
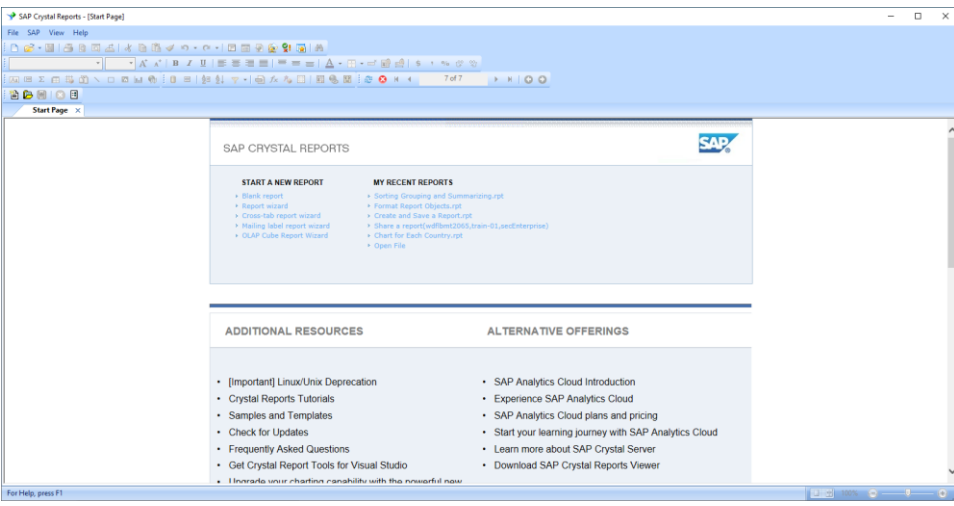

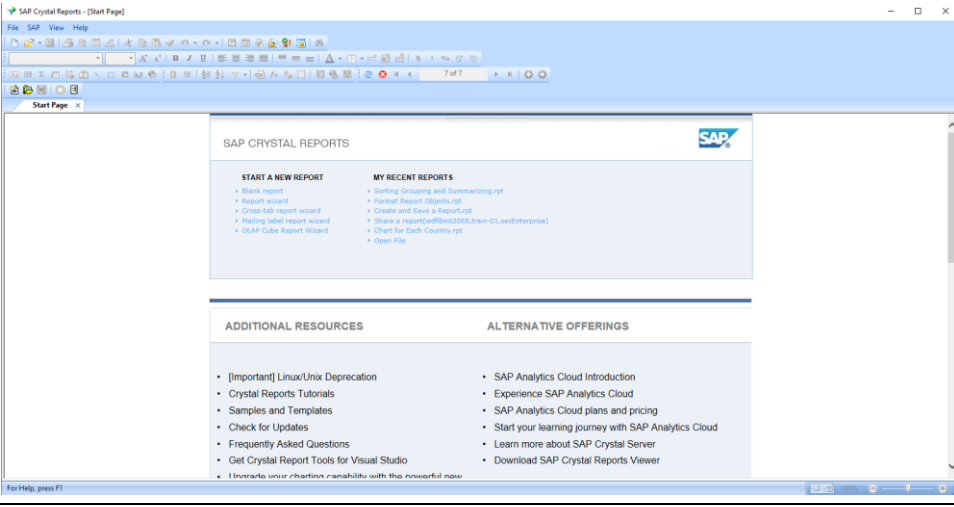
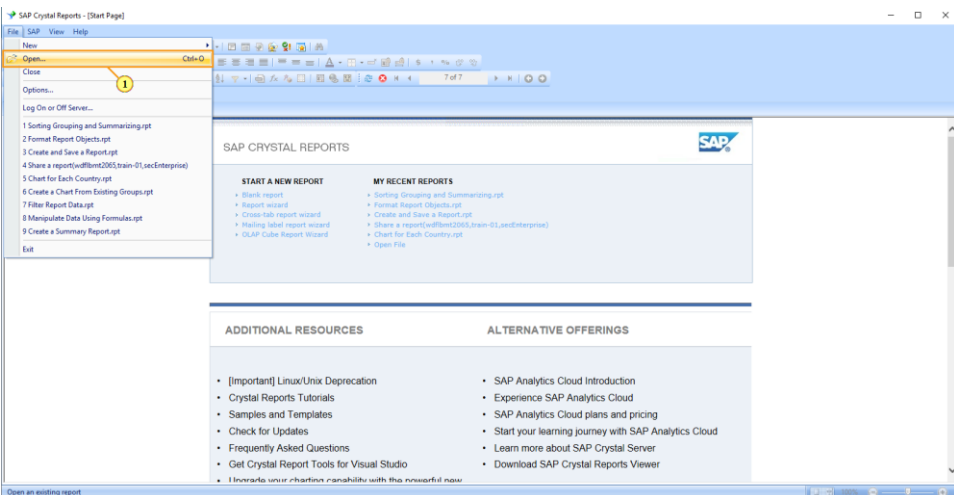

