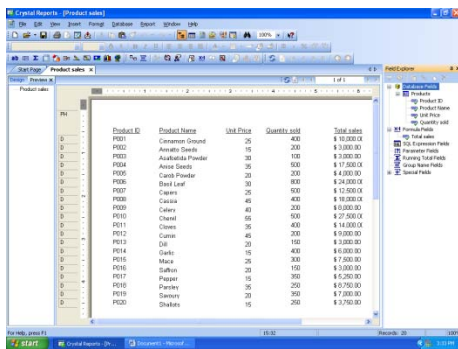
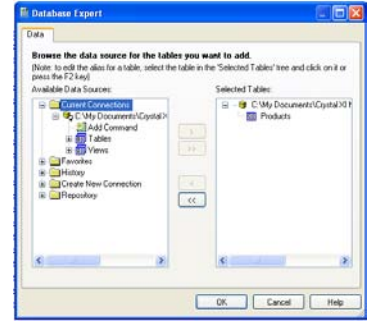


Crystal Reports - A Report Writing Tool and More

Cindy Prindle, MOUS Master Instructor

Crystal Reports is a software application that helps you to analyze and interpret data as well as present it in an easy-to-read format. It works in conjunction with other programs that act as data sources, usually from a database application. The program can be used to create both simple and complex reports using almost any type of data source. The tools in Crystal Reports guide you through the process of building reports, graphs, and even maps.

Crystal Reports integrates with a variety of different data sources such as dBASE, FoxPro, Clipper, Pervasive, Paradox, Microsoft Access, and SQL Server. Its features are rich and have become very user-friendly throughout the years. The Database Expert allows you to quickly connect to a data source as well as maintain a list of recently used data sources. You can also connect to more than one data source to create a report that pulls information from a variety of different applications.



The Field Explorer makes it very easy to drag and drop any type of field into a report. Some of the fields include database, formula, parameter, and special fields such as titles, page numbers and summaries. Once a field has been added to a report, it can easily be edited, formatted, or deleted. It integrates seamlessly if you want to export the information into other applications such as Microsoft Excel and Word.

The Start Page displays automatically when you open the program. It is a quick and easy way

to open an existing report, create a variety new reports such as a standard reports, a cross-tab report, or mailing labels. The built-in wizards help to make creating new reports easy to do in a step-by-step manner. Help is only a click away.



The Training Center offers two eight-hour hands-on Crystal Report classes. In the Crystal Reports Basic class you learn how to create and format a basic report. We work with sorting and selecting the records that you want in a report based upon a specific criteria. We create calculated fields and functions as well as group and summarize data. In the Crystal Reports Advanced class we further customize reports by getting into some advanced features such as working with advanced functions, variables, constructs, subreports, alerts, SQL, and ODBC.

Please contact Cindy Prindle if you have any questions about Crystal Reports or Sarah Loeffelholz if you would like to register for this class. You can contact us by e-mail at cprindle@habco.com, or sloeffelholz@habco.com, or by phone at (608) 784-7737. You can also check our calendar and register for any of our in-house and on-line classes on our website at www.habco.com, (point to The Training Center on the menu bar). We welcome the opportunity to provide you, our client, the competitive edge by helping your employees become more efficient using your software.