
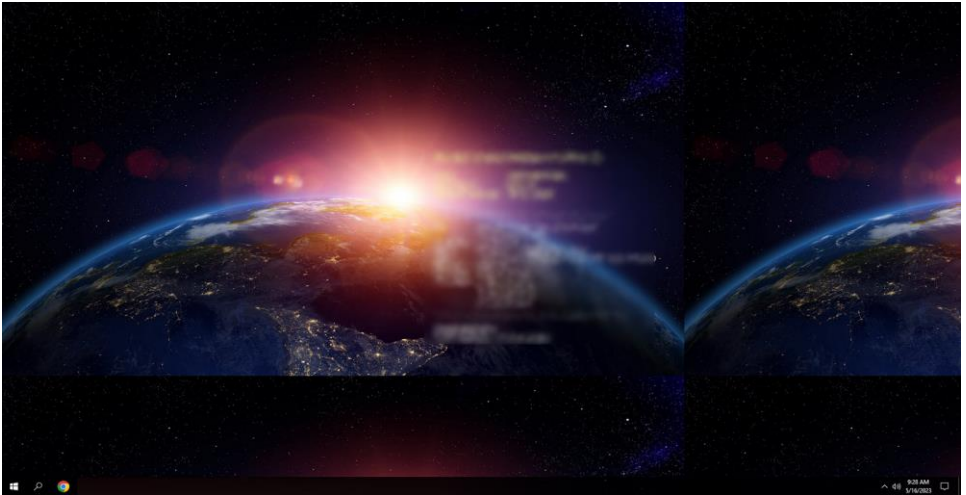



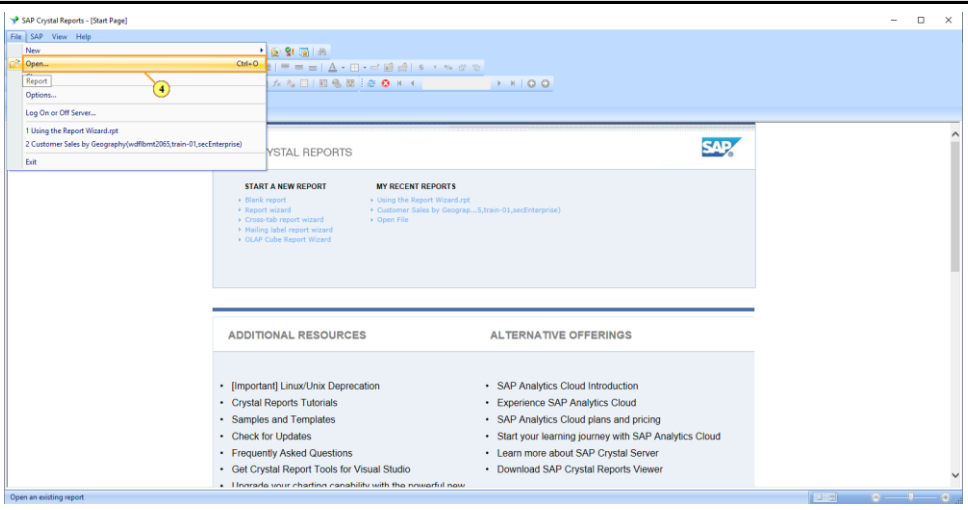
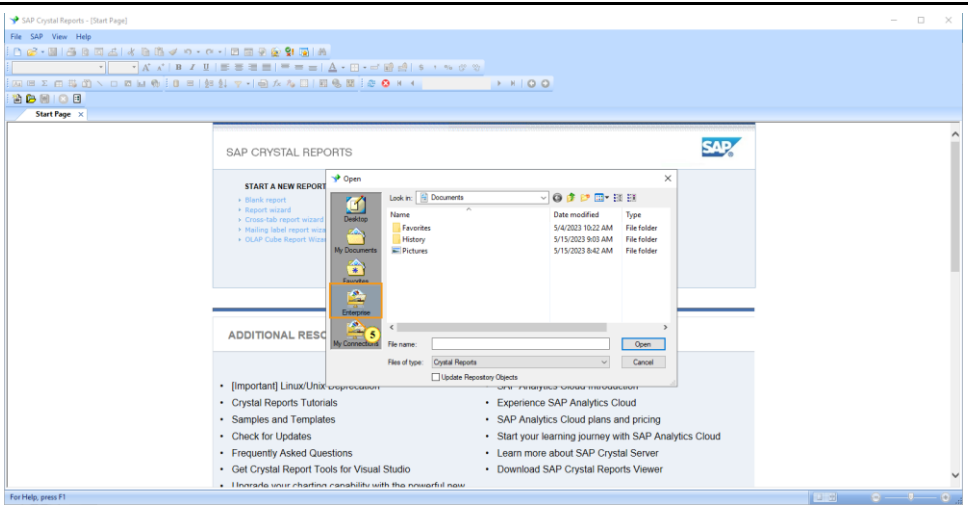
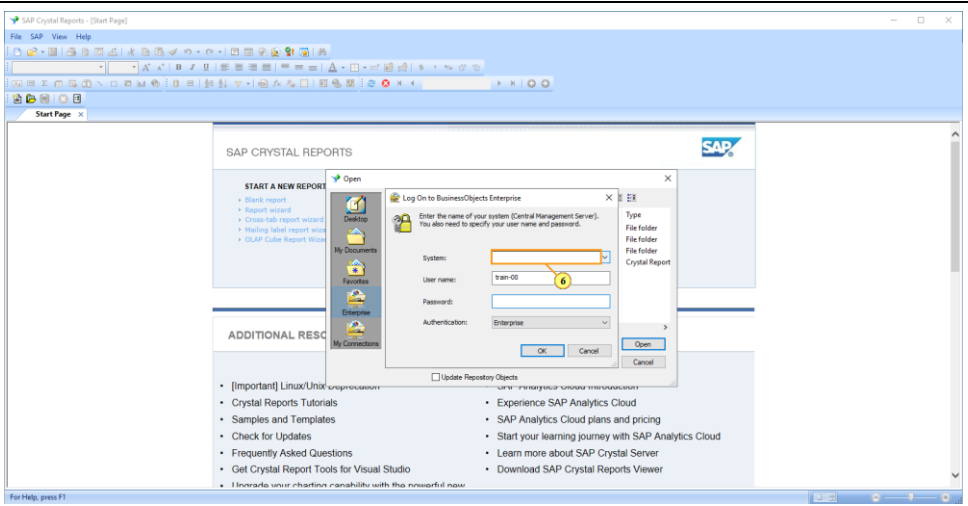
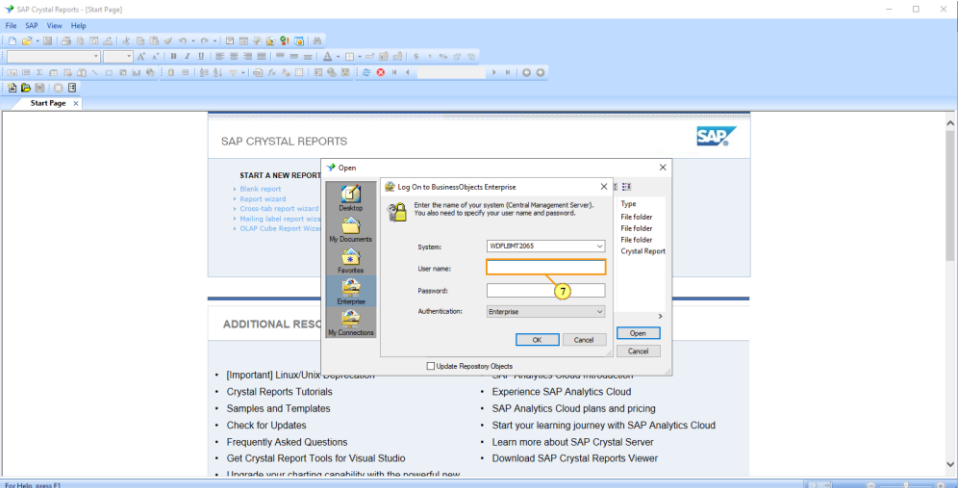
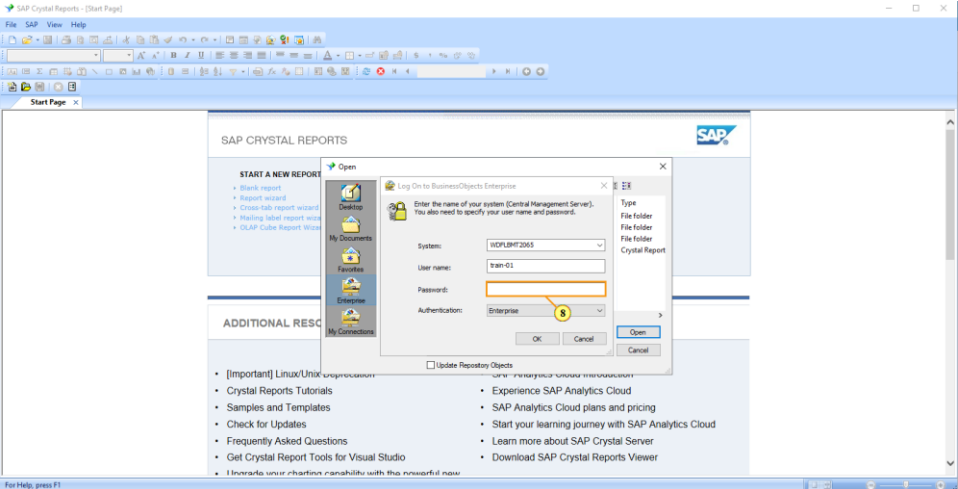
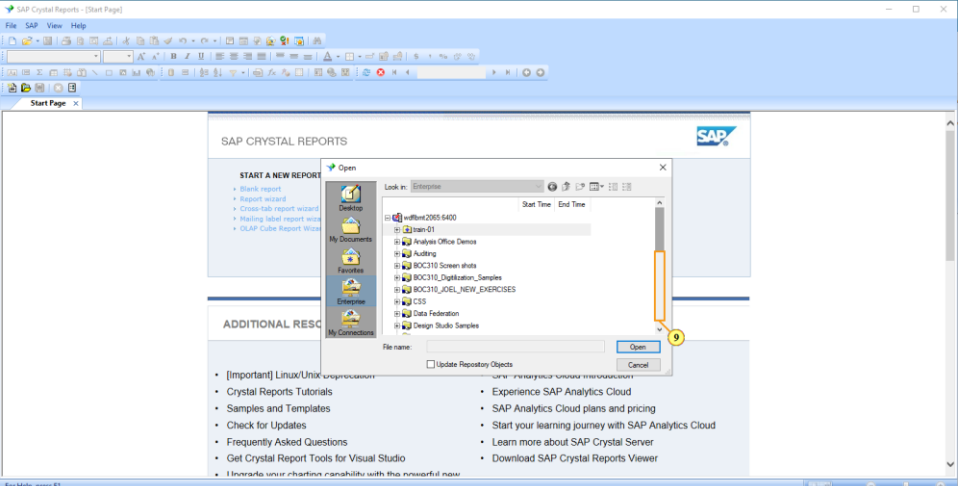


