

Crystal Reports 2013 Designer 2 Workshop

This two-day course covers the more complex and powerful features of Crystal Reports. The course focuses on the student's ability to perform tasks using the most productive techniques allowing you to pull data from all times of data sources. The course discusses very technical issues and includes several fast-paced, comprehensive exercises.

Course Objectives:

- Evaluation Time Functions
- Working with Variables and Values
- Working with Arrays
- Creating and Using Parameter Fields
- Power Formatting Multiple Sections
- Running Totals
- Advanced Conditional Formatting

Audience: Experienced administrators, developers and end-users who are experienced with Crystal Reports.

Prerequisites: A comfort level of understanding in regards to relational databases

Number of Days: 2 days

1 Refresher Exercise

Review of Planning a Report
Creating the Report
Placing Fields on the Report
Creating the Formulas
Advanced Grouping
Selecting Certain Records
Helpful Hints for Formatting
Adding and Working with Text Objects
Hiding and Suppressing Sections

2 Power Formatting

Using Multiple Sections in Reports
Using the Section Expert to Work with
Sections

Exercises

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 a Parameter Panel

Creating a Dynamic Value List

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

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 versus 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 the Summary Operation

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

11 Appendix B: The Northwind 2008

Database

12 Appendix C: Installation and System Requirements

Requirements

Installing the Application

Minimum Installation Requirements

13 Appendix D: Setup Instructions for Crystal Reports 2013

CR 2013Application Installation

Instructions

Installed Required Class Files

14 Appendix E: Function and Operator Locations

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