

## Crystal Reports Training Course

### Aim

To provide a high degree of hands on & intensive training on Crystal Reports. When delegates return to the workplace they will be able produce and print efficient management reports from GoldMine data. The course has been designed for existing administrators or power users of GoldMine who need to make use of the additional reporting functionality offered by Crystal Reports.

This is an example-driven course that teaches the user to maximise the functionality of this powerful database-reporting tool.

Your own examples can be included into the workshop, providing they have been discussed with the trainer beforehand.

### Pre-requisites

Students should already have a working knowledge of GoldMine to an advanced level, otherwise they should attend the GoldMine Advanced course beforehand.

### Duration

Course is normally One Full Day - start time is 10.00am and we aim to finish around 4.30pm. Refreshments, provided throughout the day, and buffet lunch are included (If the course is held at Wizard Systems Training Centre).

### Agenda

- ◆ Overview of Crystal Reports
- ◆ Overview of GoldMine database structure
- ◆ Crystal Reports set-up defaults
- ◆ Report types - standard, cross-tabs, labels
- ◆ Simple reports - telephone lists, name/address -- listings.
- ◆ Standard reports - contact with pending activities
- ◆ Complex reports - full management information
- ◆ Activity Reports – printing from Calendar and History

### Other areas explored...

- ◆ Record Selection Criteria and the Select Expert
- ◆ Grouping and Sorting
- ◆ Operators and formulae
- ◆ Adding graphics and OLE Objects
- ◆ Printing/exporting
- ◆ Graphs.



*"I have learnt a great deal today." Haynes Publishing*

*"Very good course and presentation" Securicor Wireless Technology*

*"This was a very good course and met my objectives" Renishaw Plc*

*"Very informative and well run" Lloyds TSB Autolease*