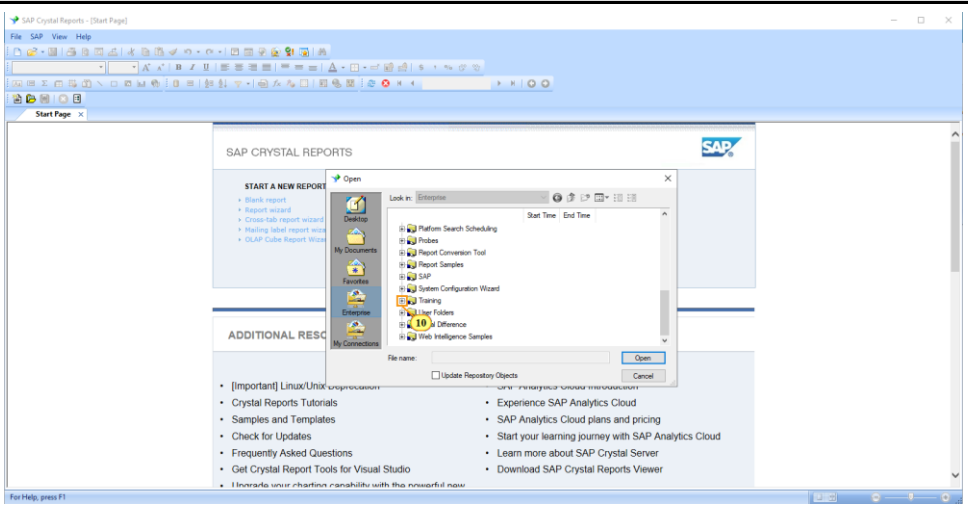
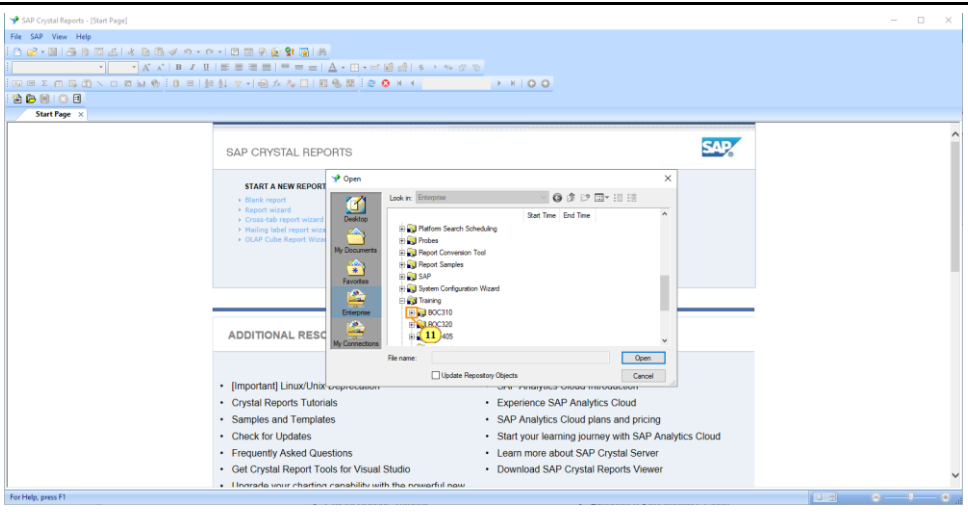
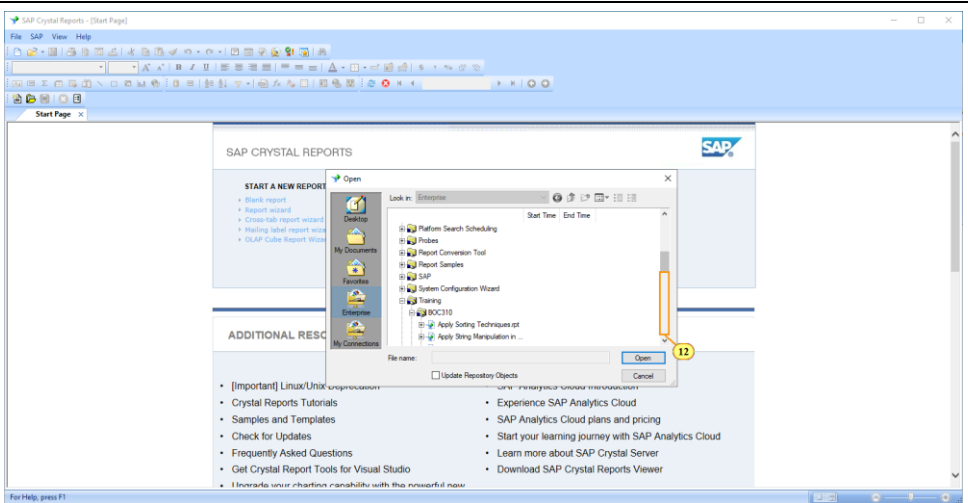
Navigate an Existing Report

