

# CRYSTAL REPORTS

SAP 4.2

## USER DOCUMENT



# CRYSTAL REPORTS

This document will guide users through the basic processes of viewing and running reports in Crystal SAP 4.1. This is intended for users who are familiar with Los Rios current version of Crystal Enterprise.

**Internet Explorer (IE)** is the recommended browser.

Login with the following URL: <https://reports.losrios.edu/BOE/BI>

The login page will look like the below screenshot.

**LOS RIOS**  
Crystal Reports


Enter your user information, and click "Log On".  
If you are unsure of your account information, contact your system administrator.

System:

User Name:

Password:

Authentication:

 Help Desk

[Crystal User Instructions](#)

[Request Access \(Requires Administrative Approval\)](#)

[Recommended Browser: Internet Explorer](#)

Enter your W+Emplid and Los Rios Password.  
'Authentication' need to be set to 'Windows AD' as shown

## INITIAL SCREEN

# CRYSTAL REPORTS

Click on 'Folders' circled at the bottom left of the screen

The screenshot shows a web browser window with the URL <https://reports.losrios.edu/BOE/BI>. The page header includes the Los Rios Community College logo and the text "LOS RIOS CRYSTAL REPORTS". Below the header is a navigation bar with "Home" and "Documents" tabs. A menu bar contains "View", "New", "Organize", "Send", "More Actions", and "Details". The main content area is titled "My Documents" and contains a tree view with "My Alerts" and "Subscribed Alerts". To the right is a table with columns "Title" and "Received On", showing "No Items". At the bottom left, a "Folders" button is circled in red, and a "Search" button is visible below it.

Title	Received On
No Items	

# CRYSTAL REPORTS

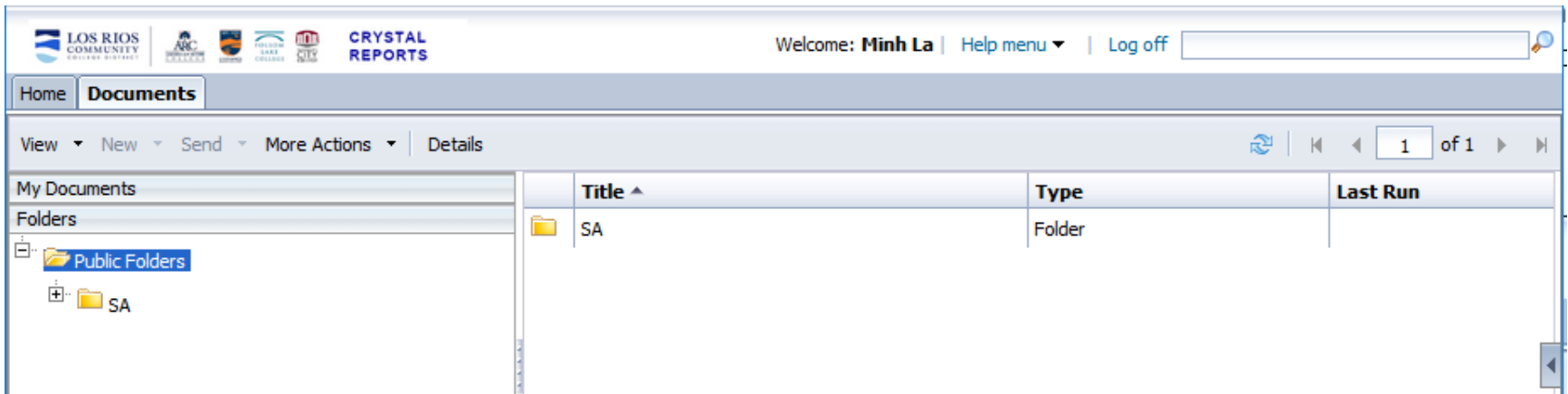
## ACCESS REPORTS

The below screenshot represents a similarity to what the user's screen will look like. The folders represent the Security granted to the user.

