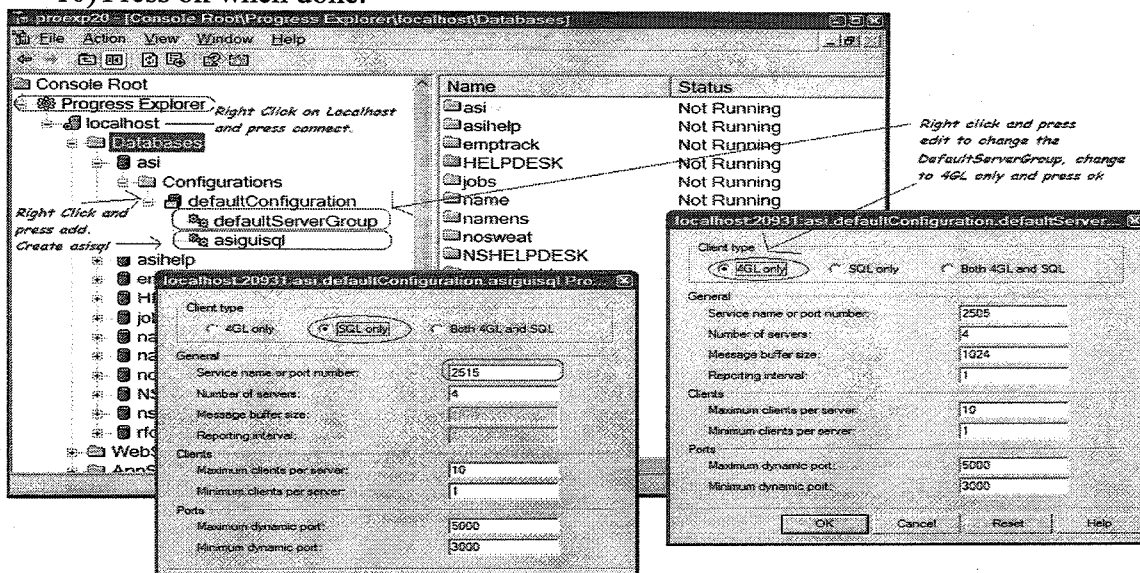


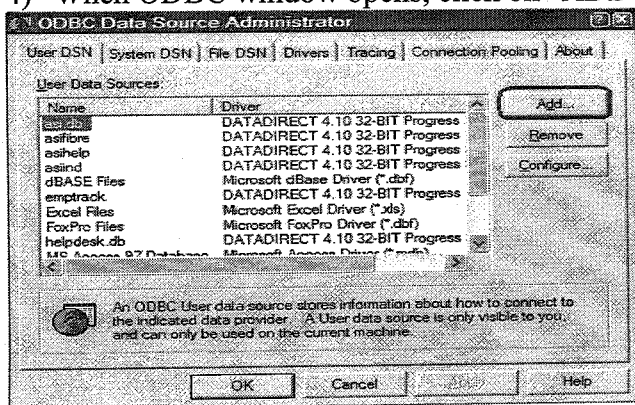
## Setting up Crystal reports

- 1) Open Progress explorer
- 2) Right click "Progress Explorer" and connect (Blank Password is the default)
- 3) Double click on "Databases" and expand under asi
- 4) Right click on defaultServerGroup, and then properties.
- 5) Change client type to 4GL only, and press OK
- 6) Right click on "defaultServerGroup" and press add
- 7) Add "asisql"
- 8) Click on SQL only
- 9) Enter a service port number or name. This will be entered into the services file.
  - a. The services file is located under c:\windows\system32\drivers\etc Open with note pad, and scroll down to where the asi databases are. Pick a free port after the last database for asi, nosweat, or asihelp
- 10) Press ok when done.