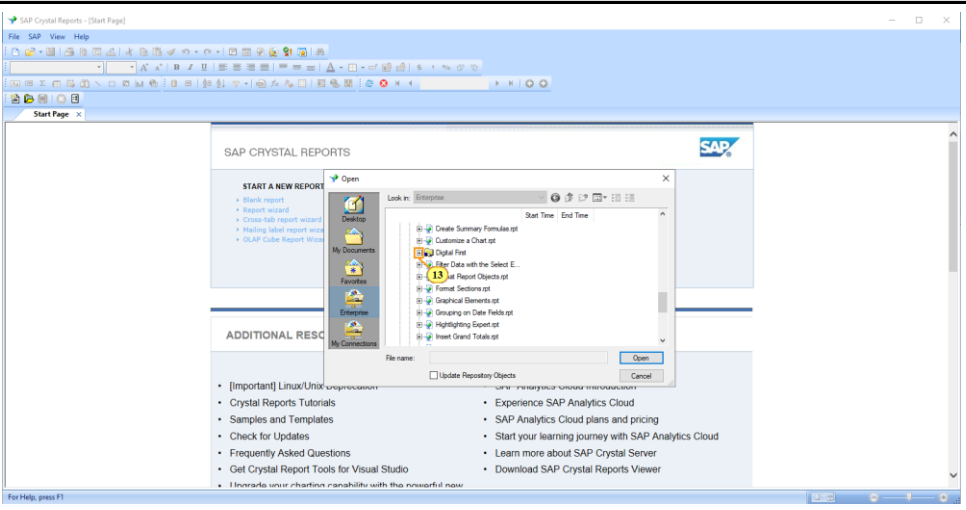
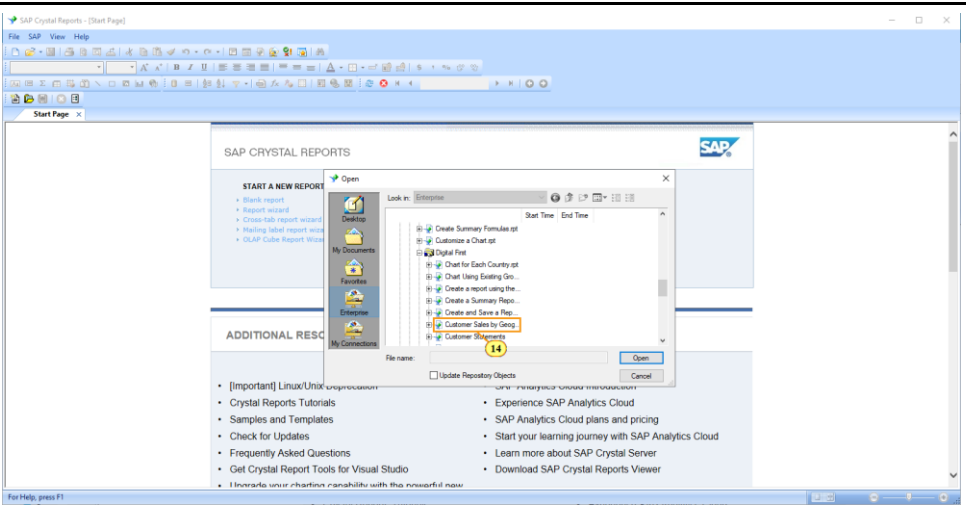
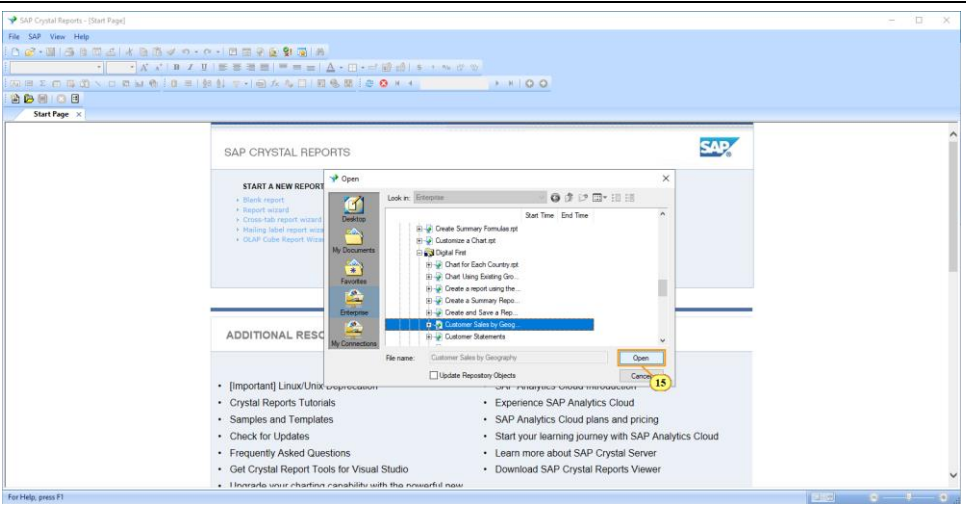
Explanation	Screenshot
<p></p> <p>As a report designer, you need to familiarize yourself with the new reporting application that your organization has implemented. The IT department has added an existing report to the system, so you can navigate the report to view the functionality.</p> <p>To learn more about how to navigate an existing report, follow this interactive tutorial.</p>	
<p></p> <p>In the following steps, you will open an existing report.</p>	


