

## Crystal Reports Development

### COURSE DESCRIPTION

**Crystal Reports Development** teaches how to use Crystal Reports to create powerful and engaging reports and data views.

**AUDIENCE** – Any CA PPM user responsible for writing Crystal reports

**COURSE TYPE** – Onsite / Online

**PREREQUISITES** – None

**DURATION** – 8:00 AM to 5:00 PM; one-hour lunch

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### COURSE OUTLINE

#### Introduction

- What is Crystal Reports?
- Demonstrate sample reports
- Crystal Reports Advantages / Disadvantages
- Jaspersoft replacing of Crystal Reports after 14.2

#### Getting Started with Crystal Reports

- Preparing the Work Environment
  - Setting Data Sources
  - Installing Crystal Editor
  - Setting Crystal Editor Preferences
- Create a Report
  - Wizards and When to use Them
- CA PPM Report Definitions

#### Working with Reports

- Add Command and Query Parameters
- Set up Groups/How to group data
- Navigating the Editor
- Report-Wide Options
- Summary Options/Subtotals/Totals/Grand Totals/Running Totals
- Experts
- Section
- Cross-tab
- Database
- Graphs and Charts
  - What to do when the out of the box element isn't enough
- Formulas and Formula Workshop
- Special Fields

#### Deploying Crystal Reports in CMC

- Logging in
- Verifying Rights
- Setting the Database Configuration

#### Crystal Reports Best Practices

- Report Development
- Report Maintenance
- Versioning and Deployment
- Tips, Tricks, and Strategies