

# Crystal Reports

## Level 2

### Course Overview

In this 2-day course, you will learn the more advanced features of Crystal Reports 2013 (also applicable to versions 2008 and XI). You will learn how to insert multiple sections of the same type to show information that should only display if certain conditions are met. Additionally, you will learn how to compute running totals that accumulate results from previous subtotals, working up to a grand total of all your data. You will learn how to create parameters that prompt for user-entered input each time you preview a report. You will then learn how to use that input to filter records, display conditional messages, and select top values. You will learn how to place one report onto another, creating a subreport to show additional information not available on the original report. Additionally, you will learn how to define custom groups that cannot be directly created from the fields in a table. You will also learn how to set search criteria to select only certain groups, leaving other groups off the report. You will learn how to create a cross-tab to display multiple levels of calculations in a criss-cross fashion. You will then learn how to alter the appearance of the cross-tab to add formatting, repeat headers across multiple pages, and hide items that you don't want to see. Additionally, you will learn how to create alerts for a report. An alert will notify you if your report data meets the condition specified by the alert. You will also learn how to add dynamic text and formatting to a report based on whether an alert is triggered. Finally, you will learn how to create expandable drill-down reports that display data at a high level, while hiding the detailed data and showing it only when requested. With drill-down reports, you will also learn how to create charts that expand to show more details.

### Crystal Reports Course Series:



### Course Topics

#### More on the Essentials

- Creating a New Report
- About the Primary Key
- About One-to-Many Relationships
- About Many-to-Many Relationships
- Examining an Inner Join
- Using an Outer Join
- Creating Another Report
- Creating Formulas
- Creating Groups and Summarizing Data
- Selecting Specific Records
- Applying Formatting

#### Working with Multiple Sections of the Same Type

- Inserting a Second Report Header Section
- Underlying a Section
- Conditionally Suppressing a Section

#### Creating Running Totals

- Creating a Running Total
- Creating a Conditional Running Total

#### Prompting with Parameters

- Creating a Static Parameter Field
- Using a Parameter to Select Records
- Previewing a Report with a Parameter

- Creating a Dynamic Parameter Field
- Exporting Unique Values to a Text File
- Importing a Text File for a Parameter
- Allowing Multiple Entries for a Parameter
- Using Multiple Parameter Fields
- Conditionally Displaying a Message
- Using an Edit Mask for a Parameter
- Using a Parameter to Select Top Values

#### Using Subreports

- Creating a Report to Contain a Subreport
- Creating the Subreport
- Inserting a Subreport onto Another Report
- Creating a Hyperlink for a Subreport
- Creating a Hyperlink for a Website

#### Creating Advanced Groups

- Customizing the Group Name with a Field
- Customizing the Group Name with a Formula
- Creating Custom Groups
- Grouping Based on a Parameter and Formula
- Setting Selection Criteria for Groups

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### Creating a Cross-Tab

- Creating a Cross-Tab
- Adding Multiple Grouping Levels
- Decreasing Decimals
- Suppressing the Totals
- Repeating Headers Across Multiple Pages
- Using an Alias for Formulas

### Setting Report Alerts

- Creating a Report Alert
- Using a Parameter to Get Data for an Alert
- Enhancing the Report Based on an Alert
- Using Multiple Alerts

### Creating Drill-Down Reports and Charts

- Grouping by Month for One Year
- Adding a Subgroup by Weekday
- Creating Totals and Hiding Their Details
- Drilling-Down to View the Hidden Data
- Conditionally Formatting Drill-Down Reports
- Creating a Bar Chart
- Changing to a Pie Chart
- Drilling-Down from the Chart
- Modifying Pie Chart Options