live Tiles
- Add Text Box
- Add Image
- Add Video content
- Add Web content

- Quick Insights
- Ask a question

- Featured Dashboards

Power BI Q&A

- Entities
 - Table names
 - Column names
 - Calculated field names
- Functions
 - Sort
 - Filter
 - Aggregate
 - Group
 - Visualize
- Best Practices
 - Format as Table
 - Name Table
 - User-friendly name

Power BI with Cortana

- Requirements
 - Windows 10.x
 - Enable Cortana in Windows
 - Use the Office 365 account used in Power BI
 - Enable Cortana for the dataset

Sharing

- Publish reports to the web
- Share dashboards
- Duplicate and modify shared dashboards (personal versions)
- Publish a content pack
- Export to multiple formats
- Print
- QR code

Steps to share

- Publish to web
 - Do not use this option as it will allow access to dashboard to public
- Share
 - Grant/Revoke access to colleagues in the organization
 - It will warn you if you have entered an email address outside the organization
- Create Groups (Pro only)
 - Public or Private groups
 - Edit or View only groups

Data refresh by subscription type

Before we go any further, it's important to know how data refresh works depending on your Power BI subscription type. There are two different types of user subscriptions, Power BI (free) and Power BI Pro. Power BI Pro provides additional refresh frequency and capacity.

Data Refresh	Power BI (free)	Power BI Pro
Datasets scheduled to refresh	Daily	Hourly*
Streaming data in your dashboards and reports using Microsoft Power BI REST API or Microsoft Stream Analytics.	10k rows/hour	1M rows/hour
Live/DirectQuery on-premises data sources with full interactivity via the On-premises Data Gateway		✓
Live cloud data sources with full interactivity (Azure SQL Database, Azure SQL Data Warehouse, Spark on HDInsight)		✓
On-premises data sources requiring a Power BI Gateway - Personal and/or the On-premises Data Gateway.		✓

* Up to eight times (hours) per day.

*rego*University 2017

Power BI Desktop



Power BI Desktop

- Model data
 - Transform
 - Shape
 - Merge or append
- Relate data
 - Join two data sets
- Work offline

Getting Data

The following shows the different data sources currently available in the most recent version of Power BI

Get Data

Search

- All
- File**
- Database
- Azure
- Online Services
- Other

File

- Excel
- Text/CSV
- XML
- JSON
- Folder
- SharePoint folder

Get Data

Search

- All
- File
- Database
- Azure**
- Online Services
- Other

Azure

- Azure SQL database
- Azure SQL Data Warehouse
- Azure Analysis Services database (Beta)
- Azure Data Marketplace
- Azure Blob Storage
- Azure Table Storage
- Azure DocumentDB (Beta)
- Azure Data Lake Store
- Azure HDInsight (HDFS)
- Azure HDInsight Spark (Beta)

Get Data

Search

- All
- File
- Database
- Azure
- Online Services**
- Other

Online Services

- SharePoint Online List
- Microsoft Exchange Online
- Dynamics 365 (online)
- Dynamics 365 for Financials (Beta)
- Common Data Service (Beta)
- Azure Enterprise (Beta)
- Visual Studio Team Services (Beta)
- Salesforce Objects
- Salesforce Reports
- Google Analytics
- appFigures (Beta)
- comScore Digital Analytix (Beta)
- Facebook
- GitHub (Beta)
- MailChimp (Beta)

Get Data

Search

- All
- File
- Database
- Azure
- Online Services
- Other**

Other

- Web
- SharePoint list
- OData Feed
- Active Directory
- Microsoft Exchange
- Hadoop File (HDFS)
- Spark (Beta)
- R script
- ODBC
- OLE DB
- Blank Query