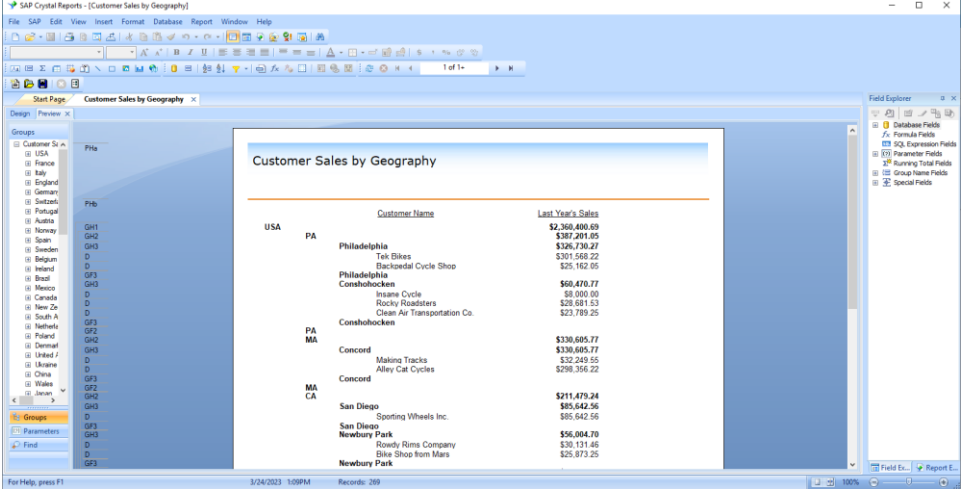

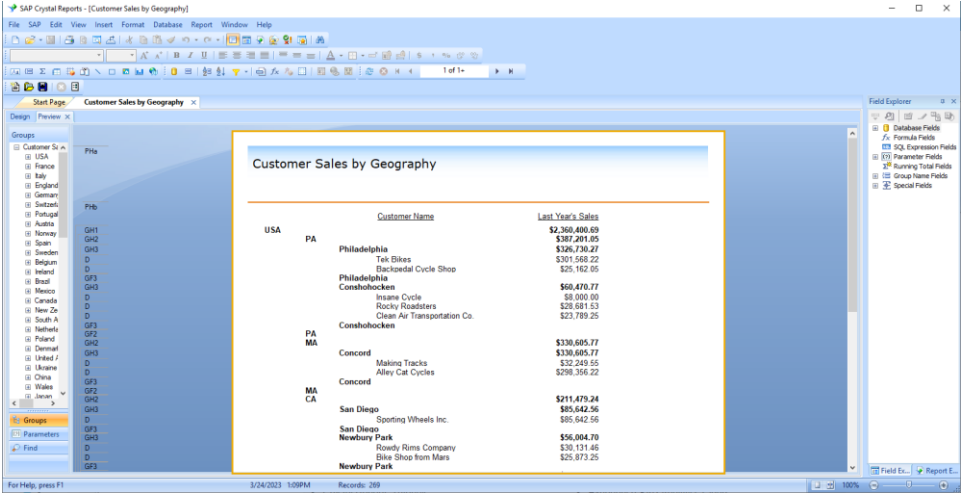
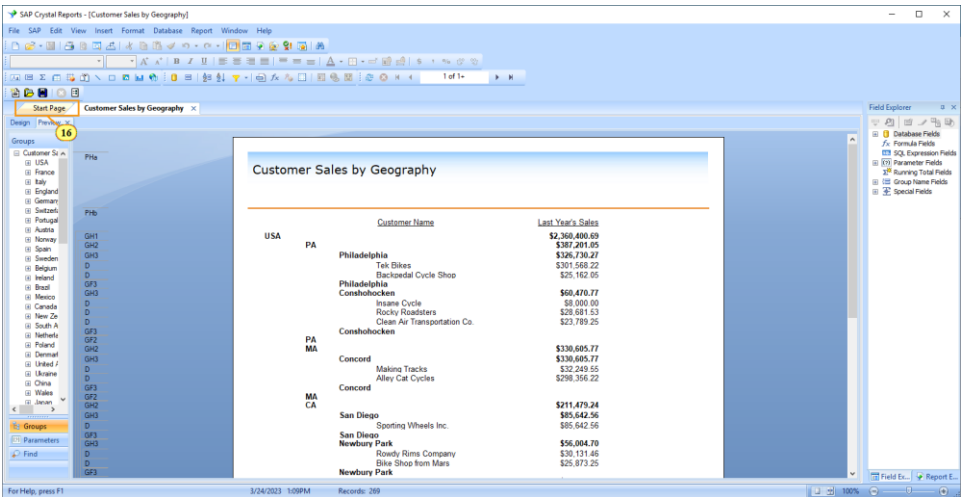
Explanation	Screenshot
1. Choose <i>Search</i> .	
2. In the <i>Search</i> field, enter Crystal .	
3. Choose <i>SAP Crystal Reports 2020</i> .	


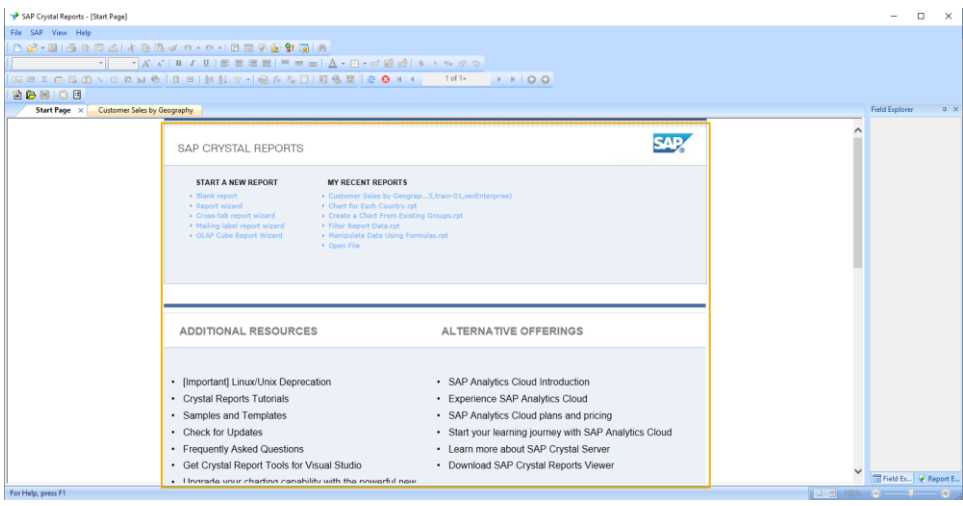
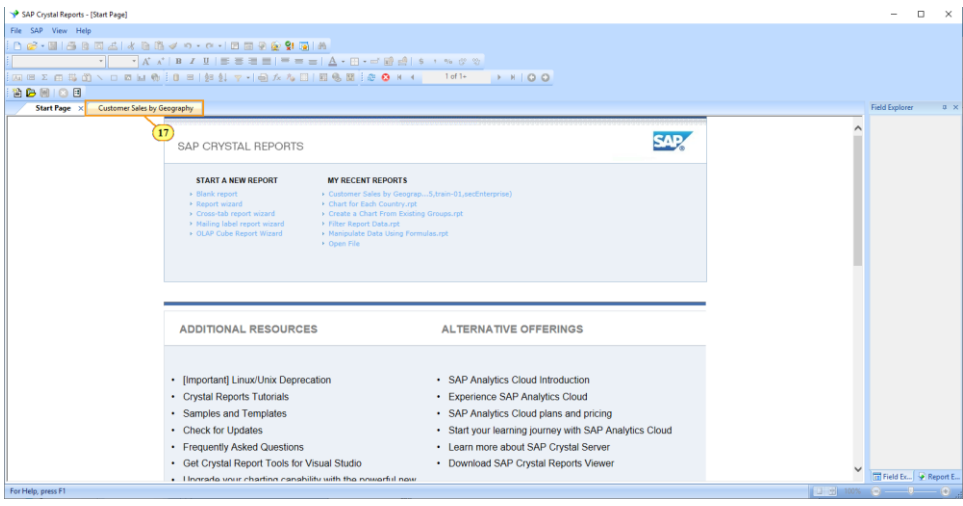
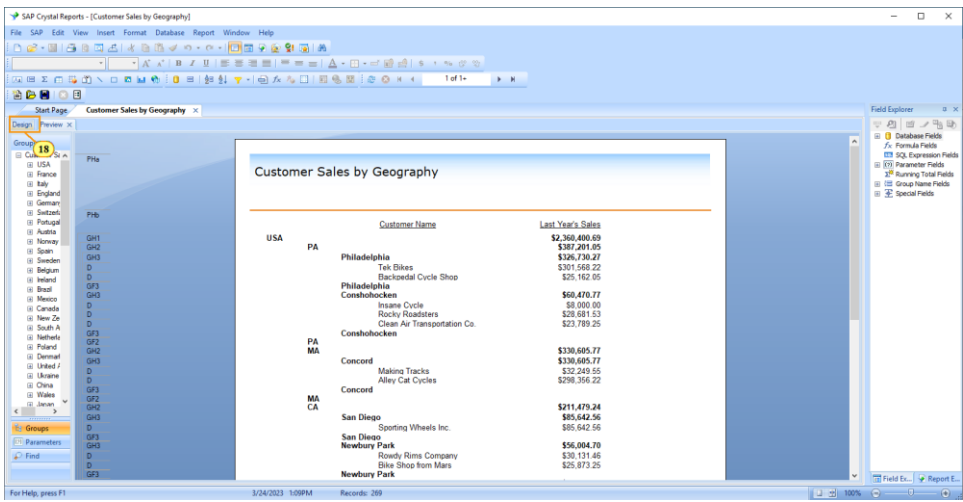
Explanation	Screenshot
<p>4. Choose <i>File</i> > <i>Open</i>.</p>	 <p>The screenshot shows the SAP Crystal Reports application window. The 'File' menu is open, and the 'Open...' option is highlighted with a yellow circle and the number 4. The main window displays the 'START A NEW REPORT' and 'MY RECENT REPORTS' sections.</p>
<p>5. Choose <i>Enterprise</i>.</p>	 <p>The screenshot shows the 'Open' dialog box in the SAP Crystal Reports application. The 'Enterprise' folder is selected in the left pane. The 'File name' field is empty, and the 'Files of type' dropdown is set to 'Crystal Reports'.</p>
<p>6. In the <i>System</i> field, enter WDFLBMT2065.</p>	 <p>The screenshot shows the 'Log On to BusinessObjects Enterprise' dialog box. The 'System' field is highlighted with a yellow circle and the number 6, and it contains the text 'WDFLBMT2065'. The 'User name' field is empty, and the 'Authentication' dropdown is set to 'Enterprise'.</p>


