

**Soft-Train**



*At Soft-Train  
Technology Works*

# Crystal Reports XI (Day 4) ST33006

**COURSE GOAL:** The goal of this class is to introduce Crystal Reports XI to users who will be using this as part of their normal working tasks. This is Day 4 out of 4 days of intensive hands-on training on this intricate software.

**PREREQUISITES:** Good working experience with Windows, basic understanding of database concepts and reporting functions.

**LEARNING OBJECTIVES:**  
Upon completion of this course the student will be able to:

- Create a Drill Down Report
- Create Mailing Labels
- Create Report Alerts
- Understand and Work with Sub-Reports
- Use Parameter Fields

## **KEY TOPICS:**

### **I. Designing Reports**

- A. Create a Drill-Down
- B. Create Mailing Labels

### **II. Creating Report Alerts**

- A. What are Report Alerts
- B. Creating Report Alerts

### **III. Report Templates**

- A. Creating your own Template Rules for Report Templates

### **IV. Using Sub-Reports**

- A. Understanding Sub-Reports
- B. Unlinked versus Linked Sub-Reports
- C. Linking a Sub-Report
- D. Format a Sub-Report
- E. Creating On-Demand Sub-Reports
- F. Handling Empty Sub-Reports

### **V. Prompting with Parameters**

- A. Importing a Pick List
- B. Using Date and Time Parameters
- C. Using multiple values for a Parameter
- D. Using an Edit Mast to limit String Parameters
- E. Sorting with a Parameter
- F. Using Parameter Fields to set Conditional Formats
- G. Using Parameter Fields with Formulas
- H. Using a Parameter Field to control Top N Reporting