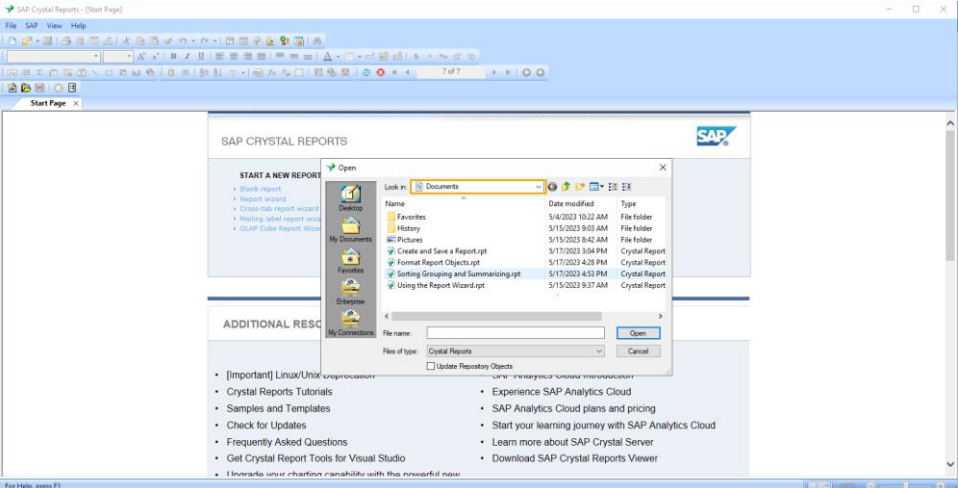
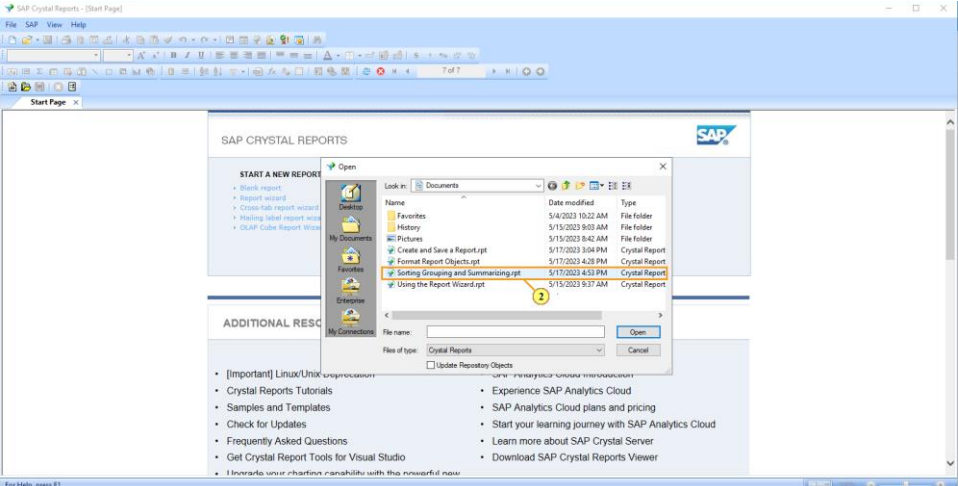
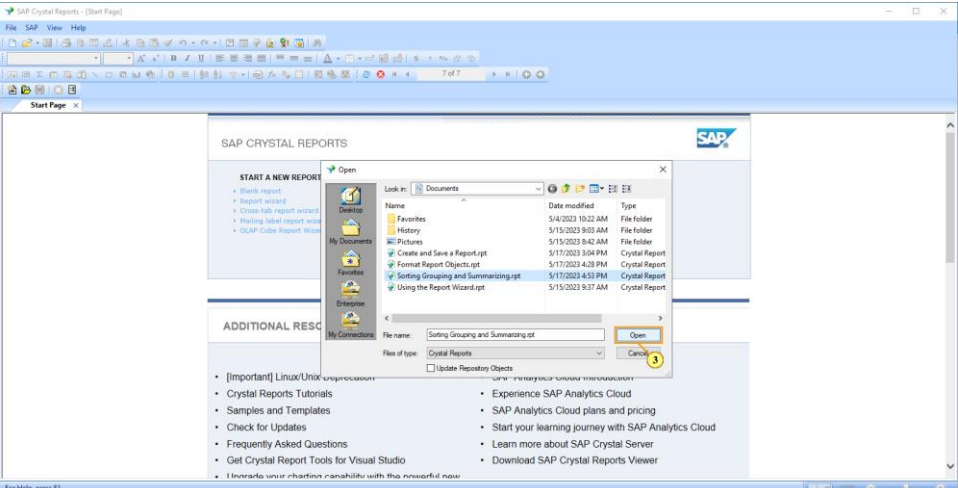


Filter Data with the Select Expert

Explanation	Screenshot
<p> You need to limit the records displayed on the report to larger customers (by Sales) from specific countries.</p> <p>To learn more about how to filter data with the select expert, follow this interactive tutorial.</p>	 <p>The screenshot shows the SAP Crystal Reports Start Page. It features a top menu bar with 'File', 'SAP', and 'View'. Below the menu is a toolbar with various icons. The main content area is titled 'SAP CRYSTAL REPORTS' and includes sections for 'START A NEW REPORT' (with links like Blank report, Report wizard, Cross-tab report wizard, etc.), 'MY RECENT REPORTS' (listing recent reports), 'ADDITIONAL RESOURCES' (including Linux/Unix Deprecation, Tutorials, etc.), and 'ALTERNATIVE OFFERINGS' (such as SAP Analytics Cloud Introduction, etc.).</p>
<p> In the following steps, you will open the report.</p>	 <p>This screenshot is identical to the one above, showing the SAP Crystal Reports Start Page with its menu, toolbar, and various report-related sections.</p>
<p>1. Choose <i>File > Open</i>.</p>	 <p>The screenshot shows the SAP Crystal Reports Start Page with the 'File' menu open. The 'Open...' option is highlighted with a red circle and the number '1'. The menu also lists other options like 'Close', 'Options...', 'Log On or Off Server...', and a list of recent reports.</p>

Explanation	Screenshot
<p> The <i>Documents</i> folder is already selected.</p>	 <p>The screenshot shows the SAP Crystal Reports Start Page. A file explorer window is open, displaying the 'Documents' folder. The 'Documents' folder is selected in the left-hand pane. The right-hand pane shows a list of files, including 'Create and Save a Report.rpt', 'Format Report Objects.rpt', 'Sorting Grouping and Summarizing.rpt', and 'Using the Report Wizard.rpt'. The 'Sorting Grouping and Summarizing.rpt' file is highlighted in blue.</p>
<p>2. Choose <i>Sorting Grouping and Summarizing.rpt</i>.</p>	 <p>The screenshot shows the same SAP Crystal Reports Start Page. The file explorer window is still open, and the 'Sorting Grouping and Summarizing.rpt' file is now selected. A yellow circle with the number '2' is placed over the file name.</p>
<p>3. Choose <i>Open</i>.</p>	 <p>The screenshot shows the same SAP Crystal Reports Start Page. The file explorer window is still open, and the 'Sorting Grouping and Summarizing.rpt' file is selected. The 'Open' button in the bottom right corner of the file explorer window is highlighted with a yellow circle and the number '3'.</p>

Explanation



In the following steps, you will filter the data.

Screenshot

Customer Sales

Customers: 269

Data as of: 17-May-20

Customer ID	Customer Name	Last Year's Sales
156	Bicicletas Buenos Aires	\$55,664
157	Aruba Sport	\$3,240
144	Canberra Bikes	\$10,663
145	Kangaroo Trikes	\$9,595
147	Pedidos de Perth	\$8,945
148	Koala Road Bikes	\$6,745
149	Tasmanian Devil Bikes	\$1,740
143	Down Under Bikes	\$1,621
146	Bruce's Bikes	\$1,138
		40,447
66	Piccolo	\$201,000
155	Beach Cycle and Sport	\$14,463
155	Dhaka Bike Store	\$4,684
159	Barbados Sports, Ltd.	\$4,444
75	Belgium Bike Co.	\$200,000

4. Choose **Report > Select Expert > Record**.

Customer Sales

Customers: 269

Data as of: 17-May-20

Customer Name	Last Year's Sales
Bicicletas Buenos Aires	\$55,664
Aruba Sport	\$3,240
Canberra Bikes	\$10,663
Kangaroo Trikes	\$9,595
Pedidos de Perth	\$8,945
Koala Road Bikes	\$6,745
Tasmanian Devil Bikes	\$1,740
Down Under Bikes	\$1,621
Bruce's Bikes	\$1,138
	40,447
Piccolo	\$201,000
Beach Cycle and Sport	\$14,463
Dhaka Bike Store	\$4,684
Barbados Sports, Ltd.	\$4,444
Belgium Bike Co.	\$200,000

