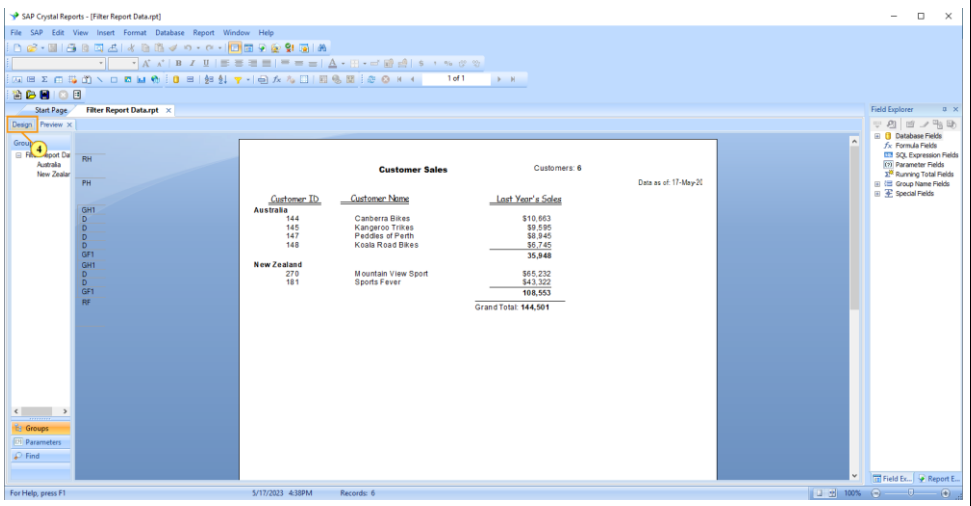
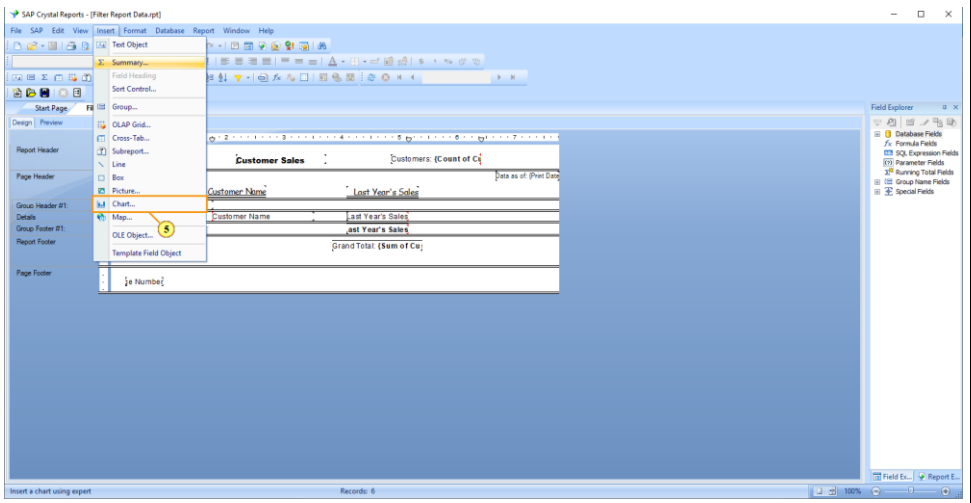
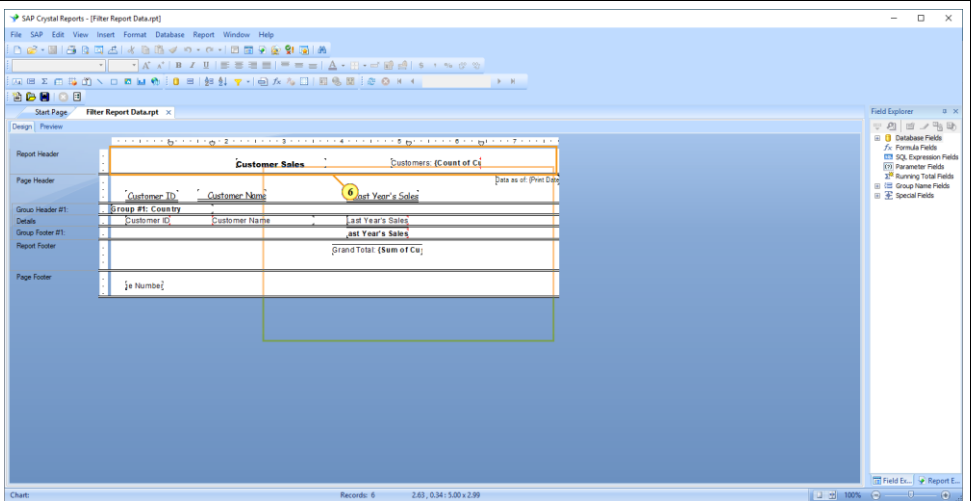
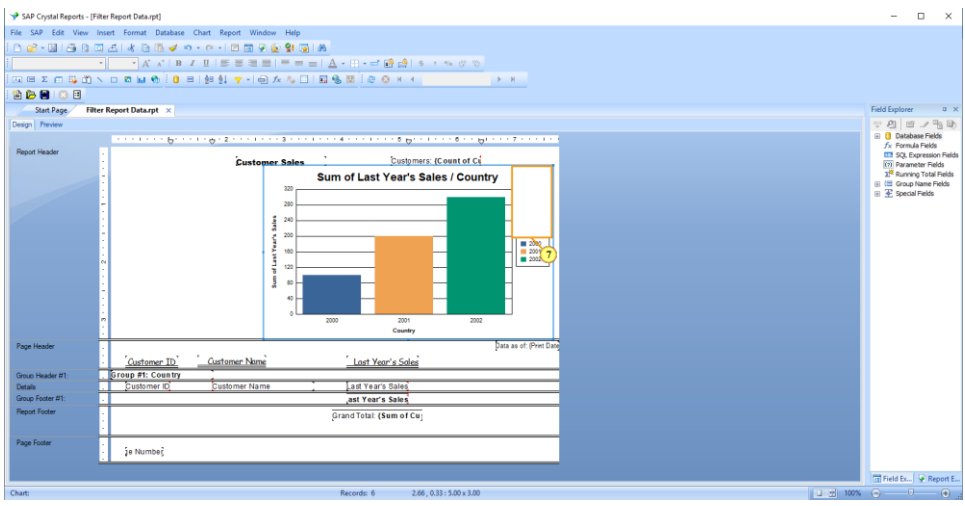
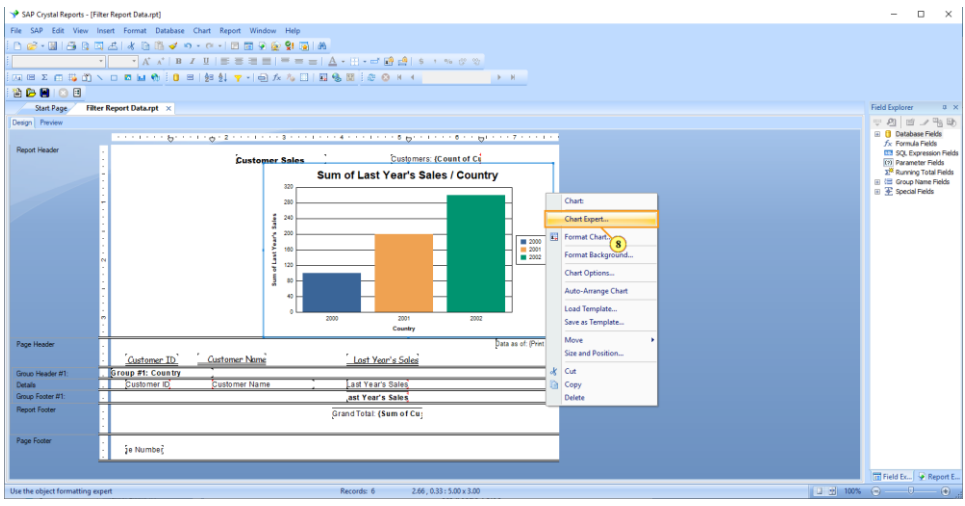
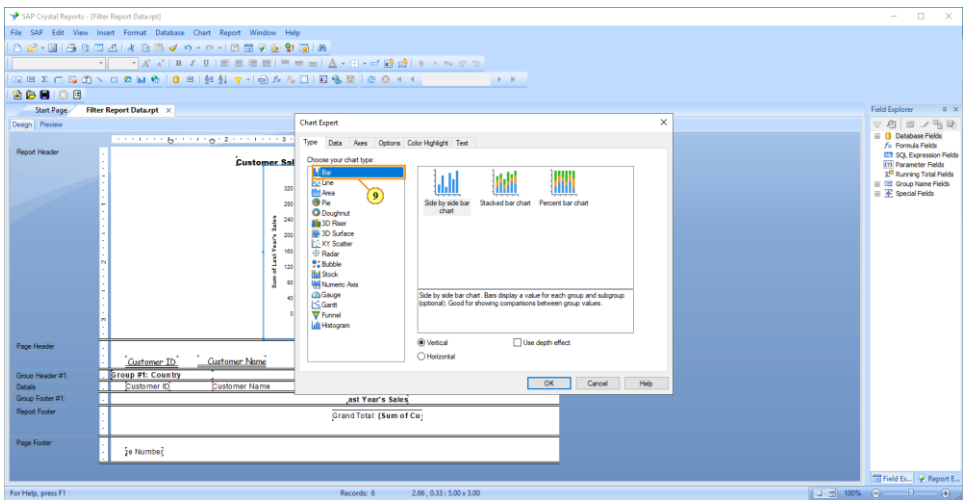


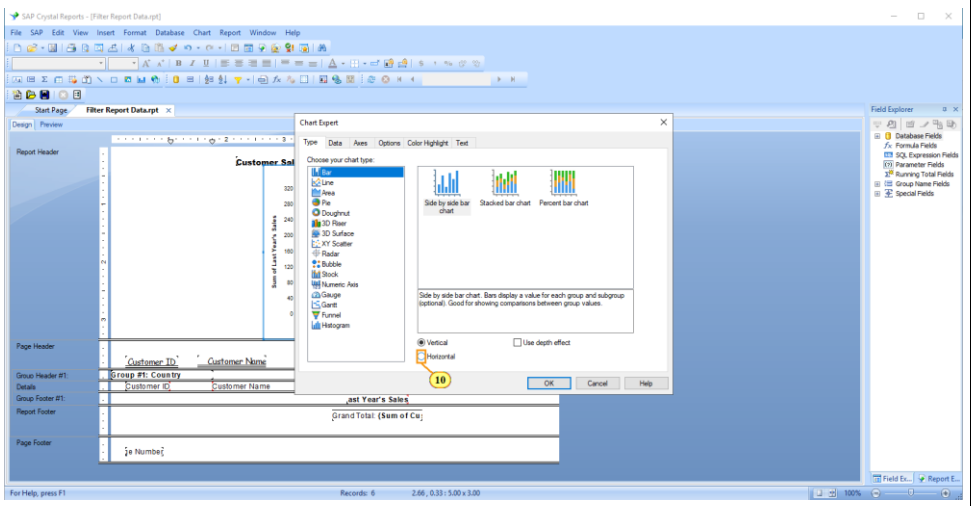
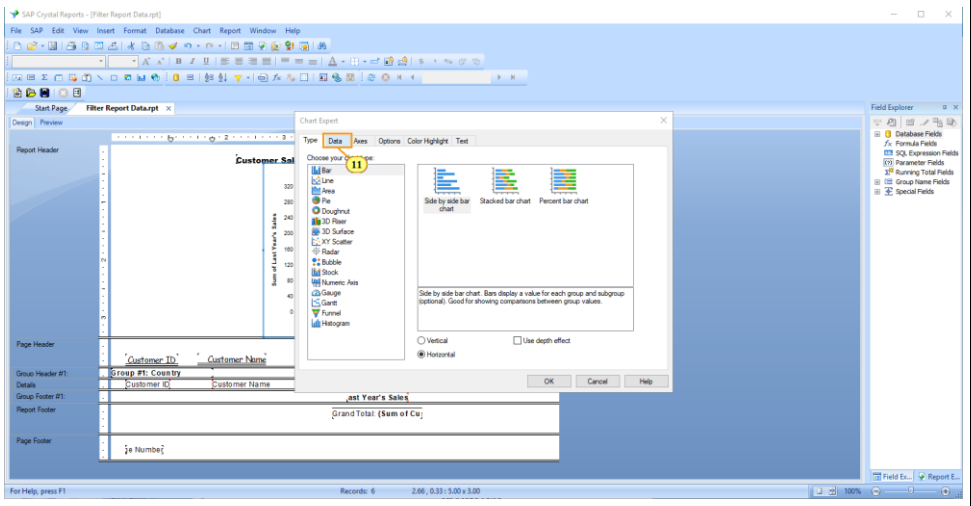
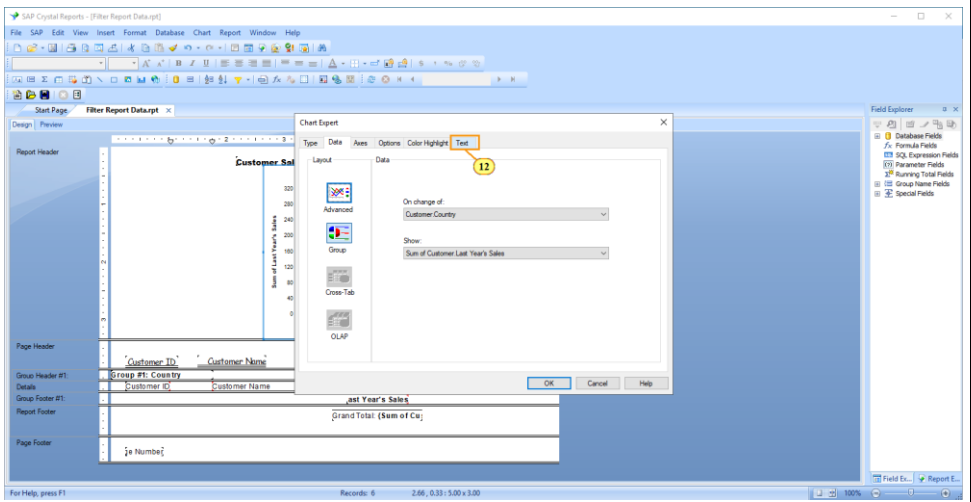
Create a Chart From Existing Groups

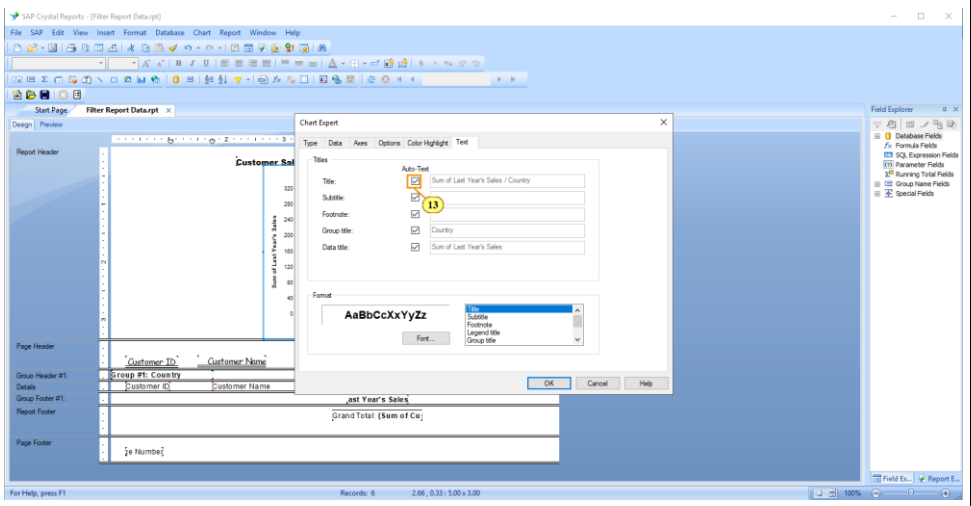
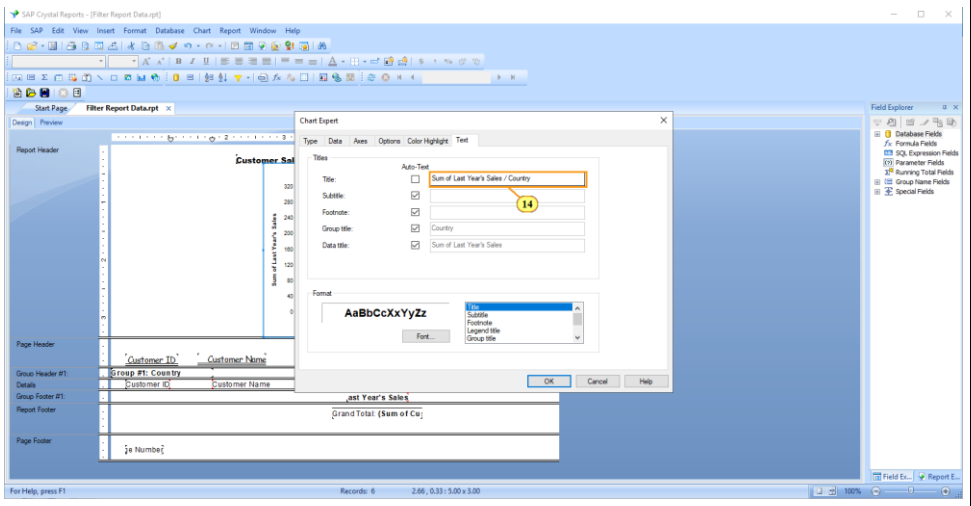
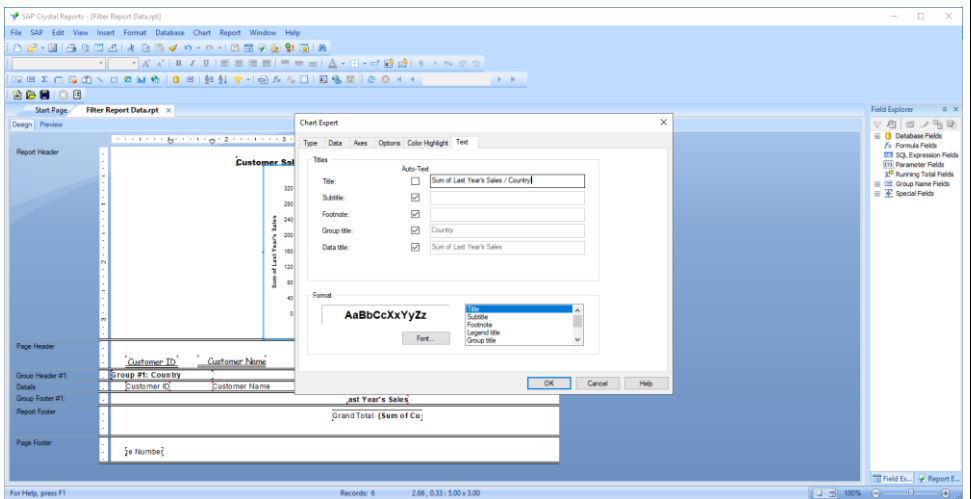
Explanation	Screenshot