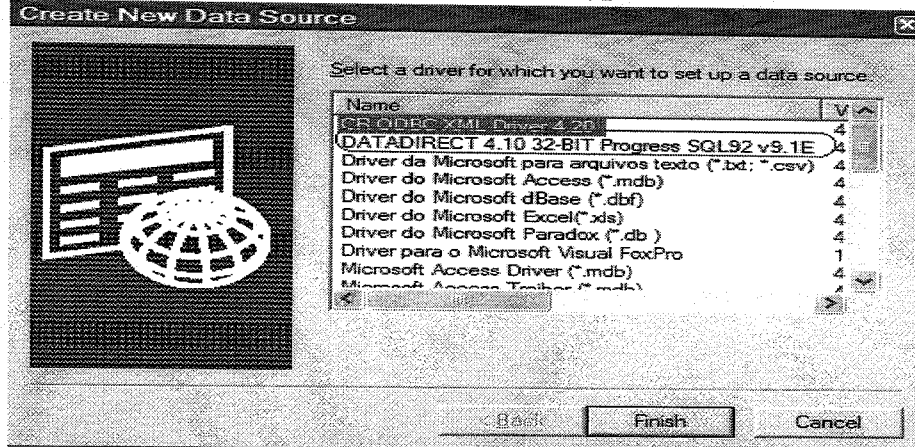


## Setting up an ODBC (Location of odbc can very based on windows version)

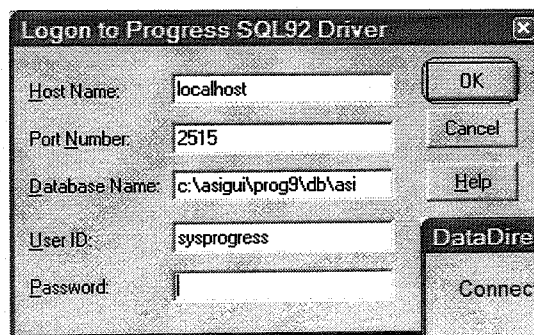
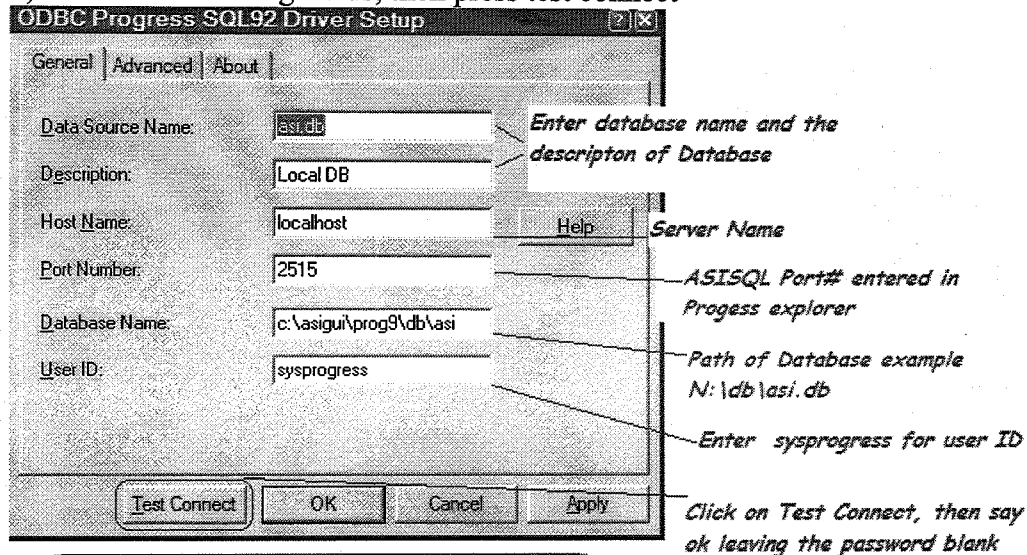
- 1) Go to control panel
- 2) Click on administrative tools
- 3) Click on Data Sources (ODBC)
- 4) When ODBC window opens, click on "ADD"



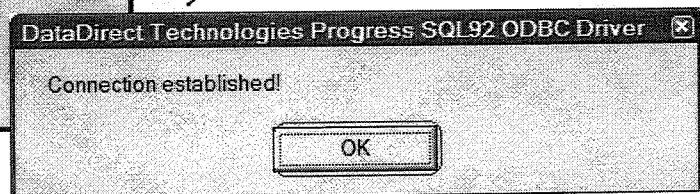
5) Find the DataDirect driver then click finish



