

## Crystal Reporting

*Link eEnterprise data with the power of Crystal...*

This course enables you to create complex, specialised, quality reports using eEnterprise data. This introduction to Crystal's basic features gives complete control over report design as you link data, select, sort, group and format information. Because a complex database may not always store data in a manner that meets all your needs, Crystal allows you to create customised, summary data in a fast and easy manner.

### Who Should Attend:

- Users who wish to use, modify or create Crystal Reports eg financial controllers, accountants, system administrators.

### Pre-Requisites:

- Windows knowledge.

### What to Bring:

- Your company logo or another graphic on disk.
- 2 objectives for the course.



Duration: Two Days  
Cost: \$995 per person + GST



At the end of this course participants will have covered the following:

Time Allocated (mins)	Competencies
30	Use eEnterprise tools to identify tables and fields required to produce specific reports.
45	Modify the layout and appearance of reports.
60	Apply and modify record selection criteria.
30	Sort, summarise and group information to create meaningful data.
60	Insert information into reports that is not in the database.
30	Enhance the presentation of reports using charts, maps and graphs.
30	Understand the concepts of linking data, selecting tables and modifying links to create reports.
240	Use formulas to create data that does not exist in the data fields.
60	Highlight information based on specific criteria using conditional formatting.
30	Introduce parameters to reports to enable the end user to select report data more effectively.
45	Discover the many options available for report distribution.
30	Perform a wide variety of reporting activities using report experts.