
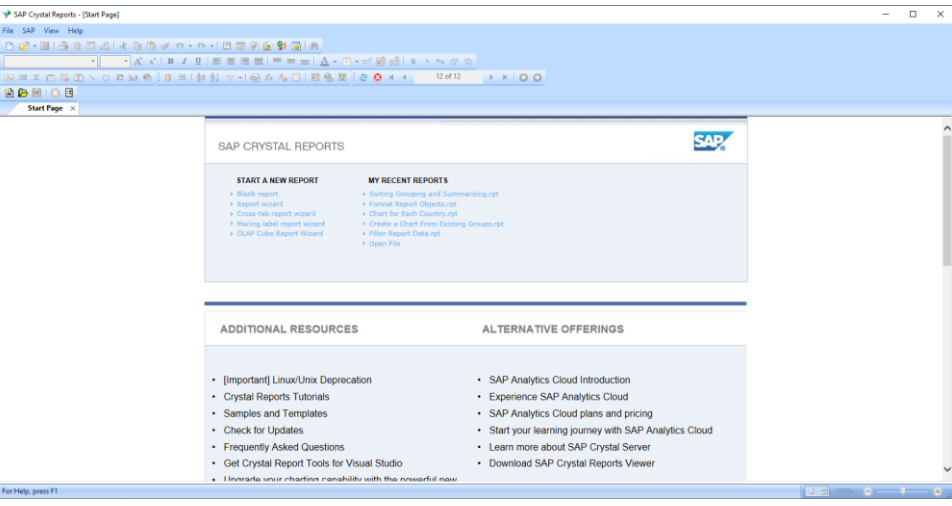

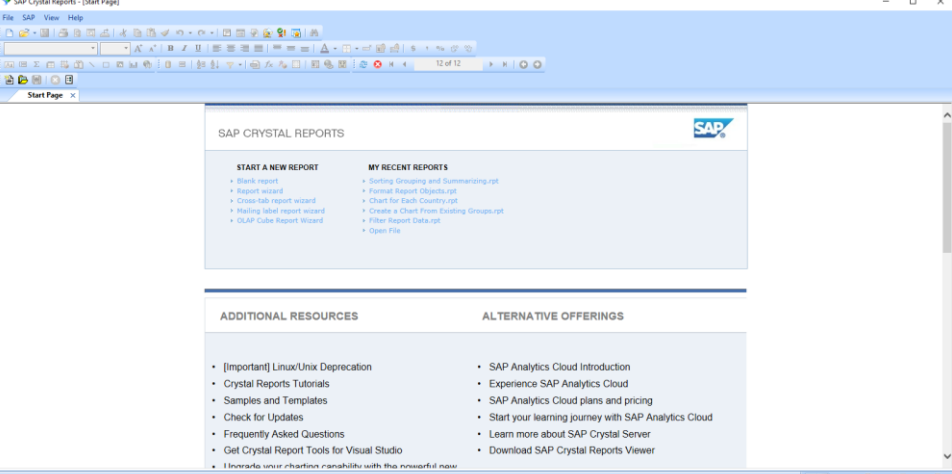
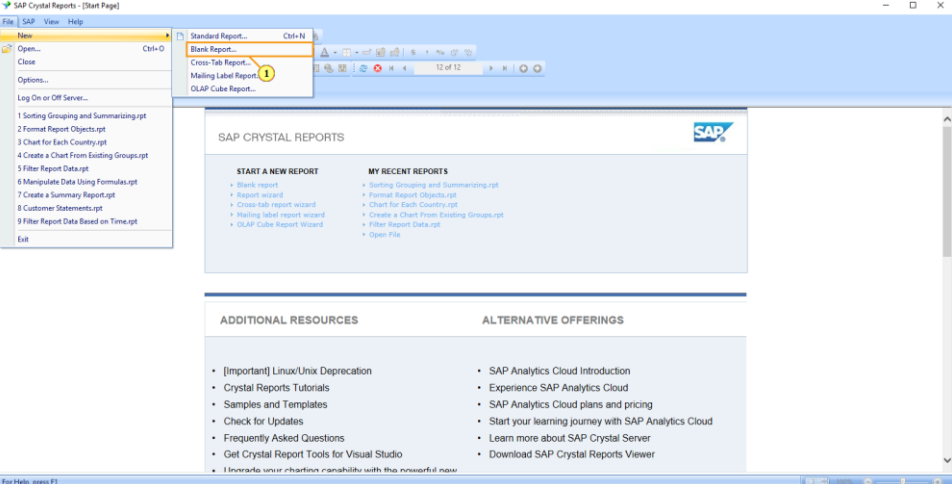
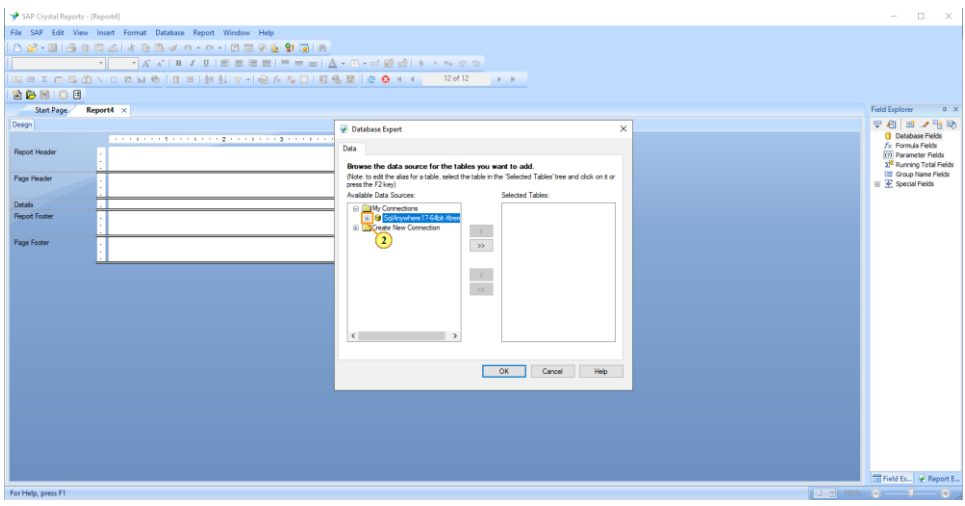
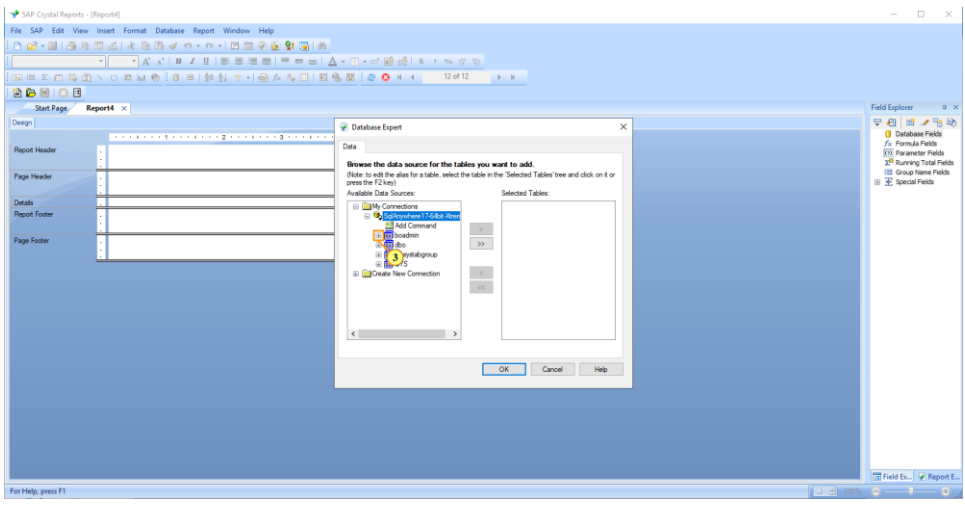