6) Enter the following fields, then press test connect

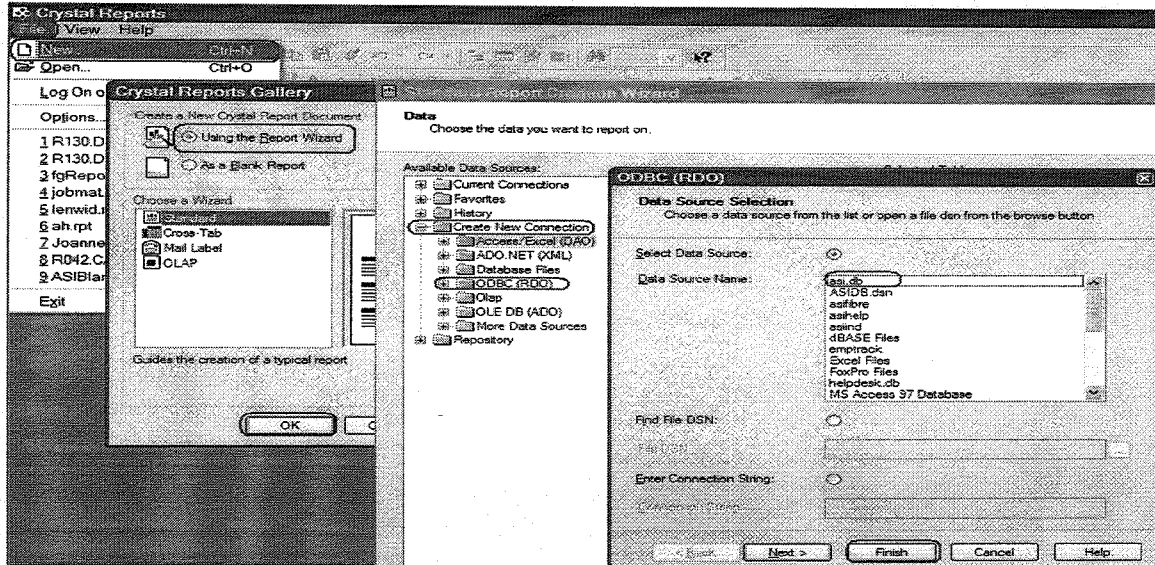


If correct, you will get the following message.