<div><div></div><div>To learn more about how to create a chart from existing groups, follow this interactive tutorial.</div></div>	
<div><div></div><div>In the following steps, you will open a report.</div></div>	
<div><div>1. Choose <i>File &gt; Open</i>.</div></div>	

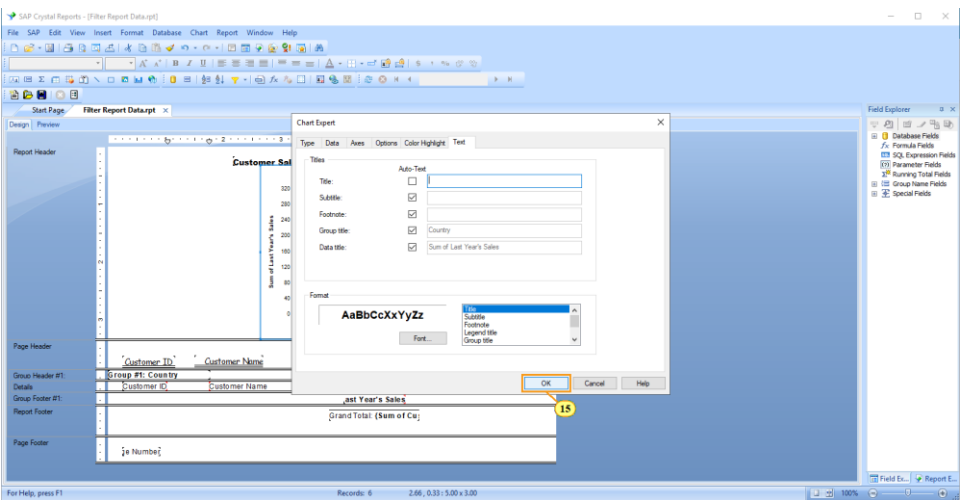

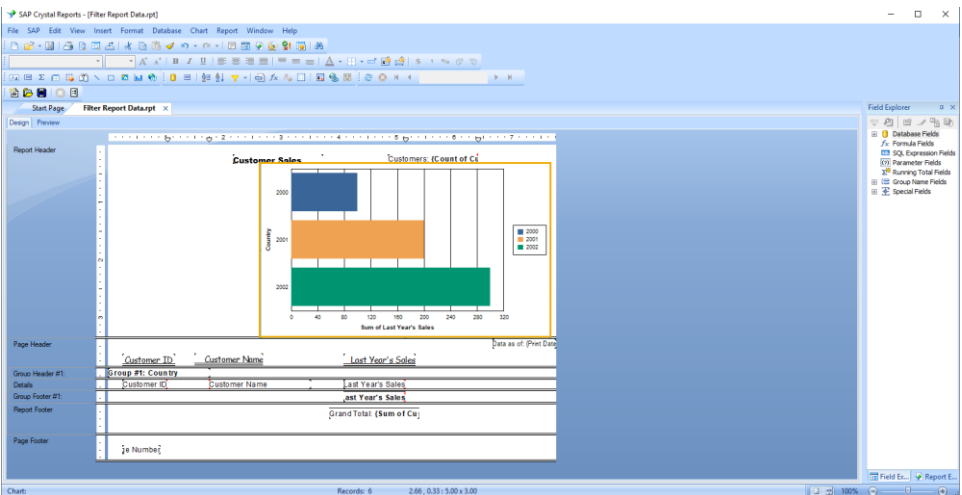
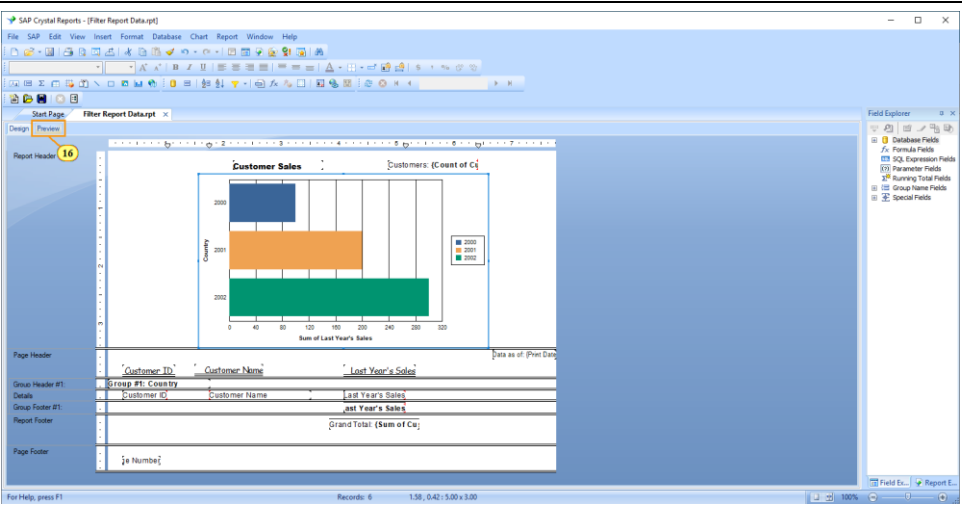
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2. Choose <i>Filter Report Data.rpt</i> .																																																																							