Get Data

Search

- All
- File
- Database**
- Azure
- Online Services
- Other

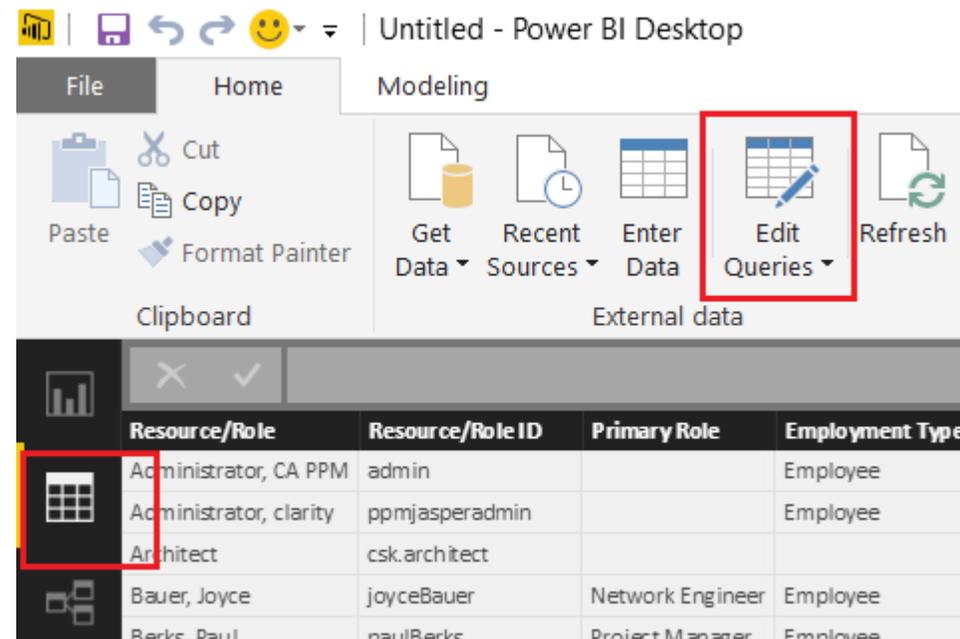
Database

- SQL Server database
- Access database
- SQL Server Analysis Services database
- Oracle database
- IBM DB2 database
- IBM Informix database (Beta)
- MySQL database
- PostgreSQL database
- Sybase database
- Teradata database
- SAP HANA database
- SAP Business Warehouse server
- Amazon Redshift (Beta)

Reducing Data

Click on the data tab and click on the Edit Queries

- remove columns
- filter rows



Untitled - Power BI Desktop

File Home Modeling

Paste Cut Copy Format Painter

Get Data Recent Sources Enter Data Edit Queries Refresh

Clipboard External data

	Resource/Role	Resource/Role ID	Primary Role	Employment Type
	Administrator, CA PPM	admin		Employee
	Administrator, clarity	ppmjasperadmin		Employee
	Architect	csk.architect		
	Bauer, Joyce	joyceBauer	Network Engineer	Employee
	Berks, Paul	naulBerks	Project Manager	Employee

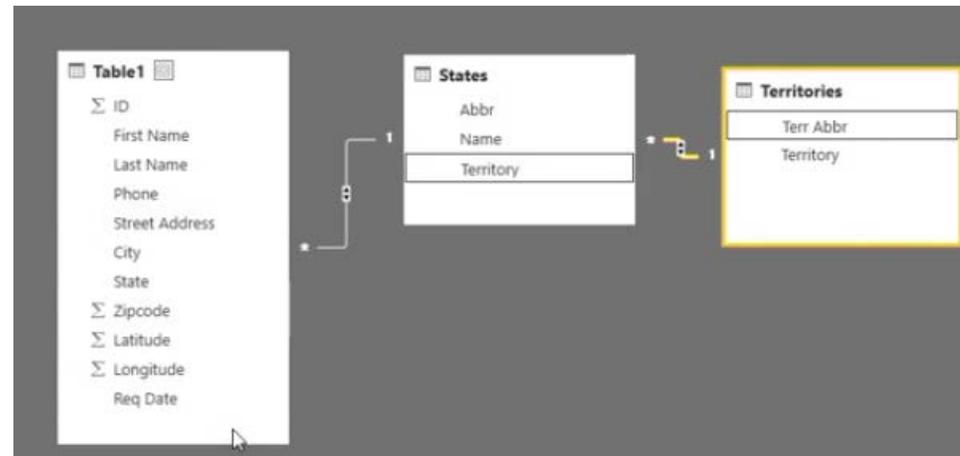
Transform Data

- Use first row as header
- Split the field or concatenate fields
- Replace values null with blanks
- Group data
- Pivot/unpivot columns
- Aggregate functions
- Format columns