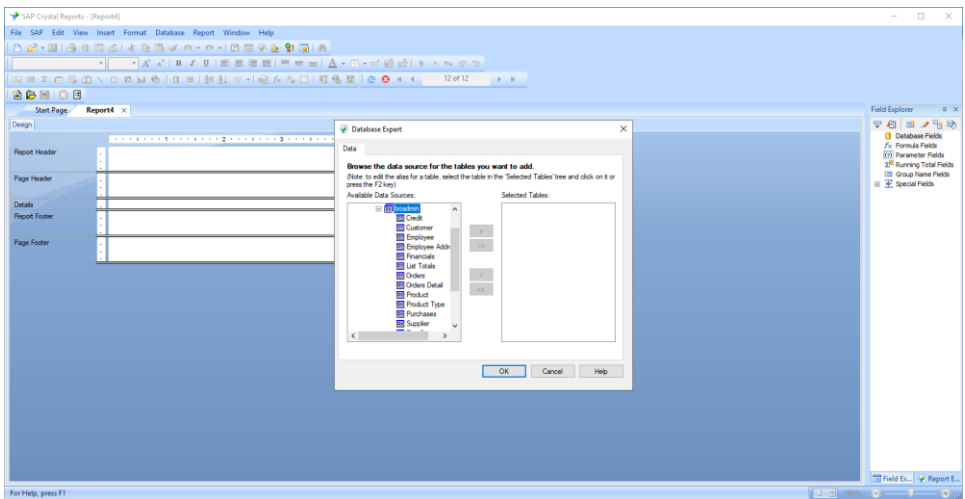
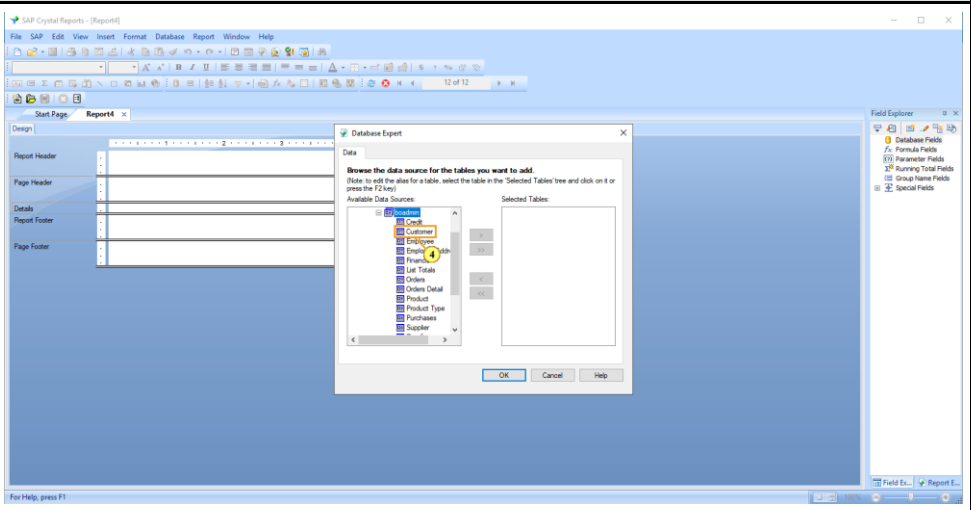

