Using Reporting Tools for HCM 8.8 - Crystal - Online Course

Duration: 0 Days

What you will learn

Upon successful completion of this course, you will be able to describe the components of the Crystal Reports window,

and create and format a basic Crystal report. You will also be able to create mailing labels, and

sort and group data in a Crystal report.

Learn To:

Generate reports using Crystal Reports

Audience
Functional Implementer

Course Objectives
Describe the components of the Crystal Reports window
Create and format a basic Crystal report
Create mailing labels
Sort and group data in a Crystal report

Course Topics

Crystal Report Basics
Understanding Using Crystal Reports
Understanding Crystal Report Window
Understanding Design Page Components
Understanding Preview Page Components
Understanding Toolbar Buttons
Understanding the Supplementary Toolbar
Understanding Crystal Cursors

Creating and Formatting Crystal Reports
Creating a Basic Crystal Report
Creating Mailing Labels
Creating a Basic Crystal Report Template
Creating a Crystal Report Document from a Template
Formatting a Crystal Report

Advanced Crystal Report Options
Understanding Sorting and Grouping
Understanding Summary Options
Sorting Data in a Crystal Report
Grouping Data in a Crystal Report
Sorting Data Within Groups