Create relationships between tables

- Import multiple tab from Excel or Create multiple queries
- Join the tables



Deploy

- Import the PBI desktop file to Power BI app service

Power BI Mobile

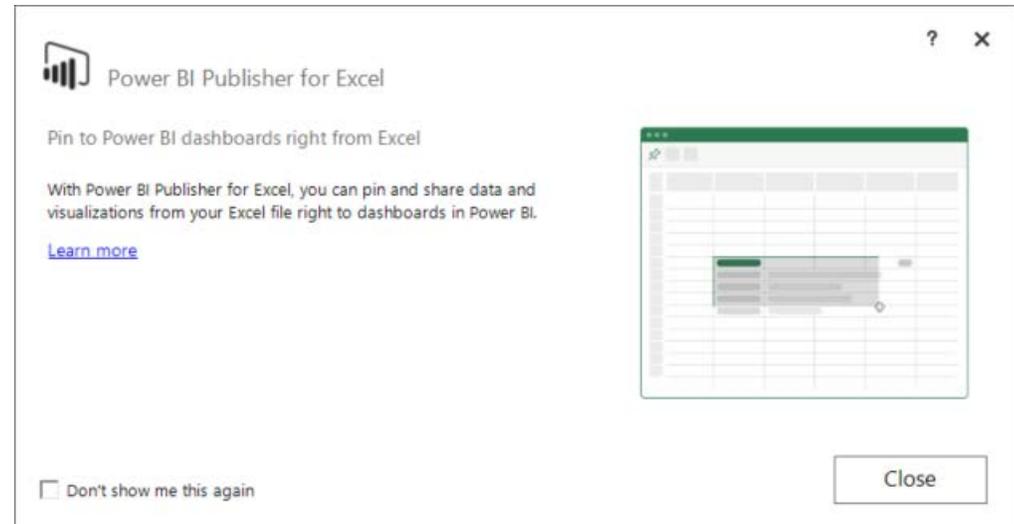
- Download app to your mobile device
- Access Reports and Dashboards
- No edit capability
- Annotate on Reports/Dashboard
- Share Dashboards with others
- Keeps track of recently used Reports/Dashboards
- Search capability

- Demo Power BI Mobile

Tools

- Power BI Publisher for Excel
 - PivotTables
 - PivotCharts
 - Charts
 - Ranges

- Demo Power BI Publisher for Excel



Limitations

- Data refresh schedule
- Pricing
- Printing

*rego*University 2017

Tableau



Tableau Introduction

Another equally powerful dashboard/data analysis tool. For comparison between Power BI and Tableau, please visit:

<https://www.tableau.com/compare-tableau-power-bi>

The high level steps in creating a dashboard remains the same in Tableau. Below are the Tableau Components.