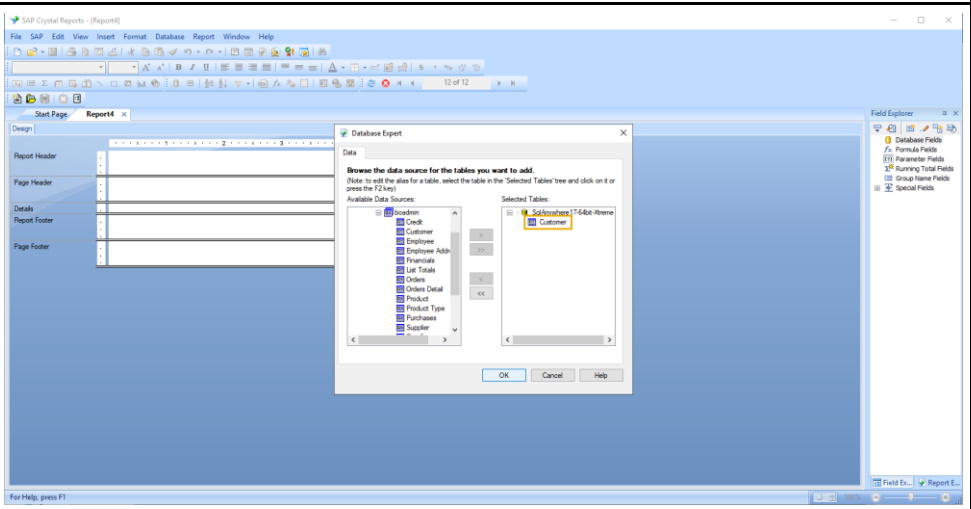
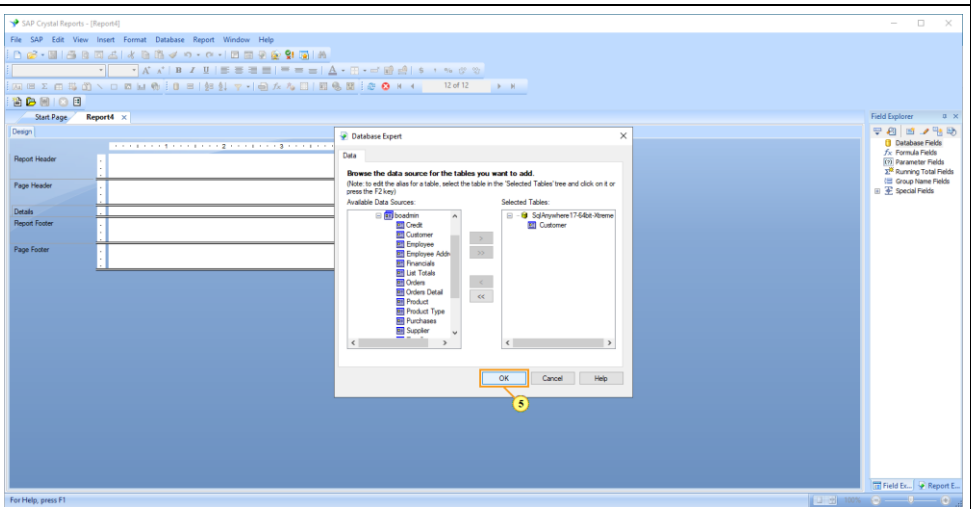
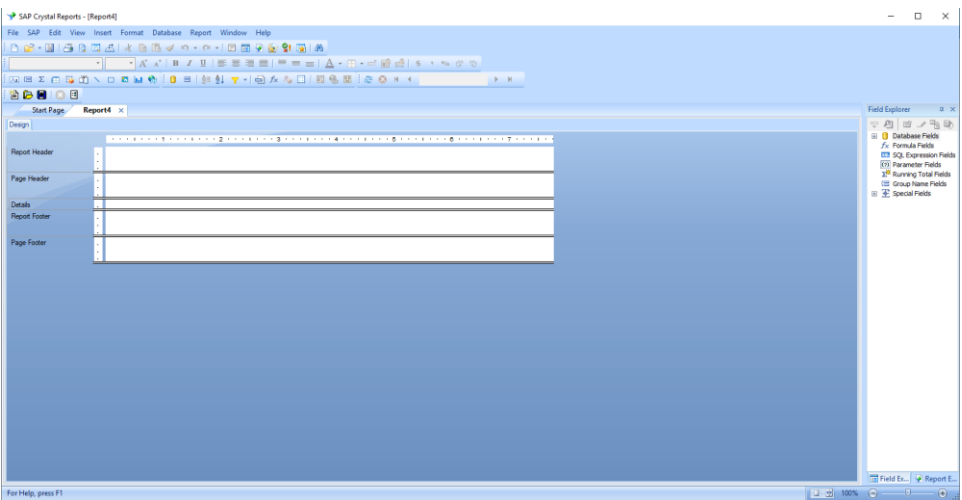
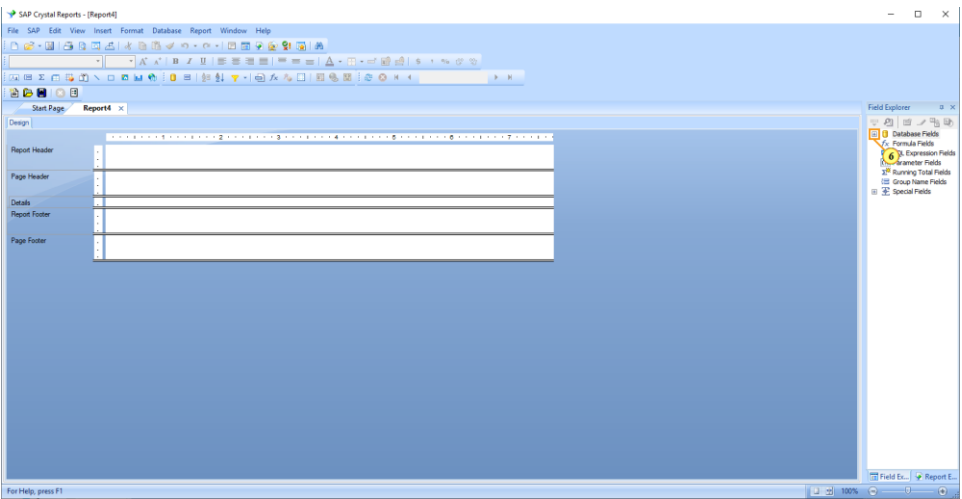
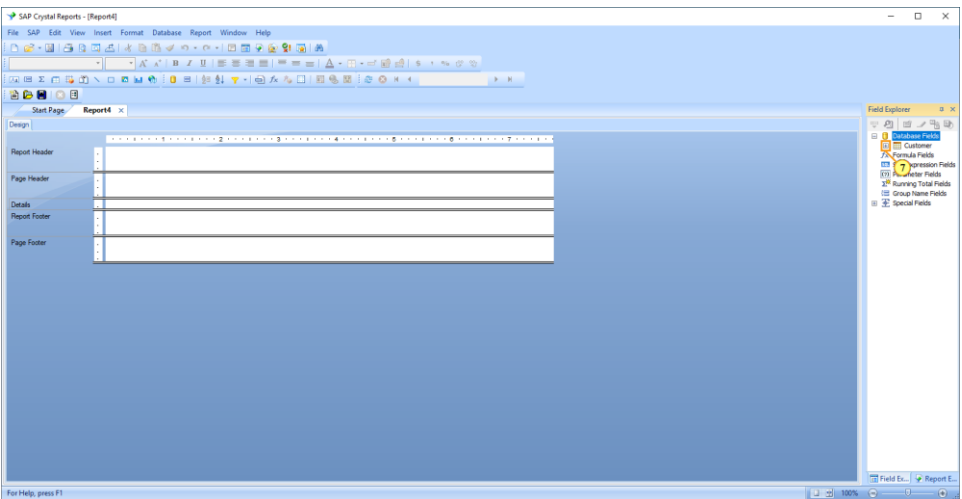


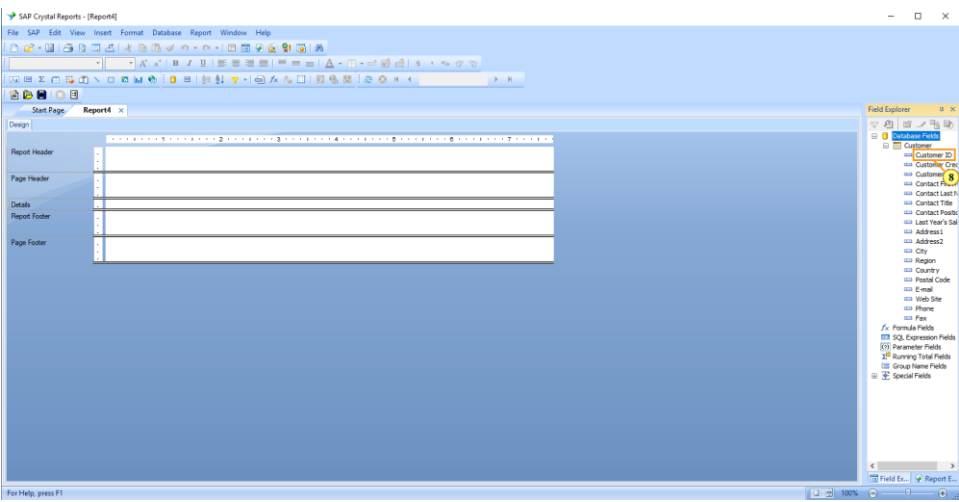

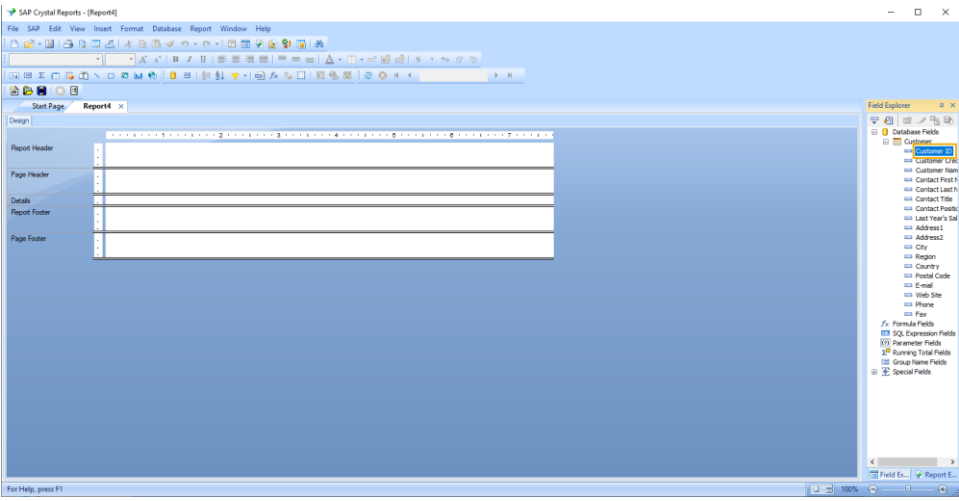
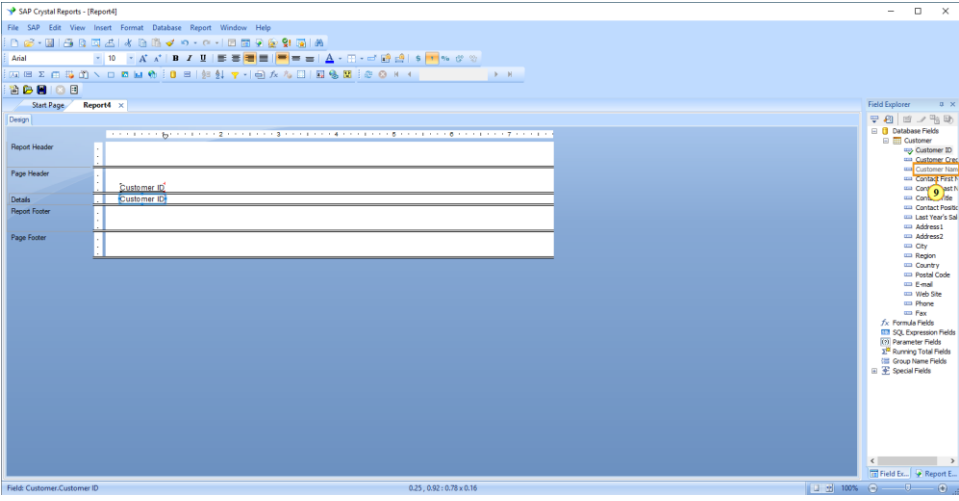
## Create and Save a New Report


