

Capita



Crystal Beginner Work Package

Professional Services

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Introduction

Crystal has been a vital tool for One users and support staff. Delegates will learn the basics of Crystal from the setup of options to being able to create a basic report.

Benefits

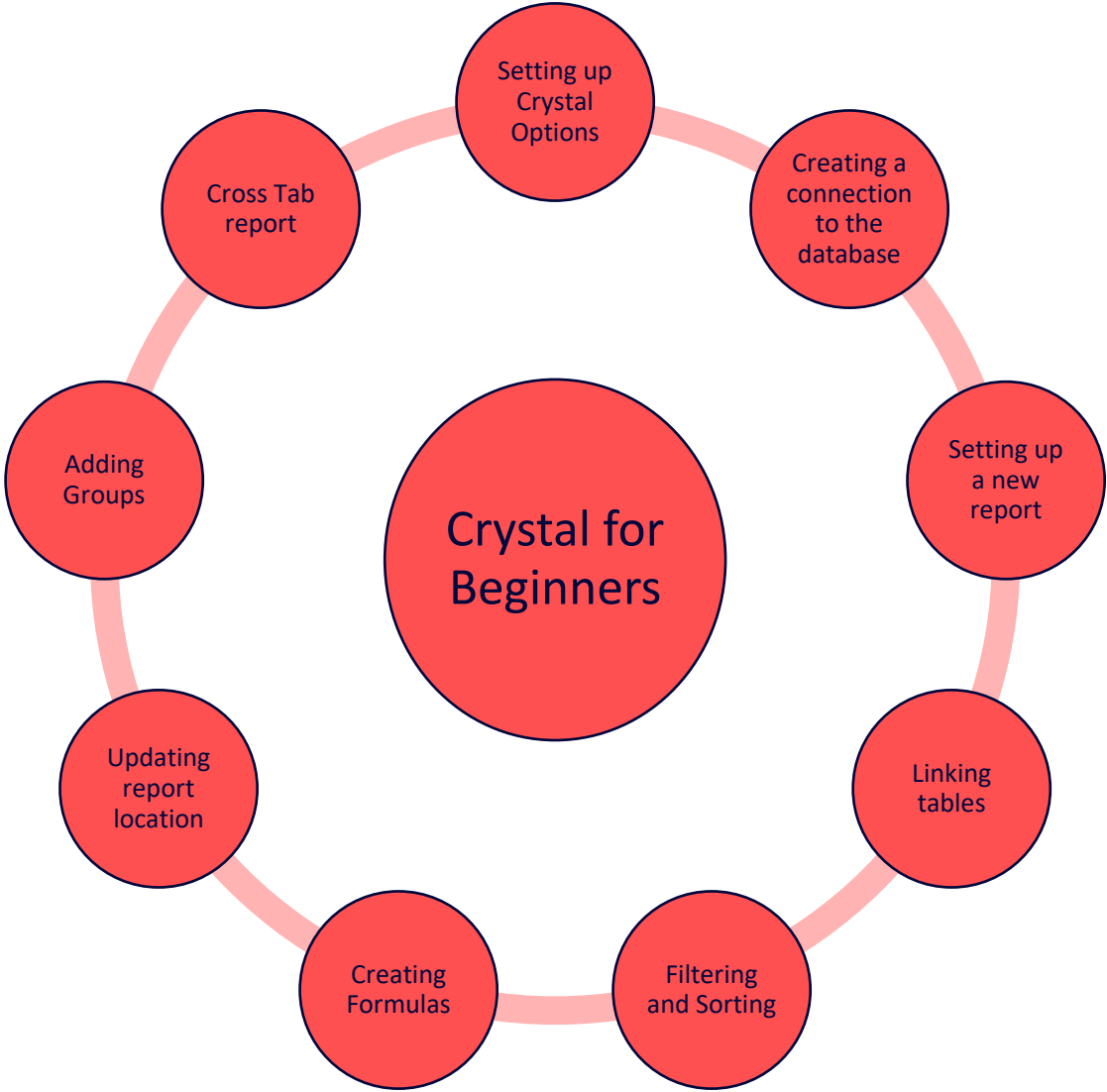
Export data from One for displaying statistical data to management teams.

Pre-requisites

- Crystal reports 2012 or above
- Oracle Client
- One Client or Back Office
- Login for Database

Service Overview

Capita Children’s Services will assist in the successful implementation of the Crystal Reports by providing the following:



Capita believe in a strong emphasis on a proactive partnership with the customer. The Capita Project Coordinator will work closely with the customer’s appointed Project Lead throughout the project to achieve this. The Capita Project Coordinator is the coordinating Capita staff member assigned to the project and is therefore able to respond authoritatively to the needs of the project and will actively and continually monitor progress on all risks, issues, actions, and decision in order to ensure successful delivery.

Service Details

Key Prerequisites

- Crystal reports 2012 or above
- Oracle Client
- One Client or Back Office
- Login to One Database

Objectives

- Link to the One Database
- Be able to create a simple report using formulas, sorting, filtering, grouping
- Create a cross tab report
- Change the database in other reports

Audience

- Report writers

Standard Agenda

- Setting up Crystal options
- Creating a connection to the database
- Setting up a new report
- Linking tables
- Filtering data
- Sorting Data
- Creating formulas
- Update a report location for different databases
- Adding a group
- Creating a basic Cross Tab report

Outcomes

- Able to create and embed reports in One.
- Create a cross tab report
- Modify report database