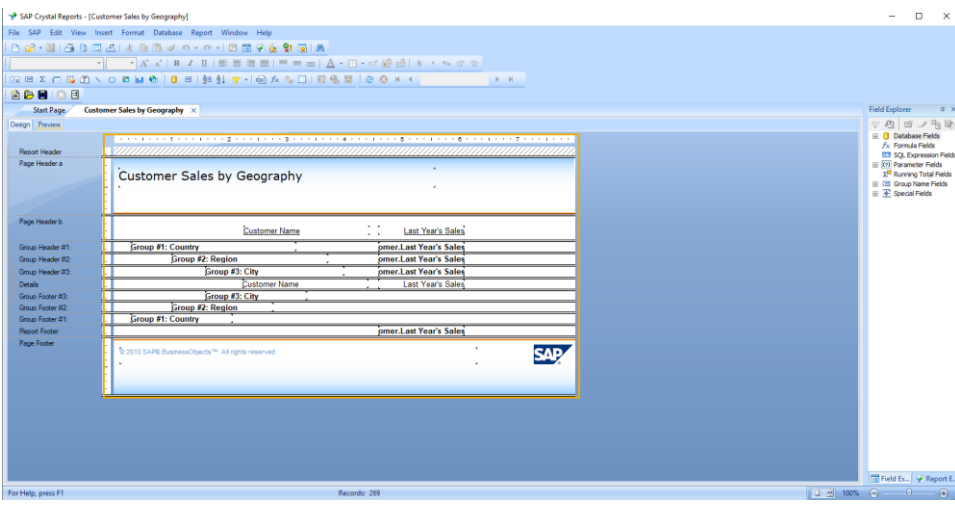
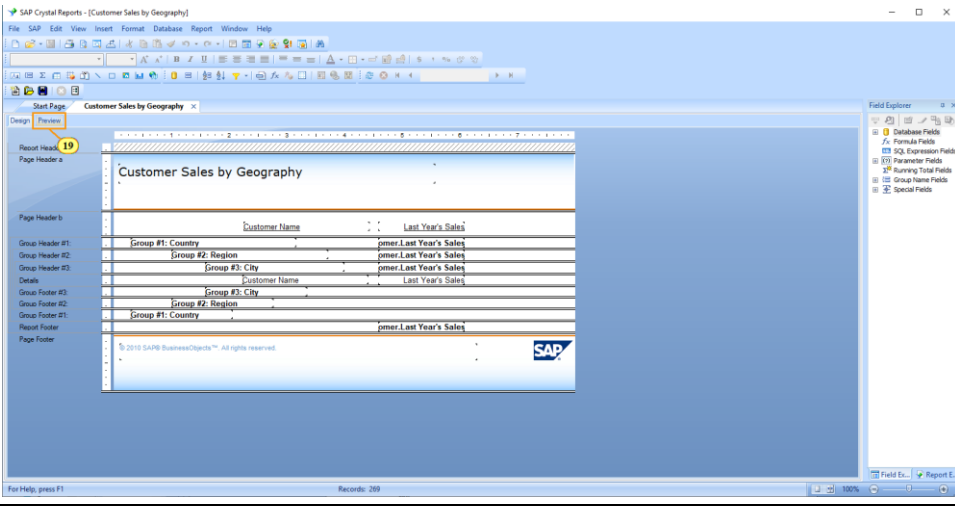

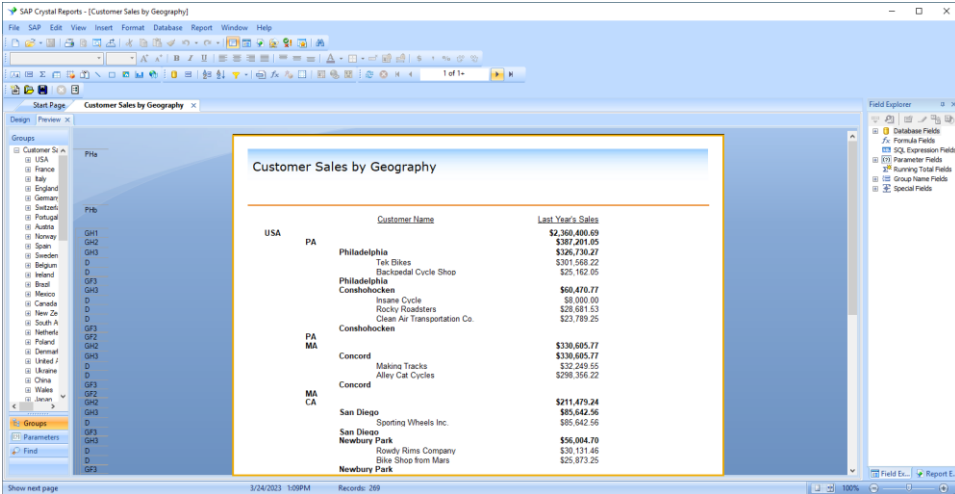
Explanation	Screenshot
<p>7. Enter your user id in the <i>User name</i> field.</p> <p>For this tutorial, enter train-01.</p>	
<p>8. Enter your password in the <i>Password</i> field.</p> <p>For this tutorial, enter XXXX and choose OK.</p>	
<p>9. To view more items, select the scroll bar to scroll down.</p>	


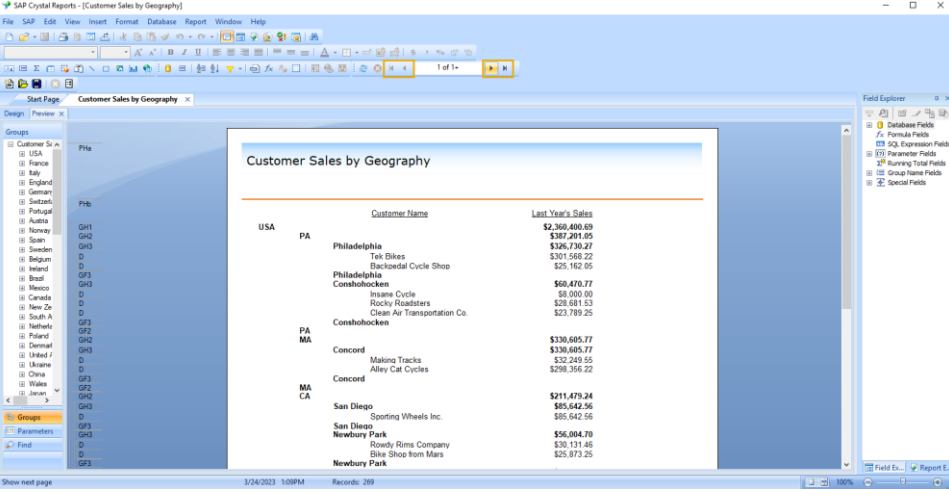
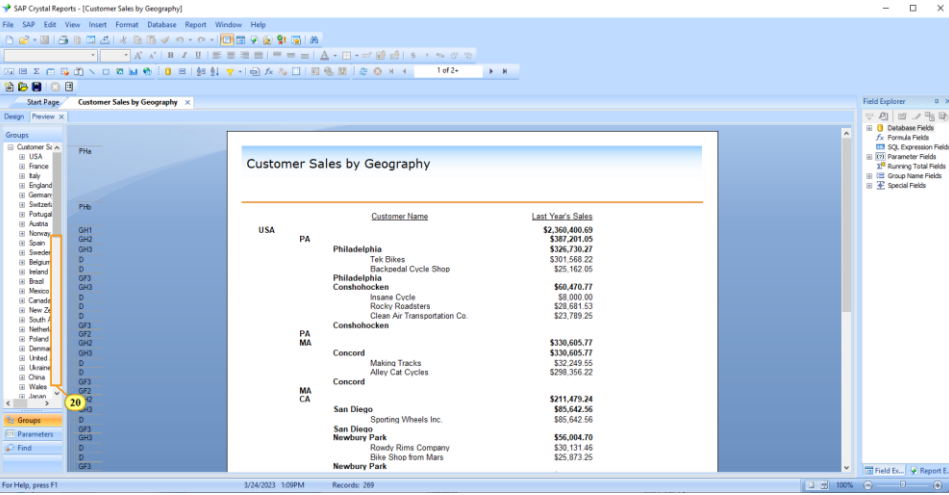
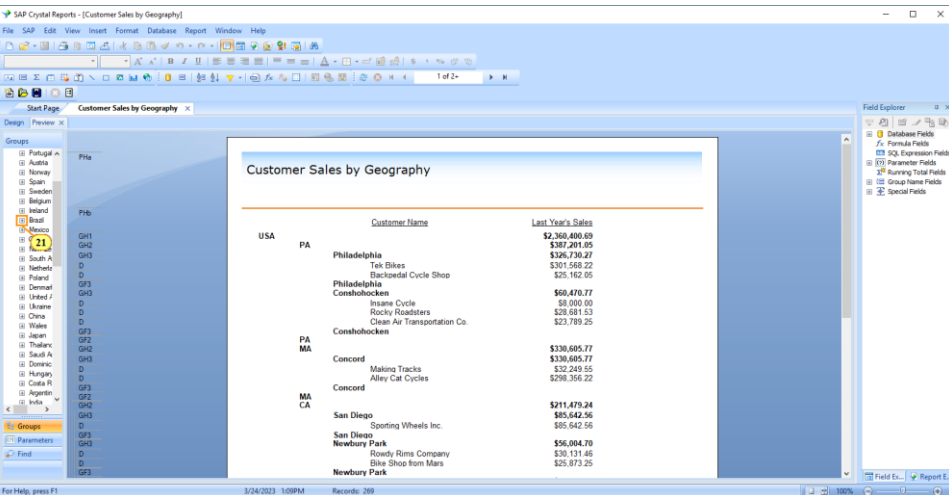
Explanation	Screenshot
<p>10. Expand <i>Training</i>.</p>	 <p>The screenshot shows the SAP Crystal Reports Start Page. On the left, there are links for 'START A NEW REPORT' (Blank report, Report wizard, Cross-tab report wizard, Mailing label report wizard, OLAP Cube Report Wizard) and 'ADDITIONAL RESOURCES' (Linux/Unix prerequisites, Tutorials, Samples, Check for Updates, FAQs, Get Crystal Report Tools for Visual Studio). On the right, there is a list of reports. The 'Training' folder is expanded, showing sub-items like 'Platform Search Scheduling', 'Probes', 'Report Conversion Tool', 'Report Samples', 'SAP', 'System Configuration Wizard', 'Training', 'Web Intelligence Samples', and 'Web Intelligence Samples'. The 'Training' folder is highlighted with a yellow box and a yellow circle with the number 10.</p>
<p>11. Expand <i>BOC310</i>.</p>	 <p>The screenshot shows the SAP Crystal Reports Start Page. The 'BOC310' folder is expanded, showing sub-items like 'BOC310', 'BOC310', and 'BOC310'. The 'BOC310' folder is highlighted with a yellow box and a yellow circle with the number 11.</p>
<p>12. To view more items, select the scroll bar to scroll down.</p>	 <p>The screenshot shows the SAP Crystal Reports Start Page. The scroll bar on the right side of the file list is highlighted with a yellow box and a yellow circle with the number 12.</p>