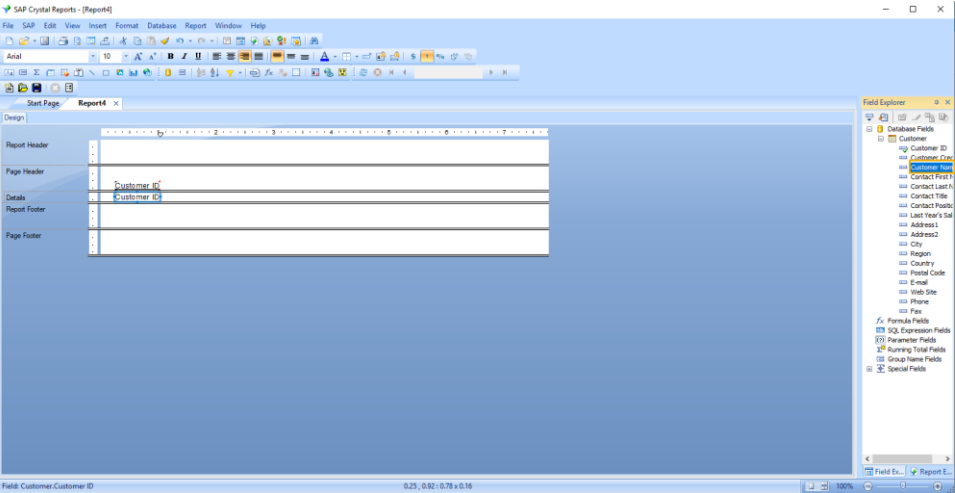
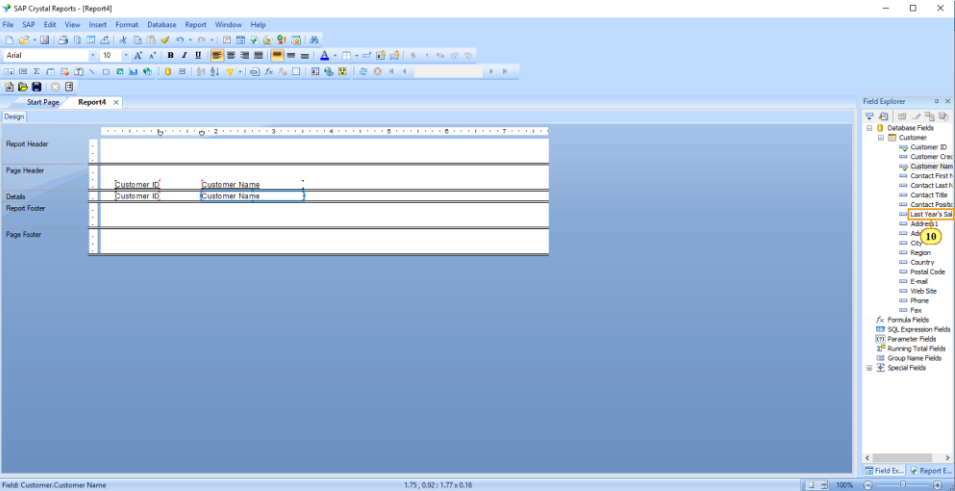

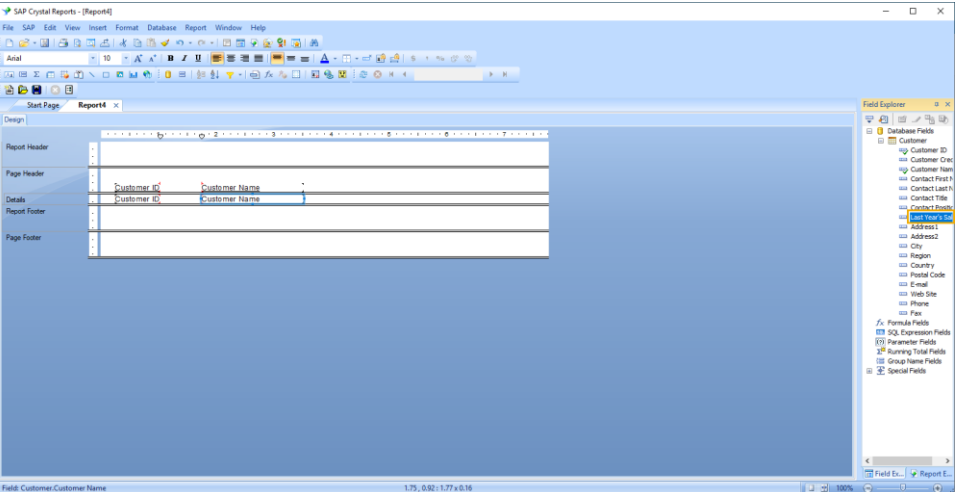
Explanation	Screenshot
<p> You want to build a new blank report, directly; without the "extras" that come with using the Report Wizard.</p> <p>To learn more about how to create and save a new report, follow this interactive tutorial.</p>	
<p> In the following steps, you will start a new blank report and connect to the data source.</p>	
<p>1. Choose <i>File &gt; New &gt; Blank Report</i>.</p>	


