

# 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. NOTE: The recommended browser is **Internet Explorer (IE)**.

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

The login page will look like the screenshot below.

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

**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:

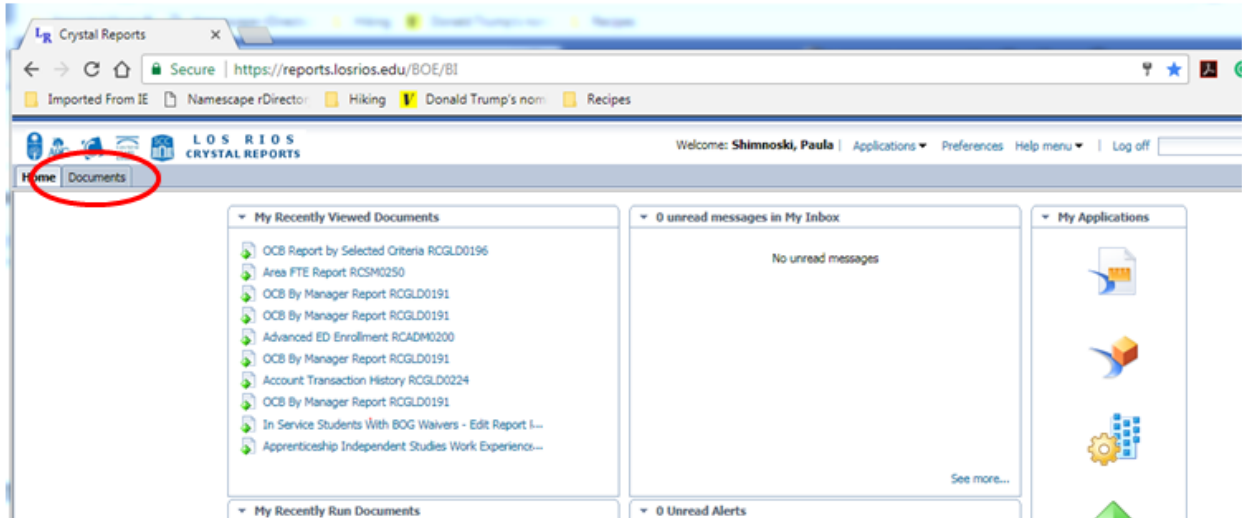
User Name:

Password:

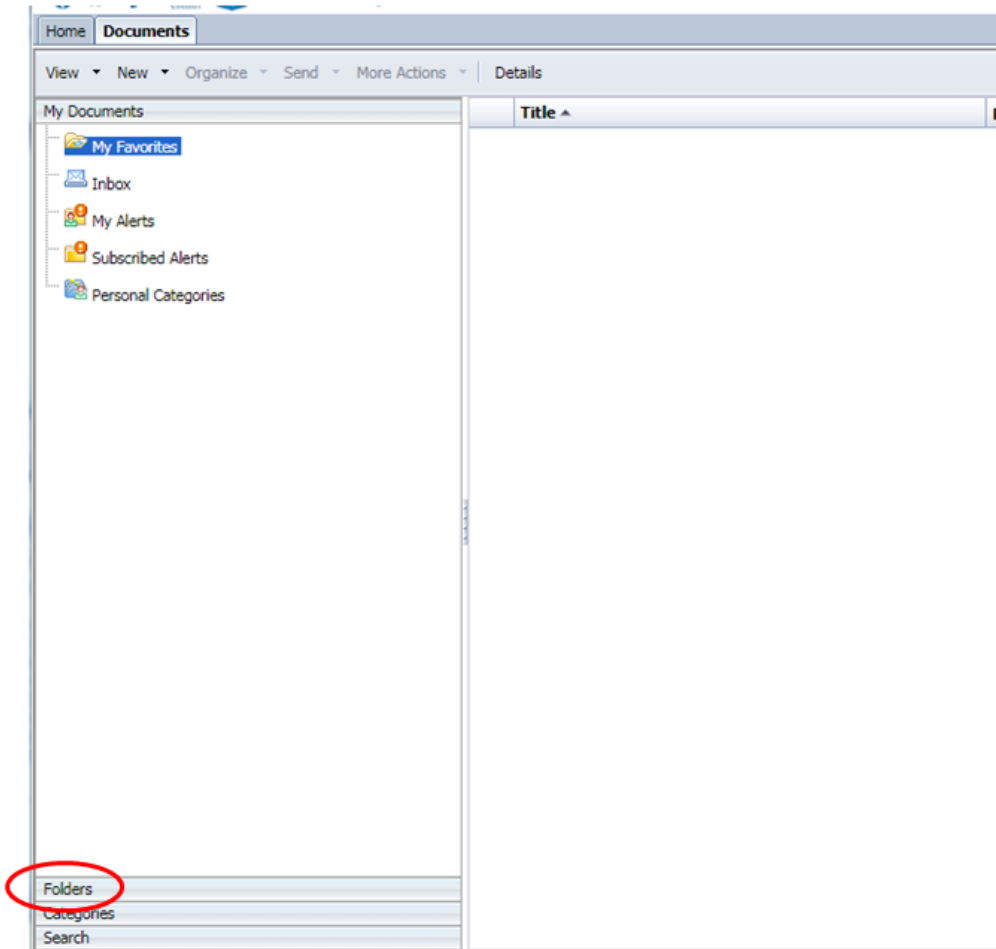
Authentication:

 [Help](#)

Click on the Documents tab.