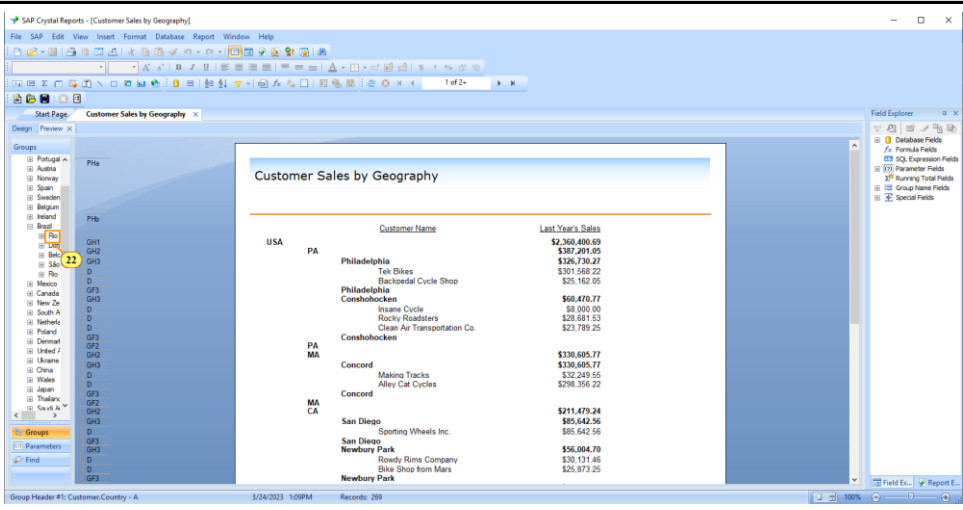

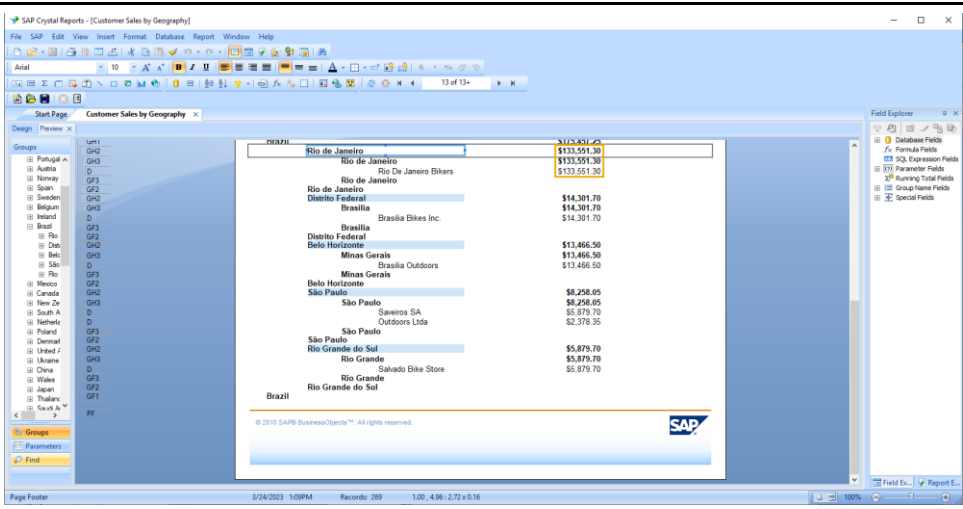
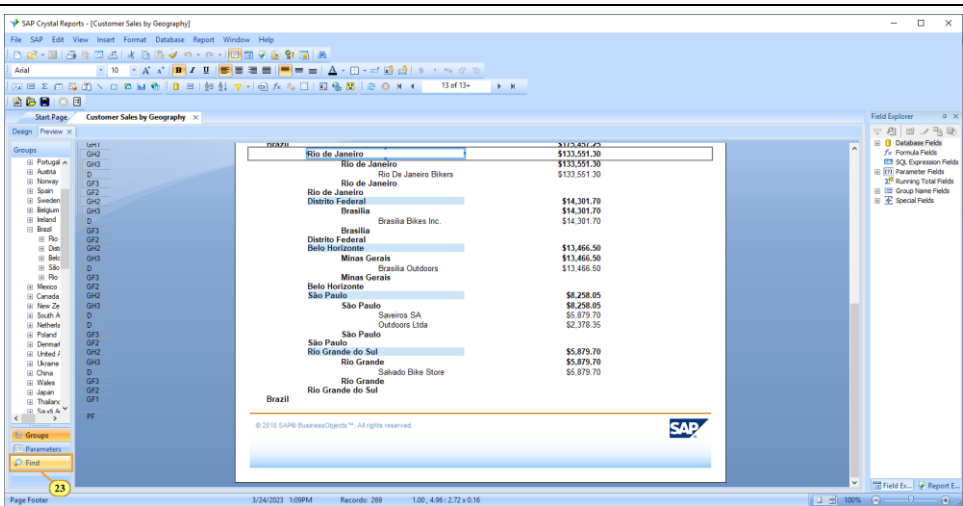
Explanation	Screenshot
<p>13. Expand <i>Digital First</i>.</p>	 <p>The screenshot shows the SAP Crystal Reports Start Page. On the left, under 'START A NEW REPORT', there are links for 'Blank report', 'Report wizard', 'Cross-tab report wizard', 'Mailings label report wizard', and 'OLAP Cube Report Wizard'. In the center, there is a file list under 'Look in: Selection'. The 'Digital First' folder is expanded, showing a list of report files. A yellow circle with the number 13 highlights the 'Digital First' folder. On the right, there is a section titled 'ADDITIONAL RESOURCES' with links to 'Experience SAP Analytics Cloud', 'SAP Analytics Cloud plans and pricing', 'Start your learning journey with SAP Analytics Cloud', 'Learn more about SAP Crystal Server', and 'Download SAP Crystal Reports Viewer'.</p>
<p>14. Choose <i>Customer Sales by Geography</i>.</p>	 <p>The screenshot shows the SAP Crystal Reports Start Page. The file list under 'Look in: Selection' is the same as in the previous screenshot. A yellow circle with the number 14 highlights the 'Customer Sales by Geography' file. The 'File name' field at the bottom of the file list is now populated with 'Customer Sales by Geography'.</p>
<p>15. Choose <i>Open</i>.</p>	 <p>The screenshot shows the SAP Crystal Reports Start Page. The file list under 'Look in: Selection' is the same as in the previous screenshots. A yellow circle with the number 15 highlights the 'Open' button at the bottom right of the file list. The 'File name' field at the bottom of the file list is still populated with 'Customer Sales by Geography'.</p>