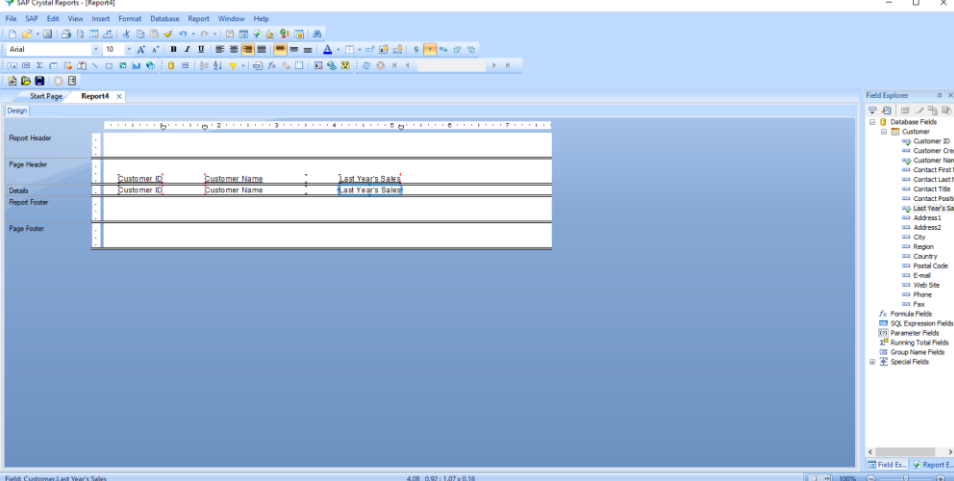
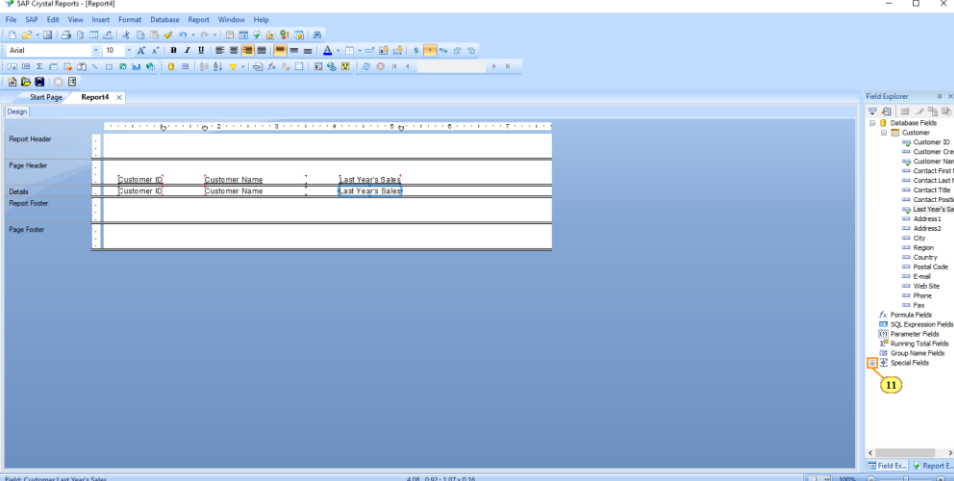
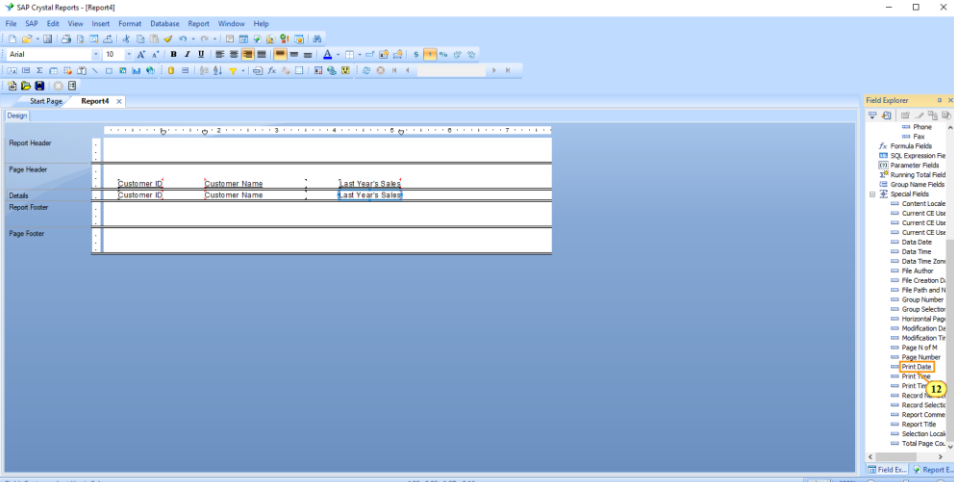
Explanation	Screenshot
<p>2. Expand <i>SQLAnywhere17-64bit-Xtreme</i>.</p>	
<p>3. Expand <i>boadmin</i>.</p>	
<p> In the following steps, you will specify the customer table as the data source.</p>	


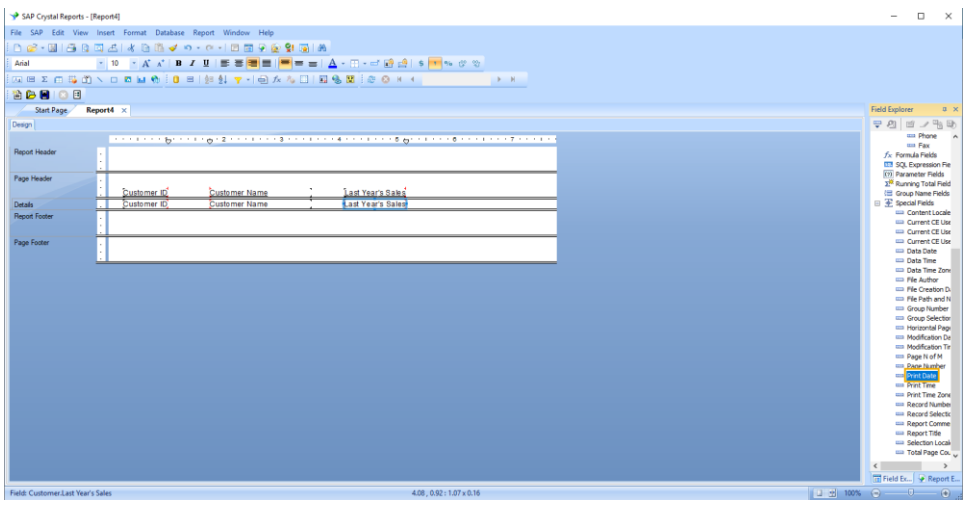
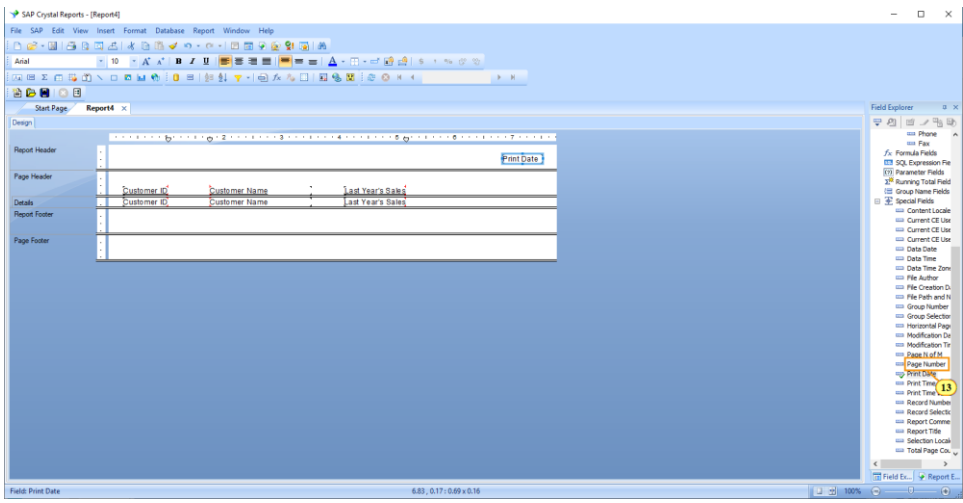

