

CRYSTAL REPORTS 5-UNIFY TRAINING AGENDAS

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Objectives: Participants will learn how to write Crystal Reports to retrieve data from Ascent Unify database. Basic Crystal Topics, 8-12 hours contact time in onsite classroom or online web-based method. Emphasis is on individual participants mastering each skill or concept and applying them to actual reporting needs.

Basic Crystal Topics: (2 days, 12-16 hours)

1. Ascent schema
2. Reporting Writing Basics
 - a. Select
 - b. From
 - c. Where
 - d. Sort or Group
3. Getting Started with Crystal
 - a. Design – Sections, Menus and Options
 - b. Connected to data sources
 - c. Preview
4. Report Design
 - a. Planning
 - b. Tables and linking
5. Field Selection
 - a. Report Expert
 - b. Drag and Drop
6. Record Selection
 - a. Select Expert
 - b. Select formulas
 - c. Parameters
7. Formulas
 - a. Dates
 - b. Strings
 - c. Arithmetic
8. Sorting & Grouping
 - a. Summary versus Detail Reports
 - b. Group Headers, Group Footers

Rule Number 1. You're not done until you look at the data

Additional Advanced topics: (1 day or 6 hours)

1. Managing Multiple Records (one to many)
2. SubReports
3. WhilePrintingRecords
4. Charts & Graphs
5. Exporting Data to Excel or text files
6. Variables
7. Report Definition