



Meridium Reporting - Crystal Reports

Course #3003

Course Details

Length: 1 day

Prerequisite: Meridium User

Benefits: You will learn how to build Meridium reports in Seagate Crystal Reports and enhance them by reformatting, adding charts, and applying formulas.

Audience: Administrators, Implementers

Overview

Querying Data

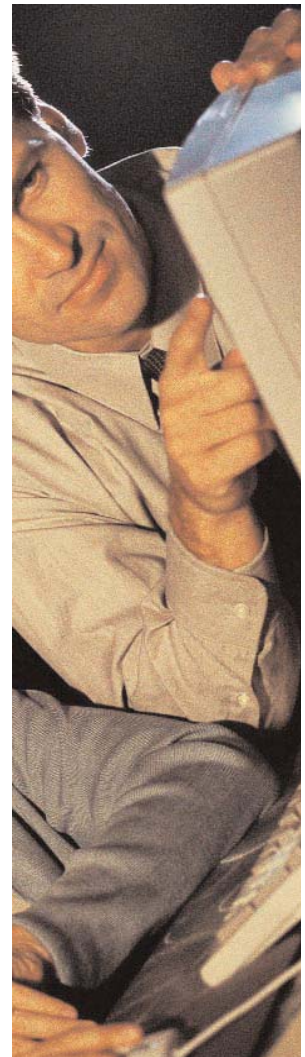
You will use Meridium tools to build simple and relationship queries. You will create standard reports using the Meridium Report Builder and enhance them in Seagate Crystal Reports.

Basic Formatting

You will explore the available options in Crystal Reports for adding headers and footers and changing a report's format and layout.

Advanced Formatting

You will learn how to use report sections to add grouping, sorting and summaries. You will enhance reports by suppressing null values, adding charts, conditionally formatting fields, and creating calculated fields.





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Training Agenda

Building a Meridium Report

- Building a simple or relationship query
- Building a report based on query results
- Accessing the report in Crystal Reports

Basic Crystal Reports Formatting

- Changing page orientation
- Setting guidelines
- Adding a report header
- Adding and formatting data fields

Grouping and Sorting

- Inserting a group into a report
- Applying word wrapping to a field
- Currency formatting
- Applying sorting
- Suppressing duplicate data
- Grouping records
- Inserting a summary field
- Combining a field with a text box

Exception Highlighting

- Applying conditional highlighting
- Highlighting a field based on a range of values

Graphs

- Inserting a picture into a report
- Inserting a graph into a report
- Sorting a chart legend based on Percentage of Cost

Advanced Formatting

- Adding a logo to a report
- Inserting a chart as an overlay
- Adding an exception notice
- Advanced Formatting Lab

Calculation Formulas

- Inserting a summary
- Adding a field that counts Failures and averages Failure Cost for each Pump

Working with Graphics

- Adding dividers and lines
- Inserting conditional graphics