3. Choose <i>Open</i> .																																																																							
<div><div></div><div>In the following steps, you will insert a horizontal bar chart in the report header and remove the chart title.</div></div>	<table><tr><th colspan="3">Customer Sales</th><th>Customers: 6</th><th>Date as of: 17-May-20</th></tr><tr><th>Customer ID</th><th>Customer Name</th><th>Last Year's Sales</th><td></td><td></td></tr><tr><td colspan="5">Australia</td></tr><tr><td>D</td><td>Cashmere Bikes</td><td>\$10,663</td><td></td><td></td></tr><tr><td>D</td><td>Kangaroo Trunks</td><td>\$9,595</td><td></td><td></td></tr><tr><td>D</td><td>Predator of Perth</td><td>\$8,945</td><td></td><td></td></tr><tr><td>D</td><td>Koala Road Bikes</td><td>\$5,745</td><td></td><td></td></tr><tr><td>GP1</td><td></td><td>35,948</td><td></td><td></td></tr><tr><td colspan="5">New Zealand</td></tr><tr><td>GP1</td><td>Mountain View Sport</td><td>\$65,232</td><td></td><td></td></tr><tr><td>D</td><td>Sports Fever</td><td>\$43,322</td><td></td><td></td></tr><tr><td>GP1</td><td></td><td>108,553</td><td></td><td></td></tr><tr><td>RP</td><td></td><td></td><td></td><td></td></tr><tr><td