

This two-day workshop is designed to enhance your basic report writing skills and move you into creating more complex reports. Time will be spent walking you through the tips and tricks of advanced report writing along with a good amount of hands on practice. In addition, you will cover professional design, techniques, sub-reporting and advanced formulas. This course incorporates a number of hands on exercises that reinforce the learning process.

Course Objectives:

- Review Designer 1 with the Refresher Exercise.
- Use multiple sections in reports for advanced formatting techniques.
- Underlay graphics and charts to print beside data.
- Calculate running totals in reports.
- Develop parameter fields to prompt users for information.
- Limit user entry into parameter fields.
- Understand Crystal Reports data handling and Evaluation Time functions.
- Comfortably make use of variables in formulas.
- Work with arrays and control structures in formulas for more flexible decision making.
- Use additional reports within a main report as subreports.
- Create linked subreports to tie data from another report to the current report.
- Format subreports to display on demand only.
- Customize groups in the report with formulas and custom names and create hierarchical groups.
- Perform group selection based on summary field values.
- Create and format Cross-Tab reports and create charts from Cross-Tabs.
- Work with Report Alerts.
- Create and use Report Templates.
- Solve table linking problems with advanced linking techniques.

Audience: Administrators, developers, and end-users who need to create dynamic reports from varying data sources.

Prerequisites: Successful completion of either the Designer 1 Workshop or the pre-qualification exercise is strongly recommended.

Number of Days: 2 days

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| <p>1. Refresher Exercise
 Review of Planning a Report
 Creating the Report
 Placing Fields on the Report
 Creating Formulas
 Advanced Grouping
 Selecting Certain Records</p> | <p>Helpful Hints for Formatting the Report
 Adding and Working with Text Objects
 Hiding and Suppressing Sections
 Guidelines</p> |
| <p>2. Power Formatting with Multiple Sections</p> | |

- Using Multiple Sections in Reports
- Using the Section Expert to Work with Sections
- Conditionally Formatting Multiple Sections
- 3. Using the Running Totals Feature**
 - Understanding Running Totals
 - Creating Running Totals for a List of Numbers
 - Conditional Running Totals
- 4. Prompting with Parameters**
 - Parameter Fields Overview
 - Parameter Field Considerations
 - Creating a Parameter Field
 - Using a Parameter to Select Records
 - Using a Parameter Field
 - Using the Parameter Panel
 - Creating a Dynamic Value List for Parameter Values
 - Importing a Pick List
 - Adding Parameter Values to Text Objects
 - Allowing Multiple Values in Parameters
 - Using Multiple Parameter Fields in Reports
 - Specifying and Limiting a Range for a Parameter
 - Using Parameters in Conditional Formatting
 - Using an Edit Mask to Limit String Parameters
 - Sorting with a Parameter
 - Group Sorting with a Parameter
 - Using a Parameter to set N in a Top N or Bottom N Report
 - Displaying Parameter Fields
 - Cascading Parameter Fields
- 5. Using Advanced Formula Features**
 - Understanding How Crystal Reports Processes the Data
 - What is a Pass?
 - Using Evaluation Time Functions
 - Working with Variables
 - Declaring a Variable
 - Assigning a Value to a Variable
 - Using a Variable in a Formula
- Variable Scope
- Separating Statements in Complex Formulas
- Working with Arrays
- Understanding the Formula Evaluation Time Debugger
- 6. Using Subreporting as a Workaround Solution**
 - Understanding Subreports
 - Unlinked verses Linked Subreports
 - Creating an Unlinked Subreport
 - Linking a Subreport
 - Database Links versus Subreports in One-to-Many Situations
 - Formatting the Subreport
 - Passing Data from the Main Report into a Subreport
 - Creating On-Demand Subreports
 - Creating Hyperlinks
 - Using Subreports to Link “Unlinkable” Data
- 7. Creating Powerful Groups**
 - Creating Custom Groups
 - Customizing Group Sort Order
 - Using Group Selection to Filter the Records in the Report
 - Grouping on a Formula Field
 - Grouping Hierarchically
- 8. Working with Cross-Tab Reports**
 - Understanding How Cross-Tabs Affect Your Data
 - Creating a Cross-Tab Report
 - Creating a Cross-Tab with Multiple Rows or Columns
 - Applying a Formatting Style to the Cross-Tab
 - Customizing the Cross-Tab Format
 - Changing Background Colors
 - Formatting Individual Cells

Changing the Summary Operation
Suppressing Rows, Columns or Totals
Repeating Row Heading for Multi-Page
Cross-Tabs
Using Alias Names for Column and Row
Headings
Charting Cross-Tabs
Customizing Cross-Tab Group Names
CurrentFieldValue

9. Report Alerts

What are Report Alerts
Creating Report Alerts
Basing Report Formulas or Conditional
Formatting on Report Alerts
Creative Usage for Report Alerts

10. Appendix A – Report Templates

What is a Report Template
Standard Report Creation Wizard and
Templates
The Template Expert
Applying a Template and the
Consequences
Template Considerations
Creating Your Own Templates
Inserting Template Fields
Formatting Template Fields
Giving Template Fields a Value

**11. Appendix B – The Northwind 2008
Database**

**12. Appendix C – Installation and System
Requirements**

Installing the Application
Minimum Installation Requirements

**13. Appendix D – Setup Instructions for
Crystal Reports 2008**

Crystal Reports 2008 Application
Installation Instructions
Installing Required Class Files

**14. Appendix E – Function and Operator
Locations**

15. Appendix F – Glossary