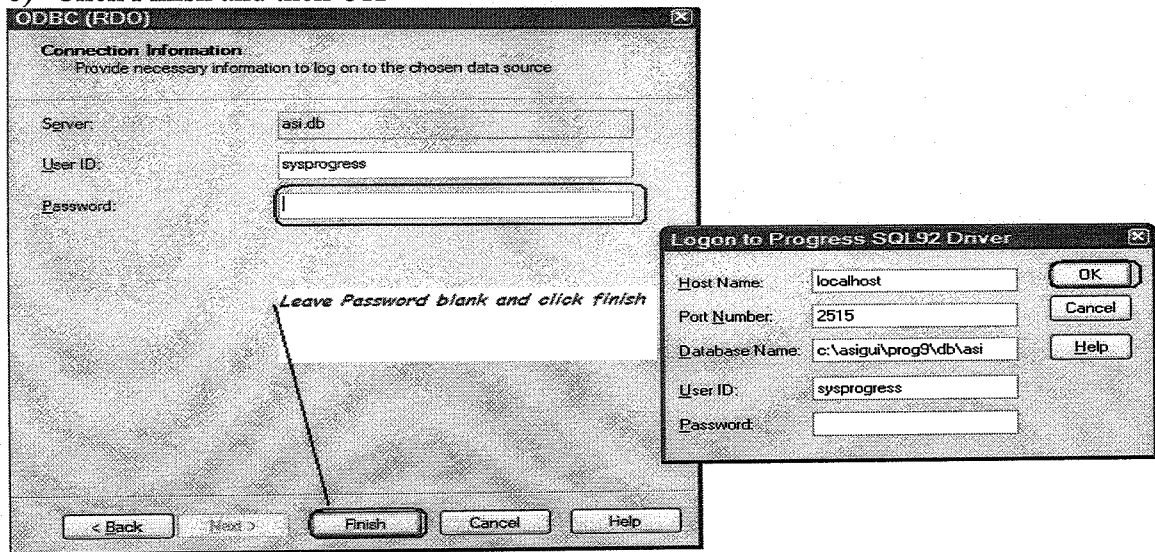


## Open Crystal Reports

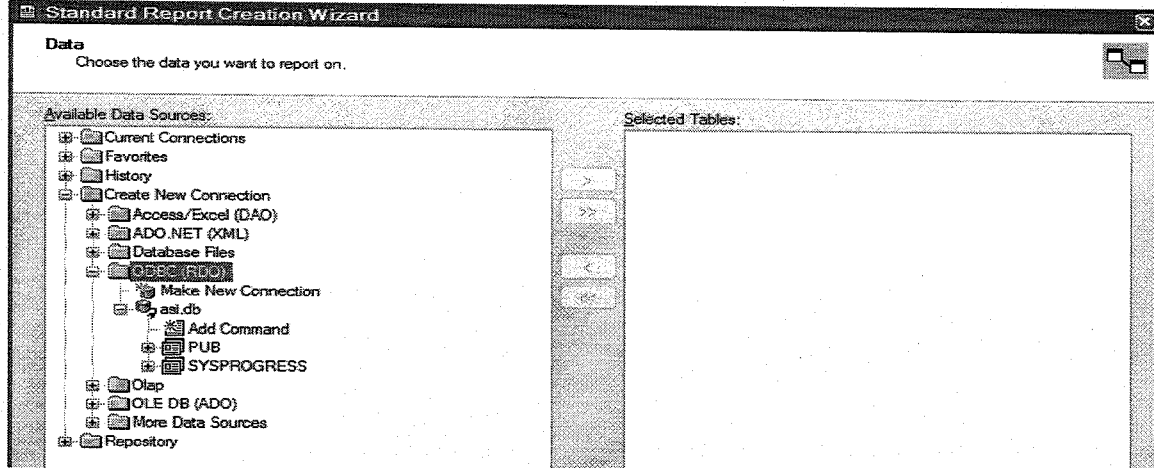
- 1) Click on File, New, Using Report Wizard
- 2) Click OK
- 3) First time you open Crystal click on Create New Connection
- 4) Click ODBC (RDO)
- 5) Find ASI.db under Data Source, then click ok