colspan="2">Grand Total:</td><td>144,501</td><td></td><td></td></tr></table>	Customer Sales			Customers: 6	Date as of: 17-May-20	Customer ID	Customer Name	Last Year's Sales			Australia					D	Cashmere Bikes	\$10,663			D	Kangaroo Trunks	\$9,595			D	Predator of Perth	\$8,945			D	Koala Road Bikes	\$5,745			GP1		35,948			New Zealand					GP1	Mountain View Sport	\$65,232			D	Sports Fever	\$43,322			GP1		108,553			RP					Grand Total:		144,501		
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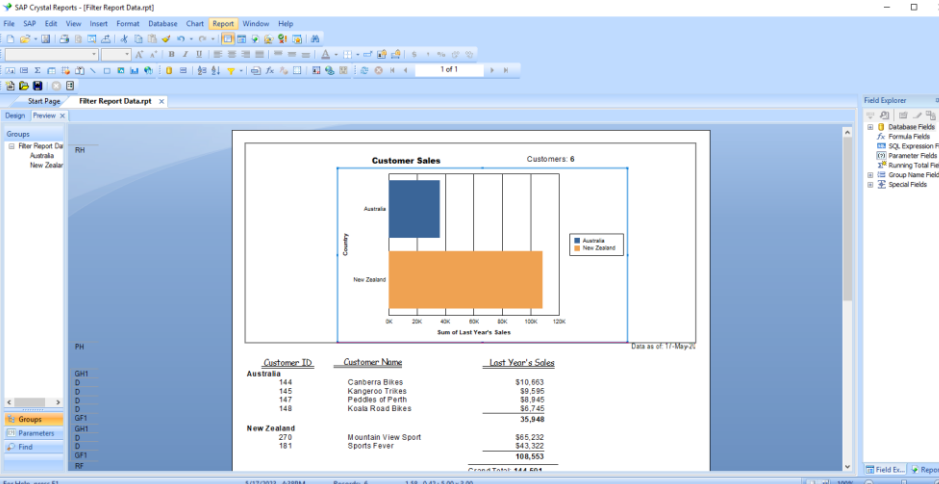
