

CRYSTAL REPORT EXERCISE - 1D

Report Narrative/Requirements

Versions: 9/10/11/2008/2011/2013

REPORT NARRATIVE

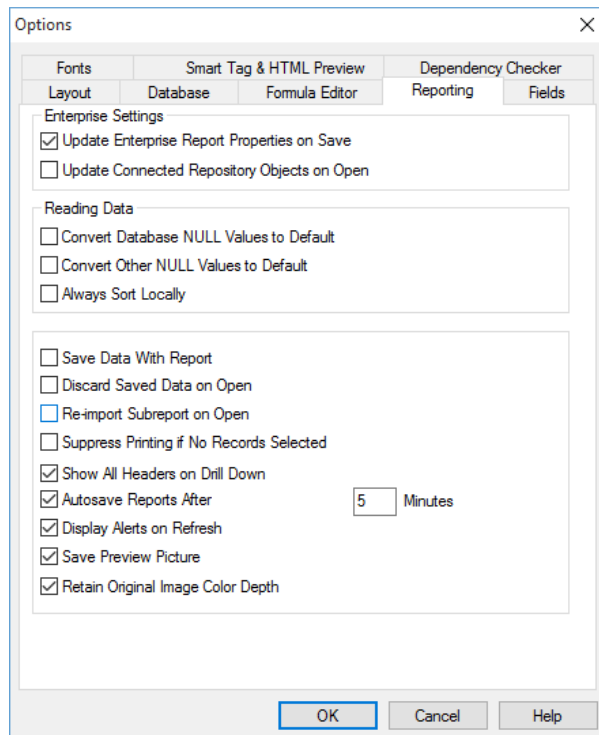
This report shows how to:

- [group](#) by two data fields,
- [sort record](#) information,
- set the appropriate options needed to utilize [Drill Down](#) reporting when needed,
- stack data in a column by creating [new sections](#)
- using the [Insert Summary](#) feature

1. MENU OPTION - File/Options

Click on Reporting tab

- Check [Show All Headers on Drill Down](#) - Allows report user to isolate (drill-down) on group level information.



Click [OK](#)

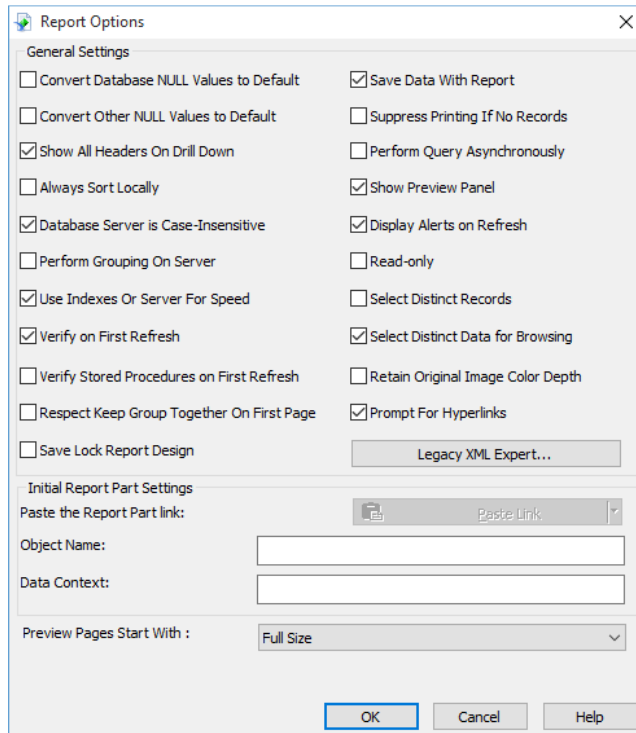
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2. MENU OPTION - File/Report Options

For Drill Down reporting, the [Show All Headers on Drill Down](#) should be checked. If not, check the [Show All Headers on Drill Down](#) below:



Click [OK](#)

3. DATABASE TABLE

Customer

4. PAGE HEADER SECTION

Special Fields (via Field Explorer) Print Date and Page Number

Report Title - using a text object (via menu option - Insert/Text Object)

5. GROUP HEADER 1 SECTION

Group Report by Customer. Country

Set Group Options - Options tab - Repeat Group Header on each page

6. GROUP HEADER 2 SECTION

Group Report by Customer. Region

Set Group Options - Options tab - Repeat Group Header on each page

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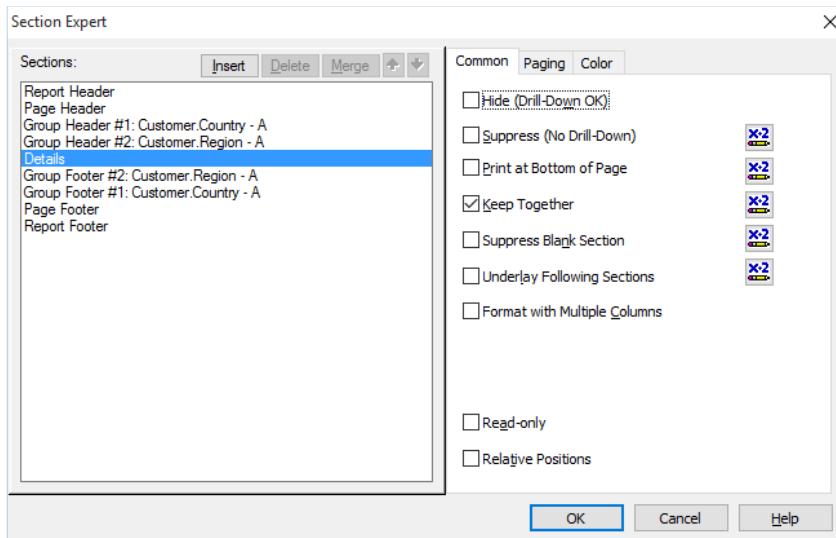
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7. DETAIL SECTION

