



Crystal Reports Basic Training

Description: Seagate Crystal Reports is a popular program that easily generates reports with graphics from a variety of databases. During this two-day course, participants are introduced to the basic concepts and procedures of Crystal Reports, shown how to effectively use them with RMS, and provided with practice exercises to master the functionality with the intent to create reports specific to their institution. Topics include such items as planning an effective report, graphing data, sorting records, and setting up Crystal Reports to be used with RMS. Participants should be generally familiar with RMS and Windows.

Length: Two days

When: Client determines timing

Where: Client site or at the RMS office in Raleigh.

Schedule:

First Day

Time	Subject
8:30 AM - 10:15 AM	Introduction to Crystal Reports and Basic Report Design
10:15 AM - 10:30 AM	<i>Break</i>
10:30 AM - Noon	Basic Report Design Continued
Noon - 1:30 PM	<i>Lunch</i>
1:30 PM - 3:15PM	Organizing Report Data
3:15PM - 3:30 PM	<i>Break</i>
3:30 PM - 5:00 PM	Graphic Features

Second Day

Time	Subject
8:30 AM - 10:15 AM	Review of Day One and Creating a New Report
10:15 AM - 10:30 AM	<i>Break</i>
10:30 AM - Noon	Creating a new Report Continued
Noon - 1:30 PM	<i>Lunch</i>
1:30 PM - 3:15PM	Crystal Formulas
3:15PM - 3:30 PM	<i>Break</i>
3:30 PM - 5:00 PM	Institutional Report Development

Participants: This is recommended for any staff members whose responsibilities include report development or are just interested in maximizing the information stored in RMS. Again, participants should be generally familiar with RMS and Windows.