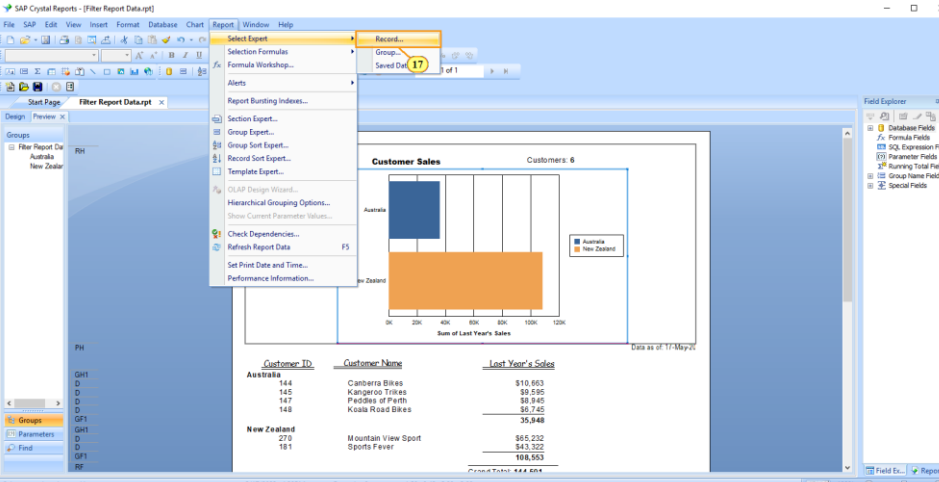
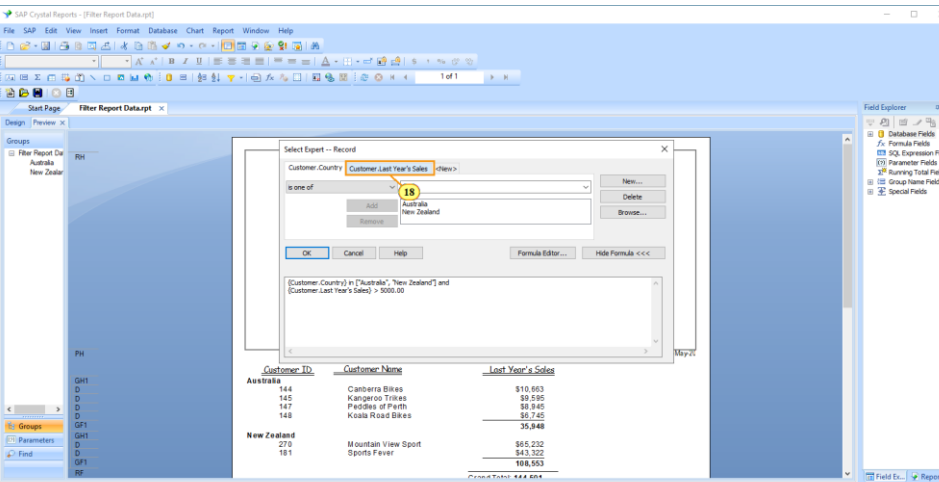
Explanation	Screenshot
<p>4. Choose <i>Design</i>.</p>	
<p>5. Choose <i>Insert &gt; Chart</i>.</p>	
<p>6. Choose <i>Report Header</i>.</p>	

Explanation	Screenshot
<p>7. Choose the white space of the chart with the right-click.</p>	
<p>8. Choose <i>Chart Expert</i>.</p>	
<p>9. Choose <i>Bar</i>.</p>	

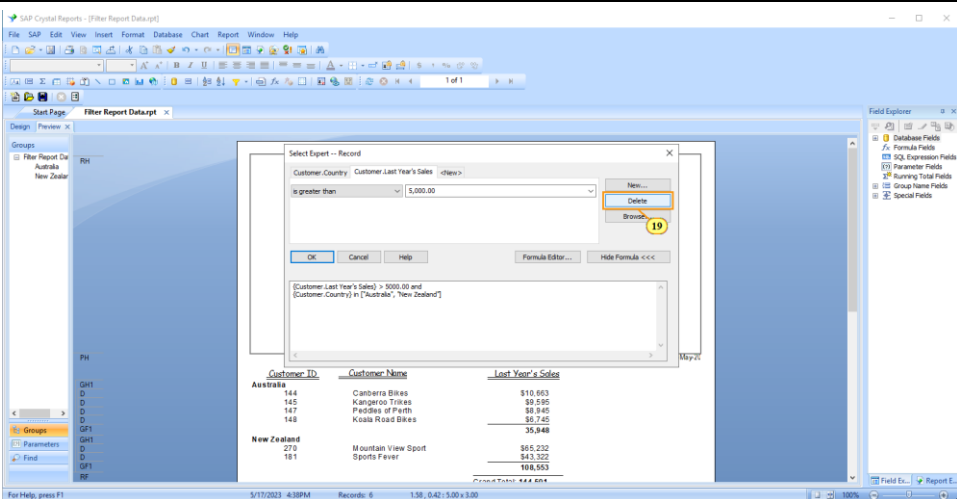
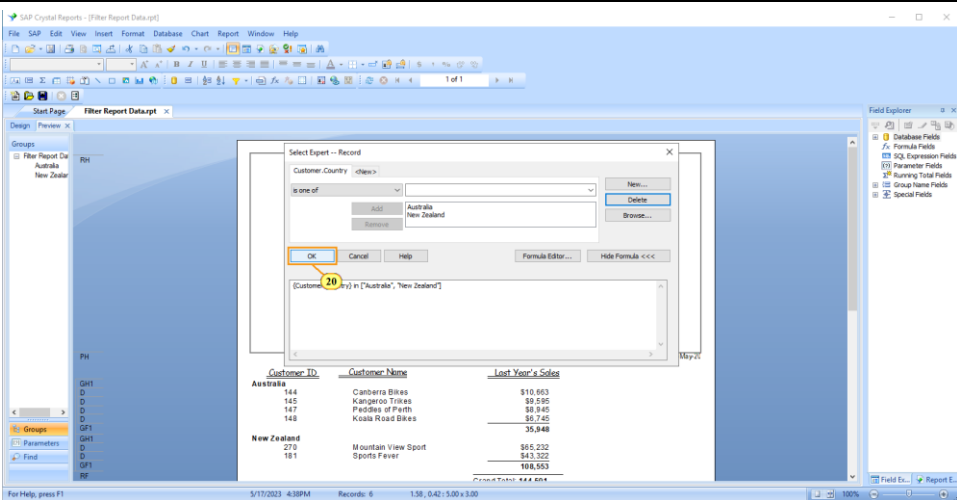
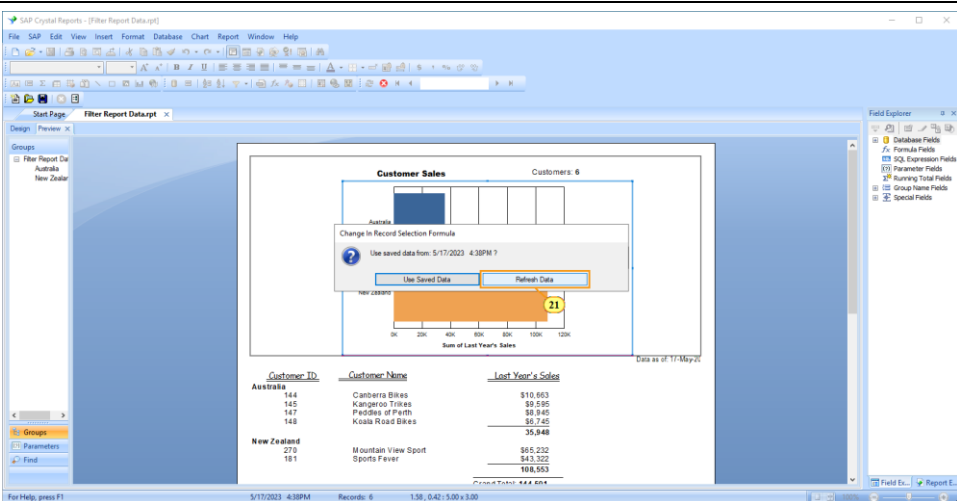
Explanation	Screenshot
<p>10. Select the <i>Horizontal</i> radio button.</p>	