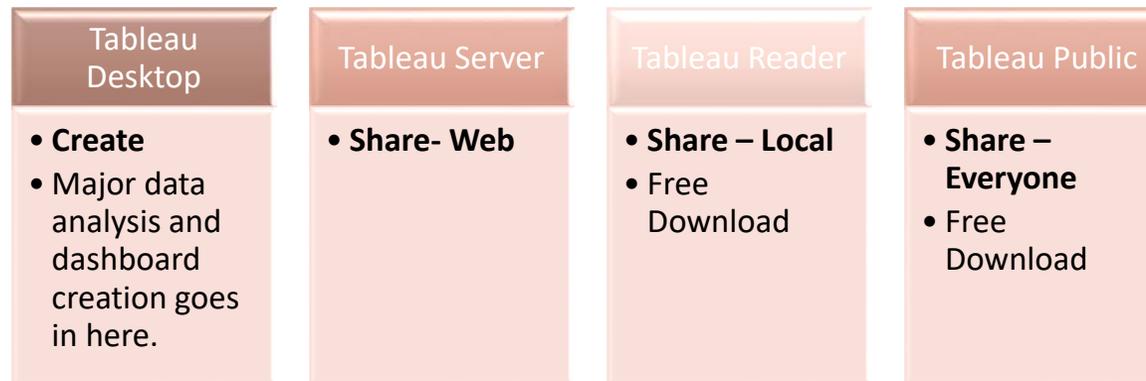
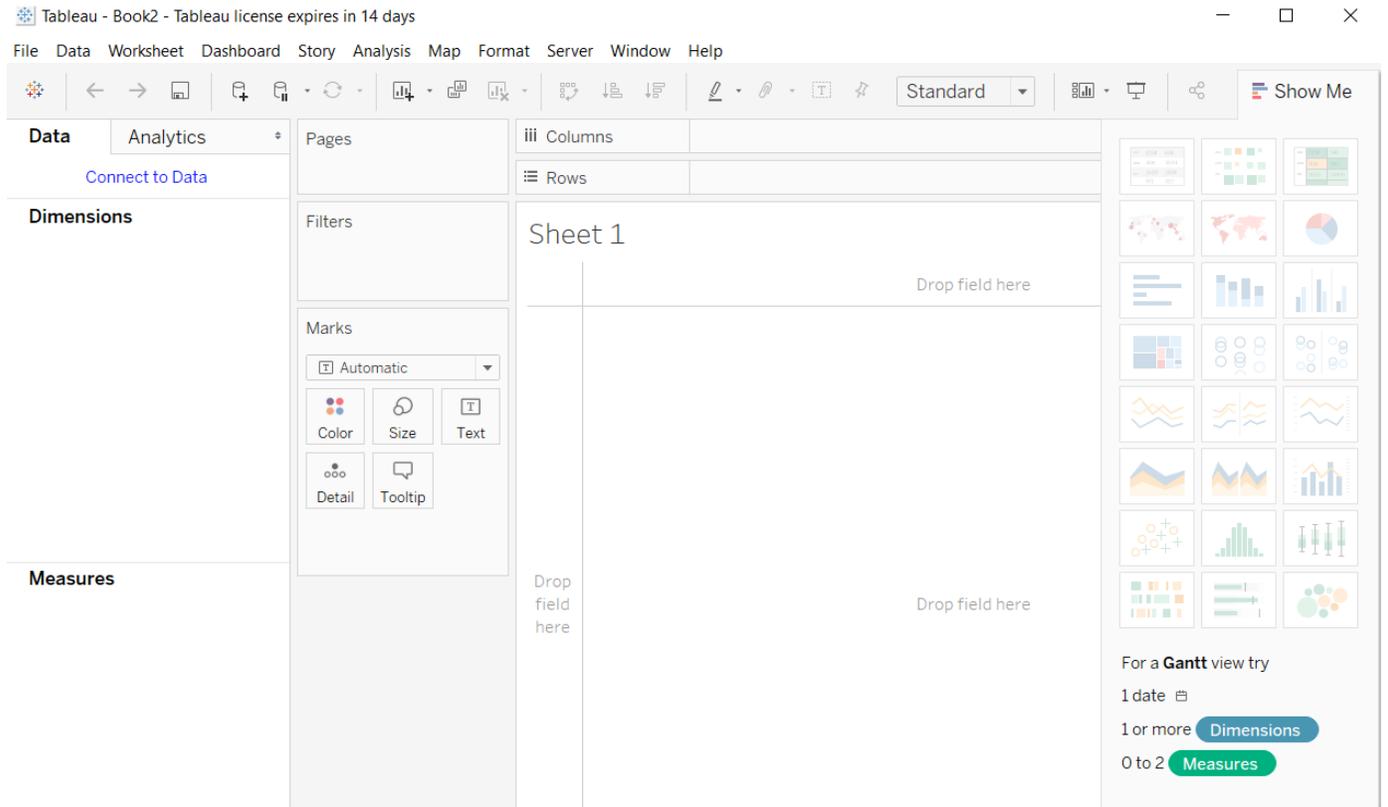
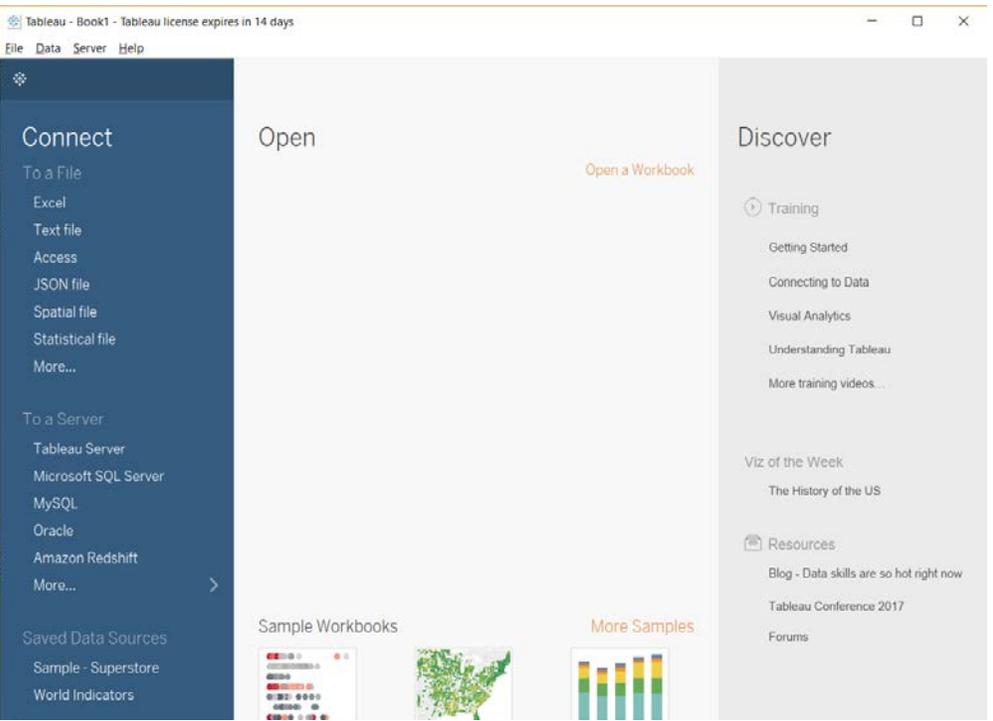