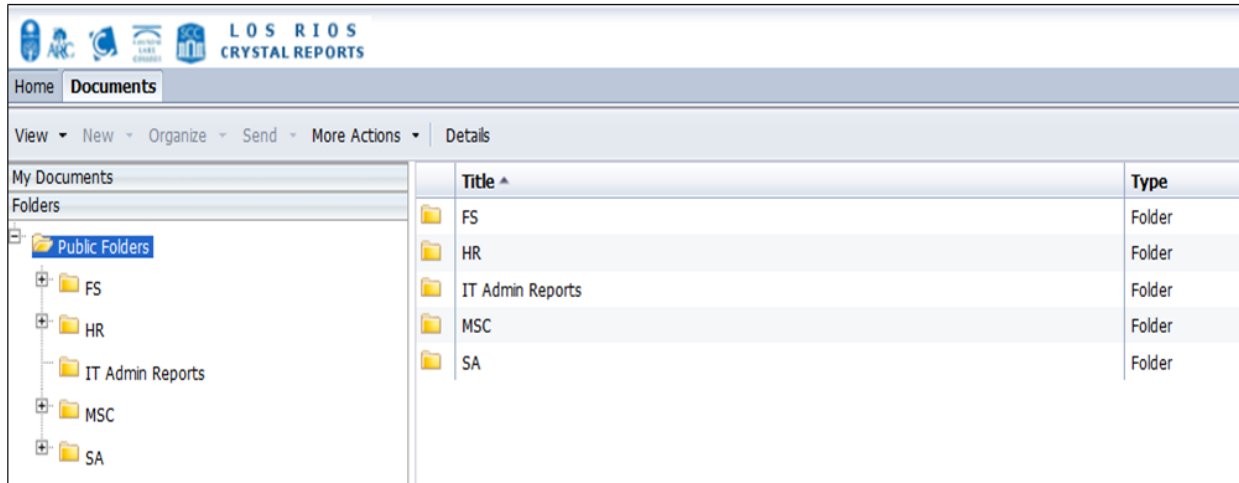
Click on Folders.



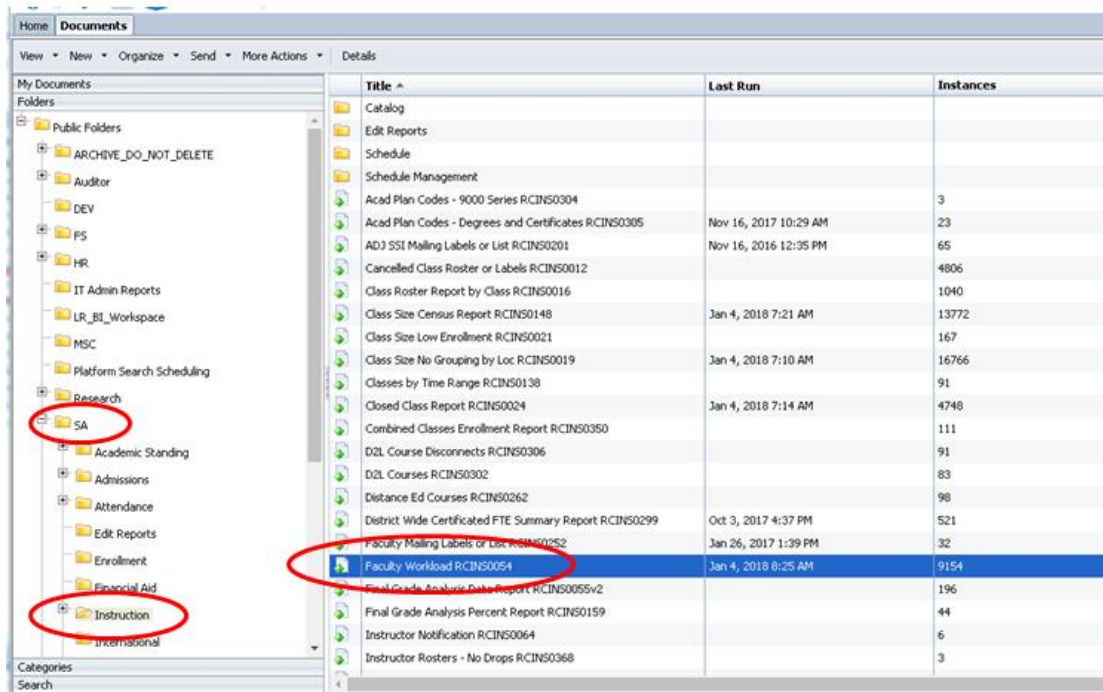
The screenshot below represents a similarity to what the user's screen will look like. The user will only see the folders they have access to.

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. Example: RCINS\*



If the folder location of the report is known, drill down on the folders. Example: To find Instruction reports click SA, click Instruction, click report you wish to run/view.



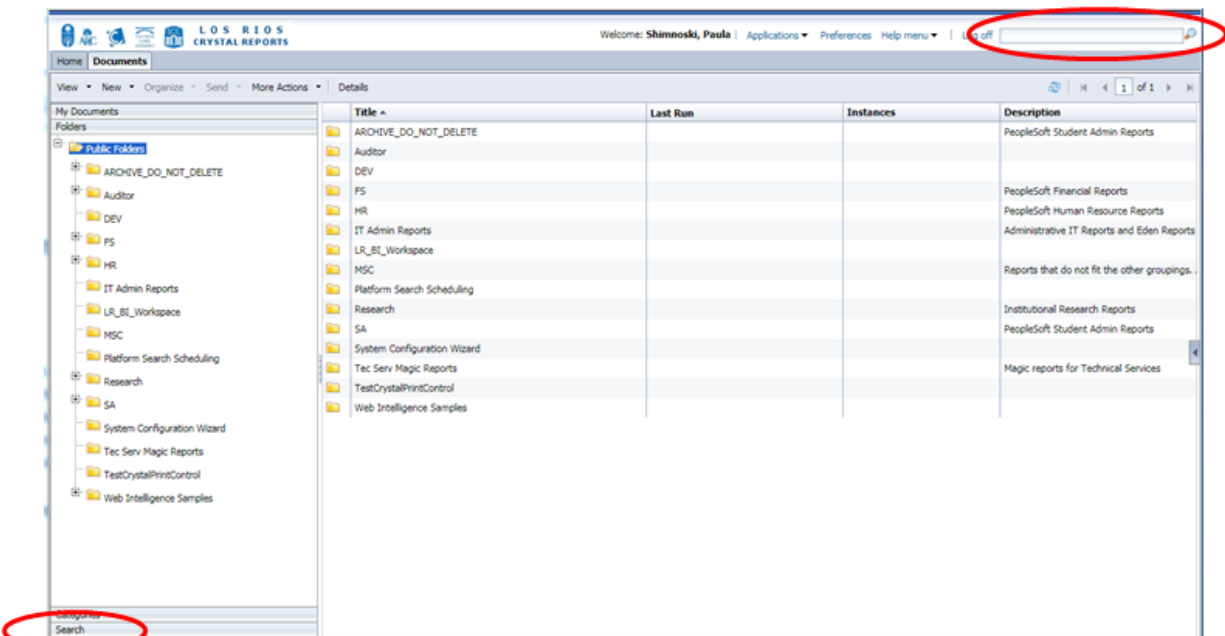
If the folder location is unknown, search for the report.