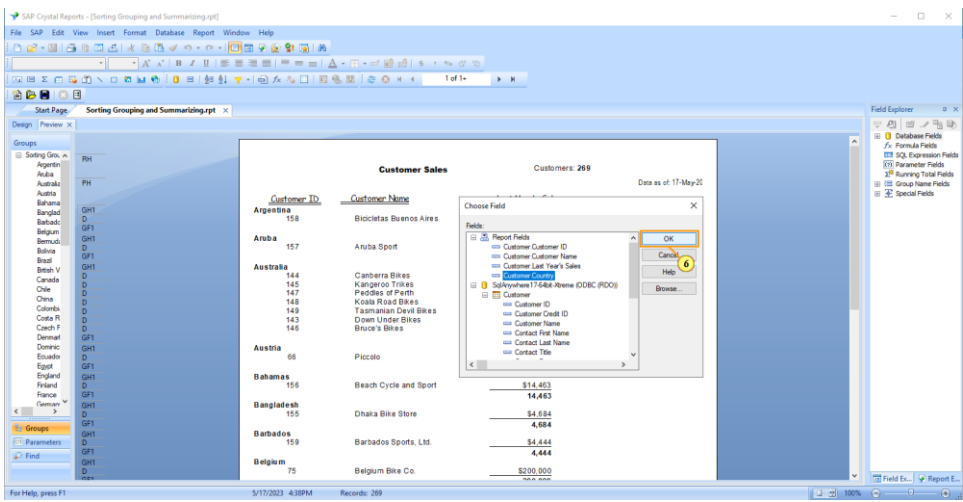
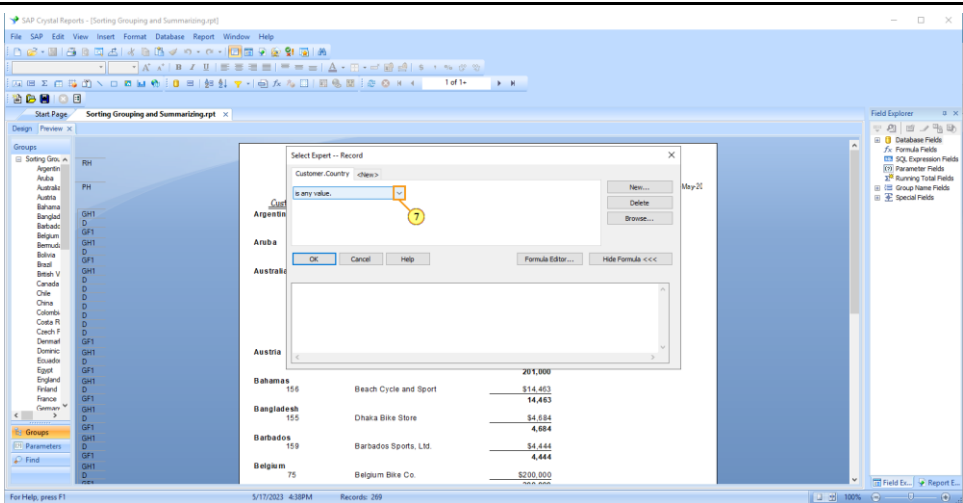
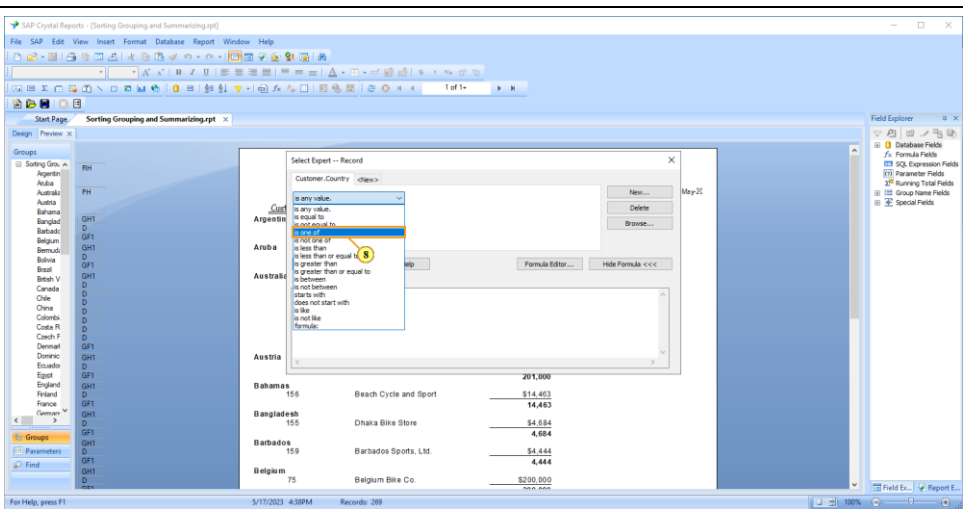
5. Choose **Customer.Country**.