Tableau File Types

- **Tableau workbook (.twb)**
Stores a visualization without source data
- **Tableau data source (.tds)**
Stores the server address, password, and other information required to access a data source
- **Tableau bookmark (.tbm)**
Stores a connection to a worksheet in another Tableau workbook
- **Tableau data extract (.tde)**
Stores Tableau data as a filtered and aggregated extract
- **Tableau packaged workbook (.twbx)**
Stores extracted data and visualizations for viewing in Tableau or Tableau Reader

Tableau Navigation



Data Connections

File Connections

Other Files (*.twb *.twbx *.tvm *.tds *.tdsx *.tde *.xls *.xlsx *.xlsm *.xlsb *.mdb *.accdb *.cub *.csv *.txt *.tab *.tsv *.sas7bdat *.sav *.rda *.rdata *.json *.kml)
 Tableau Workbooks (*.twb)
 Tableau Packaged Workbooks (*.twbx)
 Tableau Data Sources (*.tds)
 Tableau Packaged Data Sources (*.tdsx)
 Tableau Data Extracts (*.tde)
 Excel Workbooks (*.xls *.xlsx *.xlsm)
 Microsoft Access Databases (*.mdb *.accdb)
 Local Cube Files (*.cub)
 Character Delimited Files (*.csv)
 Text Files (*.txt)
 Statistical Files (*.sav *.sas7bdat *.rda *.rdata)
 Tab Delimited Files (*.tab *.tsv)
 Spatial Files (*.kml *.shp *.tab *.mif *.geojson)
 JSON File (*.json)

