

EFFICACY CRYSTAL REPORTS TRAINING

Scope

The goal is to give the user an idea of the most common possibilities of Crystal Reports.

The training starts by testing the Efficacy query wizard knowledge of the attendees. This knowledge is important before we can create our first report. The first report we build will display the linked contacts (and their main company) of a publication. The trainee follows the steps of the trainer as he follows the report construction. The first exercise is to rebuild the created report personally. We then continue to more advanced Crystal Reports features.

The PowerPoint assists us to track our position in the training.

Target

End users with experience with Efficacy, including Efficacy query knowledge.

Required knowledge and aptitudes

- Advanced Efficacy knowledge, especially knowledge of the Query wizard
 - Knowledge of SQL is a plus
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Number of participants

Minimum 2, maximum 6.

Duration

Maximum 6 hours, this is the field-tested limit for optimal concentration

Contents

- Efficacy query wizard will help us building our first report
 - Exploring the Efficacy database relations by using the query wizard
 - Efficacy query wizard will help us building our first report Inserting fields
 - Creating a report with the Wizard: What connection should I use for Oracle or SQL Server?
 - Our first report: Linked contacts of a publication with their companies.
 - Simple modifications: Adding pictures, Text objects, Special Fields, Change layout, Configure default formatting ...
 - Adding/Changing filters, grouping, sorting, parameters
 - Exercises
 - Crystal Report: More advanced
 - Using formulas for: newlines, replace blank values by "blanco" + Subreports
 - Reporting Solution: Adding parameters, op report as PDF
 - Create a report for labels = multi-column formatting
 - Questions
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Training support

On-screen PowerPoint presentation and live use of Crystal Reports.

The trainees use online handouts of the presentation during the training. These online handouts are available through the Efficacy Helpdesk.

Upon request, printed versions of these handouts can be provided for use during the training. For environmental reasons, this service will be charged.

The test database is hosted on the laptop of the trainer.

Available languages

The presentation and hand-outs are in English. Trainers can give the training in English or Dutch.

Certificate

Not available.