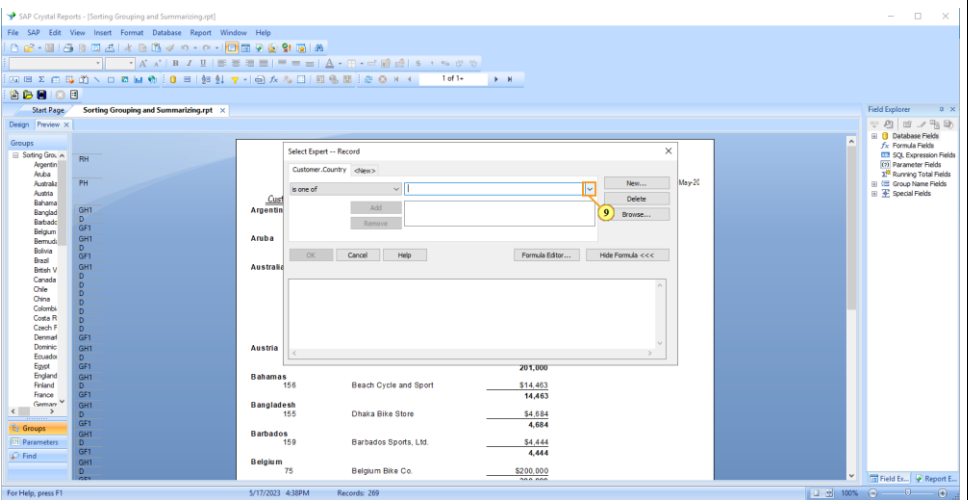
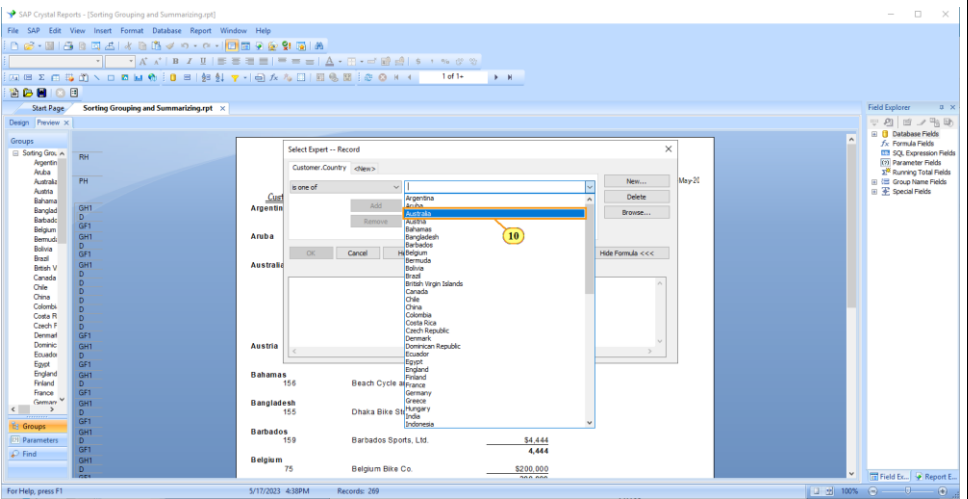
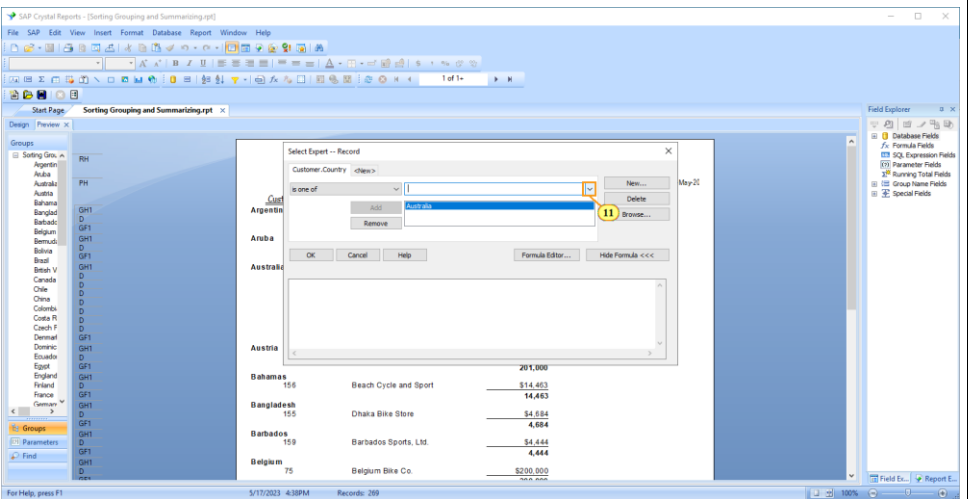
Customer Sales

Customers: 269

Data as of: 17-May-20

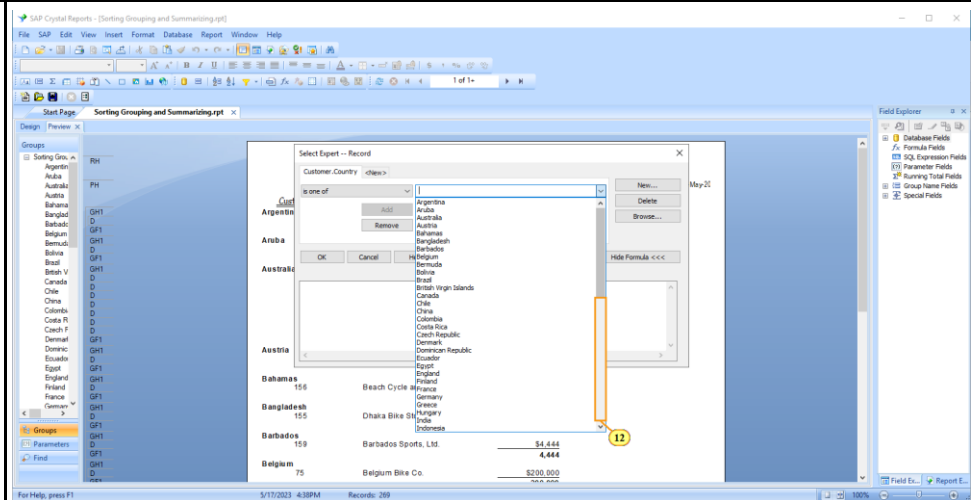
Customer Name	Last Year's Sales
Bicicletas Buenos Aires	\$55,664
Aruba Sport	\$3,240
Canberra Bikes	\$10,663
Kangaroo Trikes	\$9,595
Pedidos de Perth	\$8,945
Koala Road Bikes	\$6,745
Tasmanian Devil Bikes	\$1,740
Down Under Bikes	\$1,621
Bruce's Bikes	\$1,138
	40,447
Piccolo	\$201,000
Beach Cycle and Sport	\$14,463
Dhaka Bike Store	\$4,684
Barbados Sports, Ltd.	\$4,444
Belgium Bike Co.	\$200,000

Explanation	Screenshot
6. Choose OK.	 <p>The screenshot shows the SAP Crystal Reports interface with the 'Sorting Grouping and Summarizing.rpt' file open. A 'Choose Field' dialog box is displayed, showing a list of fields on the left and a list of report fields on the right. The 'OK' button is highlighted with a yellow circle and the number 6.</p>
7. Open the Condition list.	 <p>The screenshot shows the SAP Crystal Reports interface with the 'Sorting Grouping and Summarizing.rpt' file open. A 'Select Expert - Record' dialog box is displayed, showing a list of conditions on the left and a list of report fields on the right. The 'OK' button is highlighted with a yellow circle and the number 7.</p>
8. Select is one of.	 <p>The screenshot shows the SAP Crystal Reports interface with the 'Sorting Grouping and Summarizing.rpt' file open. A 'Select Expert - Record' dialog box is displayed, showing a list of conditions on the left and a list of report fields on the right. The 'is one of' option is selected, highlighted with a yellow circle and the number 8.</p>

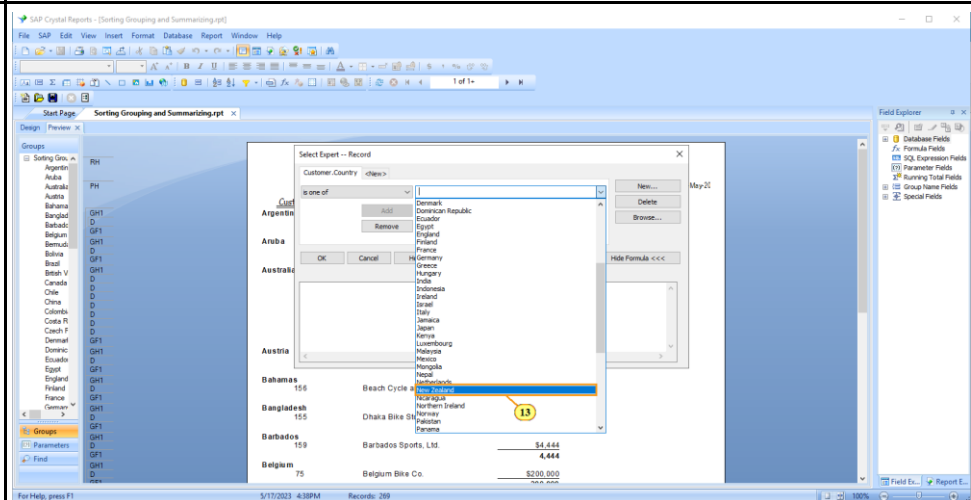
Explanation	Screenshot
9. Open the <i>Country</i> list.	
10. Select <i>Australia</i> .	
11. Open the <i>Country</i> list.	

