

Setup Guide Crystal Reports - Version 2.0

To complete the activities in the Crystal Reports curriculum, review the information in this setup guide to ensure you have the correct modules, case studies, and settings defined.

Software Requirements

<i>Software</i>	<i>Version</i>
<i>Sage BusinessWorks</i> <ul style="list-style-type: none">• System Manager• General Ledger• Accounts Receivable• Inventory Control	8.0 8.0 8.0 8.0
<i>Sage BusinessWorks Demo Data: Companies DEMO and SAMPLE</i>	8.0
<i>Sage BusinessWorks Crystal Reports Case Study*</i>	2.0
<i>Crystal Reports 10 for Sage</i>	10.0
<i>Microsoft Word or other text editor</i>	2000

* **Note:** Refer to the Welcome and Introduction lesson in the Crystal Reports course curriculum for information on downloading the case study.

The case study version corresponds to the curriculum version, not the software versions.

Before You Begin

- The activities and labs in this curriculum require that you use the MANAGER user ID and password, if a password is defined.
- Company codes DEMO (Dixie) and SAMPLE are used for in-class activities and labs. These companies are demo data and are installed when Sage BusinessWorks is installed.
- The Sage BusinessWorks Crystal Reports Case Study contains two files: Sample.rpt and CompanyPic.jpg.
 - You will use Sample.rpt to learn maneuvering in Crystal Reports. Place the file in a directory of your choice.
 - You will use CompanyPic.jpg in Lab – Exercise 2. The lab instructions say the file will be in the My Documents directory. Place it there or in a directory of your choice.
- If you do not have Microsoft Word, you can use any text editor such as WordPad or Notepad. It is used to review an exported report.

- Create or designate a folder where you will save your reports so you can easily remove them when you have completed the activities.
- Crystal Reports uses data from BusinessWorks but does not affect the BusinessWorks installation.

Special Settings for Crystal Reports

Set the parameters as displayed below and on the following page in Options on the File menu in Crystal Reports before beginning class.