There are two ways to access reports:

1. Drill down on the folders
2. Search for the folder by either a title name, a word in the title or by report name: . If the entire report name is not known, the beginning of the report name can be used followed by an asterisk. Ex: RCINS\*

See next page for examples.



The screenshot shows a web application interface for 'CRYSTAL REPORTS'. The top navigation bar includes logos for Los Rios Community College District, AACC, and others, along with the text 'Welcome: Minh La | Help menu | Log off'. Below the navigation bar, there are tabs for 'Home' and 'Documents'. The main content area is divided into a left sidebar and a main table. The sidebar shows a tree view of folders under 'My Documents', including 'Public Folders' and 'SA'. The main table displays a list of folders with columns for 'Title', 'Type', and 'Last Run'. The table contains one entry: a folder named 'SA' with the type 'Folder'.

Title ^	Type	Last Run
SA	Folder	

# CRYSTAL REPORTS

## ACCESS REPORTS (Continued)

If the folder location of the report is known, drill down on the folders to the report.

Example: To find Attendance reports, click/open the 'SA' folder and click/open 'Attendance'

(See Below)

The image shows a screenshot of a file explorer window on the left and a table of reports on the right. The file explorer is titled 'My Documents' and shows a folder hierarchy. The 'SA' folder is expanded, and the 'Attendance' folder is selected. The table on the right lists various reports with their titles and last run dates.

Title ^	Last Run
Edit Reports A&R	
Edit Reports Fiscal	
Edit Reports Instruction	
320 Census Roster RCATT0190	Feb 5, 2016 11:18 AM
AB540 Students RCATT0132	Jan 7, 2016 8:50 AM
Apprenticeship Independent Studies Work Experience RCATT0072	Oct 5, 2016 8:20 AM
Apprenticeship Work Experience and Positive Counts RCATT0071	Oct 5, 2016 7:52 AM
Cross College Enrollment RCATT0155	Feb 5, 2016 9:13 AM
DSCH WSCH Report by Outreach Centers RCATT0038	Oct 3, 2016 9:32 AM
DSCH WSCH Report RCATT0037	Oct 3, 2016 8:35 AM
Enrollment Report by Campus Term Attendance Type RCATT0140	Jun 17, 2016 7:55 AM
Enrollment Summary Report For Census Date RCATT0141	Oct 3, 2016 8:18 AM
Faculty Flex Time Report RCATT0053	Nov 6, 2015 3:35 PM
Faculty Reassigned Time RCATT0051	Jul 15, 2014 10:09 AM
In Service Non-Residents RCATT0174	Mar 24, 2016 1:04 PM
In Service Students With BOG Waivers - Edit Report RCATT0193	Oct 1, 2013 3:29 PM
Independent Studies Work Experience Report RCATT0062	Oct 3, 2016 7:55 AM
Positive Attendance Apprenticeship Classes RCATT0089	Oct 3, 2016 8:17 AM
Positive Attendance Basic Skills Courses RCATT0090	Oct 3, 2016 8:24 AM
Positive Attendance Enrollments by Class End Date Range RCATT0091	Oct 3, 2016 8:10 AM
Positive Attendance Enrollments Inservice Classes RCATT0092	Oct 3, 2016 11:33 AM
Positive Attendance Enrollments RCATT0088	Oct 3, 2016 7:51 AM
TBA Classes coded Weekly Census RCATT0154	Sep 24, 2014 4:20 PM
Total Instructional Hours RCATT0052	Jul 10, 2015 3:46 PM
Undup Headcount by Location for Census Date RCATT0264	May 31, 2016 8:22 AM

# CRYSTAL REPORTS

## ACCESS REPORTS (Continued)

If the folder location is unknown, search for the report.

Searching can be accomplished by:

- searching for a word in the report name.

For example: Enrollment

- search on the beginning of the Report Number.