Server Connections

Search		
Tableau Server	IBM DB2	Salesforce
Action Matrix	IBM PDA (Netezza)	SAP HANA
Action Vector	Kognitio	SAP NetWeaver Business Warehouse
Amazon Aurora	MapR Hadoop Hive	SAP Sybase ASE
Amazon EMR	Marketo	SAP Sybase IQ
Amazon Redshift	MarkLogic	SharePoint Lists
Anaplan	MemSQL	Snowflake
Apache Drill	Microsoft Analysis Services	Spark SQL
Aster Database	Microsoft PowerPivot	Splunk
Cisco Information Server	Microsoft SQL Server	Teradata
Cloudera Hadoop	MonetDB	Teradata OLAP Connector
DataStax Enterprise	MySQL	Web Data Connector
EXASOL	OData	
Firebird	Oracle	Other Databases (ODBC)
Google Analytics	Oracle Eloqua	
Google BigQuery	Oracle Essbase	
Google Cloud SQL	Pivotal Greenplum Database	
Google Sheets	PostgreSQL	
Hortonworks Hadoop Hive	Presto	
HP Vertica	Progress OpenEdge	
IBM BigInsights	QuickBooks Online	

Demo – Connecting to a Live Data Source

Oracle

Server:

Service: Port:

Enter information to sign in to the server:

Integrated Authentication

Use a specific username and password:

Username:

Password:

[Initial SQL...](#) Sign In

Tableau - Book1 - Tableau license expires in 14 days

File Data Server Window Help

Connections Add

localhost
Oracle

Schema
PPM_DWH

Table
Enter table name +

Exact Contains Starts with

- DWH_INV_PRODUCT
- DWH_INV_PRODUCT_LN
- DWH_INV_PROGRAM_HIER_V
- DWH_INV_PROGRAM_V
- DWH_INV_PROJECT
- DWH_INV_PROJECT_LN
- DWH_INV_SECURITY
- DWH_INV_SECURITY_V
- DWH_INV_SERVICE
- DWH_INV_SERVICE_LN
- DWH_INV_STATUS_REPORT
- New Custom SQL
- New Union

DWH_INV_PROJECT+ (P... Connection Live Extract Filters 0 | Add

DWH_INV_PROJECT — DWH_INV_PROJECT_LN

Sort fields Data source order Show aliases Show hidden fields rows

#	#	#	#	#	#	#
DWH_INV_PROJECT	DWH_INV_PROJE...	DWH_INV_PROJECT	DWH_INV_PROJECT	DWH_INV_PROJECT	DWH_INV_PROJECT	DWH_IN
Investment Key	Is Program	As Of Date	Risk Objective...	Risk Sponsors...	Risk Funding ...	Risk R

Update Now
Automatically Update

Data Source Sheet 1

Connections – Live vs Extract

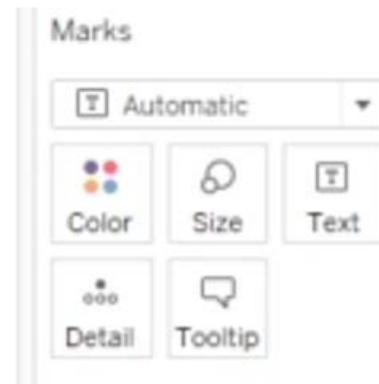
Live: Data source that provides real time or near real time data to Tableau. Directly connects to database or other sources.

Extract: A snapshot of data. Extracts that are shared on the tableau Server can be refreshed according to a schedule.

Decide based on Performance, Data Security and Data Consistency considerations.

Components

- Rich set of graphical components
 - Column and Stacked Charts
 - Line charts and area fill charts
 - Pie Charts
 - Scatter plots
 - Data Clusters
 - Histograms
 - Smart Histograms
 - Treemap
 - Text box
- Format chart elements



For **horizontal bars** try

0 or more **Dimensions**

1 or more **Measures**

Sorting and Filtering

- Sorting

- Sorting based on field's values
- Combining fields to sort by more than one criteria

- Filtering

- Selection filter
- Wildcard filter
- Condition filter
- Top filter
- Filter using parameters

Groups and Sets

- Groups
 - Define a group
 - Define a group for “other” values

- Sets
 - Define a set
 - Summaries using sets
 - Combining sets

Crosstabs

- Create a crosstab
- Unpivoting a crosstab
- Add total and subtotals

Live Demo

Data Blending

Method for combining data from different data sources and is not the same as a table join!!

Example: data from Clarity and rolled up cost data from SAP.