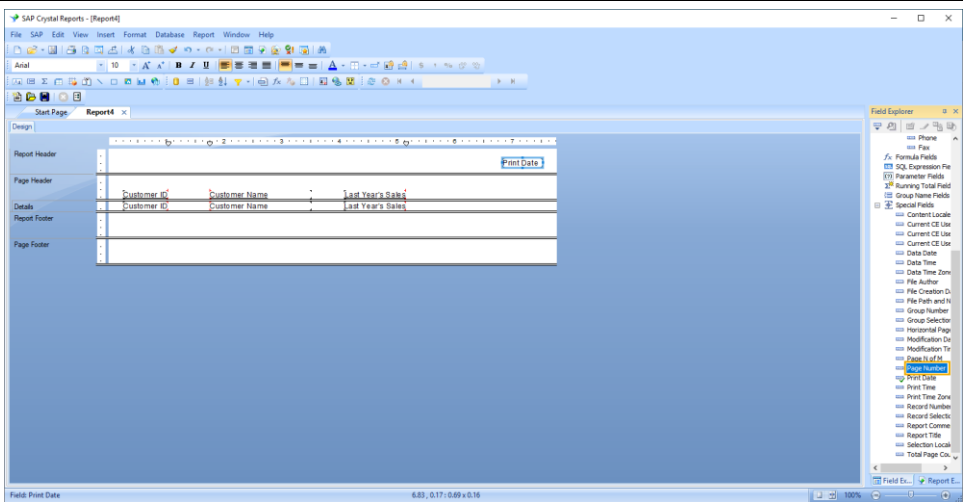
Explanation	Screenshot
<p>4. Choose <i>Customer</i> with the double-click.</p>	
<p> You can now see <i>Customer</i> is in the selected table on the right. You can also use the arrow to accomplish the same task.</p>	
<p>5. Choose <i>OK</i>.</p>	

Explanation	Screenshot
<div><div></div><div>In the following steps, you will insert the fields into details section.</div></div>	
6. Expand <i>Database Fields</i> .	
7. Expand <i>Customer</i> .	


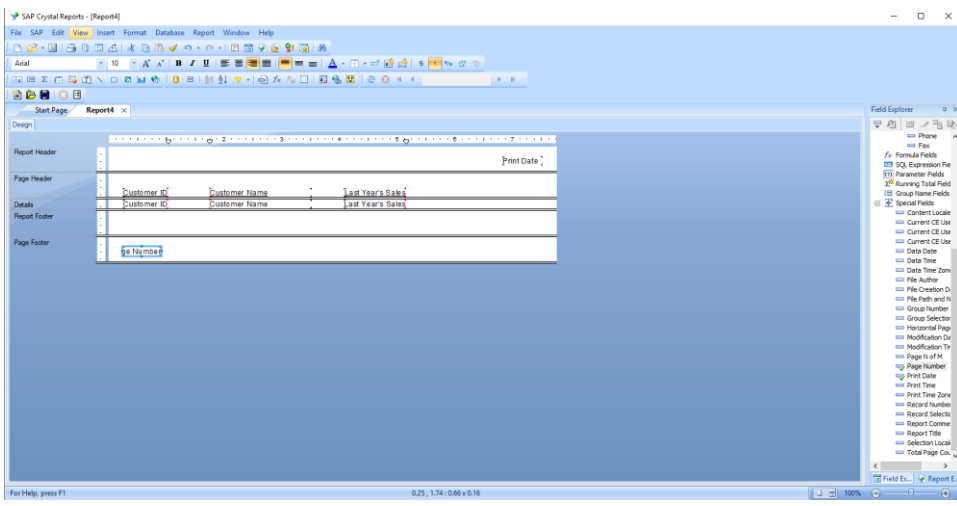
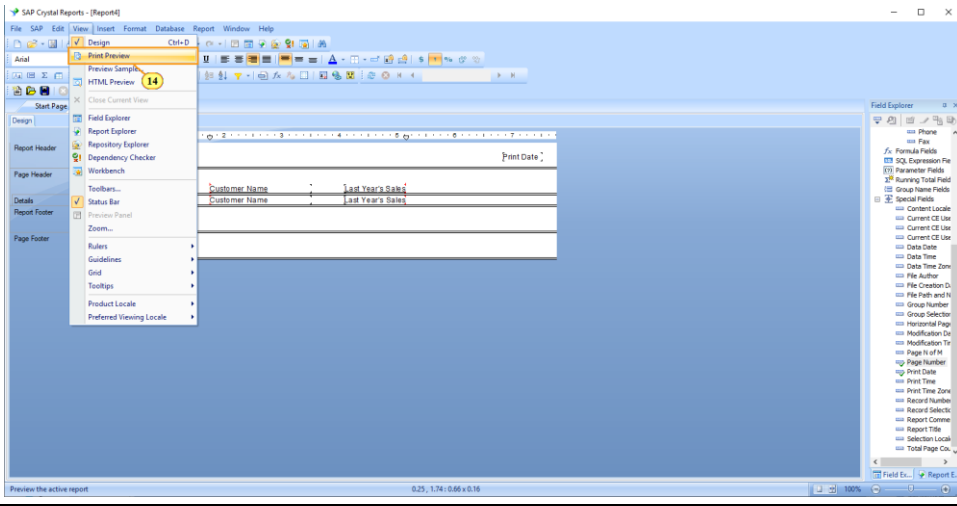

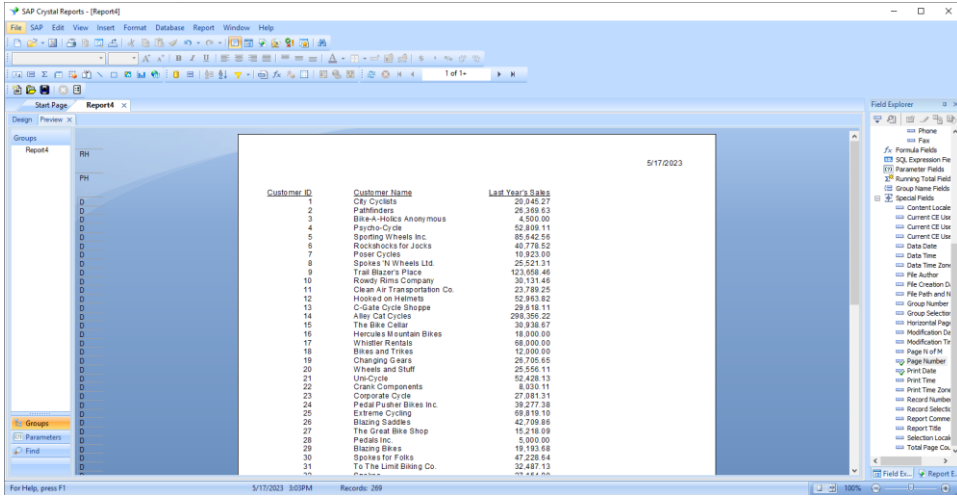
Explanation	Screenshot
8. Choose <i>Customer ID</i> .	 The screenshot shows the SAP Crystal Reports interface. On the right, the 'Field Explorer' pane is open, displaying a tree structure of available fields. Under the 'Customer' folder, the 'Customer ID' field is highlighted with a yellow selection bar. The main design area on the left shows a report layout with sections for Report Header, Page Header, Details, Report Footer, and Page Footer, each with a corresponding table structure.
<div></div> <div>Drag and drop the <i>Customer ID</i> field to the <i>Details</i> section.</div> <div>For this tutorial, this step has been performed for you.</div>	 This screenshot shows the same SAP Crystal Reports interface as the previous one. The 'Customer ID' field has been successfully dragged from the Field Explorer and is now placed within the 'Details' section of the report design area. The 'Field Explorer' pane remains open on the right.
9. Choose <i>Customer Name</i> .	 The screenshot shows the SAP Crystal Reports interface. In the 'Field Explorer' pane on the right, the 'Customer Name' field is now selected and highlighted with a yellow bar. The main design area on the left shows the report layout with the 'Customer ID' field still present in the 'Details' section.