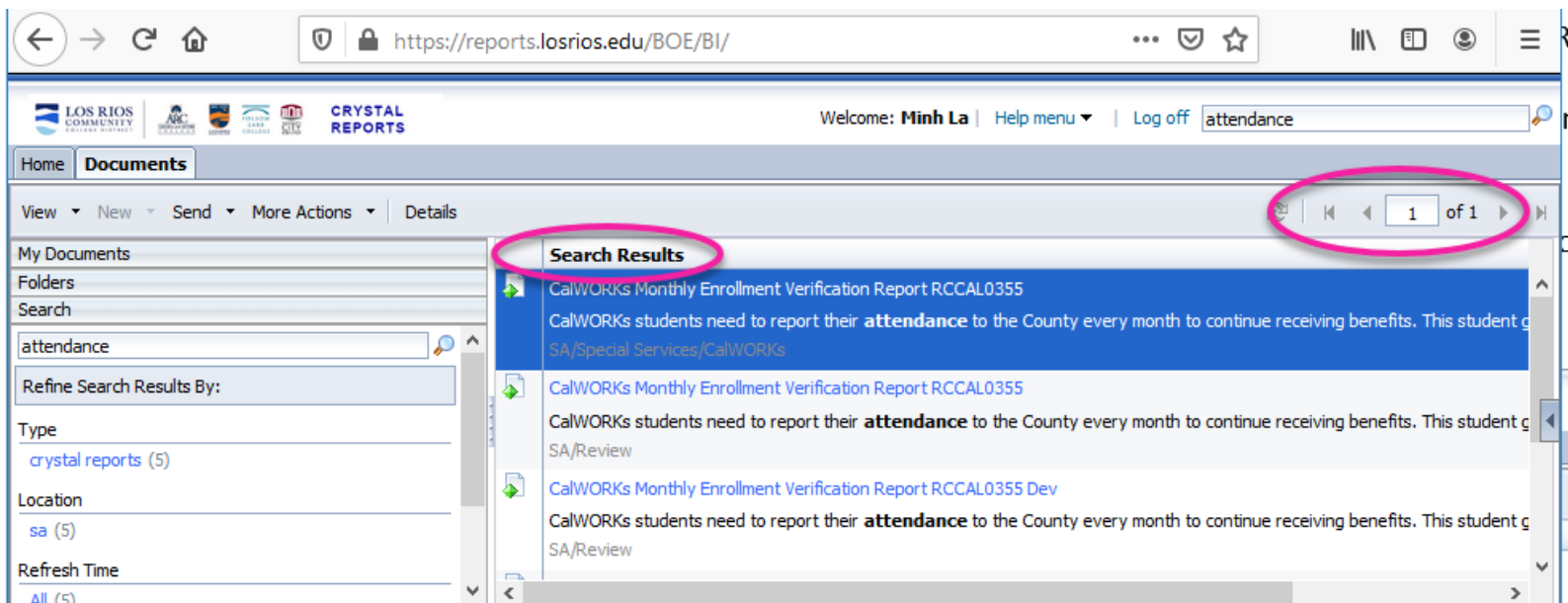
For example, attendance reports begin with RCATT. If the following number of the report is unknown, add an asterisk (RCATT\*)

(Note: Adding asterisk to the beginning of the search does not work. Example: \*ATT0053)

There are two locations to search:

1. There is a search box in the top right corner of the screen next to the Log off link. In this example, the search is on 'Attendance'.

See listed reports under 'Search Results'.