<p>11. Choose <i>Data</i>.</p>	
<p>12. Choose <i>Text</i>.</p>	


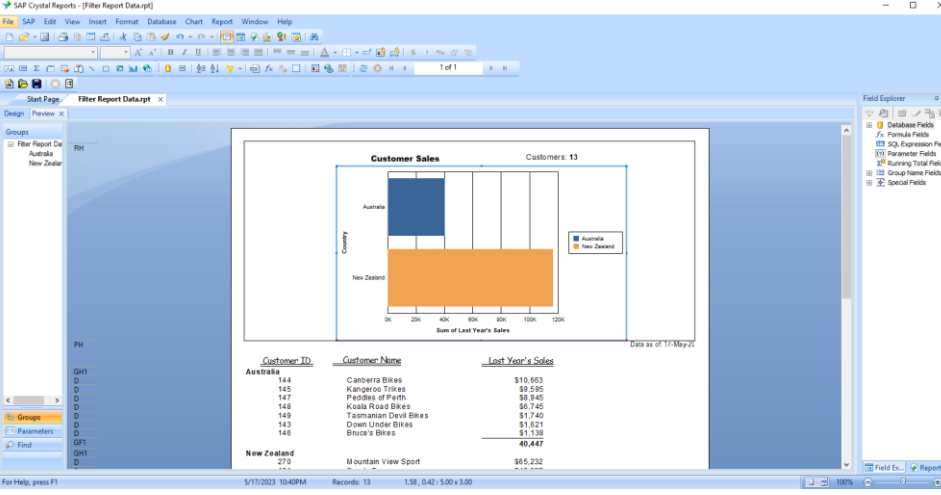
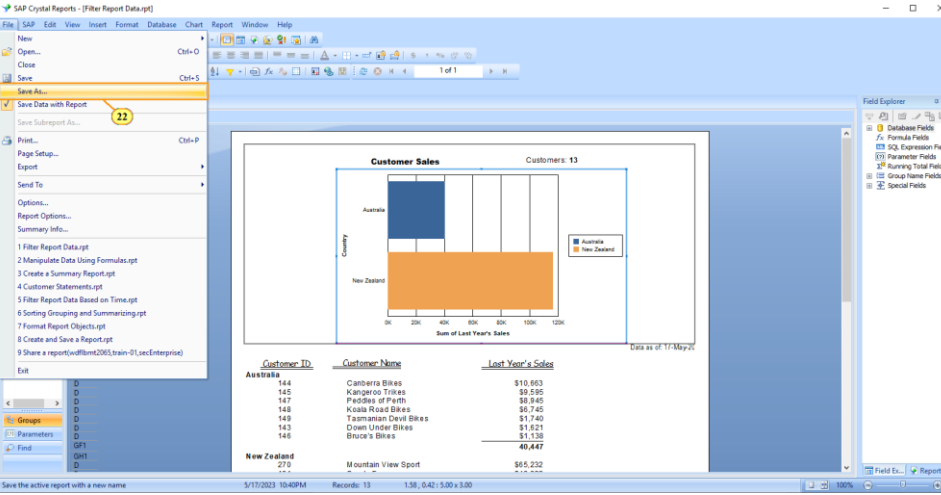

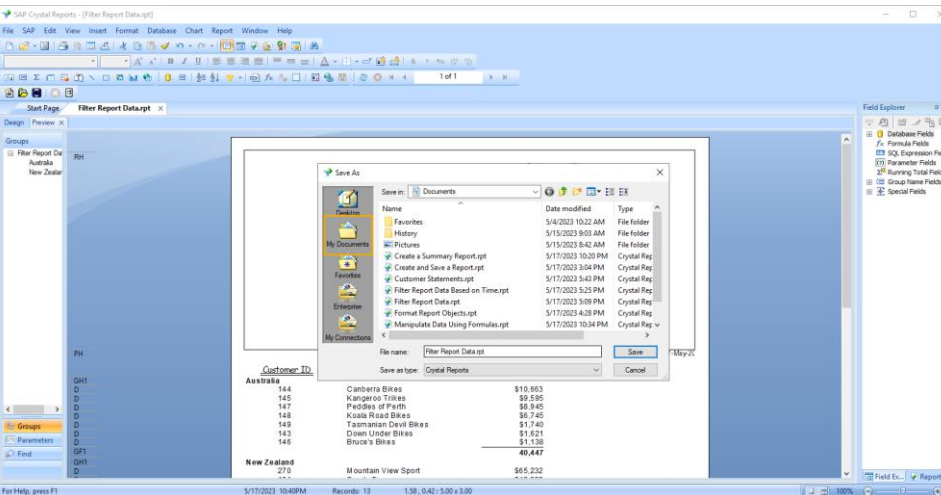
Explanation	Screenshot
<p>13. Clear <i>Auto-Text</i> for Title.</p>	
<p>14. Choose the existing <i>Title</i>.</p>	
<p>Please press <b>Backspace</b>.</p>	

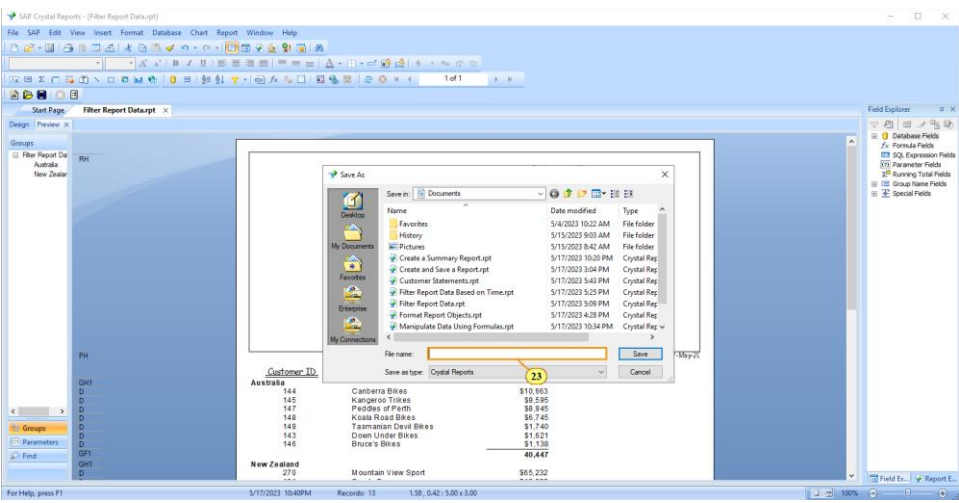

Explanation	Screenshot
15. Choose <i>OK</i> .	
<p> You can now adjust the chart as necessary.</p> <p>For this tutorial, this step has been performed for you.</p>	