Explanation	Screenshot
<p> Drag and drop the <i>Customer Name</i> field to the <i>Details</i> section.</p> <p>For this tutorial, this step has been performed for you.</p>	
<p>10. Choose <i>Last Year's Sales</i>.</p>	
<p> Drag and drop the <i>Last Year's Sales</i> field to the <i>Details</i> section.</p> <p>For this tutorial, this step has been performed for you.</p>	

Explanation	Screenshot
<p> In the following steps, you will insert fields to report header and page footer section.</p>	
<p>11. Expand <i>Special Fields</i>.</p>	
<p>12. Choose <i>Print Date</i>.</p>	

Explanation	Screenshot
<p> Drag and drop the <i>Print Date</i> field to the <i>Report Header</i> section.</p> <p>For this tutorial, this step has been performed for you.</p>	
<p>13. Choose <i>Page Number</i>.</p>	
<p> Drag and drop the <i>Page Number</i> field to the <i>Report Footer</i> section.</p> <p>For this tutorial, this step has been performed for you.</p>	



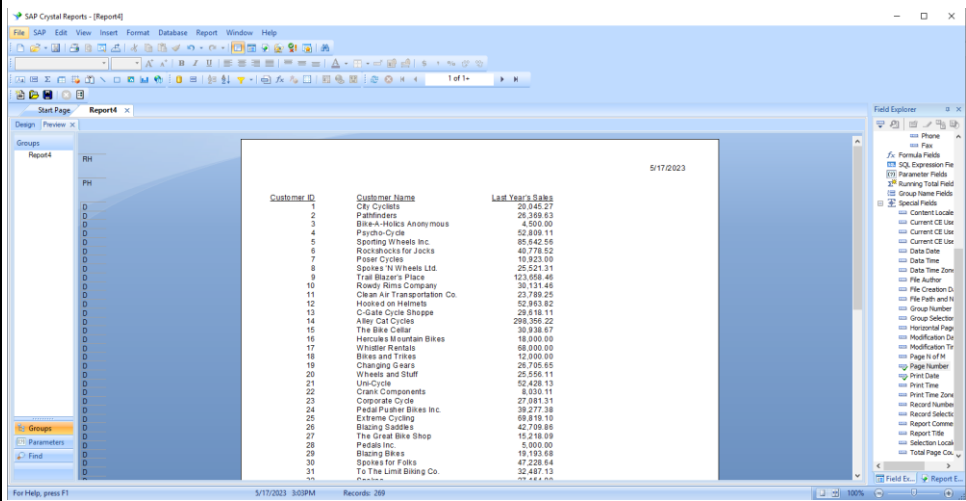
Explanation	Screenshot
<p></p> <p>In the following steps, you will preview the report.</p>	
<p>14. Choose <b>View &gt; Print Preview</b>.</p>	
<p></p> <p>The Print Preview is a better option to use over a refresh if a database refresh is not necessary. You can also accomplish the same task by clicking on the Preview tab after the report has data.</p>	

## Explanation

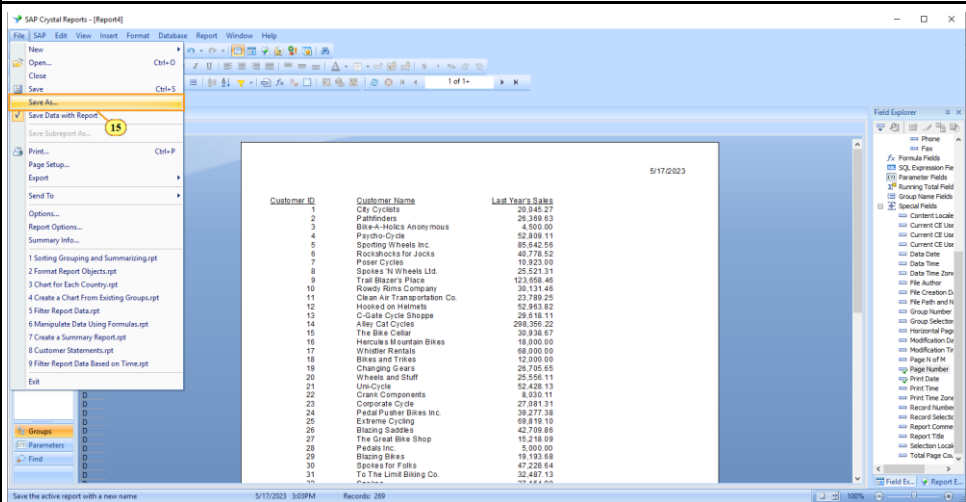
## Screenshot



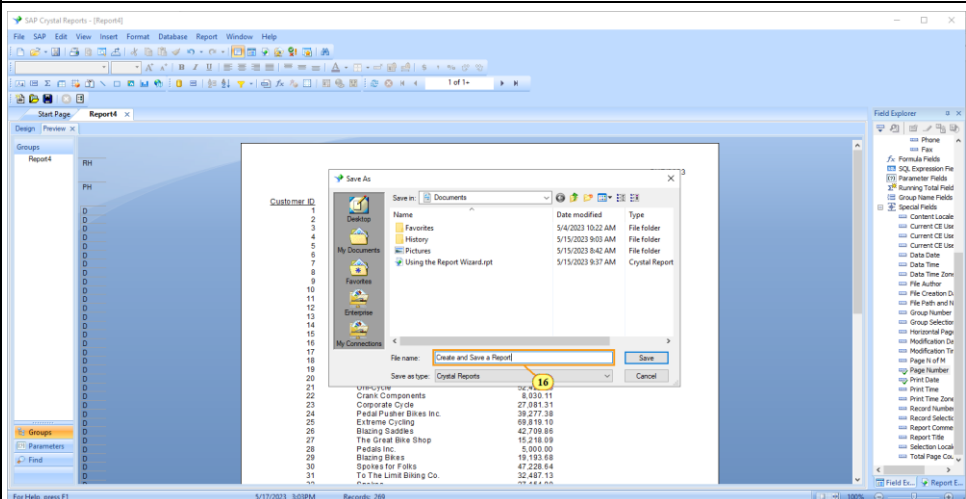
In the following steps, you will save the report.