Searching can be accomplished by:

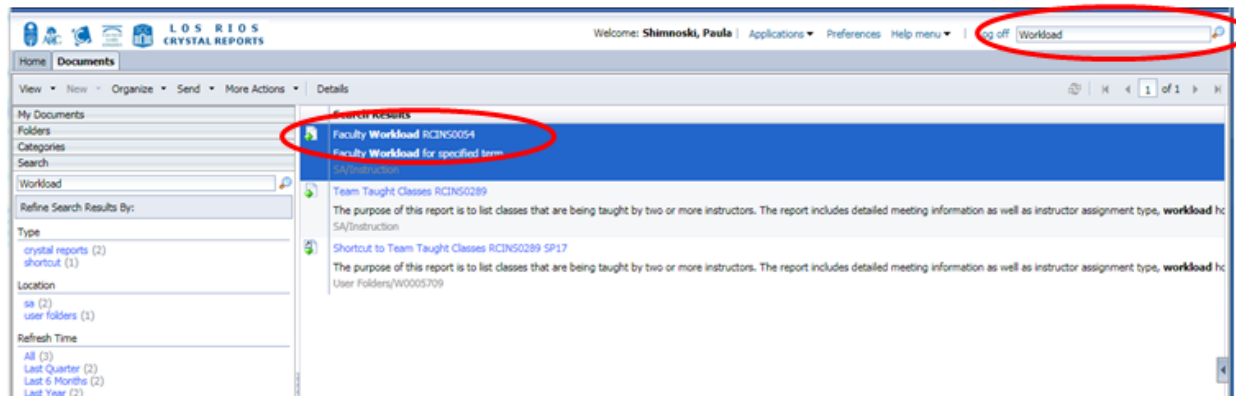
- Searching for a word in the report name. Example: Workload
- Searching on the beginning of the report number. Example: Instruction reports begin with RCIN. If the following number of the report is unknown, add an asterisk (RCIN\*)

NOTE: Adding asterisk to the beginning of the search does not work. (\*RCIN)

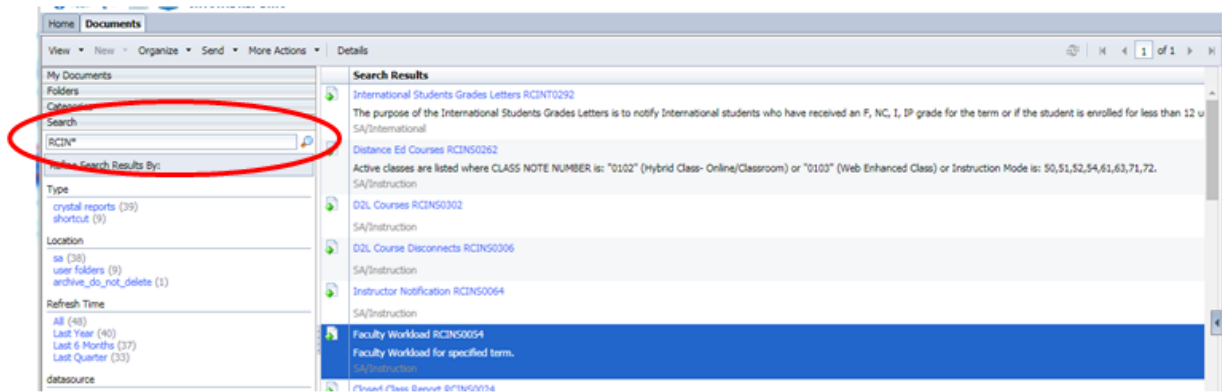
There are two locations to search. There is a search box in the top right corner of the screen or you can click on the Search link at the bottom left of the screen.



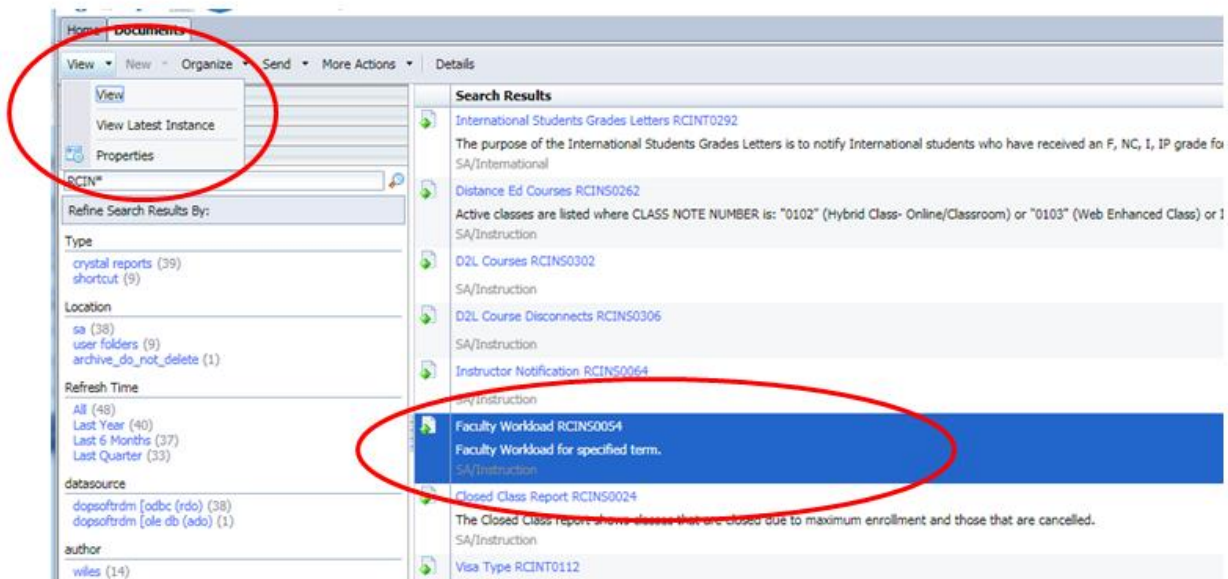
Example 1: Searching by word in the report name.