16. Choose <i>Preview</i> .	

Explanation	Screenshot																											
<div><div></div><p>In the following steps, you will remove the filter on the sales amount.</p></div>	 <p>The screenshot shows the SAP Crystal Reports interface. The main area displays a bar chart titled 'Customer Sales' with a legend for Australia (blue) and New Zealand (orange). Below the chart is a data table with columns: Customer ID, Customer Name, and Last Year's Sales. The table lists customers for both Australia and New Zealand.</p> <table><thead><tr><th>Customer ID</th><th>Customer Name</th><th>Last Year's Sales</th></tr></thead><tbody><tr><td>144</td><td>Canberra Bikes</td><td>\$10,663</td></tr><tr><td>145</td><td>Kangaroo Trikes</td><td>\$9,595</td></tr><tr><td>147</td><td>Peddlers of Perth</td><td>\$8,945</td></tr><tr><td>148</td><td>Koala Road Bikes</td><td>\$6,745</td></tr><tr><td></td><td><b>New Zealand</b></td><td><b>35,948</b></td></tr><tr><td>270</td><td>Mountain View Sport</td><td>\$65,232</td></tr><tr><td>181</td><td>Sports Fever</td><td>\$43,322</td></tr><tr><td></td><td></td><td><b>108,553</b></td></tr></tbody></table>	Customer ID	Customer Name	Last Year's Sales	144	Canberra Bikes	\$10,663	145	Kangaroo Trikes	\$9,595	147	Peddlers of Perth	\$8,945	148	Koala Road Bikes	\$6,745		<b>New Zealand</b>	<b>35,948</b>	270	Mountain View Sport	\$65,232	181	Sports Fever	\$43,322			<b>108,553</b>
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<div><p>17. Choose <b>Report &gt; Select Expert &gt; Record</b>.</p></div>	 <p>The screenshot shows the SAP Crystal Reports interface with the 'Report' menu open. The 'Select Expert' option is selected, and the 'Record' sub-option is highlighted. The background shows the same 'Customer Sales' chart and data table as the previous screenshot.</p>																											
<div><p>18. Choose <b>Customer.Last Year's Sales</b>.</p></div>	 <p>The screenshot shows the 'Select Expert - Record' dialog box. The 'Customer.Last Year's Sales' field is selected in the 'Is one of' list. The dialog box also shows a preview of the data table below it.</p> <table><thead><tr><th>Customer ID</th><th>Customer Name</th><th>Last Year's Sales</th></tr></thead><tbody><tr><td>144</td><td>Canberra Bikes</td><td>\$10,663</td></tr><tr><td>145</td><td>Kangaroo Trikes</td><td>\$9,595</td></tr><tr><td>147</td><td>Peddlers of Perth</td><td>\$8,945</td></tr><tr><td>148</td><td>Koala Road Bikes</td><td>\$6,745</td></tr><tr><td></td><td><b>New Zealand</b></td><td><b>35,948</b></td></tr><tr><td>270</td><td>Mountain View Sport</td><td>\$65,232</td></tr><tr><td>181</td><td>Sports Fever</td><td>\$43,322</td></tr><tr><td></td><td></td><td><b>108,553</b></td></tr></tbody></table>	Customer ID	Customer Name	Last Year's Sales	144	Canberra Bikes	\$10,663	145	Kangaroo Trikes	\$9,595	147	Peddlers of Perth	\$8,945	148	Koala Road Bikes	\$6,745		<b>New Zealand</b>	<b>35,948</b>	270	Mountain View Sport	\$65,232	181	Sports Fever	\$43,322			<b>108,553</b>
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Explanation	Screenshot																																	
19. Choose <i>Delete</i> .	 <p>The screenshot shows the SAP Crystal Reports interface. A 'Select Expert - Record' dialog box is open, displaying a filter condition: <code>(Customer.Last Year's Sales) &gt; 5000.00 and (Customer.Country) in ('Australia', 'New Zealand')</code>. The 'Delete' button is highlighted with a yellow circle and the number 19. The background shows a preview of the report with a table of customer data.</p> <table><thead><tr><th>Customer ID</th><th>Customer Name</th><th>Last Year's Sales</th></tr></thead><tbody><tr><td colspan="3"><b>Australia</b></td></tr><tr><td>144</td><td>Canberra Bikes</td><td>\$10,663</td></tr><tr><td>145</td><td>Kangaroo Trikes</td><td>\$9,595</td></tr><tr><td>147</td><td>Peddlers of Perth</td><td>\$8,945</td></tr><tr><td>148</td><td>Koala Road Bikes</td><td>\$6,745</td></tr><tr><td></td><td><b>Subtotal</b></td><td><b>35,948</b></td></tr><tr><td colspan="3"><b>New Zealand</b></td></tr><tr><td>270</td><td>Mountain View Sport</td><td>\$65,232</td></tr><tr><td>181</td><td>Sports Fever</td><td>\$43,322</td></tr><tr><td></td><td><b>Subtotal</b></td><td><b>108,553</b></td></tr></tbody></table>	Customer ID	Customer Name	Last Year's Sales	<b>Australia</b>			144	Canberra Bikes	\$10,663	145	Kangaroo Trikes	\$9,595	147	Peddlers of Perth	\$8,945	148	Koala Road Bikes	\$6,745		<b>Subtotal</b>	<b>35,948</b>	<b>New Zealand</b>			270	Mountain View Sport	\$65,232	181	Sports Fever	\$43,322		<b>Subtotal</b>	<b>108,553</b>
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20. Choose <i>OK</i> .	 <p>The screenshot shows the same SAP Crystal Reports interface. The 'Select Expert - Record' dialog box is still open, but now the 'OK' button is highlighted with a yellow circle and the number 20. The filter condition remains the same.</p>																																	
21. Choose <i>Refresh Data</i> .	 <p>The screenshot shows the SAP Crystal Reports interface. A 'Change in Record Selection Formula' dialog box is open, asking 'Use saved data from: 5/17/2023 4:38PM?'. The 'Refresh Data' button is highlighted with a yellow circle and the number 21. The background shows a preview of the report with a bar chart titled 'Customer Sales' and the same data table as in the previous screenshots.</p>																																	

Explanation	Screenshot
<p> In the following steps, you will save the report.</p>	
<p>22. Choose <i>File &gt; Save As</i>.</p>	
<p> The <i>My Documents</i> has already been selected.</p>	

Explanation	Screenshot
23. In the <i>File name</i> field, enter <b>Create a Chart From Existing Groups</b> and choose <b>Save</b> .	
<p> You have successfully created a chart from existing groups.</p> <p>This concludes the interactive tutorial.</p>	