

# Crystal Reports 2016 Designer 2 Workshop

## Summary

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.

## Prerequisite

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

## Power Formatting and Formulas

### 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
- Adding and Working with Text Objects
- Hiding and Suppressing Sections
- Guidelines

### Power Formatting with Multiple Sections

- Using Multiple Sections in Reports
- Using the Section Expert to Work with Sections
- Conditionally Formatting Multiple Sections
- Challenge Exercise - Formatting with Multiple Sections
- Challenge Exercise - Conditionally Formatting Using DrillDownGroupLevel

### Using the Running Totals Feature

- Understanding Running Totals
- Creating Running Totals for a List of Numbers
- Conditional Running Totals
- Challenge Exercise - Creating a Conditional Running Total

### Prompting with Parameters

- 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
- Using Parameters in Conditional Formatting

- Using an Edit Mask to Limit String Parameters
- Sorting with a Parameter
- Using a parameter to set N in a Top N Report
- Cascading Parameters
- Challenge Exercise - Using and Displaying Parameters

### 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 Evaluation Time Debugger
- Challenge Exercise - Understand and Set Up the YTD Comparison Report

# Using Power Tools to Create Advanced Reports

## Using Sub reporting as a Workaround

### Solution

- Understanding Sub reports
- Unlinked versus Linked Subreports
- Creating an Unlinked Sub report
- 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
- Challenge Exercise - Creating Reports with Linked Subreports

## 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
- Challenge Exercise – Create Customized Grouping
- Challenge Exercise - Using Group Selection
- Challenge Exercise - Creating a Group Using a Formula

## 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
- Using the CurrentFieldValue Function
- Challenge Exercise - Cross-Tab Reports

## Report Alerts

- What are Report Alerts
- Creating Report Alerts
- Basing Report Formulas or Conditional Formatting on Report Alerts
- Creative Usage for Report Alerts
- Challenge Exercise - Using Report Alerts with Parameter

## For After the Class

### **APPENDIX A – Report Templates**

- A self-paced tutorial teaching the methods used to create report templates to be applied to unformatted reports

### **APPENDIX B - The Northwind 2008 Sample Database**

- A relational diagram of tables existing in the Northwind 2008 sample database provided in the Crystal Reports 2008 class files

### **APPENDIX C – Installation and System Requirements**

- A complete listing of operating system and hardware requirements

### **APPENDIX D – Setup Instructions for Crystal Reports 2016**

### **APPENDIX E - Function and Operator Locations**

- A complete listing of all the available Formula Functions and an explanation of the new Custom Functions