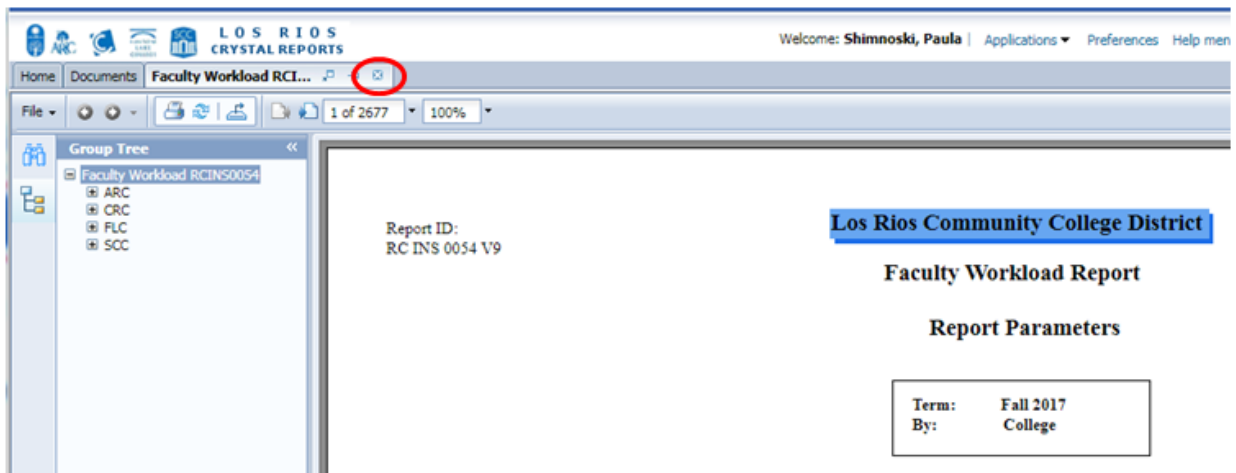
## Example 2: Searching by portion of report number (RCIN\*)



You can View Latest Instance of the report or you can run it with your own parameters. Click on the report and then click View and then **View (to run)** or **View Latest Instance**.



When you **View Latest Instance** the report will be displayed in the same screen, as a new tab. To close the report, click the X on the tab.





To run the report click **View** and the parameter box will pop up. If any of the parameters are outdated you can enter the value yourself, following the same format in the dropdown menu. If you do find outdated parameters please contact the help desk ([help@losrios.edu](mailto:help@losrios.edu)) so we can get them corrected.

The 'Enter Values' dialog box is titled 'Enter Values' and contains three sections for parameter input:

- Term:** 'Enter or select the four digit term.' with a dropdown menu showing '...' and an 'Enter a Value:' text box below it.
- Sort Order:** 'Sort By' with a dropdown menu showing '...'.
- Data Only:** 'Data Only for exporting' with a dropdown menu showing '...' and an 'Enter a Value:' text box below it.

An 'OK' button is located at the bottom center of the dialog.

Once you've entered the parameters and clicked OK, the report will run and display on screen. You can then export  and/or print  the report.

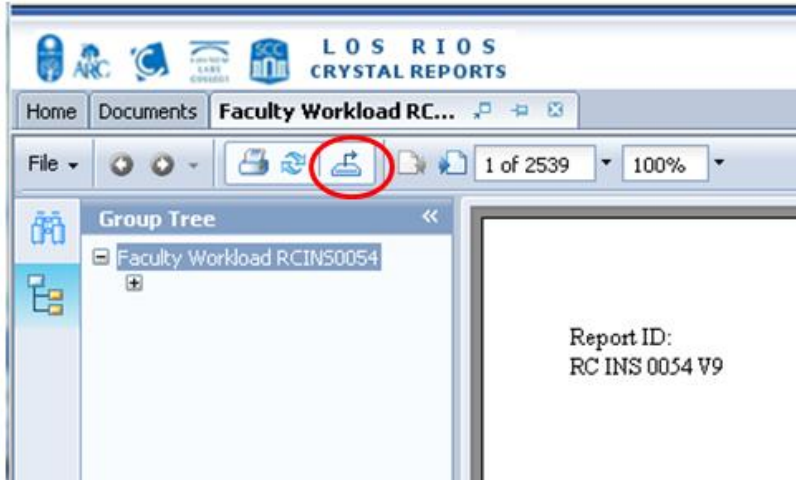
The screenshot shows a web browser window with the following elements:

- Browser Interface:** The title bar shows 'Faculty Workload RC...'. The toolbar includes 'File', 'Home', 'Documents', and navigation icons. The 'Export' and 'Print' icons are circled in red. The status bar shows '1 of 2539' and '100%'.
- Report Content:**
  - Report ID: RC INS 0054 V9
  - Los Rios Community College District**
  - Faculty Workload Report**
  - Report Parameters**
  - Table:

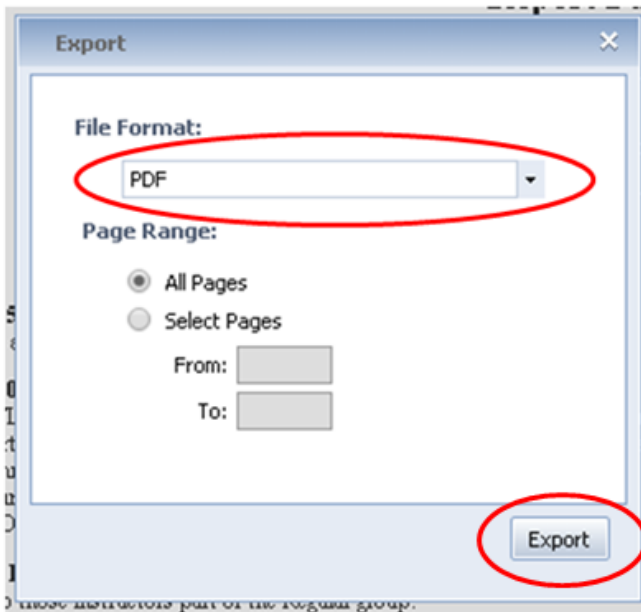
Term:	Fall 2017
By:	Instructor

NOTE: We are experiencing some formatting issues with some reports. Some reports are shifting to the left and are cut off when using the print icon. If you have an issue with report formatting, when selecting the print option, you will need to export and print the pdf.

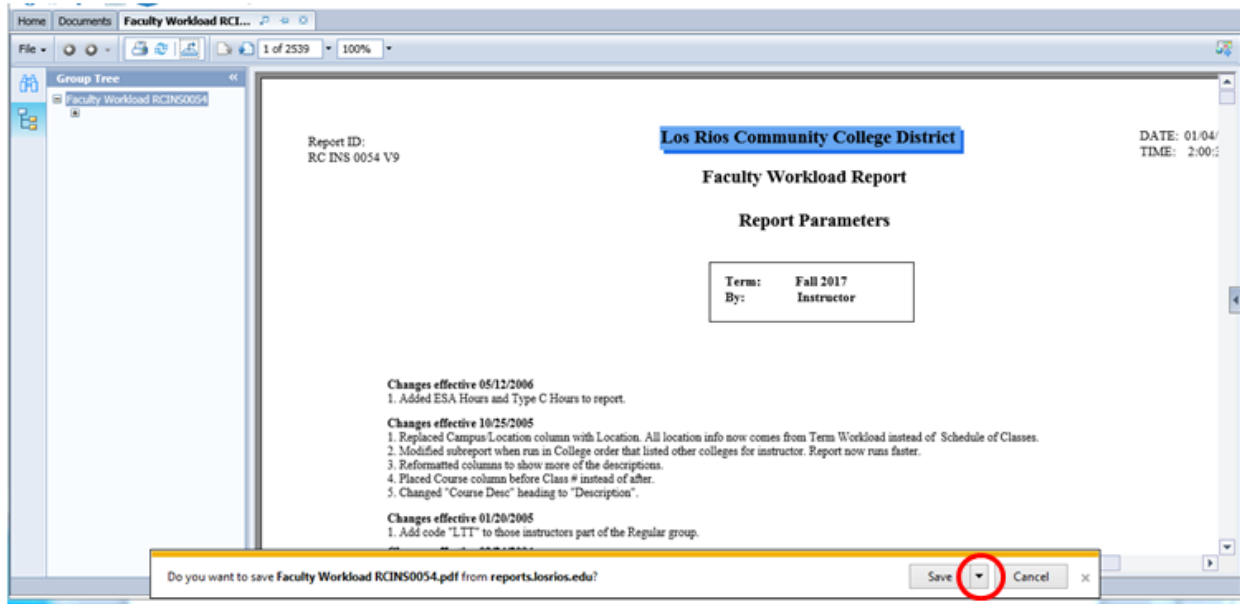
Select the export icon.



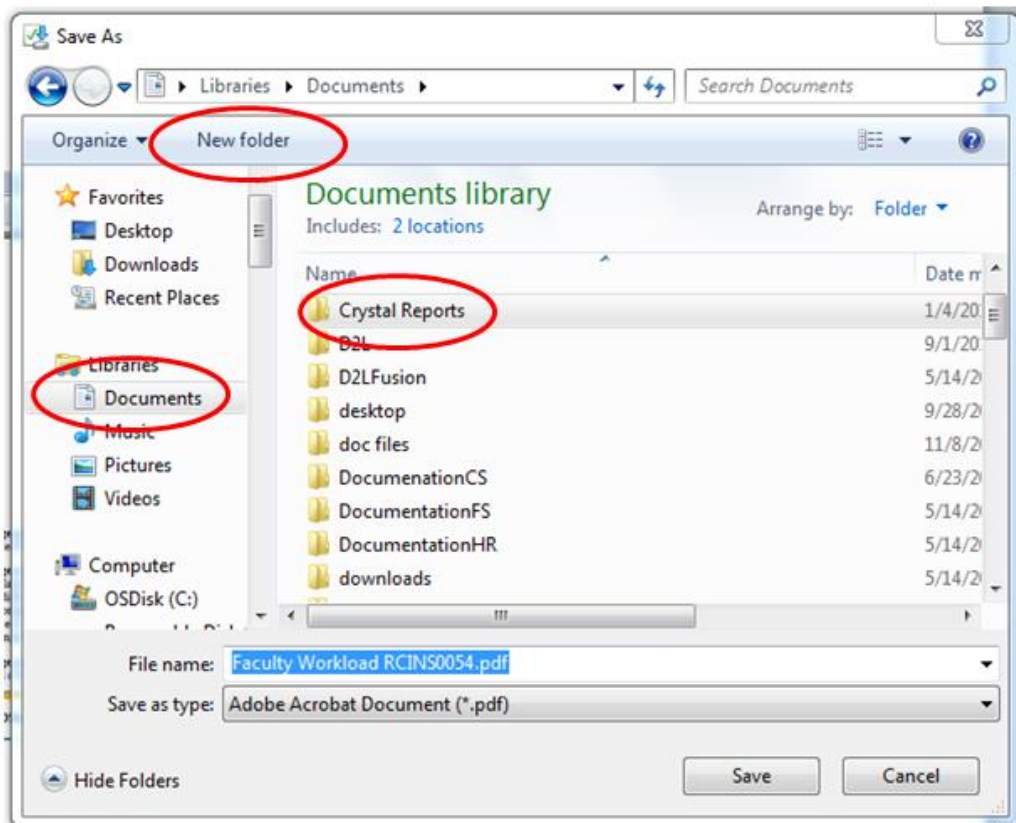
Select PDF and click Export.