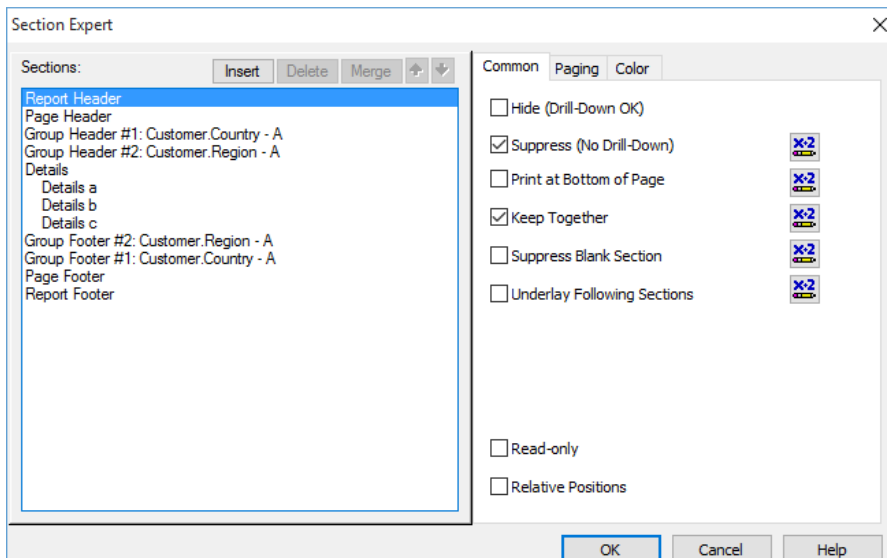
Data Fields: Customer.Customer ID, Customer.Customer Name and Customer.Last Year Sales

8. MENU OPTION - Report/Section Expert

- Insert two sections by highlighting Detail Section and click on Insert button.



- When completed, the Section Expert screen should have three detail sections, Details A, Details B and Details C



Click **OK**

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9. DETAIL SECTION B

Text Object with concatenated Customer. Contact First Name with a space and Contact Last Name inside

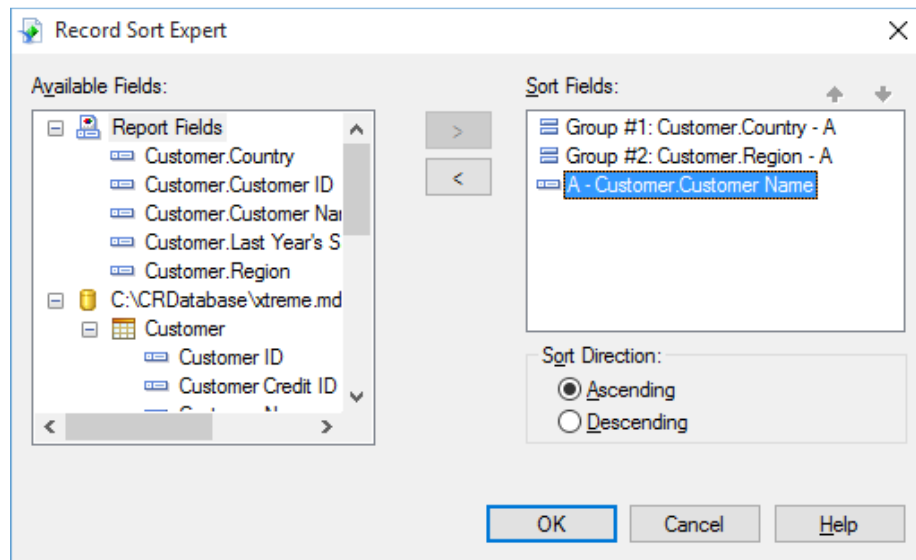
10. DETAIL SECTION B

Customer. Phone

11. MENU OPTION - Report/Record Sort Expert

a) Sorted by:

- Customer.Country - Ascending



Click **OK**

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12. MENU OPTION - Insert Summary

- [Sum](#) Customer.Last Year Sales for all Groups (1 and 2) and a grand total

Insert Summary

Choose the field to summarize:

Customer.Last Year's Sales

Calculate this summary:

Sum

Summary location

Grand Total (Report Footer)

Add to all group levels Insert Group...

Options

Show as a percentage of

Summarize across hierarchy

OK Cancel Help

Click [OK](#)

13. GROUP FOOTER 2

[Insert Summary](#) for Customer.Region

Text Object with concatenated free-form text "Total Region - " and data field Customer.Region

14. GROUP FOOTER 1

[Insert Summary](#) for Customer.Country

Text Object with concatenated free-form text "Total Country - " and data field Customer.Country

15. REPORT FOOTER

[Insert Summary](#) Grand Total Customer.Last Year Sales

Text Object with concatenated free-form text "Grand Total Country to the left of the summary count.