# CRYSTAL REPORTS

## ACCESS REPORTS (Continued)

In addition, search functionality can be initiated by clicking on 'Search' at the bottom left of the screen. This will open the search option on the left. This example is searching on reports beginning 'RCATT'

Search

View ▾ New ▾ Organize ▾ Send ▾ More Actions ▾ Details

My Documents

Folders

Search

**RCATT\***

Refine Search Results By:

Type

crystal reports (23)

Location

sa (23)

Refresh Time

All (23)

Last Year (19)

Last Month (16)

Last Quarter (16)

Last 6 Months (16)

### Search Results

- DSCH WSCH Report RCATT0037**  
SA/Attendance
- Positive Attendance Enrollments RCATT0088  
SA/Attendance
- Total Instructional Hours RCATT0052  
This report lists along with other data, total instruction hours for all the classes of a given TERM. This report is used in association with Faculty flex time report so that flex hours percentage can be calculated.  
SA/Attendance
- AB540 Students RCATT0132  
SA/Attendance
- 320 Census Roster RCATT0190  
For auditing and validation of our student attendance accounting numbers, this is a detailed class roster using the 320 data as the source.  
SA/Attendance
- Cross College Enrollment RCATT0155  
Totals of students enrolled in multiple colleges. By college and combinations of colleges.  
SA/Attendance
- Faculty Reassigned Time RCATT0051  
SA/Attendance
- In Service Non-Residents RCATT0174  
Selects enrollments for specified term where Residency = 'FOR' or 'OS' and Class Attribute = 'INSC'.  
SA/Attendance
- Faculty Flex Time Report RCATT0053  
The Faculty Flex Time Report is used to determine a faculty member's eligibility for flex hours. Flex days occur on the Thursday and Friday prior to the term start date for fall and spring terms. Flex does not apply to summer. Faculty who  
SA/Attendance
- Positive Attendance Apprenticeship Classes RCATT0089

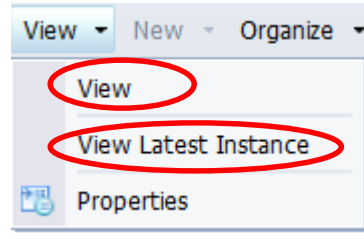
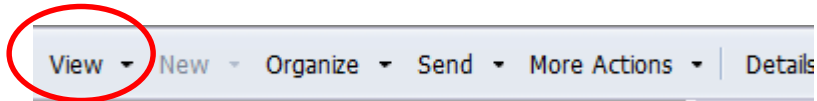
# CRYSTAL REPORTS

## VIEW or VIEW LATEST INSTANCE

View or View Latest Instance:

At the top right, click on the 'View' tab

NOTE: Executing reports with the 'View' are NOT saved in History



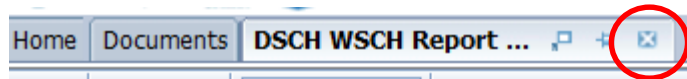
## **EXECUTE REPORT**

View: Click 'View' to run/execute the report .

Enter parameter(s).

Report will be displayed in same screen as a new tab.

To close, click X on tab:



## **VIEW LAST REPORT EXECUTED**

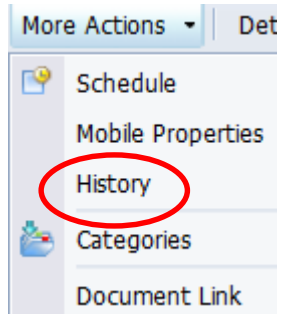
View Latest Instance: Click on 'View Latest Instance' to view last report that was executed by the 'Schedule' option.



# CRYSTAL REPORTS

## VIEW HISTORY OF REPORTS

To view reports that were executed in the past:  
 Highlight Report  
 Click on 'More Actions'  
 Click on 'History' in the drop down.



Note: Reports that are ran via The 'View' option, are NOT Saved in 'History'

All past reports will be displayed. See example below.  
 To view a report, double click on the report.

