



GETTING TO KNOW CRYSTAL REPORTS

It's as easy as 1 - 2 - 3

1. Perform a search in halFILE.
2. Click the REPORT button to define the name and build the output file.
3. halFILE links to Crystal Reports to design and save!



Why use Crystal Reports?

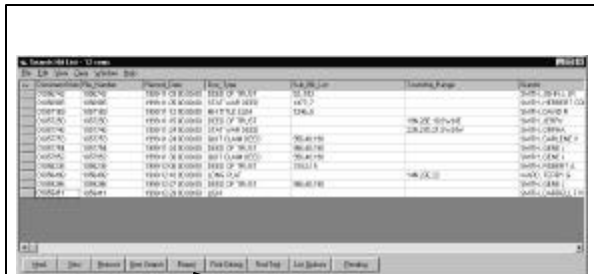
- Edit Keyed Data for Accuracy
- Print Indexes by Database Fields like Grantor/Grantee or Legal Description
- Run Reports to Accumulate Totals by Database Fields like Department/Document Type/Lender/Indexer
- Print Logs of Images by Storage Location
- Sort and Group Database Information into Print Form



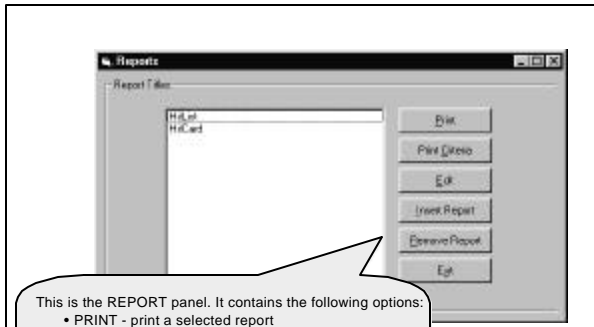
What your PC Needs First:

- Full Installation of Crystal Reports (The installation of halFILE only publishes the programs necessary to print reports)
- Set the Crystal Reports program directory location in halFILE's Administrator through File/Reports
- (Usually c:\program files\seagate software\crystal reports\crw32.exe)





Reports are built by first executing a search to build a hit list that will be used to design your report. Perform a search then click the Report button to get started.



This is the REPORT panel. It contains the following options:

- PRINT - print a selected report
- PRINT CRITERIA - print a search criteria page
- EDIT - edit a selected report
- INSERT REPORT - build a new report
- REMOVE REPORT - delete the selected report
- EXIT - exit the report panel

After clicking Insert Report, we were asked if the report would use a Card Format (like a 3x5 index card). This determines the format of multi-entry records AND the name of the file that is used to design the report:
 YES - Card Format uses HALCARD.TXT
 NO - Standard Format uses HALREPORT.TXT

An entry appears in our report box called New Report 1.

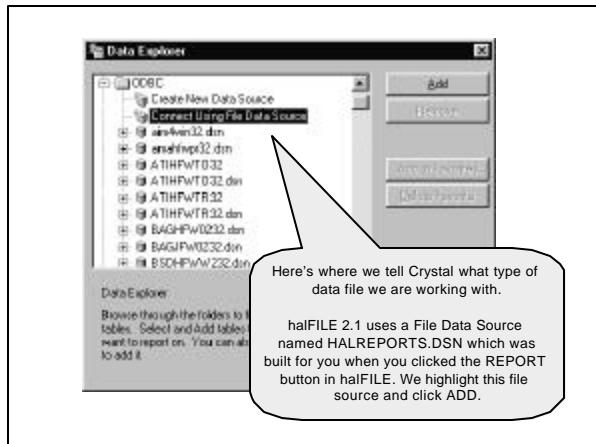
After highlighting 'New Report 1' and selecting the EDIT button, we are presented with this screen where we tell halFILE the REPORT DESCRIPTION and the path and filename of the Crystal .RPT file we are going to create. It is a good idea to store all your .RPT files in a REPORTS folder off your halFILE program folder for consistency.