Click the drop down arrow and click Save As.

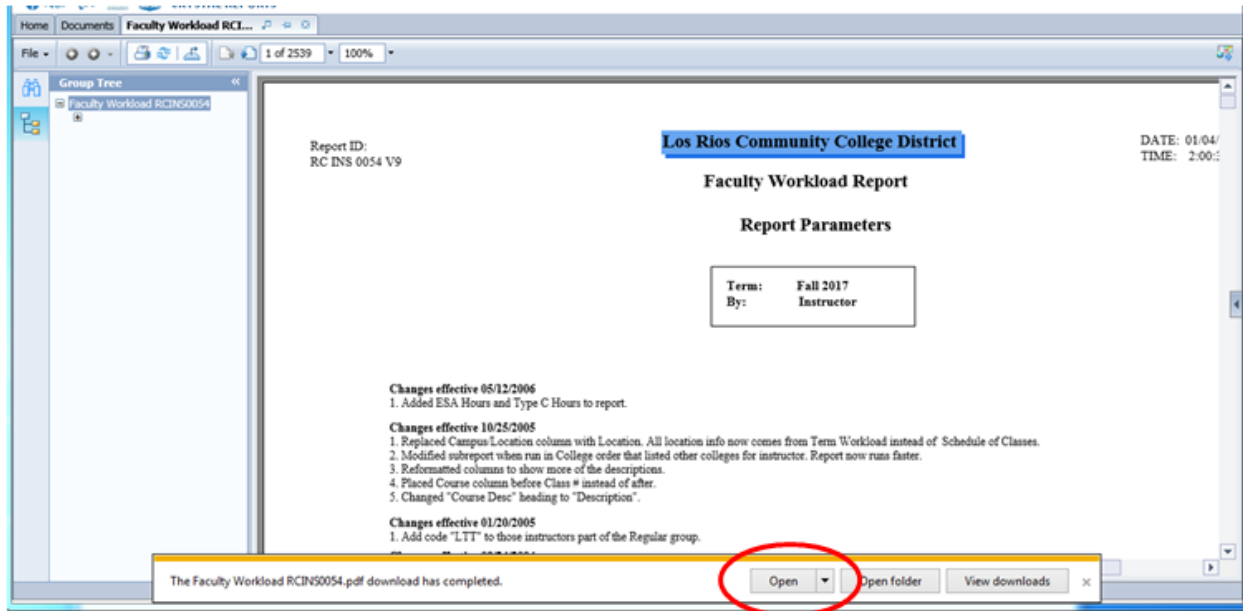


Navigate to the folder where you wish to keep the report. Below I clicked on Documents and then click New Folder and created a folder called Crystal Reports. This will help to keep track of the reports you've downloaded.

