



## Crystal Reports Group Training

### Description

This course covers the core functionality of Crystal Reports XI and its use as a reporting tool in conjunction with TMS. Relational database concepts and TMS data structure will also be covered.

### Audience

This course is typically taken by staff members who are responsible for creating custom reports for TMS users, or by advanced users who wish to design their own custom reports.

### Prerequisites

This course assumes that the student is already familiar with basic TMS functionality, either through daily use of TMS or by having completed the TMS Training course at Gallery Systems.

### Course Objectives

Provide a comprehensive introduction to Crystal Reports functionality and enable the student to produce custom reports in TMS.

Location	Time	Duration	Price
Gallery Systems	9:00 - 4:00	2 days	\$1,000 per person

## Course Topics

### Crystal Reports and TMS

- Approaches to TMS report writing
- Defining goals and objectives of your report
- Understanding data hierarchy and relationships
- Linking reports to TMS
- How TMS passes data to reports

### Relational Database Structure I

- Definition of Relational Database
- TMS as a relational database
- Databases and client-server applications
- Connecting to a database

### Relational Database Structure II

- TMS table structure
- Tables vs Views
- Joins
- Data Types
- Correspondence of TMS GUI with backend table structure
- Using Data Dictionary and Table Maps

### Integrating Images into your Reports

- Linking images
- Using thumbnail images embedded in the database
- Using file images stored on the network
- Scaling images
- Manipulating images



## Course Topics 2

### Basic Crystal Reports Functionality

- Setting up CR environment on your workstation
- Exploring design area
- Exploring preview area

### Additional Functionality of CR

- Formulas
- Parameters
- Dynamic Sorting, Grouping and Selecting using formulas and parameters

### Designing a Simple Report

- Details section, headers, footers
- Text objects
- Sorting
- Grouping

### Customizing Standard GS Reports

- Understanding report structure and what it does
- Resetting datasource location
- Editing standard GS reports

### Record Selection

- TMS search vs selecting in CR
- Totals and counts

### Subreports

- What are subreports; when and why you need them
- Linked Subreports
- Unlinked Subreports
- Pros and Cons of Subreports

### Troubleshooting

- No Data in the report
- Too much data in the report
- Incorrect data
- "Error in retrieving reports. Report cannot be run."
- Data cannot be read from the database
- Permissions