Instance Time ▾	Title	Status	Created By	Type	Locale	Parameters
Oct 5, 2016 3:57 PM	Cross College Enrollment RCATT0155	Failed	Administrator	Crystal Reports		1036
Sep 16, 2016 4:54 PM	Cross College Enrollment RCATT0155	Success	Administrator	Crystal Reports		1169
Feb 5, 2016 9:13 AM	Cross College Enrollment RCATT0155	Success	Administrator	Crystal Reports		1163
Sep 21, 2015 10:52 AM	Cross College Enrollment RCATT0155	Success	Administrator	Crystal Reports		1159
Sep 11, 2015 7:53 AM	<a href="#">Cross College Enrollment RCATT0155</a>	Success	Administrator	Crystal Reports		1159
Sep 9, 2015 9:20 AM	Cross College Enrollment RCATT0155	Success	Administrator	Crystal Reports		1159
Feb 6, 2015 8:19 AM	Cross College Enrollment RCATT0155	Success	Administrator	Crystal Reports		1153
Oct 27, 2014 3:00 PM	Cross College Enrollment RCATT0155	Success	Administrator	Crystal Reports		1149
Oct 2, 2014 9:23 AM	Cross College Enrollment RCATT0155	Success	Administrator	Crystal Reports		1149
Sep 12, 2014 8:38 AM	Cross College Enrollment RCATT0155	Success	Administrator	Crystal Reports		1149
Feb 7, 2014 8:54 AM	Cross College Enrollment RCATT0155	Success	Administrator	Crystal Reports		1143
Sep 13, 2013 9:18 AM	Cross College Enrollment RCATT0155	Success	Administrator	Crystal Reports		1139
Feb 6, 2013 3:16 PM	Cross College Enrollment RCATT0155	Success	Administrator	Crystal Reports		1133
Dec 18, 2012 12:41 PM	Cross College Enrollment RCATT0155	Success	Administrator	Crystal Reports		1093
Dec 18, 2012 12:41 PM	Cross College Enrollment RCATT0155	Success	Administrator	Crystal Reports		1083
Dec 18, 2012 12:41 PM	Cross College Enrollment RCATT0155	Success	Administrator	Crystal Reports		1053 - Spring 2005
Dec 18, 2012 12:41 PM	Cross College Enrollment RCATT0155	Success	Administrator	Crystal Reports		1073
Dec 18, 2012 12:40 PM	Cross College Enrollment RCATT0155	Success	Administrator	Crystal Reports		1059 - Fall 2005
Dec 18, 2012 12:11 PM	Cross College Enrollment RCATT0155	Success	Administrator	Crystal Reports		1129
Dec 18, 2012 12:11 PM	Cross College Enrollment RCATT0155	Success	Administrator	Crystal Reports		1119
Dec 18, 2012 12:10 PM	Cross College Enrollment RCATT0155	Success	Administrator	Crystal Reports		1113
Dec 18, 2012 12:09 PM	Cross College Enrollment RCATT0155	Success	Administrator	Crystal Reports		1099
Dec 18, 2012 12:09 PM	Cross College Enrollment RCATT0155	Success	Administrator	Crystal Reports		1099
Dec 18, 2012 12:07 PM	Cross College Enrollment RCATT0155	Success	Administrator	Crystal Reports		1076

