



CRYSTAL REPORTS TRAINING ***Spillman Public Safety Software***

Course Description: With the power of this industry-leading report-writing tool, Crystal Reports users and developers can integrate their organization's data, making sophisticated reports readily available to support critical public safety decisions. In this hands-on course, you gain extensive experience using Crystal Reports to connect to databases, retrieve raw data, format data, and create and present reports for widespread distribution. You will return to your organization with a detailed process to help you connect to data sources and create useful reports right away. Students will design crystal reports with that can be saved and used as templates with their own agency data.

Course Length: Classroom training totals 24 hours beginning at 8:30am and ending at 4:30pm each day.

Course Location: January 27-29, 2016 City of Conroe - EOC 300 W. Davis Street Conroe, TX 77301

Prerequisites: Students are not required to have any prior knowledge of Crystal Reports or SAP products. Participants must bring their own laptop/PC computer pre-loaded with one of the following licensed versions of Crystal Reports: Crystal Reports 2008, Crystal Reports 2011, Crystal Reports 2013. Students may remote connect to their host agency data source as public internet access will be provided. For questions related to connectivity or IT requirements please contact nwillhoite@cityofconroe.org.

Course Contents:

Overview of Crystal Reports:

- Formatting and summarizing data
- Filtering, sorting and grouping data
- Customizing reports with business logic
- Connecting to ODBC Spillman Data Sources
- Adding charts and sub-reports to a report

The Crystal Report Writer:

- Writing a basic report
- Selecting a format
- Adding text and fields
- Connecting to remote data sources
- Configuring the reporting environment

Formatting and styling:

- Tailoring sections within a report
- Annotating header and footer fields
- Designing fields for quality presentations
- Adding color, borders and pictures
- Highlighting data with Highlight Expert

Interpreting Structures and Retrieving Data:

- Navigating complex data
- Deciphering data structures
- Identifying data relationships

Gathering the right data:

- Merging data from multiple tables
- Building queries
- Optimizing data retrieval

Combining Powerful Report Techniques:

- Organizing and summarizing reports
- Sorting user sort control and grouping
- Grouping with formulas
- Shared Variables
- Summary and Rolling Total fields

Building advanced reports:

- Embedding linked and unlinked sub-reports into reports
- Designing dynamic and cascading prompts

Visualizing complex data:

- Simplifying data with charts and graphs
- Organizing fields into sections
- Adding, merging, suppressing sections

Programming Data Functionality:

- Coding in formula language
- Working with variables and operators
- Deciphering formula syntax
- Adding and modifying formulas with the Formula Workshop
- Calling and working with functions

Writing effective formulas:

- Building if/then/else statements
- Converting and comparing data
- Debugging the code
- Employing the Formula Workshop

Who Should Attend: Clients new to SAP wanting to learn the Crystal Reports platform.

Benefits to You: Confidence in your ability to design, publish and distribute eye catching reports against any data source. Automate advanced user reports and form templates that take hours to generate manually.

Instructor:

Darrell Kelemen,
Support Services Bureau Commander
Police Officer - Law Enforcement Consortium Administrator
League City Police Department

Darrell Kelemen is a graduate of Sam Houston State University and holds a Bachelors of Science Degree in Criminal Justice. He has 17 years of law enforcement experience as a TCOLE instructor and holds a master peace officer certification. Darrell Kelemen is employed as the Administrative Bureau Manager at the League City Police Department where he serves as master instructor and OSSI Sungard/OneSolution administrator for one of the Country's largest public safety software consortiums. He has been recognized by the OSSI Sungard National User Group Board for providing outstanding training during National Conferences.