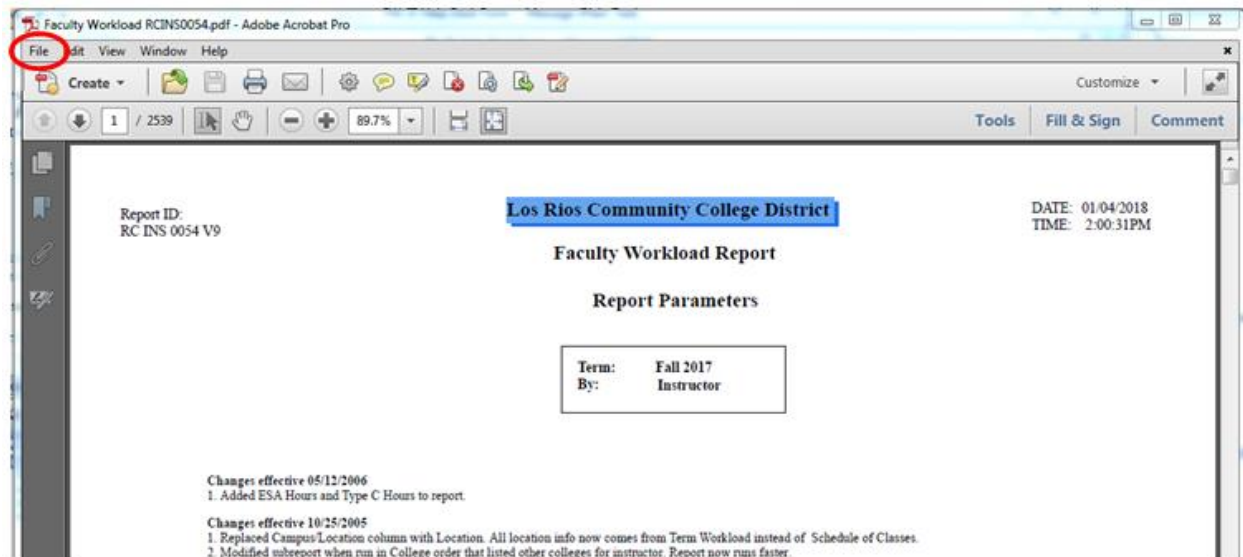


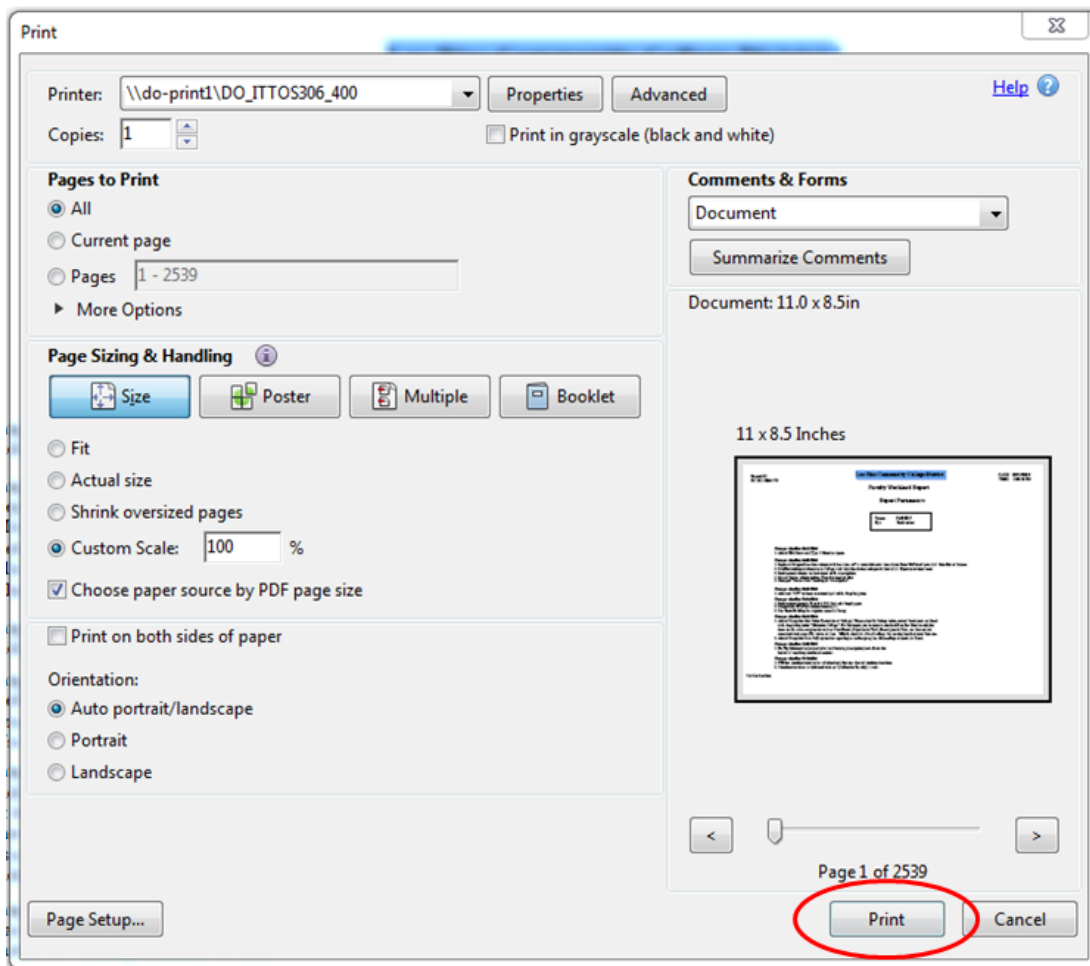


Open the document.



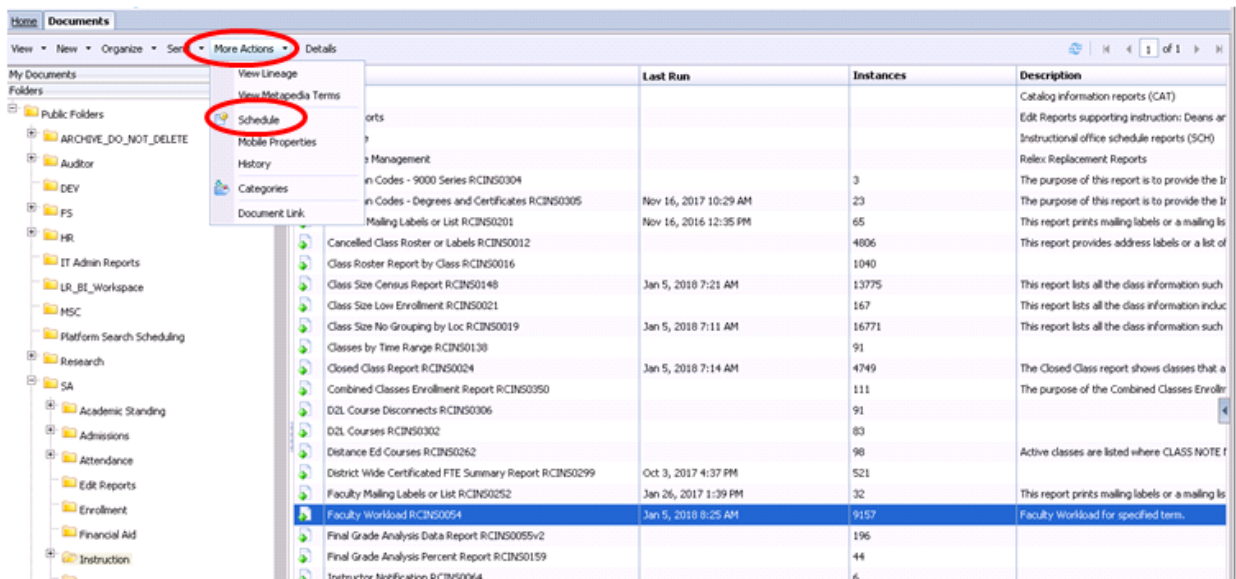
Click File and then Print.