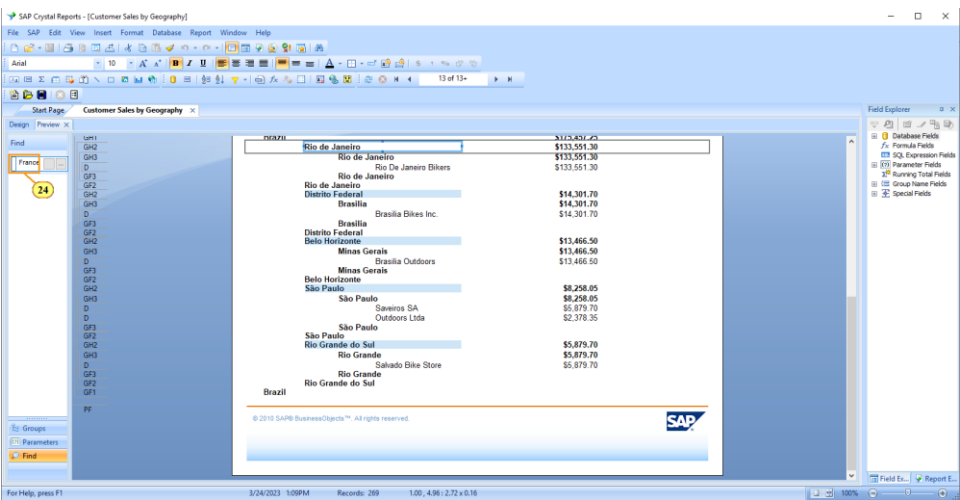
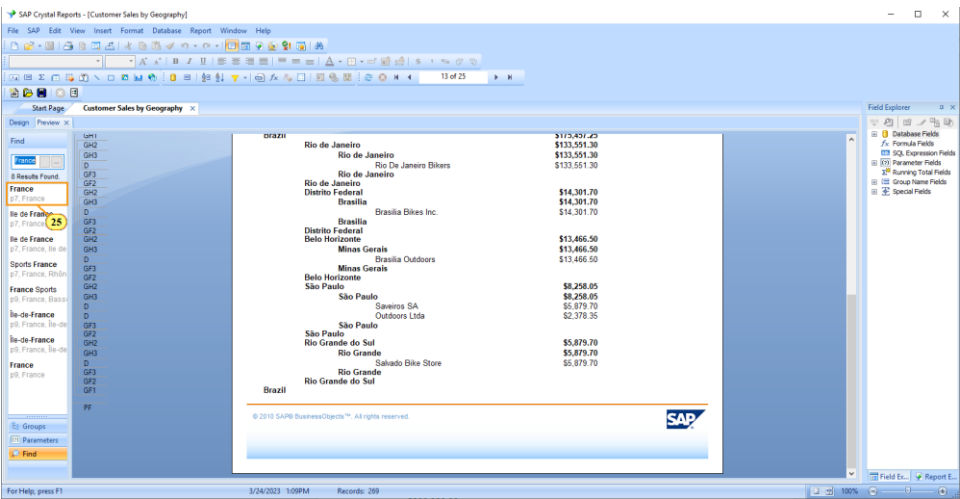

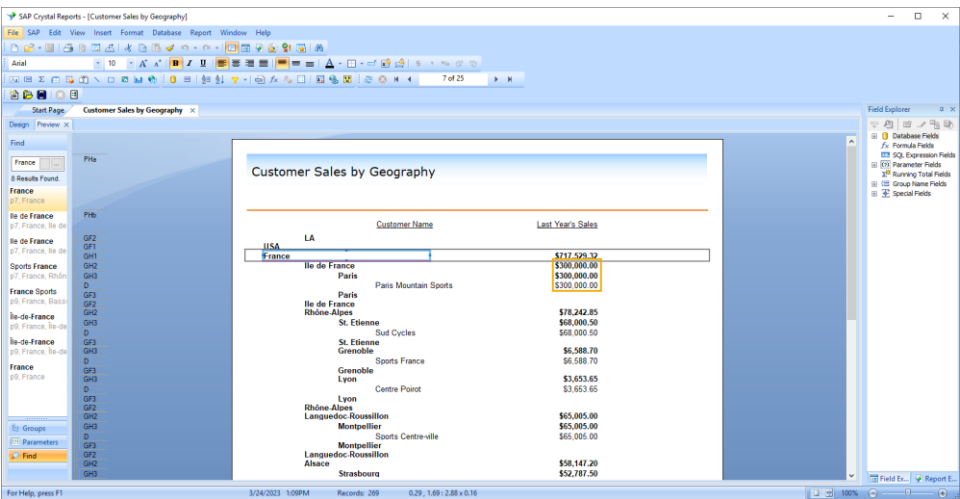
Explanation	Screenshot
<p> In the following steps, you will navigate the interface.</p>	
<p> The report retrieved includes a data source and you can see the objects that are added to the report.</p>	
<p>16. Choose <i>Start Page</i>.</p>	

