

▶ DESIGNING, VIEWING, AND CREATING REPORTS

You can design and modify your reports using both the Design tab and the report's Preview tab that shows actual data.

DISPLAYING THE PREVIEW TAB

Click the **Print Preview** button or choose **File ▶ Print Preview** from the menu bar.

THE GROUP TREE

Click on section names in the Group Tree to navigate to specific sections or data groups. To display it, choose **View ▶ Group Tree**.

CREATING FROM SCRATCH

1. Click the **New** button .

2. Select the **As A Blank Report** option button and click **OK**.
3. Specify the report's data source and click **OK**.

CREATING FROM AN EXISTING REPORT

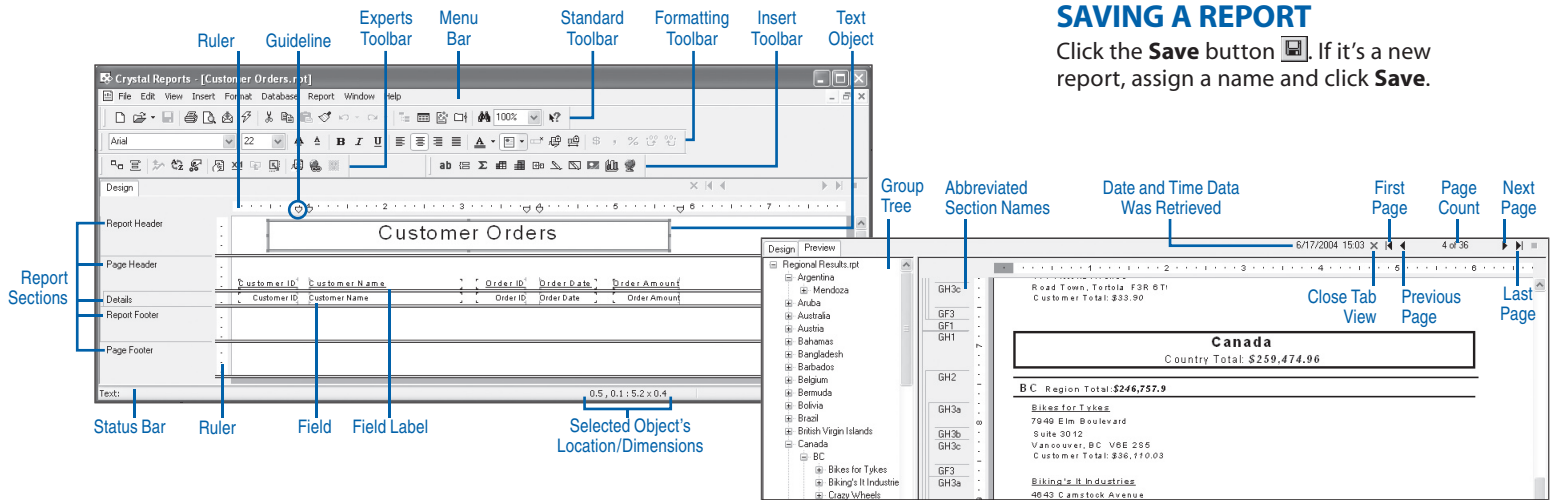
1. Click the **Open** button .
2. Locate the file on which you want to base your new report. Select it and then click the **Open** button.
3. Choose **File ▶ Save As** from the menu bar.
4. Assign a name to the new report and then click **Save**.

CREATING WITH A WIZARD

1. Click the **New** button .
2. Select the **Using The Report Wizard** option button.
3. Select the type of report you want to create from the **Choose A Wizard** list box.
4. Click **OK**.
5. Proceed through the wizard, clicking **Finish** when you're done setting the appropriate options. The options vary according to the type of report. The remaining wizard screens resemble the different Experts discussed throughout this card.

SAVING A REPORT

Click the **Save** button . If it's a new report, assign a name and click **Save**.



▶ CONNECTING TO DATA

THE DATABASE EXPERT

You specify a report's data source using the Database Expert. It appears automatically when you create a new report. You can also launch it using the **Database Expert** button when you need to add tables to an existing report or change the way tables are linked.

Specifying a data source

Choose an existing data source connection or create a new one using the Available Data Sources tree view.

To add a frequently used data source to the Favorites category:

Right-click on the database name and choose **Add To Favorites**.

Linking data sources

When a report is based on multiple tables, a **Links** tab appears in the Database Expert. The tables need to be related to each other to ensure the report is accurate. Crystal Reports tries to figure out how tables should be joined on its own, but you should always verify that the joins are correct and suitable

for your reporting needs. Usually each table will be joined by primary and foreign keys. For example, you may have an Employee table and an Orders table. To ensure that the right orders are attributed to the right employee, the Employee table contains an EmployeeID field that's the primary key and the Orders table contains a field named EmployeeID that acts as the foreign key.

Deleting links

Click the **Clear Links** button to remove all links. To remove an individual link, select it and then press the [Delete] key or click **Delete Link**.

Manually linking tables

Drag the appropriate linking field from the first field list and drop it on the corresponding field in the second field list.

Changing how tables are joined

Double-click on a link line or select the line and click the **Link Options** button. The join type affects what appears on a report. Three common join types are:

- **Inner Join.** Records are only returned if matching linked field values are found in

records from both sides of the join.

- **Left Outer Join.** All records are returned from the table on the left side of the join even if no records match on the right side.
- **Right Outer Join.** All records are returned from the table on the right side of the join even if no records match on the left side.

Less common join types compare linking field values with operators such as greater than, less than, and so on.

CHANGING A REPORT TO USE A DIFFERENT DATA SOURCE

1. Select **Database ▶ Set Datasource Location** from the menu bar.
2. Choose the data source you want to change in the Current Data Source tree.
3. Select the desired data source in the Replace With tree.
4. Click **Update**.
5. Repeat as needed and then click **Close**.