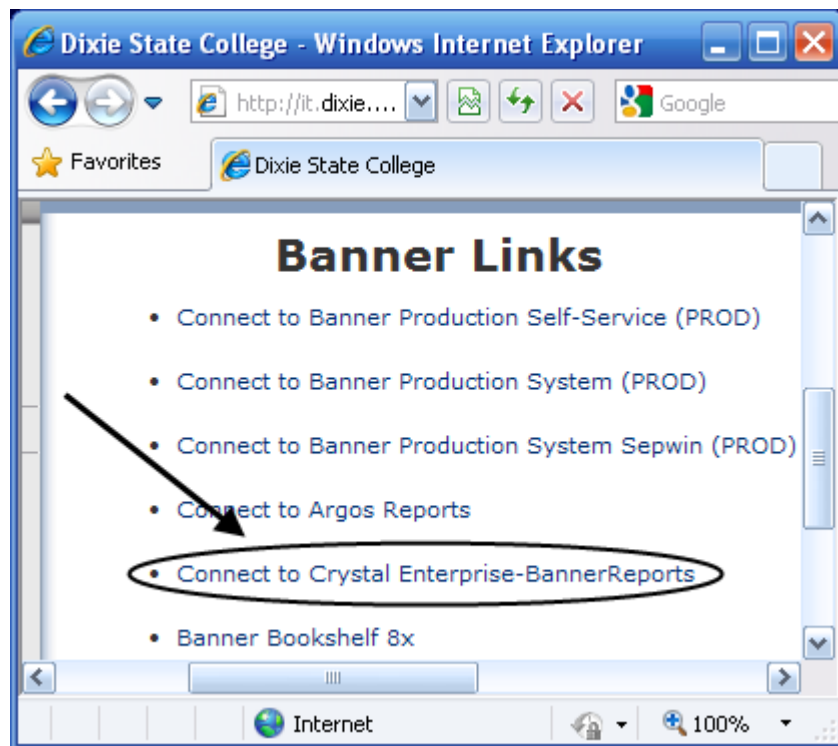




Introduction to Crystal Reports

Login to Crystal Enterprise:

- Go to Dixie College’s homepage by typing the following web address into any standard Web Browser (DSC suggests using Microsoft Internet Explorer):
<http://www.dixie.edu/>
- Next, click on the “Faculty and Staff” link and then click on “Banner Links”.
- On the next page click the “Connect to Crystal Enterprise-BannerReports” link.



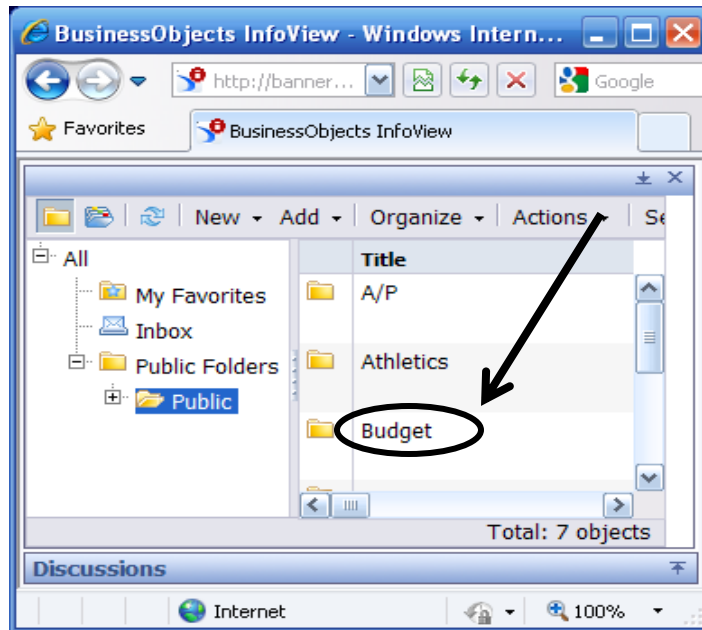
To Login:

- Click the “Log On” icon, leaving the User Name and Password blank. You will be logged on as a guest user.