Explanation

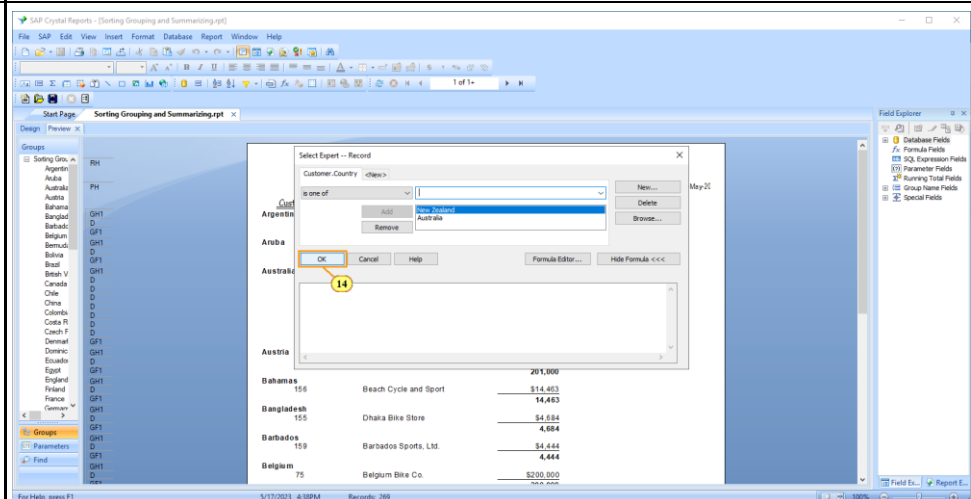
12. To view more countries, select the scroll bar to scroll down.

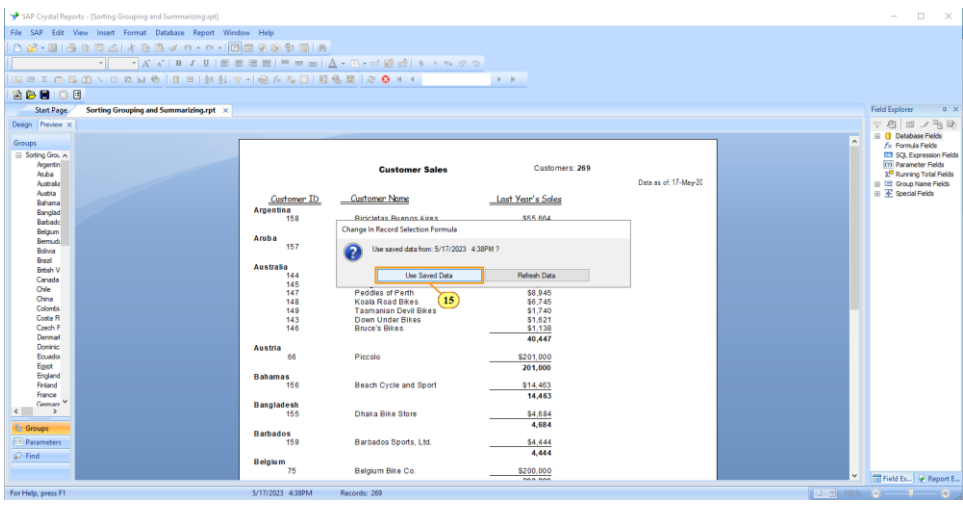

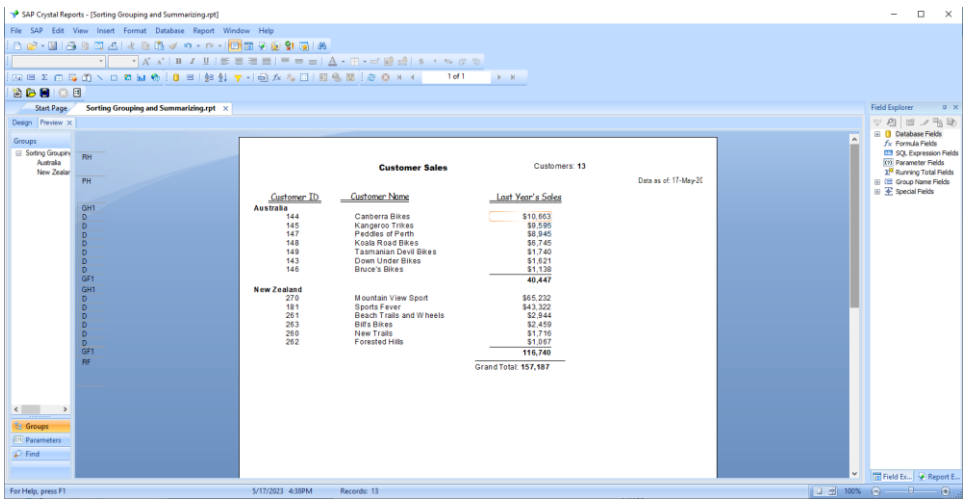
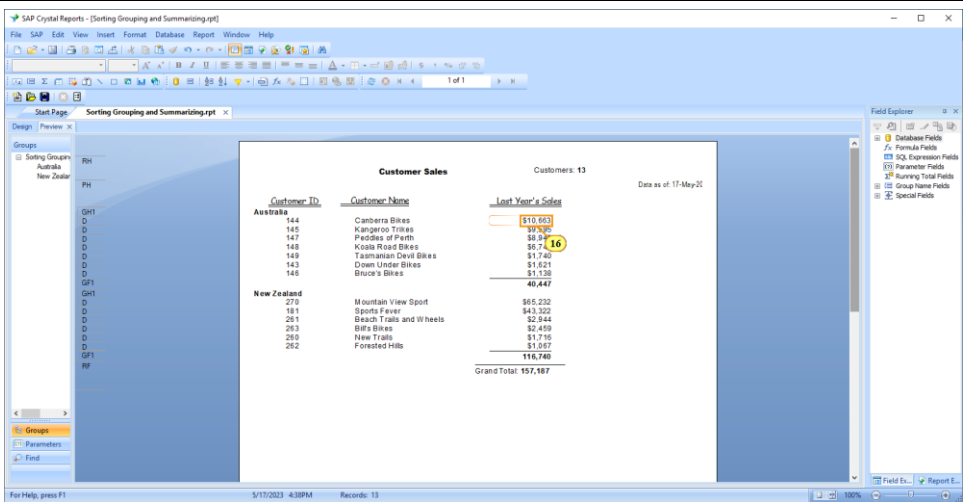
Screenshot