Use Data Blending when:

- a. Data needs Cleaning
- b. Join causes duplicate data: this means, data is at different levels of details
- c. High Data Volume

Steps:

- a. Set up Data Sources.
- b. Define the Primary and then the Secondary Data Sources
- c. Define or Edit Relationships

Analyzing Data using Statistical Tools

- Calculated fields and Built-in Functions
- Calculate Averages, Medians, Minimums and Maximums
- Display Summary card
- Calculate percentages of a table total
- Forecasting future values

Features

- Data Cleanup
- Split text columns into multiple
- Recommends visualization based on data selected
- Stories
- Captions

Dashboards

- Arranging and formatting dashboard elements
- Define a filter action
- Define a highlight action
- Define a URL action

*rego*University 2017

Benefits of Dashboards



Benefits of Dashboards



- BUY-IN
 - Dashboards provide a convenient way for management to start looking at CA PPM data first hand
 - Once the rest of the organization realizes executives are using dashboards, they start maintaining the CA PPM Data (instead of managing in their own spreadsheets)
 - This automatically creates better quality data
 - Over time, CA PPM becomes the “one source of truth”

Benefits of Dashboards

- Consistency in KPI reporting
 - Some large organizations have multiple PMO's that result in multiple different processes
 - KPI's are a result of the process developed by each PMO and could mean different things to different people
 - Dashboards bring consistency in reporting KPI's, encouraging consistent processes



Dashboard Levels

- Not all Dashboards are for all audiences
- When creating dashboards it is critical to understand the consumers of the information being reported
- Common audiences that will be viewing dashboards include
 - CEO/board level
 - Corporate vice president/director level
 - IT/Bus strategic level, similar to above, but focused on IT or Bus
 - IT/Bus operational dashboards



5 P's of Effective Dashboard Delivery

- Purpose

- Clear objective
- Should deliver actionable insight
- Information relevant to the purpose and audience – less is more
- Draw attention to relevant trends, pain points, comparisons
- Balance the content – good and bad news; bad news only may be demotivating



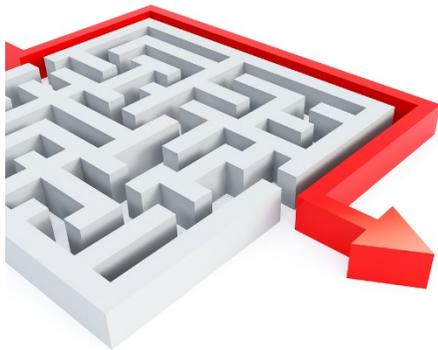
- Process

- Agile methodology (2 week sprints)
- Prototype to demonstrate the “Art of the Possible”
- Align requirements with the available technology
- User involvement

5 P's of Effective Dashboard Delivery, cont.

- Participants

- Target select groups as audience, not the whole organization
- Data is not “nice to have” if it doesn't help the user arrive at actionable insight
- Predefined conclusions relieves users from performing their own analysis



- Pull

- User friendly, engaging, and easy to use interface will make the user want to consult the dashboard frequently
- Encourage interaction, drill down capability
- A good dashboard needs little or no training

5 P's of Effective Dashboard Delivery, cont.

- Principles

- Trust and integrity – data should be secure and validated against the source system
- Test the functionality of the dashboard; should be error free.
- 5 minute principle – Within 5 minutes, users should be able to review the dashboard, understand the metrics and trends, and be on their way...



Questions?



*rego*University 2017

Let Rego be your guide.

Thank You For Attending regoUniversity

Instructions for PMI credits

- Access your account at pmi.org
- Click on **Certification**
- Click on **Maintain My Certification**
- Scroll down to **Report PDU's**
- Click on Course Training (or other appropriate category)
- Enter **Rego Consulting**
- Enter Activity- **Enter Name of Course**
- Enter **Description**
- Enter **Date Started**
- Enter **Date Completed**
- Provide Contact Person **Name of Person to Contact**
- Provide Contact E-Mail **E-Mail of Person to Contact**
- Enter Number of **PDU's Claimed** (1 PDU per course hour)
- Click on the **I agree this claim is accurate box**
- Click **Submit** button



Let us know how we can improve!
Don't forget to fill out the class survey.



Phone

888.813.0444



Email

info@regouniversity.com



Website

www.regouniversity.com