# CRYSTAL REPORTS

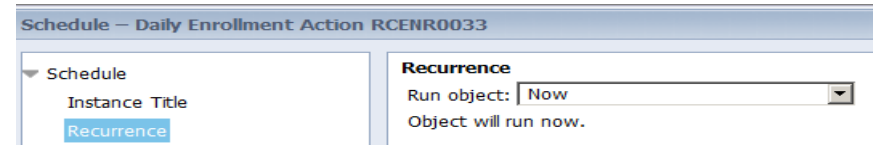
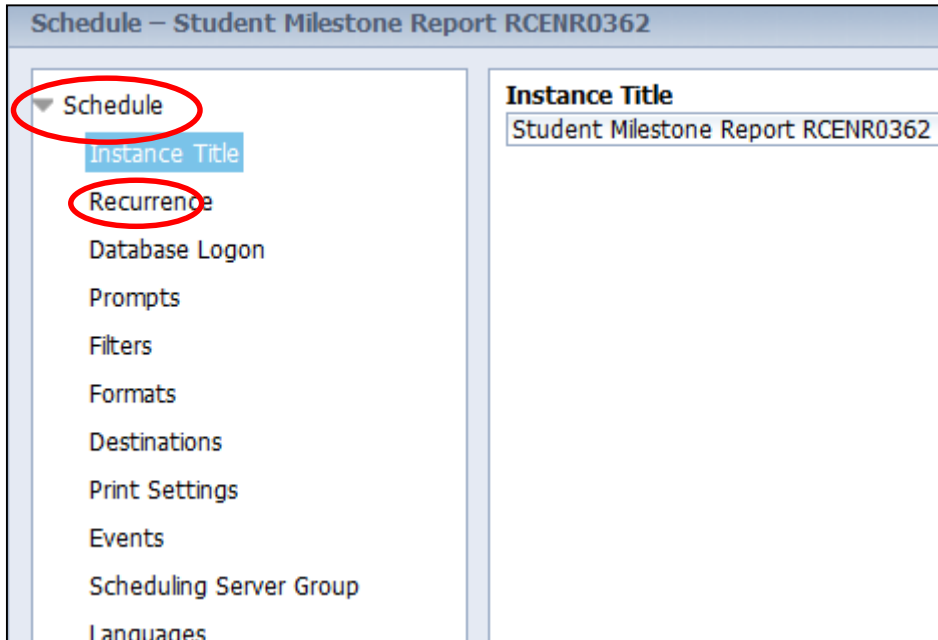
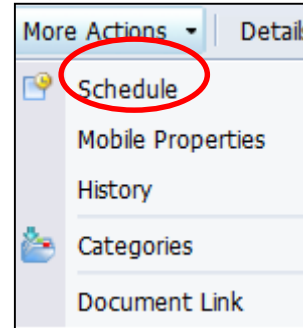
## SCHEDULE

Some reports run for a long time and will not complete with the 'View' option.

Or reports are ran with the intent of viewing report at later dates.

Schedule these reports to run 'Now' as shown below by clicking 'More Actions' and then 'Schedule'. See screenshot.

Once Schedule is clicked, see example page below



Begin by clicking on 'Recurrence'. Schedule to 'Now'

# CRYSTAL REPORTS

## SCHEDULE (Continued)

Click on 'Prompts' and enter prompts.

To populate Prompts, click on [EMPTY]

This will bring up prompts. See example below

Schedule – Daily Enrollment Action RCENR0033

Schedule

- Instance Title
- Recurrence
- Database Logon
- Prompts

Prompts

Edit Values...

Parameter	Scheduling Value
* College	[EMPTY]
* Term	[EMPTY]

Prompts

Enter prompt values.

Select College

...

Once prompts are populated, page will look similar to example. Click on Schedule at bottom right of screen.

Schedule – Daily Enrollment Action RCENR0033

Schedule

- Instance Title
- Recurrence
- Database Logon
- Prompts
- Filters
- Formats
- Destinations
- Print Settings
- Events
- Scheduling Server Group
- Languages

Prompts

Edit Values...

Parameter	Scheduling Value
* College	Folsom Lake College
* Term	1179 - Fall 2017

\* Required

Schedule

# CRYSTAL REPORTS

## SCHEDULE (Continued)

Other Options before scheduling:

Formats: Options to run in excel, PDF, word . . .

Default is Crystal Reports.