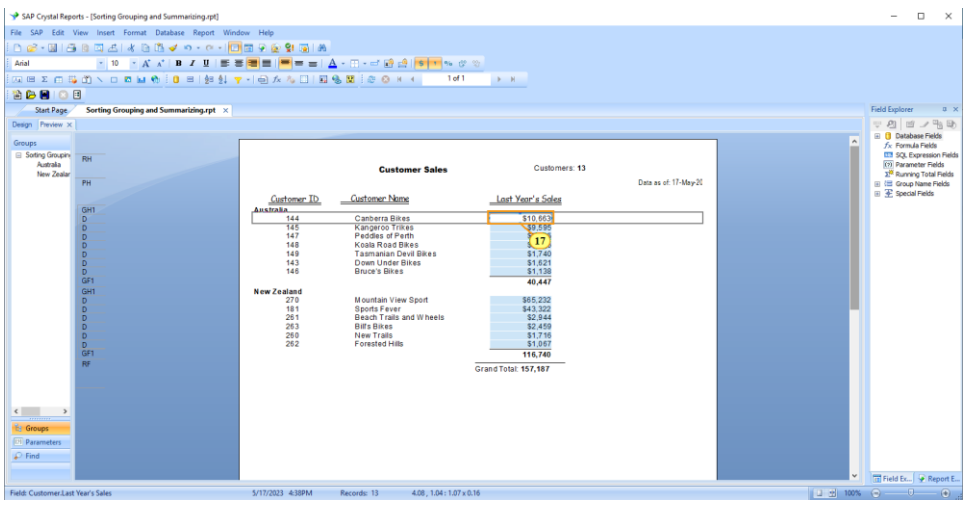
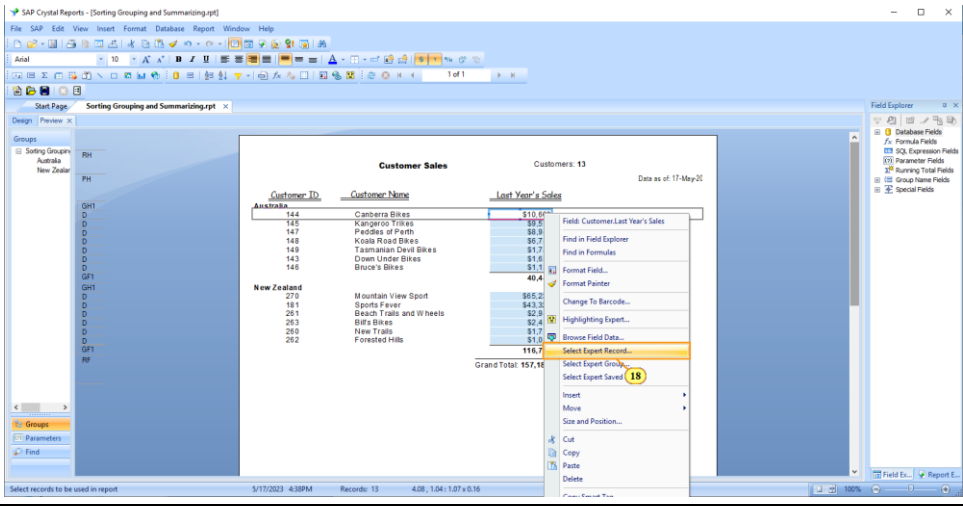
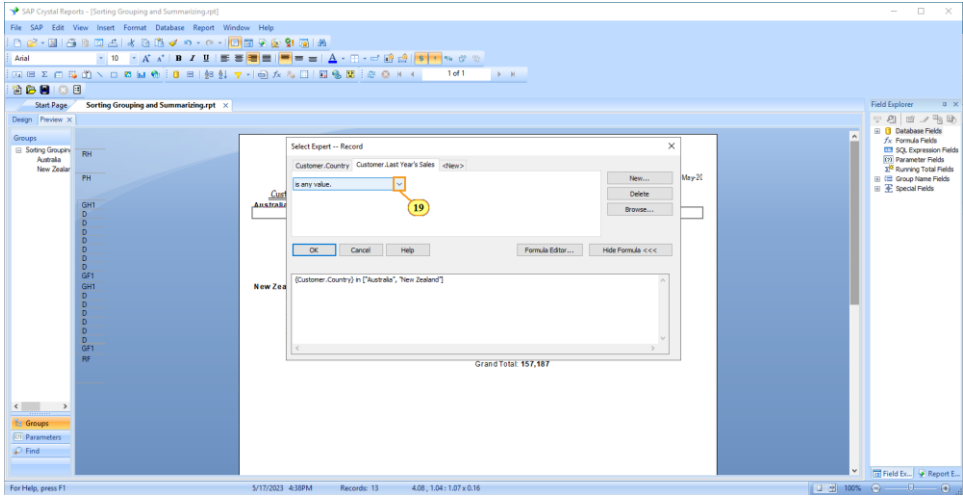
13. Select New Zealand.

