



**Texas Skyward User Group Conference**

# **Session Topic: Crystal Reports – Student Management**

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# Crystal Report – Student Management



During this session, you will learn the basics of how to create reports in Student Management using our Crystal Report writing options.

- The “What, Why and When” of Crystal Reports
- Creating a Crystal Report
  - Selecting your database
  - Adding tables/fields
  - Grouping/Sorting
  - Record Selection
  - Calculations
  - Formatting
- Tools in Skyward to help with report writing
  - Data Diagrams
  - Data Dictionary
  - Alt-F2
- How your end users run the Crystal Reports through the software

# What, Why and When of Crystal Reports



- Aesthetically pleasing reports
  - Report Cards
  - Transcripts
  - Data Verification Reports
  
- Report on unrelated subjects within the same report or line
  
- Create reports that are not possible in Data Mining or Skybuild
  - Customized layout to meet your needs
  - Access to all database fields
  - Customized filters, user prompts etc.

# Getting Started with Crystal Reports



- Database Connection
  - ODBC Connection to Skyward
  - Connect to Access/Excel etc.
  
- Table based
  - Add Tables
  - Link Tables (Inner Join vs. Left Outer Join)
  - Add Fields
  - Grouping/Sorting
  - Filtering
  
- SQL Queries
  - Common reasons for using a SQL Query.
    - Speed issues with table based report
    - Add filters on left joined tables
    - Need to force groups to display regardless if data exists for the group
    - Need to join extent field data to another table
    - Sub Query needed to return result, commonly done through sub report

# Crystal Reports Design



- Formatting options
- Conditional Formatting / Suppression
- Paging Options
- Formulas
- Parameters (Prompts)
- Summaries
- Sub-reports

- Types of Reports
  - Standard View/Print
  - Export (PDF, CSV, Excel etc.)
  - Graphs / Charts
  - Cross Tab
  - Drill Down Reports
  
- Running Crystal Reports through Skyward
  - Upload Reports to Custom Reports
  - Custom Report Security
  - Schedule reports from Print Queue
  
- Reporting Tools in Skyward
  - Database Diagrams
  - Data Dictionary
  - ALT-F2
  - Shift-Ctrl-Alt-F12





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**THANK YOU FOR ATTENDING!**