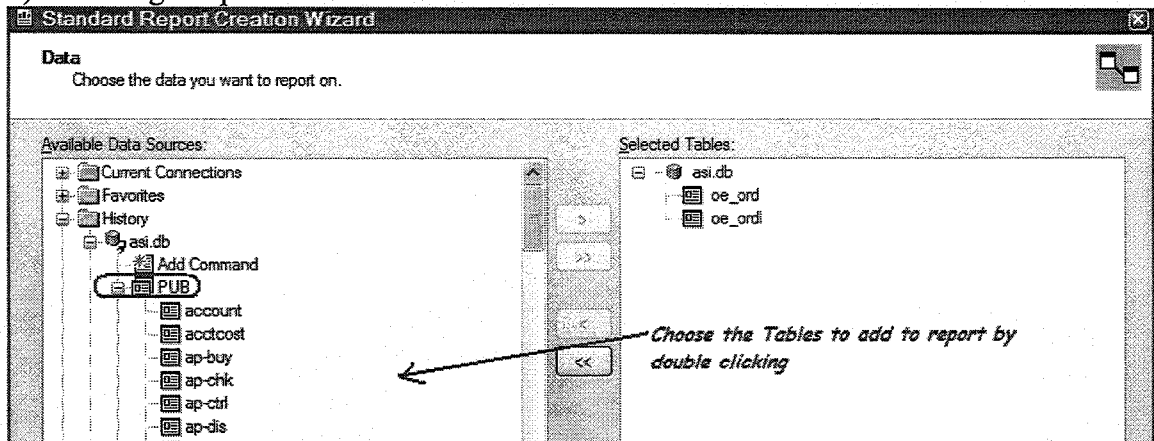
- 6) Click Finish and then OK



Click on PUB to access tables in the ASI database



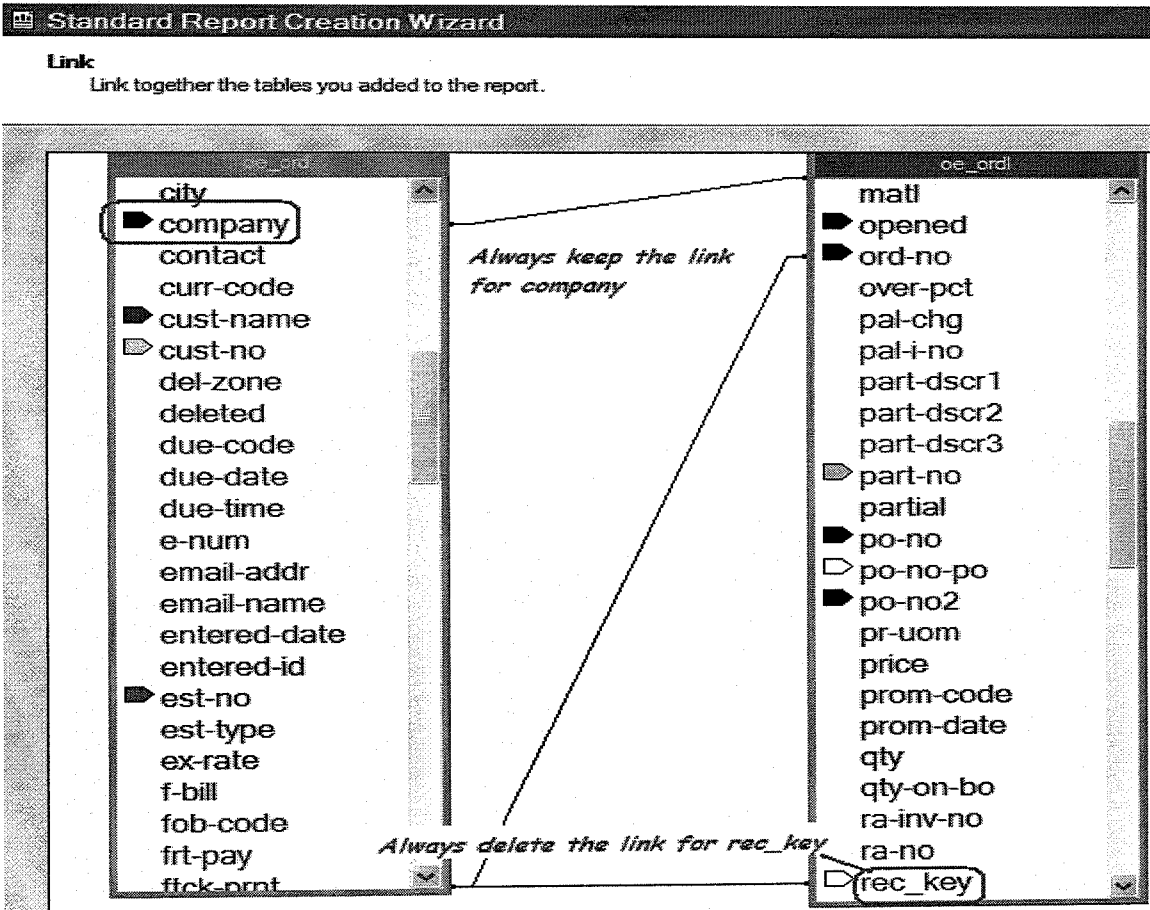
### 1) Creating a report



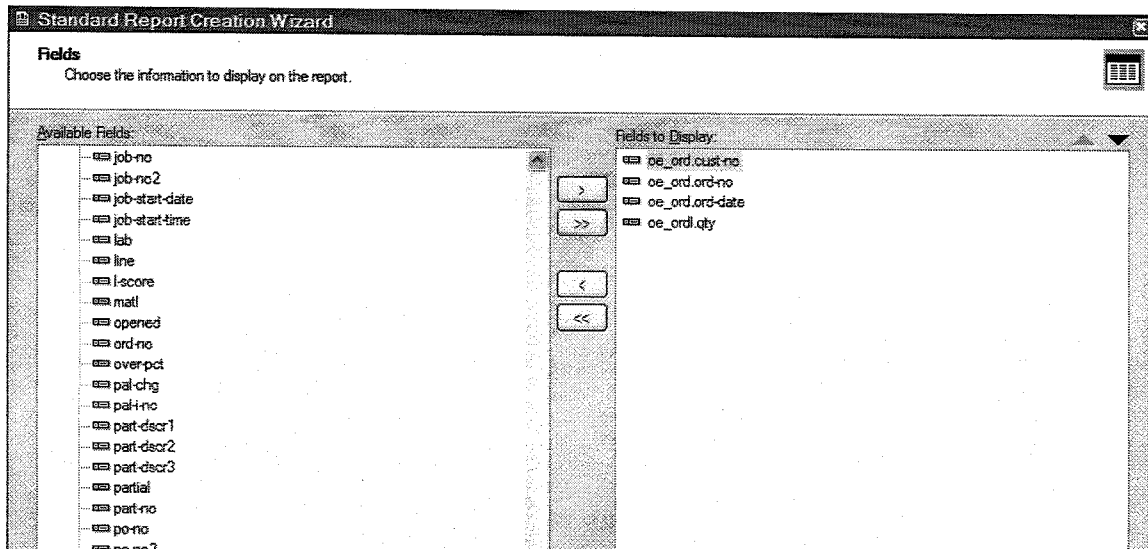
### 2) Click Next when done

## Linking Tables

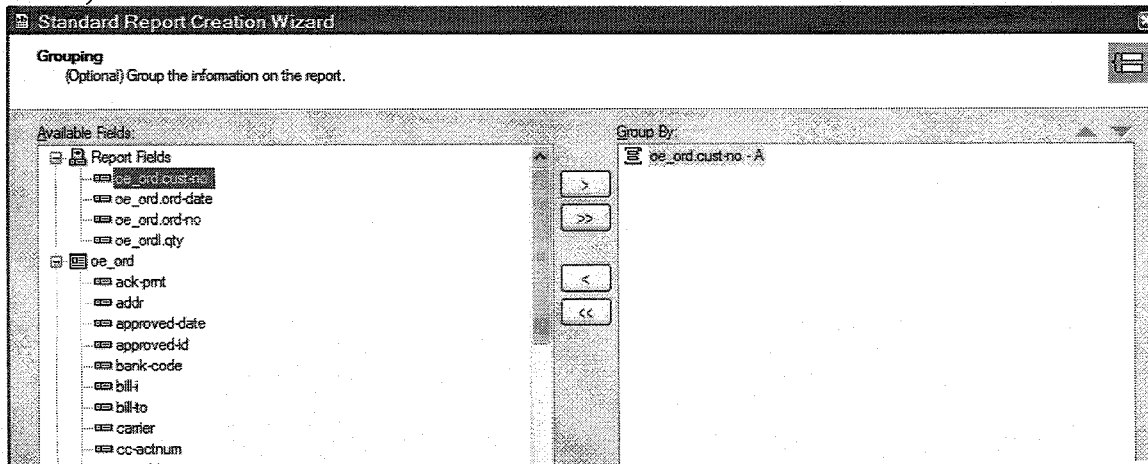
- 3) Tables are linked together through common fields within each table.
- 4) Crystal will automatically create links, but these are not necessarily correct.
- 5) Below we can link the company in both tables, and the ord-no.
- 6) Even though Field names can be the same in both tables, some fields cannot be linked. For example, the est-no exist in both tables below, but since the oe\_ordl table can have multiple estimates, and the oe\_ord can only have one estimate, there would not be a direct link between the two.
- 7) The field rec\_key exist in almost every table but should never be linked.
- 8) Once the links are done, click next