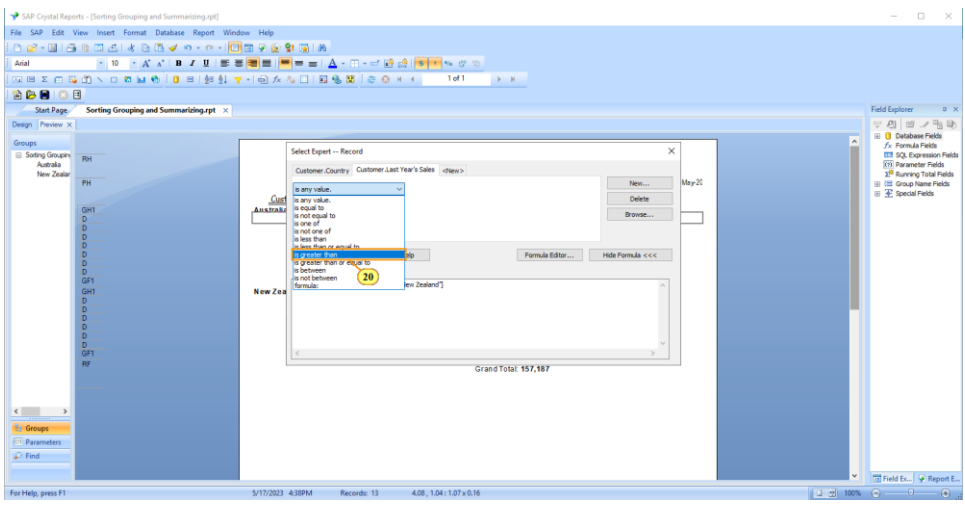
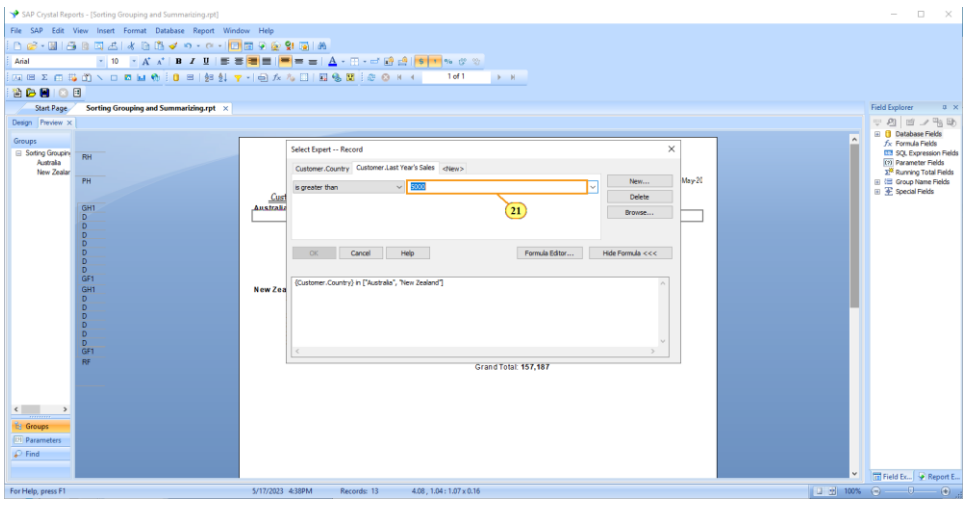
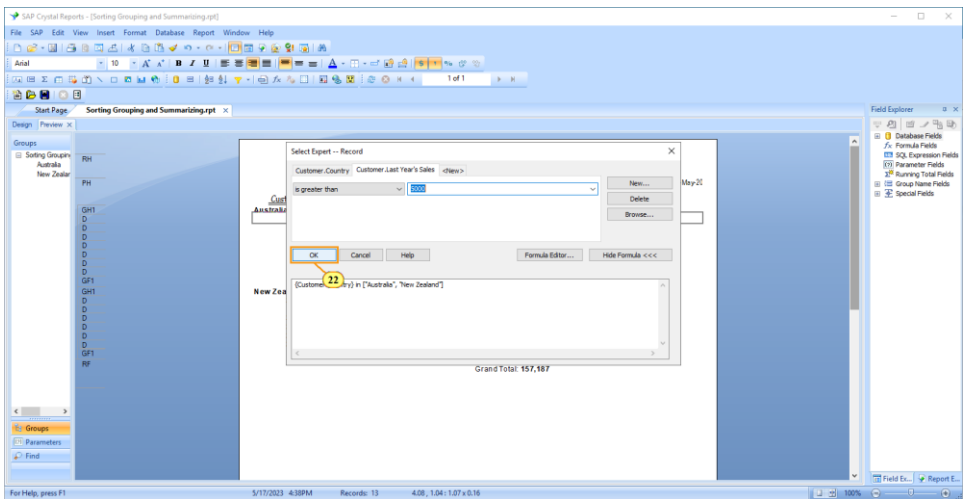


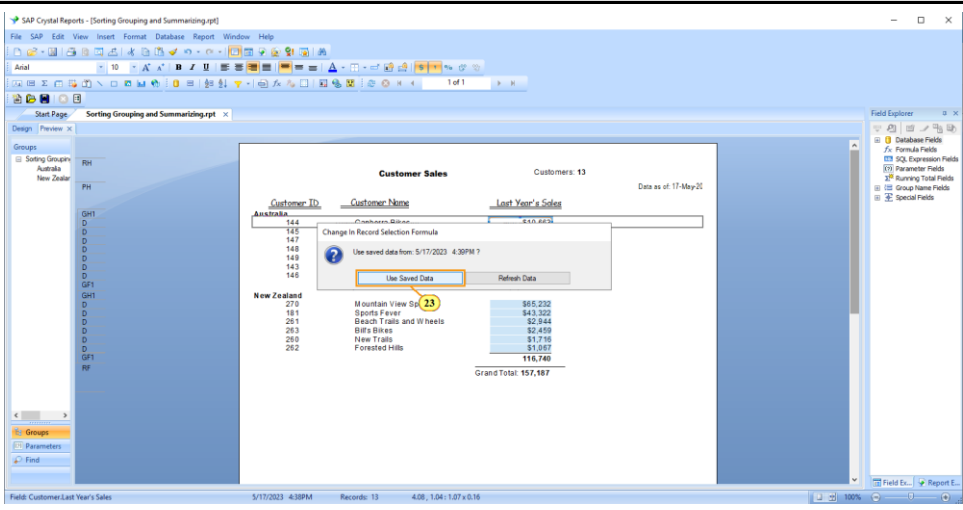

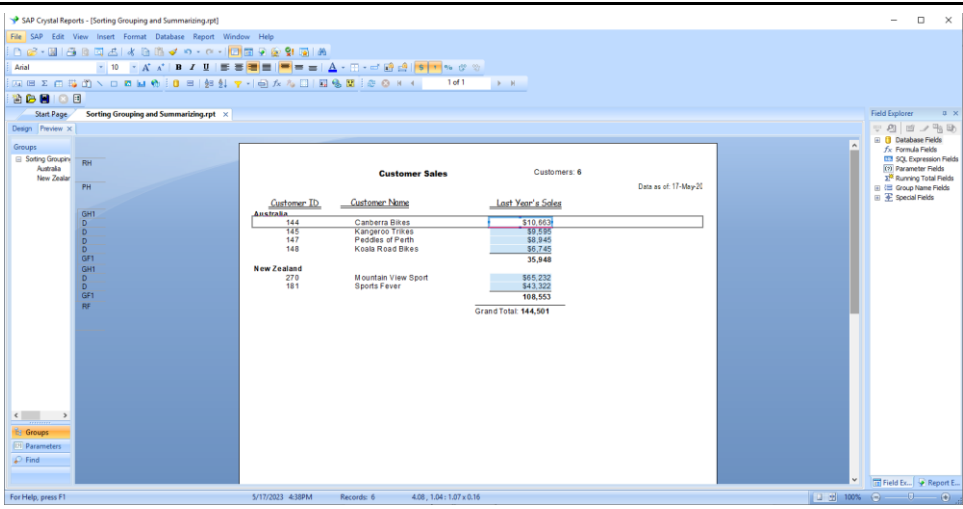
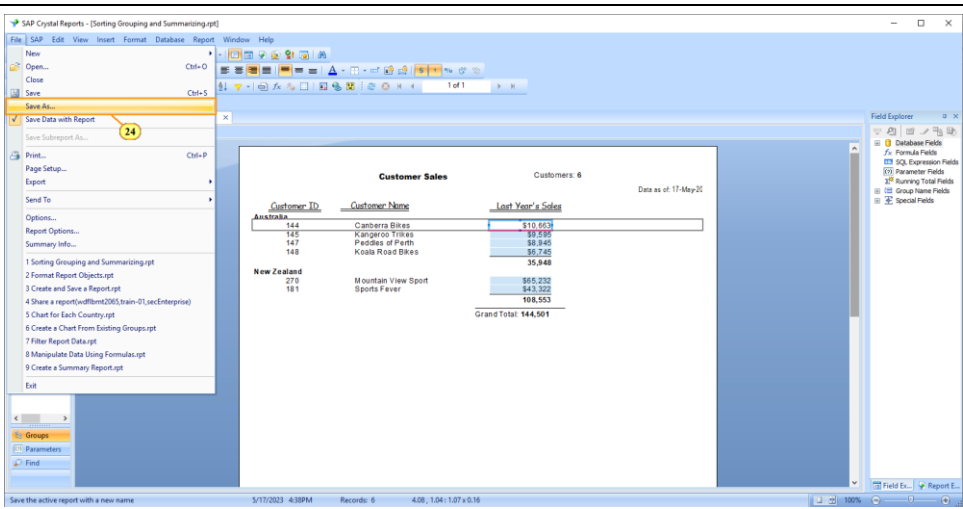
14. Choose OK.