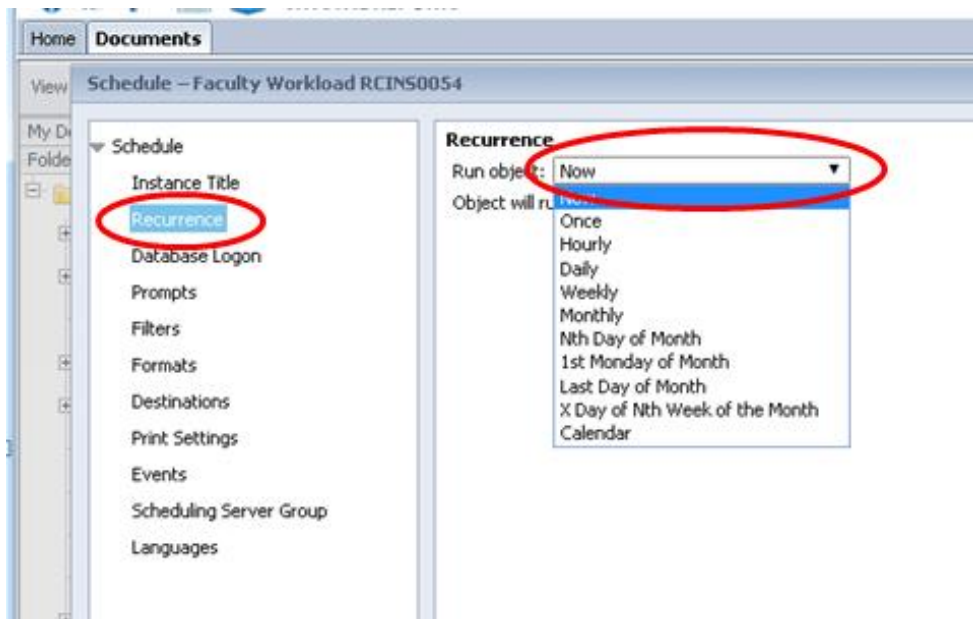


Some reports run for a long time and will not complete with the 'View' option. Or reports are run with the intent of viewing them at a later date. To schedule a report you can either right click on the report and click Schedule or select report and click View More and then Schedule.

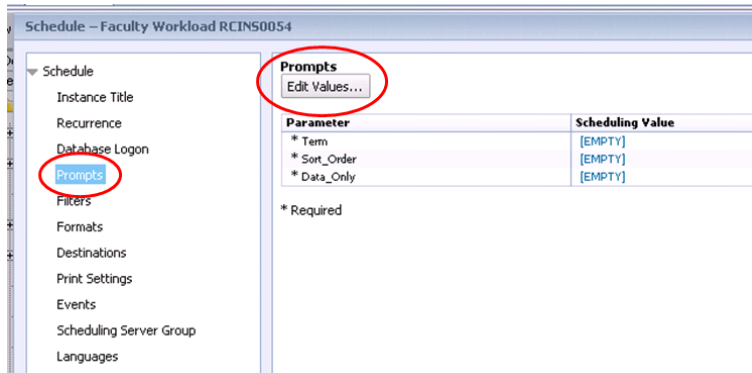
Title	Last Run	Instances
ADJ SSI Mall...	Nov 16, 2016 12:35 PM	65
Cancelled Clas		4806
Class Roster R		1040
Class Size Cen	Jan 5, 2018 7:21 AM	13775
Class Size Low		167
Class Size No	Jan 5, 2018 7:11 AM	16771
Classes by Tir		91
Closed Class R	Jan 5, 2018 7:14 AM	4749
Combined Clas		111
D2L Course Di		91
D2L Courses R		83
Distance Ed C		98
District Wide C	RCINS0299 Oct 3, 2017 4:37 PM	521
Faculty Maili	Jan 26, 2017 1:39 PM	32
Faculty Worksh...	Jan 5, 2018 8:25 AM	9157
Final Grade Analysis Data Report RCINS0055v2		196
Final Grade Analysis Percent Report RCINS0159		44
Instructor Notification RCINS0064		6



Not all Schedule options are used. Below are the options that we use at Los Rios. Click Recurrence. It defaults to Now. If you wish to set up some other recurrence click on the dropdown menu and click your selection.



Then click Prompt and Edit Values to set parameters.

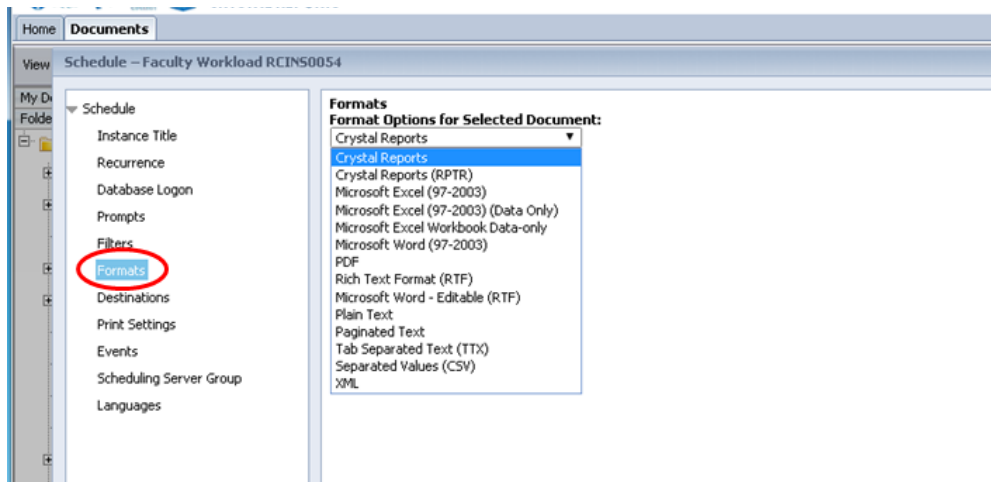


Select or type in your parameters and click Ok.



Click Formats and select your format from the dropdown window.

- Crystal Reports to view in Crystal Reports in report format (default)
- Excel is primarily used for those utilizing the data for analysis
- PDF and Word are used to view in report format and for save for later use
- 



Email the report by clicking Destinations, click the dropdown window and select email. Enter in the From and To fields. In other fields you can either fill in the fields or select placeholders and click Schedule.