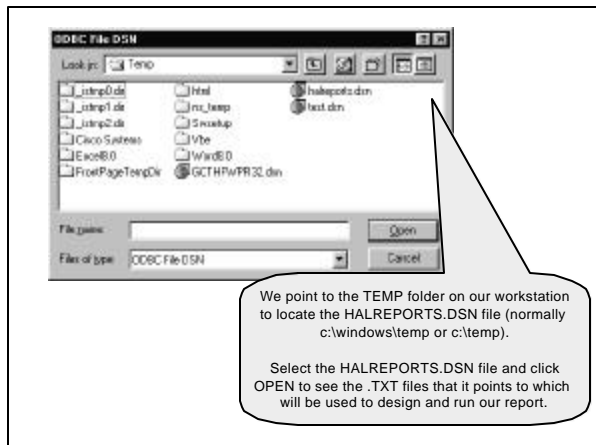
We have described our report as 'Chain Report' and given halFILE the path and filename of the Crystal Report CHAIN.RPT which we are about to design.

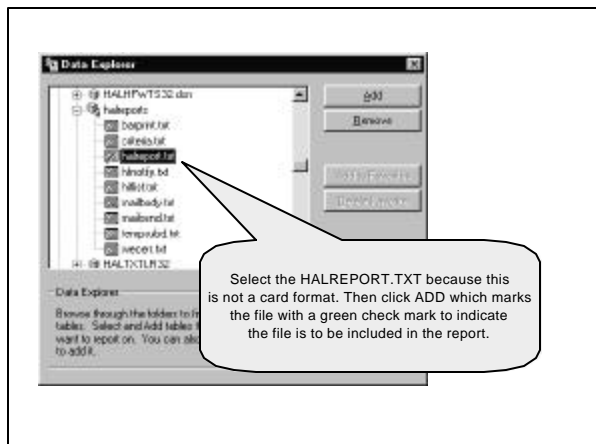
When we click DESIGN, halFILE will run the Crystal Reports Designer.

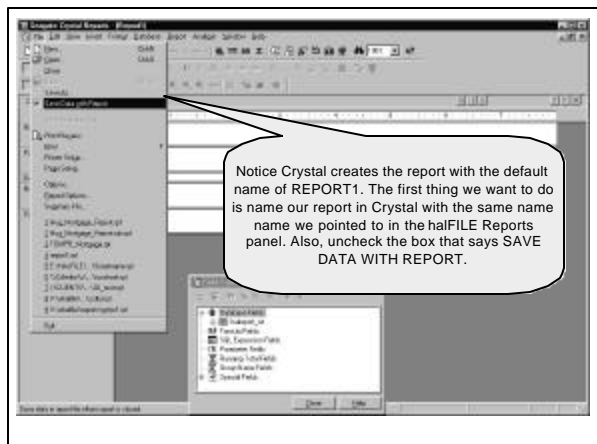
FIRST THINGS FIRST

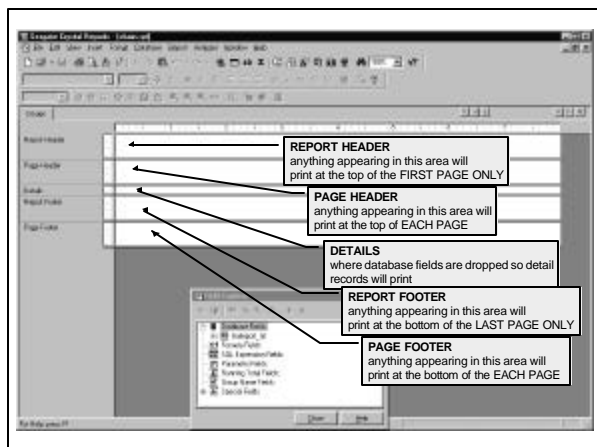
Tell Crystal whether you are using:
REPORT EXPERT - which helps you get a quick start with a wizard
BLANK REPORT - without wizard
EXISTING REPORT - choose from the list of recently created or modified reports

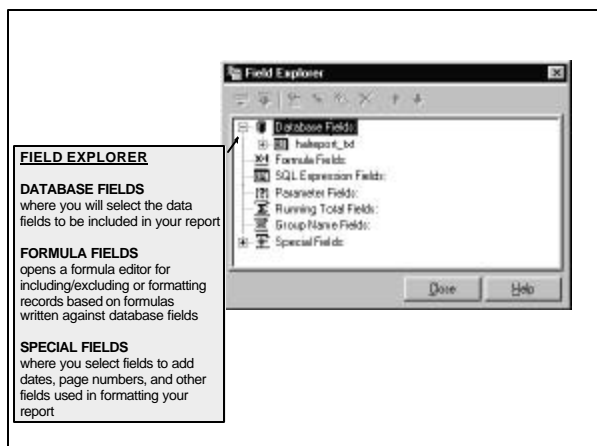












The End