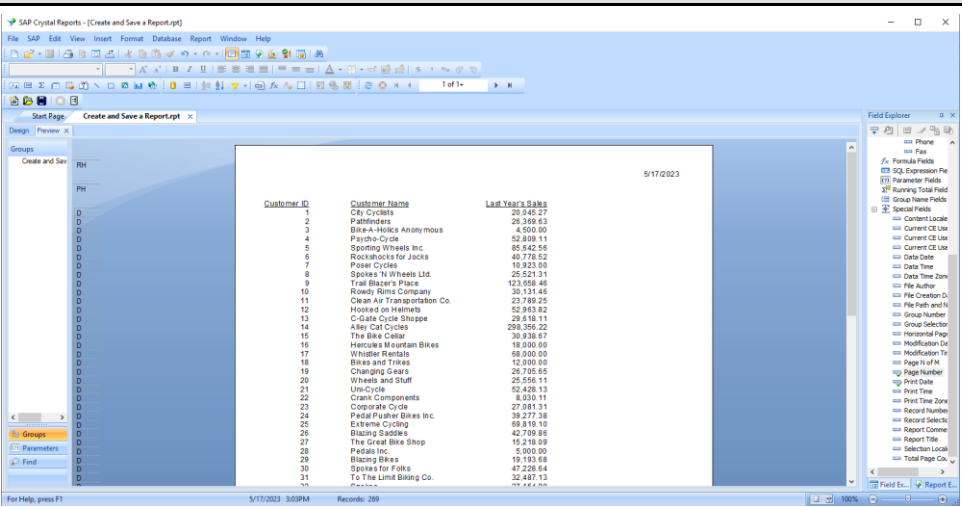


15. Choose **File > Save As...**



16. In the **File** name field, enter **Create and Save a Report** and choose **Save**.



Explanation	Screenshot																																																																																																
<p> You have successfully created and saved a new report.</p> <p>This concludes the interactive tutorial.</p>	 <p>The screenshot shows the SAP Crystal Reports interface. The main window displays a report titled "Create and Save a Report.rpt" with a preview of a table. The table has three columns: "Customer ID", "Customer Name", and "Last Year's Sales". The data is sorted by "Last Year's Sales" in descending order. The report is dated 5/17/2023. The interface includes a menu bar (File, SAP, Edit, View, Insert, Format, Database, Report, Window, Help), a toolbar, and a Field Explorer on the right side.</p> <table border="1"> <thead> <tr> <th>Customer ID</th> <th>Customer Name</th> <th>Last Year's Sales</th> </tr> </thead> <tbody> <tr><td>1</td><td>CH Cycle</td><td>25,345.27</td></tr> <tr><td>2</td><td>Pathfinders</td><td>26,389.63</td></tr> <tr><td>3</td><td>Blue-A-Holics Anonymous</td><td>4,500.00</td></tr> <tr><td>4</td><td>Psycho-Cycle</td><td>52,809.11</td></tr> <tr><td>5</td><td>Sporting Wheels Inc.</td><td>85,542.65</td></tr> <tr><td>6</td><td>Rockhocks for Jacks</td><td>40,778.52</td></tr> <tr><td>7</td><td>Polar Cycles</td><td>10,923.00</td></tr> <tr><td>8</td><td>Spokes N' Wheels Ltd.</td><td>25,521.31</td></tr> <tr><td>9</td><td>Trial Blazer's Place</td><td>123,098.46</td></tr> <tr><td>10</td><td>Roady Roma Company</td><td>30,131.46</td></tr> <tr><td>11</td><td>Clean Air Transportation Co.</td><td>23,789.25</td></tr> <tr><td>12</td><td>Hooted on Helmets</td><td>52,963.82</td></tr> <tr><td>13</td><td>C-Gate Cycle Shoppe</td><td>29,818.11</td></tr> <tr><td>14</td><td>Alley Cat Cycles</td><td>290,355.22</td></tr> <tr><td>15</td><td>The Bike Cellar</td><td>30,938.67</td></tr> <tr><td>16</td><td>Hercules Mountain Bikes</td><td>10,900.00</td></tr> <tr><td>17</td><td>Whisper Rentals</td><td>68,000.00</td></tr> <tr><td>18</td><td>Bikes and Trunks</td><td>12,000.00</td></tr> <tr><td>19</td><td>Changing Gears</td><td>26,705.65</td></tr> <tr><td>20</td><td>Wheels and Stuff</td><td>25,556.11</td></tr> <tr><td>21</td><td>UniCycle</td><td>52,428.13</td></tr> <tr><td>22</td><td>Crank Components</td><td>8,030.11</td></tr> <tr><td>23</td><td>Corporate Cycle</td><td>27,081.31</td></tr> <tr><td>24</td><td>Pedal Pumper Bikes Inc.</td><td>39,277.38</td></tr> <tr><td>25</td><td>Extreme Cycling</td><td>69,816.10</td></tr> <tr><td>26</td><td>Blazing Saddles</td><td>42,708.86</td></tr> <tr><td>27</td><td>The Great Bike Shop</td><td>15,218.09</td></tr> <tr><td>28</td><td>Pedals Inc.</td><td>5,000.00</td></tr> <tr><td>29</td><td>Blazing Bikes</td><td>10,193.68</td></tr> <tr><td>30</td><td>Spokes for Folks</td><td>47,228.64</td></tr> <tr><td>31</td><td>To The Limit Biking Co.</td><td>32,487.13</td></tr> </tbody> </table>	Customer ID	Customer Name	Last Year's Sales	1	CH Cycle	25,345.27	2	Pathfinders	26,389.63	3	Blue-A-Holics Anonymous	4,500.00	4	Psycho-Cycle	52,809.11	5	Sporting Wheels Inc.	85,542.65	6	Rockhocks for Jacks	40,778.52	7	Polar Cycles	10,923.00	8	Spokes N' Wheels Ltd.	25,521.31	9	Trial Blazer's Place	123,098.46	10	Roady Roma Company	30,131.46	11	Clean Air Transportation Co.	23,789.25	12	Hooted on Helmets	52,963.82	13	C-Gate Cycle Shoppe	29,818.11	14	Alley Cat Cycles	290,355.22	15	The Bike Cellar	30,938.67	16	Hercules Mountain Bikes	10,900.00	17	Whisper Rentals	68,000.00	18	Bikes and Trunks	12,000.00	19	Changing Gears	26,705.65	20	Wheels and Stuff	25,556.11	21	UniCycle	52,428.13	22	Crank Components	8,030.11	23	Corporate Cycle	27,081.31	24	Pedal Pumper Bikes Inc.	39,277.38	25	Extreme Cycling	69,816.10	26	Blazing Saddles	42,708.86	27	The Great Bike Shop	15,218.09	28	Pedals Inc.	5,000.00	29	Blazing Bikes	10,193.68	30	Spokes for Folks	47,228.64	31	To The Limit Biking Co.	32,487.13
Customer ID	Customer Name	Last Year's Sales																																																																																															
1	CH Cycle	25,345.27																																																																																															
2	Pathfinders	26,389.63																																																																																															
3	Blue-A-Holics Anonymous	4,500.00																																																																																															
4	Psycho-Cycle	52,809.11																																																																																															
5	Sporting Wheels Inc.	85,542.65																																																																																															
6	Rockhocks for Jacks	40,778.52																																																																																															
7	Polar Cycles	10,923.00																																																																																															
8	Spokes N' Wheels Ltd.	25,521.31																																																																																															
9	Trial Blazer's Place	123,098.46																																																																																															
10	Roady Roma Company	30,131.46																																																																																															
11	Clean Air Transportation Co.	23,789.25																																																																																															
12	Hooted on Helmets	52,963.82																																																																																															
13	C-Gate Cycle Shoppe	29,818.11																																																																																															
14	Alley Cat Cycles	290,355.22																																																																																															
15	The Bike Cellar	30,938.67																																																																																															
16	Hercules Mountain Bikes	10,900.00																																																																																															
17	Whisper Rentals	68,000.00																																																																																															
18	Bikes and Trunks	12,000.00																																																																																															
19	Changing Gears	26,705.65																																																																																															
20	Wheels and Stuff	25,556.11																																																																																															
21	UniCycle	52,428.13																																																																																															
22	Crank Components	8,030.11																																																																																															
23	Corporate Cycle	27,081.31																																																																																															
24	Pedal Pumper Bikes Inc.	39,277.38																																																																																															
25	Extreme Cycling	69,816.10																																																																																															
26	Blazing Saddles	42,708.86																																																																																															
27	The Great Bike Shop	15,218.09																																																																																															
28	Pedals Inc.	5,000.00																																																																																															
29	Blazing Bikes	10,193.68																																																																																															
30	Spokes for Folks	47,228.64																																																																																															
31	To The Limit Biking Co.	32,487.13																																																																																															