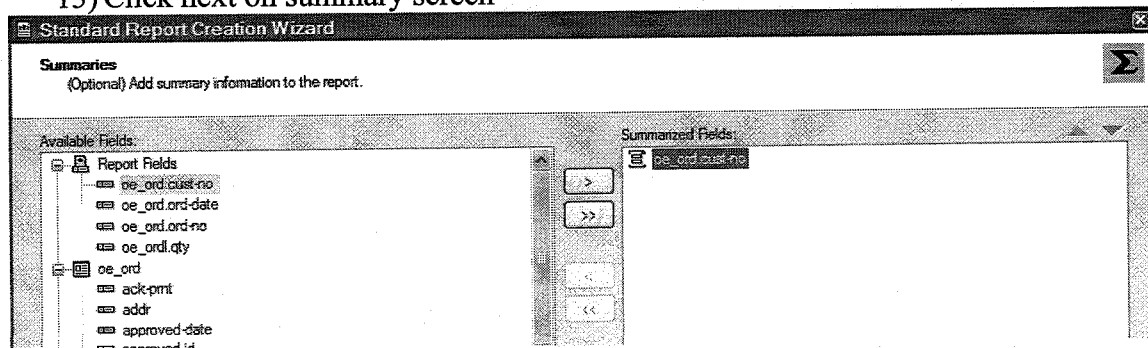
- 9) Choose the fields you would like to display on your report by double clicking on the field name on the left. This will then show the fields on the right side.
- 10) Click Next when done



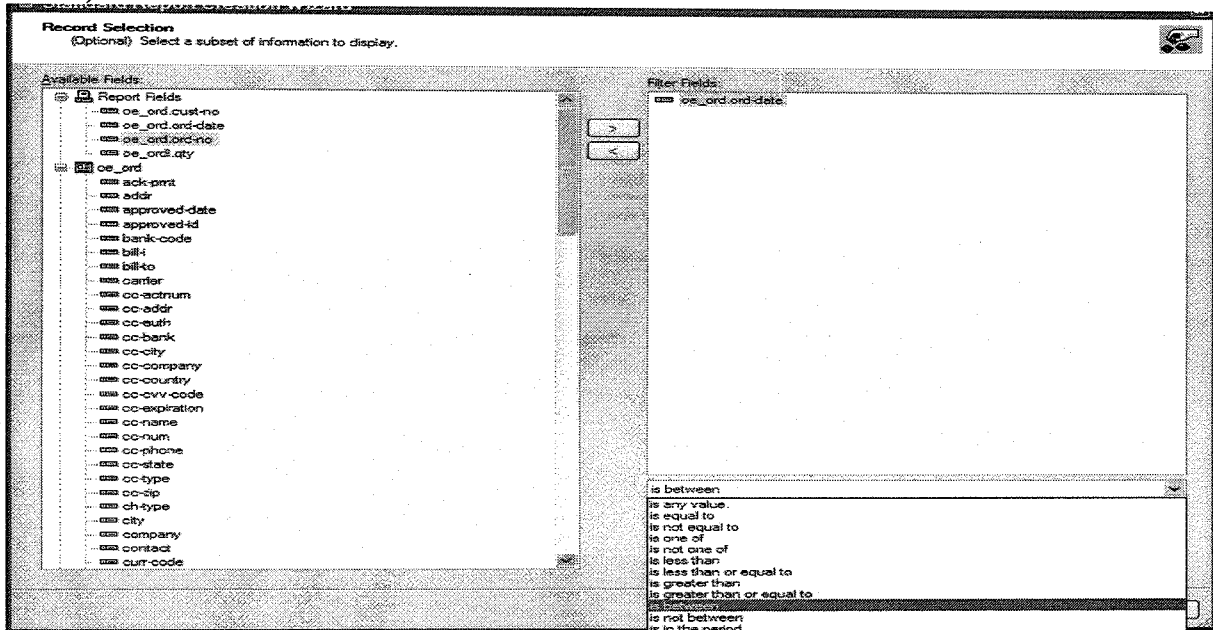
- 11) You can group your report by fields such as customer.
- 12) Click next when done



- 13) Click next on summary screen



- 14) Filter fields are used to narrow down, or filter the information that is to be displayed on the report.
- 15) In the example below, we can use the oe\_ord.ord-date to show only those orders entered between a certain period, or after a particular date.
- 16) Click finished when done.



- 17) The report will be displayed and can be edited and formatted at this point.