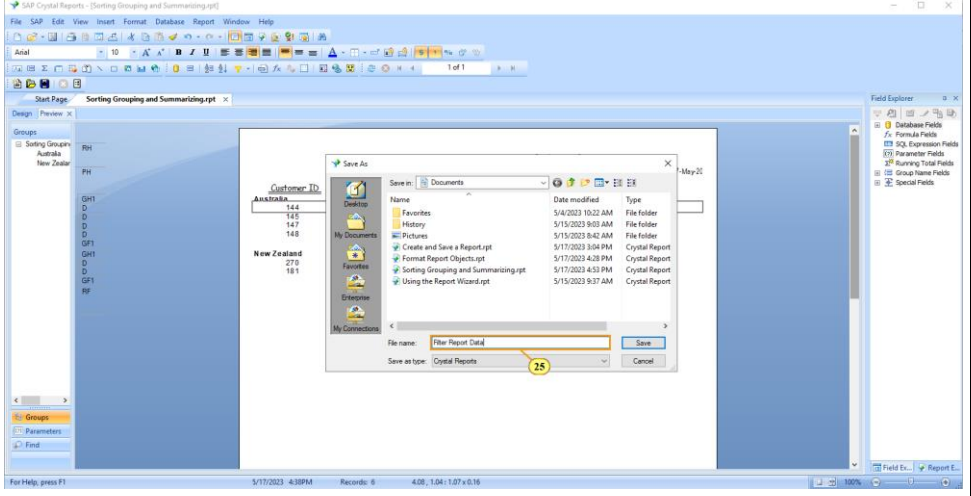



Explanation	Screenshot
<p>15. Choose <i>Use Saved Data</i>.</p>	
<p> In the following steps, you will modify the filter.</p>	
<p>16. Choose a <i>Last Year's Sales</i> value.</p>	

Explanation	Screenshot
17. Right-click a <i>Last Year's Sales</i> value.	 <p>The screenshot shows the SAP Crystal Reports interface with the 'Customer Sales' report. The 'Last Year's Sales' column is highlighted, and a right-click context menu is open over the value \$10,659 for Canberra Bikes. The menu options include: Field: Customer.Last Year's Sales, Find in Field Explorer, Find in Formulas, Format Field..., Format Painter, Change To Barcode..., Highlighting Expert..., Browse Field Data..., Select Expert Record..., Select Expert Group..., Select Expert Saved..., Insert, Move, Size and Position..., Cut, Copy, Paste, and Delete. The 'Select Expert Record...' option is highlighted.</p>
18. Choose <i>Select Expert Record</i> .	 <p>The screenshot shows the SAP Crystal Reports interface with the 'Customer Sales' report. The 'Last Year's Sales' column is highlighted, and a right-click context menu is open over the value \$10,659 for Canberra Bikes. The menu options include: Field: Customer.Last Year's Sales, Find in Field Explorer, Find in Formulas, Format Field..., Format Painter, Change To Barcode..., Highlighting Expert..., Browse Field Data..., Select Expert Record..., Select Expert Group..., Select Expert Saved..., Insert, Move, Size and Position..., Cut, Copy, Paste, and Delete. The 'Select Expert Record...' option is highlighted.</p>
19. Open the <i>Condition</i> list.	 <p>The screenshot shows the SAP Crystal Reports interface with the 'Customer Sales' report. The 'Last Year's Sales' column is highlighted, and a right-click context menu is open over the value \$10,659 for Canberra Bikes. The menu options include: Field: Customer.Last Year's Sales, Find in Field Explorer, Find in Formulas, Format Field..., Format Painter, Change To Barcode..., Highlighting Expert..., Browse Field Data..., Select Expert Record..., Select Expert Group..., Select Expert Saved..., Insert, Move, Size and Position..., Cut, Copy, Paste, and Delete. The 'Select Expert Record...' option is highlighted.</p>

Explanation	Screenshot
<p>20. Select <i>is greater than</i>.</p>	
<p>21. In the <i>Value</i> field, enter 5000.</p>	
<p>22. Choose OK.</p>	

Explanation	Screenshot
<p>23. Choose <i>Use Saved Data</i>.</p>	 <p>The screenshot shows the SAP Crystal Reports interface. A dialog box titled 'Change in Record Selection Formula' is open, displaying the formula 'Use saved data from: 5/17/2023 4:30PM ?'. The 'Use Saved Data' button is highlighted with a yellow circle and the number 23. The background report, 'Customer Sales', shows data for Australia and New Zealand, with a Grand Total of 157,187. The status bar indicates 'Field: Customer.Last Year's Sales', '5/17/2023 4:30PM', 'Records: 13', and '4.08, 1.04, 1.07 x 0.16'.</p>
<p> In the following steps, you will save the report.</p>	 <p>The screenshot shows the SAP Crystal Reports interface. The report 'Customer Sales' is displayed, showing data for Australia and New Zealand. The Grand Total is 144,501. The status bar indicates 'For Help, press F1', '5/17/2023 4:30PM', 'Records: 6', and '4.08, 1.04, 1.07 x 0.16'.</p>
<p>24. Choose <i>File > Save As</i>.</p>	 <p>The screenshot shows the SAP Crystal Reports interface. The 'File' menu is open, and the 'Save As...' option is highlighted with a yellow circle and the number 24. The background report, 'Customer Sales', is visible, showing data for Australia and New Zealand, with a Grand Total of 144,501. The status bar indicates 'Save the active report with a new name', '5/17/2023 4:30PM', 'Records: 6', and '4.08, 1.04, 1.07 x 0.16'.</p>

Explanation	Screenshot
<p>25. In the <i>File name</i> field, enter Filter Report Data and choose Save.</p>	
<p> You have successfully filtered data with the select expert.</p> <p>This concludes the interactive tutorial.</p>	