

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, subreporting, and advanced formulas. This course incorporates a number of hands-on exercises that reinforce the learning process.

Course Objectives:

- 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.
- Working with report alerts.
- Creating and using report templates.
- Solve table link 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 Design 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 the Formulas
 Advanced Grouping
 Selecting Certain Records
 Helpful Hints for Formatting the Report</p> | <p>2. Power Formatting with Multiple Sections
 Adding and Working with Text Objects
 Hiding and Suppressing Sections
 Guidelines
 Using Multiple Sections in Reports</p> |
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- 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
 - 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
 - Pre-Pass#1
 - Pass #1
 - Pre-Pass #2
 - Pass #2
 - Pass #3
 - 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 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**
 - Customizing the Group Name Field
 - Using a Field Name to Customize the Group Name
 - Using a Formula to Customize the Group Name Field
 - Creating Custom Groups
 - Customizing Group Sort Order
 - Grouping on a Formula Field
 - Using Group Selection to Filter the Records in the Report
 - 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. 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 A – The Xtreme Sample Database 11

12. Appendix B – Installation and System Requirements

- Installing the Application
- Minimum Installation Requirements

13. Appendix C – Function and Operator Locations