



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.

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

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.

**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

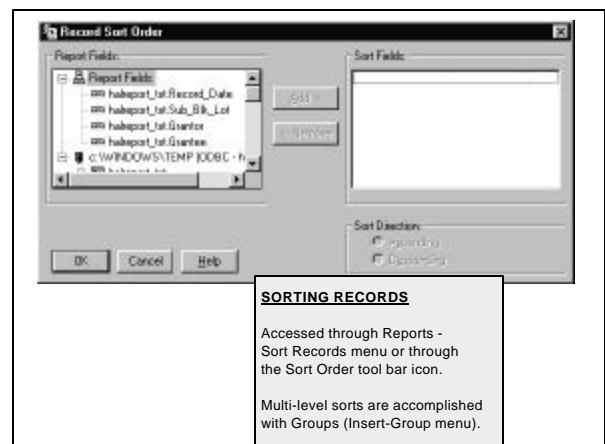
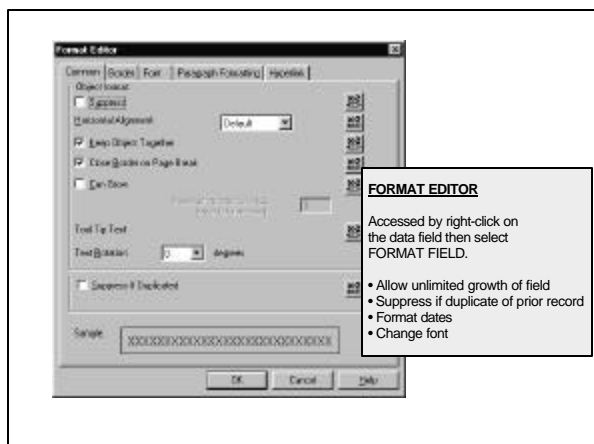
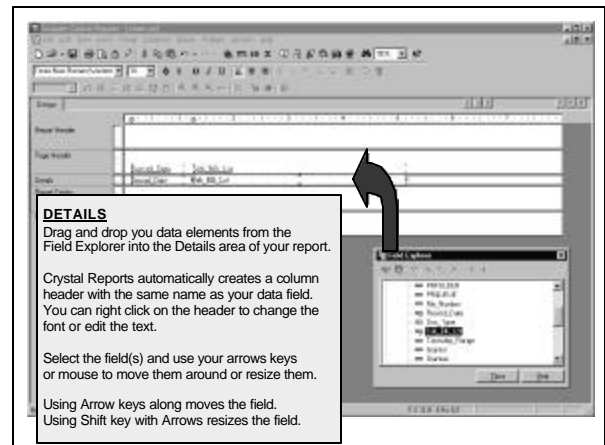
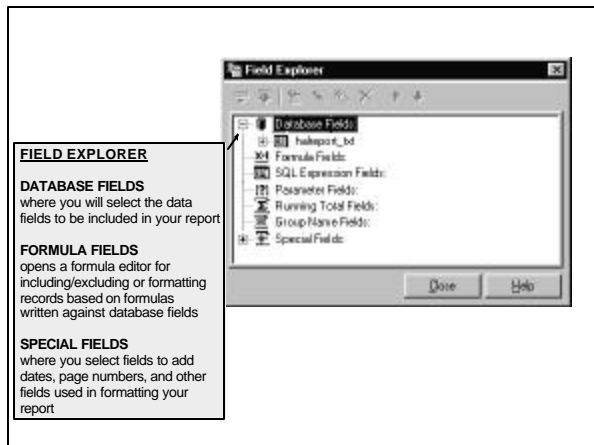
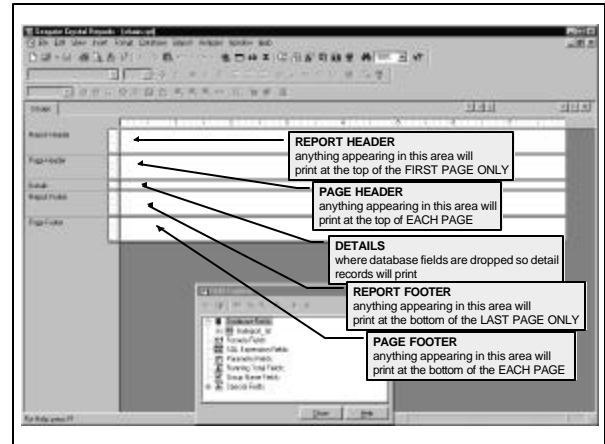
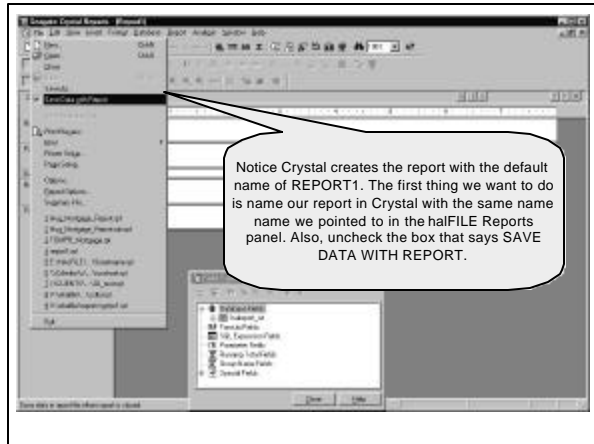
Here's where we tell Crystal what type of data file we are working with.

halFILE 2.1 uses a File Data Source named HALREPORTS.DSN which was built for you when you clicked the REPORT button in halFILE. We highlight this file source and click ADD.

We point to the TEMP folder on our workstation to locate the HALREPORTS.DSN file (normally c:\windows\temp or c:\temp).

Select the HALREPORTS.DSN file and click OPEN to see the .TXT files that it points to which will be used to design and run our report.

Select the HALREPORT.TXT because this is not a card format. Then click ADD which marks the file with a green check mark to indicate the file is to be included in the report.



**Insert-Group menu**

Allows to group records to do multi-tiered sorting.

Crystal will insert a group header and footer. Sometimes we hide the header and insert a line (Insert-Line menu) to separate records.

**File-Print Preview menu**

This menu lets you preview the report on the screen to see how it is shaping up.

You can then return to the Design tab to make report Changes until it is PERFECT!

After FILE-SAVE and then FILE-EXIT in Crystal Reports, we are returned to the halFILE Edit Report Panel.

We click DONE and our new report is set up and ready to go!

Was it really that easy? SURE!!!

The End