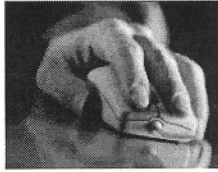


Abra Suite from Sage Software



Intermediate Crystal Reports for Abra HR – Workshop Agenda

Overview

This one-day workshop is designed for HR personnel who use Crystal Reports at an intermediate level. This course will provide information on creating custom reports from both the Report Expert and from a blank report and show you how to link fields from different databases.

Who Should Attend

Human Resource professionals who need to become more proficient in developing custom reports and using Crystal Reports within their organization.

Prerequisites

Completion of the basic course or at least three months experience using Crystal Reports.

What You Will Learn:

Introduction

- Report Planning Questions
- Custom Report Creation Steps

Create Multiple Database Report Using Report Expert

- Selecting Databases
- Visually Linking Databases
- Adding Fields to the Report
- Grouping the Report
- Understanding the Crystal Interface
- Report Options
- Sorting the Report

Modify the Report

- Center Title
- Change Font Attributes
- Move & Resizing Objects
- Add Text
- Create Combined Text Object Field
- Modify Objects

Special Fields, Formulas, Functions and Operations

- Special Fields
- Formula Overview
- Formula Components
- Formula Editor Interface
- Functions
- Operators

Create Benefit Report from a Blank Report

- Report Considerations
- Report Orientation
- Create a Blank Report
- Create Formula Fields
- Add Report Groups
- Add Detail Fields
- Manually Create Total Fields
- Add Graphic Elements to Report

Printing and Exporting Reports

Practice Exercises