

# FSI (FM Solutions) Limited

# Concept™ and Crystal Reports

## Introduction

Crystal Reports is a leading reporting tool used throughout the industry to create effective and powerful reports. Used in conjunction with Concept™, users can interrogate their database to create user-defined reports for management purposes.

## Target Audience

This two-day course is ideally suited for Concept™ users who have a basic understanding of relational databases and the Concept™ base system. The course will focus on the basic skills needed to create a variety of functional, user-friendly reports.

## Course Content

- Introducing Relational Databases
- Introducing Crystal Reports
- Creating an OLE connection
- Create and format a basic report
- Creating a multi-table report
- Grouping, sorting and summarising
  - Creating and modifying groups
  - Using the Group Tree
  - Adding a Summary and Grand Totals
- Filtering data
- Cross-tab reports
- Formulas
  - Using Functions and Operators
  - Using Logical formulas
- Creating Parameters
- Creating graphs within a report
- Using and creating Sub reports
- Setting database locations
- Exporting reports to Crystal Connect™

Relevant queries to be answered throughout the course.

## Certification

Upon completion of the course, a certificate will be issued to all candidates who have demonstrated a satisfactory level of competence.

The course is delivered using Crystal Reports v10.