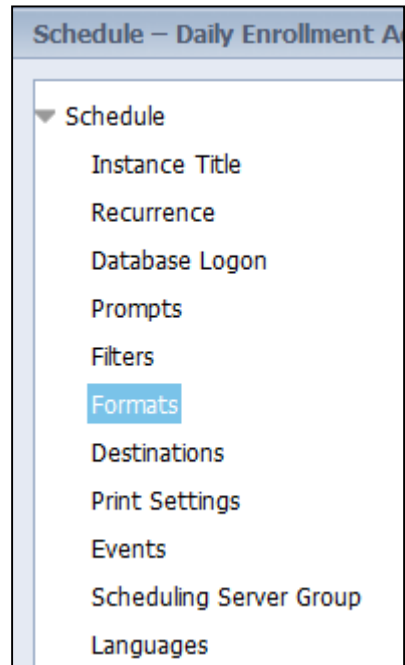
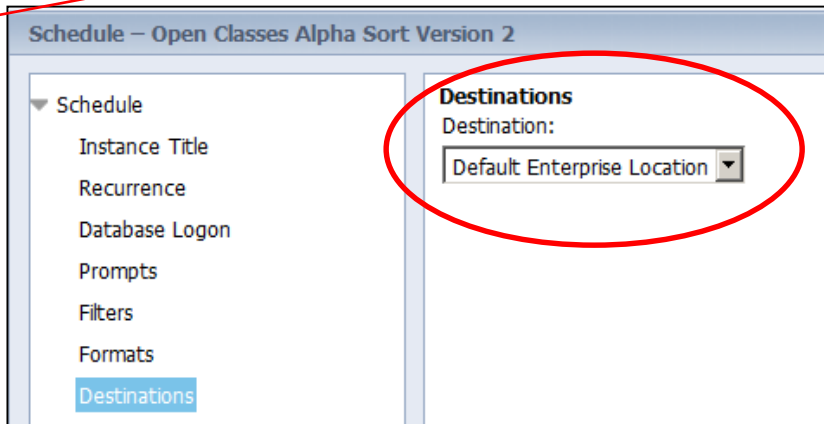
**NOTE:** 'Crystal Reports' will **NOT** send as an **Email** attachment.

Print Settings will send output to printer.

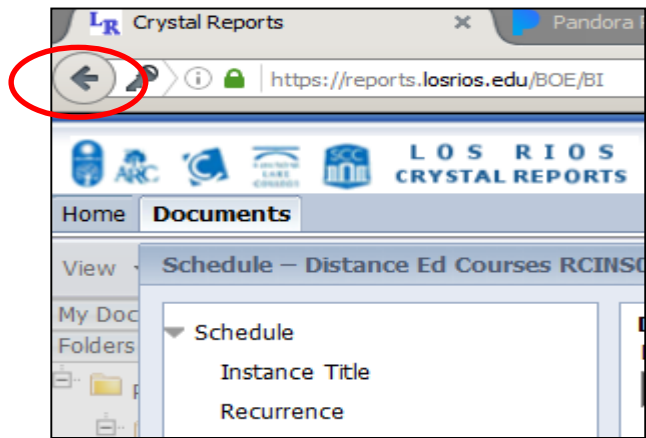
### Email Option

Click on Destinations

Select 'Email' screen below



**Please Note:** the back arrow will at the top of the browser Will return to the login page. ☹️



# CRYSTAL REPORTS

## SCHEDULE Email Option (Continued)

Below is an example of populating the email information

Enter From and To email addresses.

Select on 'Add Placeholder' and select option for Subject. This is not required. Freeform text is an option.

Send DecisionStreamBuildRuntime to Email

Use default settings

From: lam@losrios.edu Add Placeholder ▾

To: lam@losrios.edu; dureskd@losrios.edu; Add Placeholder ▾

Cc: Add Placeholder ▾

Bcc: Add Placeholder ▾

Subject: %SI\_NAME% Job Detail Add Placeholder ▾

Message: %SI\_VIEWER\_URL%  
Add Placeholder ▾

Add Attachment

File Name:

Use Automatically Generated Name

Use Specific Name %SI\_NAME%%SI\_ID%.%EXT% Add Placeholder ▾

Add File Extension

Enable SSL

**%SI\_VIEWER\_URL%** is a URL link to the report. In addition, check Add Attachment to send as an attachment.