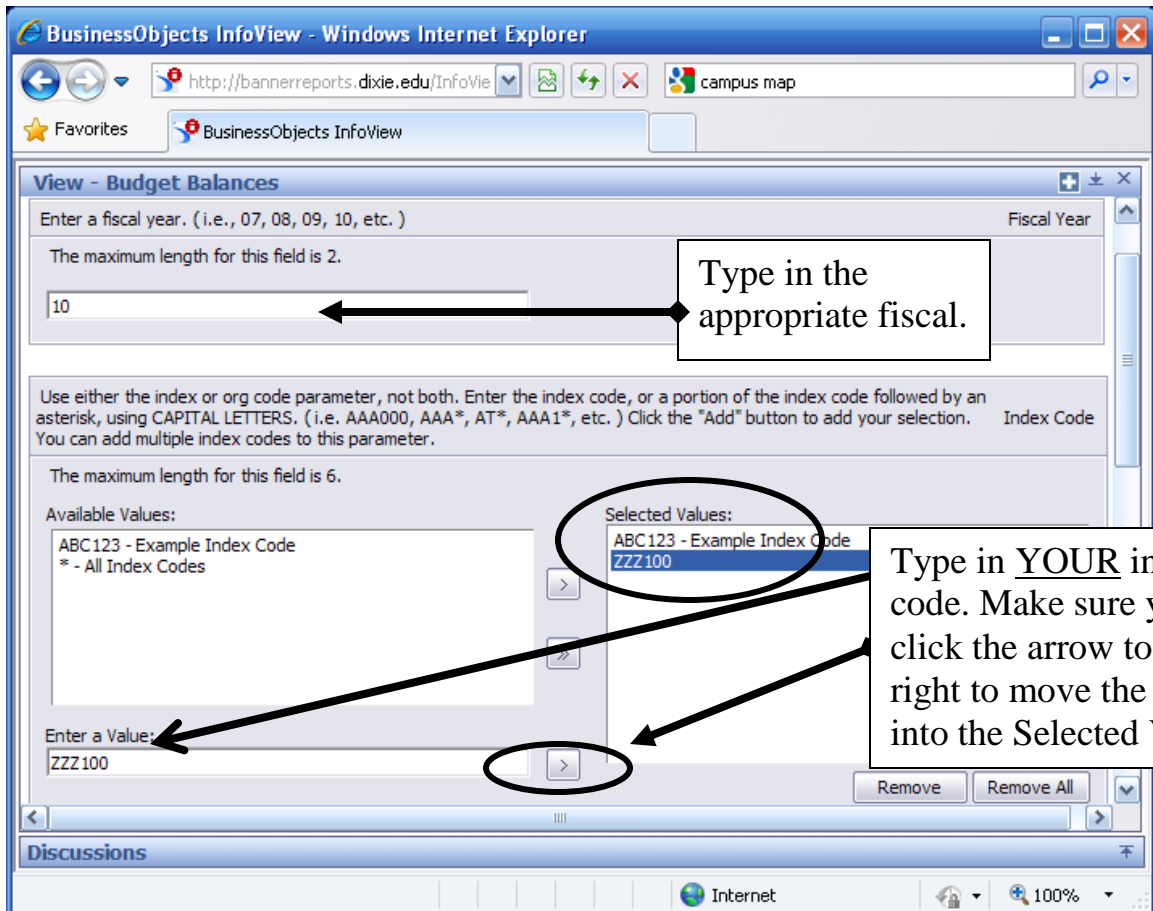
To find where the reports are listed:

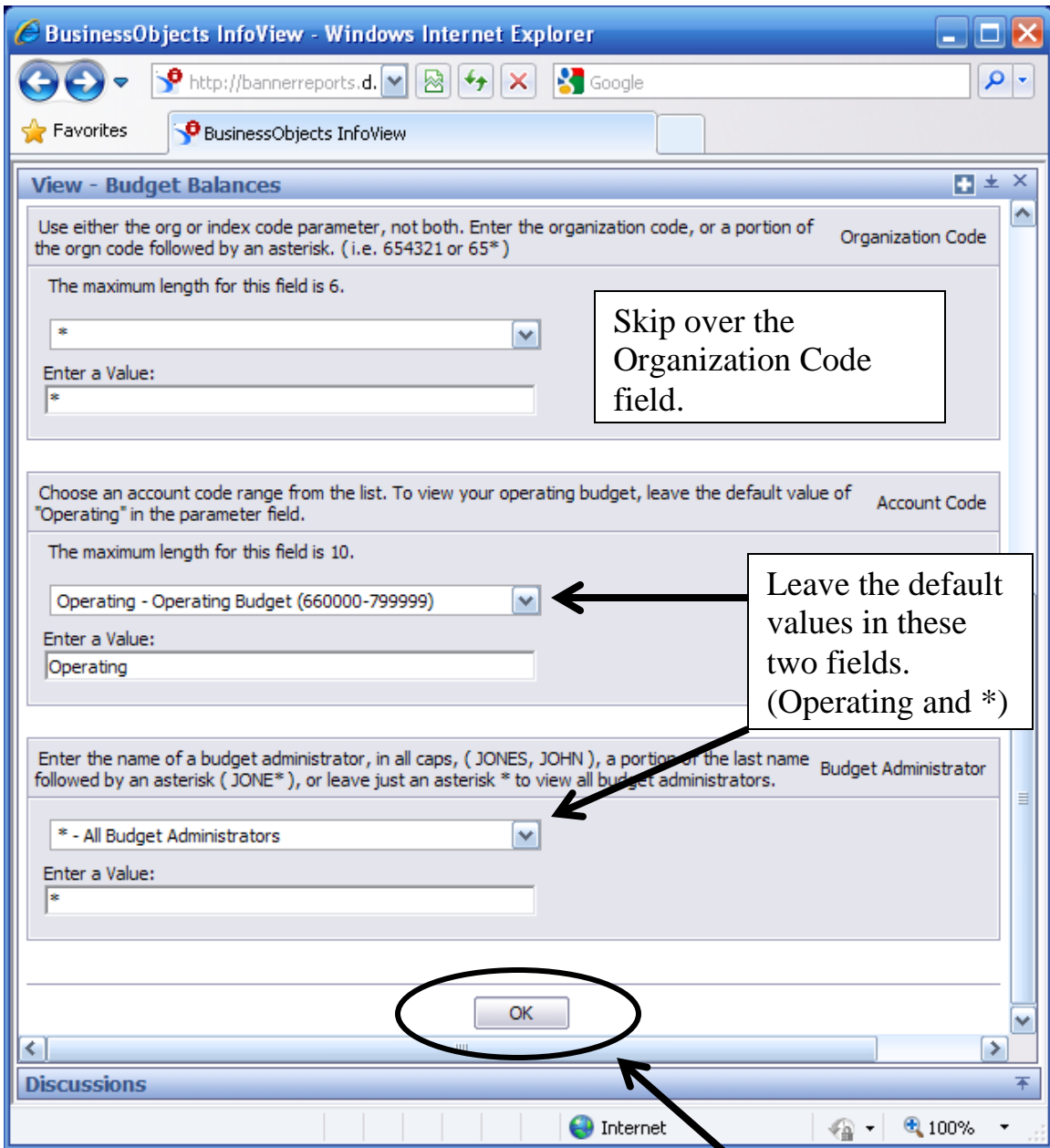
- Double click the word “Budget” next to the Budget folder.



You should now see a list of budget reports. In order to view these reports, you will need to perform the following steps:

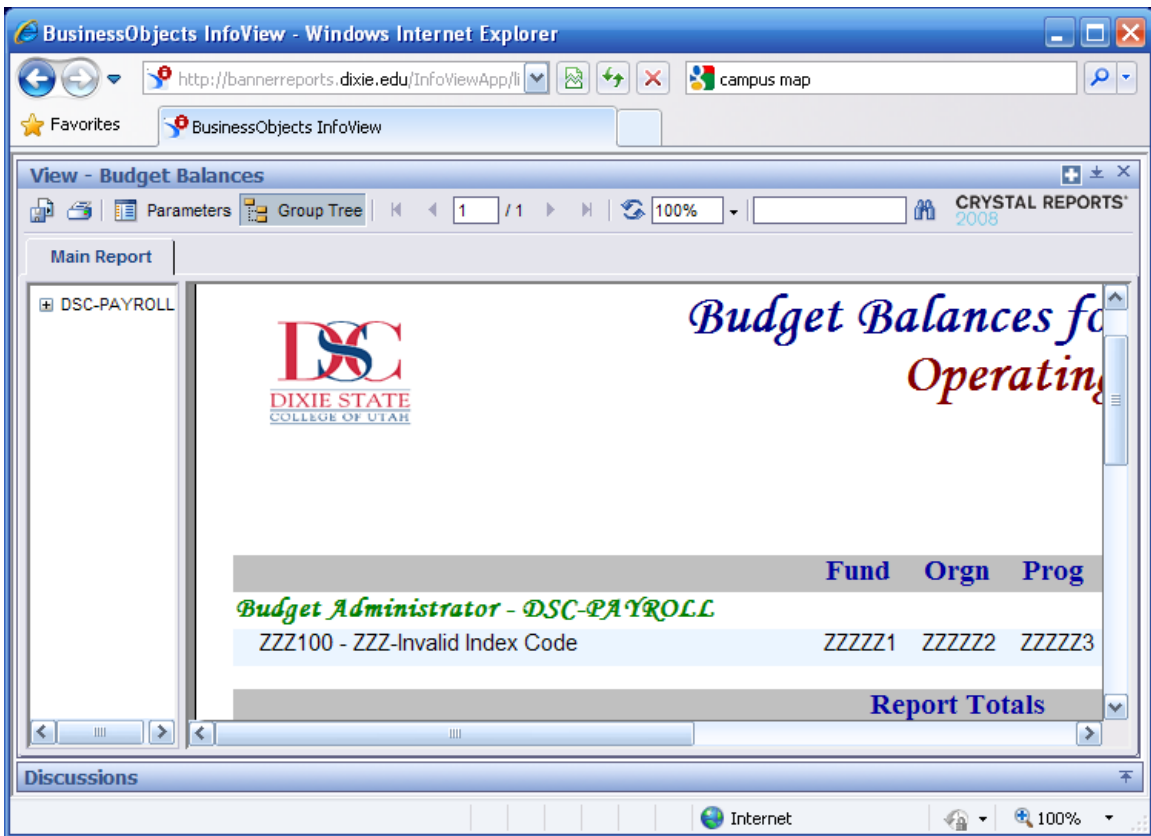
- First, double click on the name of the report that you want to view.
- Second, fill in the necessary parameters for the report. The following two figures are screen prints of the parameters for the “Budget Balances” report:





- Third, click the "OK" button at the bottom of the screen.

You should now be looking at a webpage that is similar to the figure below. Scroll to the right to see your available budget balance.



To navigate through this report, use these icons:

The screenshot shows a web browser window titled 'Objects InfoView - Windows Internet Explorer' displaying a report from 'BusinessObjects InfoView'. The report title is 'View - Budget Balances' and the content includes the Dixie State College of Utah logo and the text 'Budget Balances for Operating'. The interface includes a toolbar with icons for printing, parameters, group tree, and navigation. Callout boxes provide instructions for each icon: the print icon (top left), the parameters icon (top left), the group tree icon (top left), the left and right navigation arrows (top center), and the back arrow (top right). The report content shows a table with columns for 'Fund Orgn' and 'Totals'.

If you want to export the report click on this icon.

If you want to print the report click on this icon. **IMPORTANT NOTE:** Turn your pop up blocker off and also make sure you have PDF software installed on your computer. The report will be exported to a PDF file where you will then be able to print.

If you don't want to see the list on the left side, then click the "Parameters" button. If you want to see the list that appears on the left side of the screen, click "Group Tree".

You can move from page to page by using the yellow arrows at the top of the screen. **IMPORTANT NOTE:** If the arrows are not yellow, the report is not longer than one page.

This icon will take you back to the previous page so you can input different parameter values.

Developed by:

Business Services
Dixie State College of Utah
<http://www.dixie.edu/busoff/index.html>