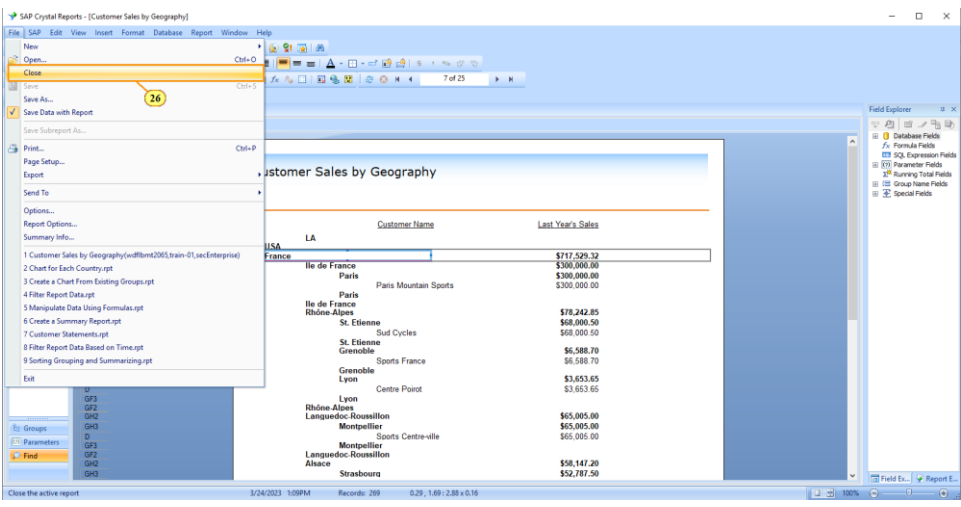

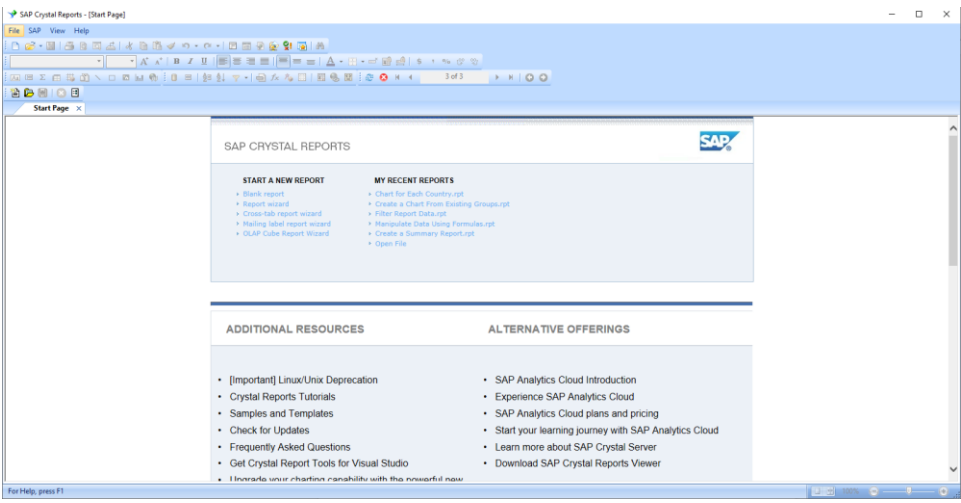
Explanation	Screenshot																																																
<p> You can now see that the Start Page tab shows the wizards, history, and support topics.</p>	 <p>The screenshot shows the SAP Crystal Reports Start Page. The 'Start Page' tab is selected, displaying a welcome message and links to 'START A NEW REPORT', 'MY RECENT REPORTS', 'ADDITIONAL RESOURCES', and 'ALTERNATIVE OFFERINGS'. The 'START A NEW REPORT' section includes links for Blank report, Report wizard, Cross-tab report wizard, Mailing label report wizard, and OLAP Cube Report Wizard. The 'MY RECENT REPORTS' section lists recent reports like 'Customer Sales by Geography...'. The 'ADDITIONAL RESOURCES' section includes links for Linux/Unix Deprecation, Crystal Reports Tutorials, Samples and Templates, Check for Updates, Frequently Asked Questions, and Get Crystal Report Tools for Visual Studio. The 'ALTERNATIVE OFFERINGS' section includes links for SAP Analytics Cloud Introduction, Experience SAP Analytics Cloud, SAP Analytics Cloud plans and pricing, Start your learning journey with SAP Analytics Cloud, Learn more about SAP Crystal Server, and Download SAP Crystal Reports Viewer.</p>																																																
<p>17. Choose <i>Customer Sales by Geography</i>.</p>	 <p>The screenshot shows the SAP Crystal Reports Start Page with the 'Customer Sales by Geography' report highlighted in the 'MY RECENT REPORTS' section. A yellow circle with the number 17 is placed over the report name.</p>																																																
<p>18. Choose <i>Design</i>.</p>	 <p>The screenshot shows the SAP Crystal Reports Design view. The 'Design' tab is selected, displaying the report layout. The report title is 'Customer Sales by Geography'. The layout includes a table with columns for 'Customer Name' and 'Last Year's Sales'. The table data is as follows:</p> <table border="1"> <thead> <tr> <th>Customer Name</th> <th>Last Year's Sales</th> </tr> </thead> <tbody> <tr> <td>USA</td> <td>\$2,360,480.69</td> </tr> <tr> <td>PA</td> <td>\$187,281.85</td> </tr> <tr> <td>Philadelphia</td> <td>\$126,736.27</td> </tr> <tr> <td>Tek Street</td> <td>\$301,568.22</td> </tr> <tr> <td>Backeard Cycle Shop</td> <td>\$25,162.05</td> </tr> <tr> <td>Philadelphia</td> <td>\$68,470.77</td> </tr> <tr> <td>Conshohocken</td> <td>\$8,000.00</td> </tr> <tr> <td>Insane Cycle</td> <td>\$28,681.53</td> </tr> <tr> <td>Rocky Roadsters</td> <td>\$23,789.25</td> </tr> <tr> <td>Clean Air Transportation Co.</td> <td>\$23,789.25</td> </tr> <tr> <td>Conshohocken</td> <td>\$130,665.77</td> </tr> <tr> <td>MA</td> <td>\$130,665.77</td> </tr> <tr> <td>Concord</td> <td>\$130,665.77</td> </tr> <tr> <td>Making Tracks</td> <td>\$130,665.77</td> </tr> <tr> <td>Alley Cat Cycles</td> <td>\$298,356.22</td> </tr> <tr> <td>MA</td> <td>\$211,473.24</td> </tr> <tr> <td>CA</td> <td>\$85,642.56</td> </tr> <tr> <td>San Diego</td> <td>\$85,642.56</td> </tr> <tr> <td>Sporting Wheels Inc.</td> <td>\$85,642.56</td> </tr> <tr> <td>Newbury Park</td> <td>\$56,064.70</td> </tr> <tr> <td>Roady Rims Company</td> <td>\$30,131.46</td> </tr> <tr> <td>Bike Shop from Mars</td> <td>\$25,873.25</td> </tr> <tr> <td>Newbury Park</td> <td>\$25,873.25</td> </tr> </tbody> </table>	Customer Name	Last Year's Sales	USA	\$2,360,480.69	PA	\$187,281.85	Philadelphia	\$126,736.27	Tek Street	\$301,568.22	Backeard Cycle Shop	\$25,162.05	Philadelphia	\$68,470.77	Conshohocken	\$8,000.00	Insane Cycle	\$28,681.53	Rocky Roadsters	\$23,789.25	Clean Air Transportation Co.	\$23,789.25	Conshohocken	\$130,665.77	MA	\$130,665.77	Concord	\$130,665.77	Making Tracks	\$130,665.77	Alley Cat Cycles	\$298,356.22	MA	\$211,473.24	CA	\$85,642.56	San Diego	\$85,642.56	Sporting Wheels Inc.	\$85,642.56	Newbury Park	\$56,064.70	Roady Rims Company	\$30,131.46	Bike Shop from Mars	\$25,873.25	Newbury Park	\$25,873.25
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Explanation	Screenshot
<p> You can now see that the Design tab does not include any data.</p>	 <p>The screenshot shows the SAP Crystal Reports Design tab. The report is titled "Customer Sales by Geography". The design grid shows a table with columns for "Customer Name" and "Last Year's Sales". The table is grouped by "Country", "Region", and "City". The report footer shows "© 2010 SAP AG BusinessObjects™. All rights reserved." and the SAP logo.</p>
<p>19. Choose <i>Preview</i>.</p>	 <p>The screenshot shows the SAP Crystal Reports Preview tab. The report is titled "Customer Sales by Geography". The design grid shows a table with columns for "Customer Name" and "Last Year's Sales". The table is grouped by "Country", "Region", and "City". The report footer shows "© 2010 SAP AG BusinessObjects™. All rights reserved." and the SAP logo.</p>
<p> You can now see that the Preview tab includes the data.</p>	 <p>The screenshot shows the SAP Crystal Reports Preview tab. The report is titled "Customer Sales by Geography". The design grid shows a table with columns for "Customer Name" and "Last Year's Sales". The table is grouped by "Country", "Region", and "City". The report footer shows "© 2010 SAP AG BusinessObjects™. All rights reserved." and the SAP logo.</p>

Explanation	Screenshot
<p> Highlighted areas are page buttons you can use to navigate to another page.</p>	
<p>20. To view more groups, select the scroll bar to scroll down.</p>	
<p>21. Expand <i>Brazil</i>.</p>	

Explanation	Screenshot
<p>22. Choose <i>Rio de Janeiro</i>.</p>	
<p> You can now see that \$133,551.30 has been sold in the city last year.</p>	
<p>23. Choose <i>Find</i>.</p>	

Explanation	Screenshot
24. In the <i>Search</i> field, enter France and press Enter.	
25. Choose <i>France</i> with the double-click.	
<p></p> <p>You can now see that \$300,000.00 has been sold in Paris, France.</p>	

Explanation	Screenshot
<p>26. Choose <i>File > Close</i>.</p>	 <p>The screenshot shows the SAP Crystal Reports application window. The 'File' menu is open, and the 'Close' option is highlighted. The report 'Customer Sales by Geography' is visible in the background, showing a table of sales data by region and customer.</p>
<p> You have successfully navigated an existing report.</p> <p>This concludes the interactive tutorial.</p>	 <p>The screenshot shows the SAP Crystal Reports Start Page. It features a 'START A NEW REPORT' section with options like 'Blank report', 'Report wizard', 'Create table report wizard', 'Hiding label report wizard', and 'OLAP Cube Report Wizard'. There is also a 'MY RECENT REPORTS' section. At the bottom, there are sections for 'ADDITIONAL RESOURCES' and 'ALTERNATIVE OFFERINGS'.</p>