



Crystal Reports for Lawson Training Agenda

Day 1

- Setting up a data source
- Overview of Crystal components
- Building a report using the Report Wizard
- Examine the Design Window
 - Formatting objects
 - Crystal Sections
 - Using Guidelines
 - Moving and Modifying fields
 - Working with Text Objects
 - Formatting numbers
 - Special fields
 - Working with Summary Functions
 - Working with the Section Expert
- Printing and Exporting
 - Exporting reports to various formats
 - Creating a report using an Excel Spreadsheet
- Designing a report from 'Scratch'
 - Starting a 'Blank' report
 - Manually inserting fields
 - Manually inserting groups
 - Sorting and Grouping
 - Selecting records
 - Creating summaries

Day 2

- Summary and Drill-down reports
 - Hide vs. Suppress
 - Reformatting the report for drill-down approach
- Formulas and Functions
 - Creating formulas
 - Exploring the Formula Workshop
 - Tips and Techniques using formulas
 - Adding Highlights using the Highlight Expert
 - Creating an Exception Report using the Report Alert function
 - Using the IF-Then-Else conditions
- Creating a report specifically to be exported to Excel
 - Setting up report to be exported to Excel

Tips and Techniques to setting up a report to be exported to Excel

Creating Charts in Crystal

- Adding a Chart

- Drilling-Down from a Chart

- Placing Data Alongside Data

Day 3

Connecting to Lawson

- Mapping Lawson portal to the Lawson Database

- Examine Lawson Data files

 - Mapping links between Lawson Tables

Setting up Lawson Datasource

- ODBC vs. OLEDB

- Using Lawson Query Builder

 - Creating a Lawson Command

- Using an Embedded Query

- Using Lawson Tables

Creating Parameters

- String Parameter

- Number Parameter

- Date Parameter

- Date Range Parameter

- All Factor – Pulling all data if nothing is selected

- Dynamic Parameters

- Changing Groups on the fly using a parameter

Advanced Formulas

Day 4

Creating variables

Sub Reports

- Passing variables from sub-report to main report and visa versa

- Displaying data using a sub-report

- Sub-report on demand

Running Totals

Cross-Tabs

Form Letters

Custom Functions

Day 5

Building a client's custom report using Lawson