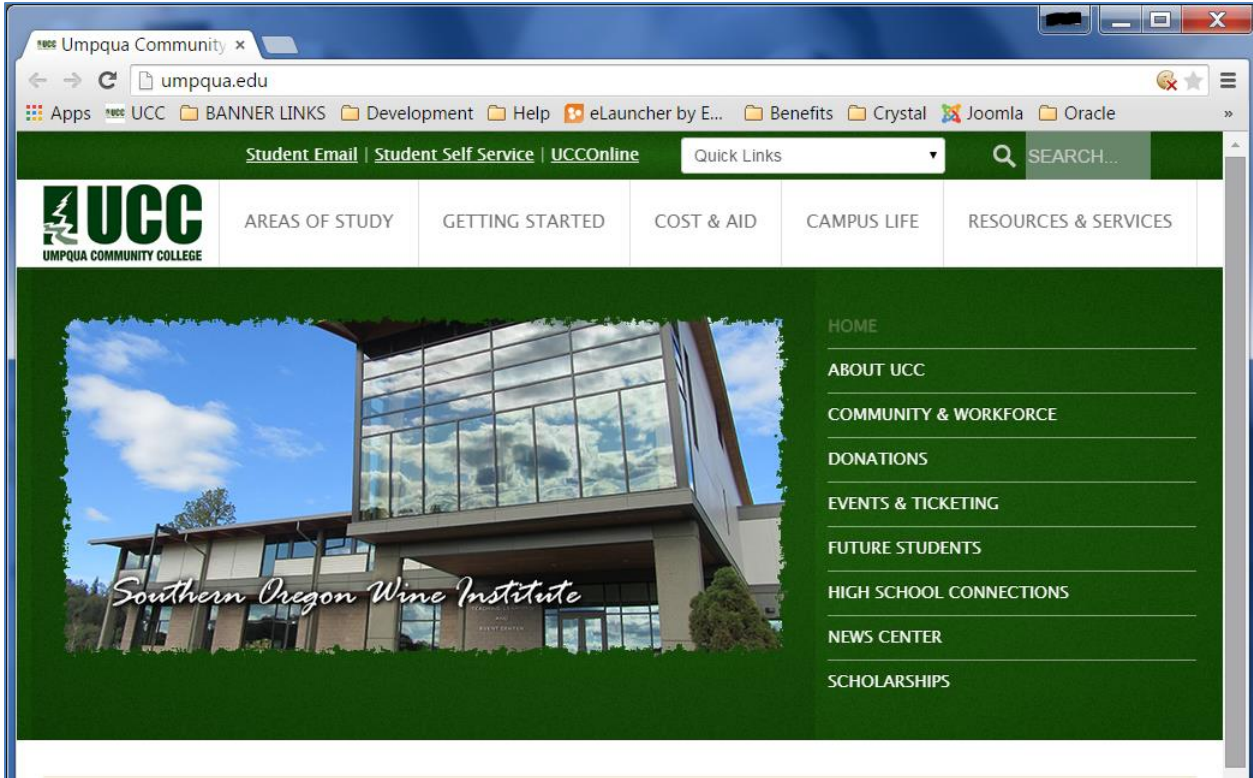


This guide will demonstrate how to [view a report](#) in Crystal, [save it in the report format](#), view it [in an excel spreadsheet](#), and [print the report](#).

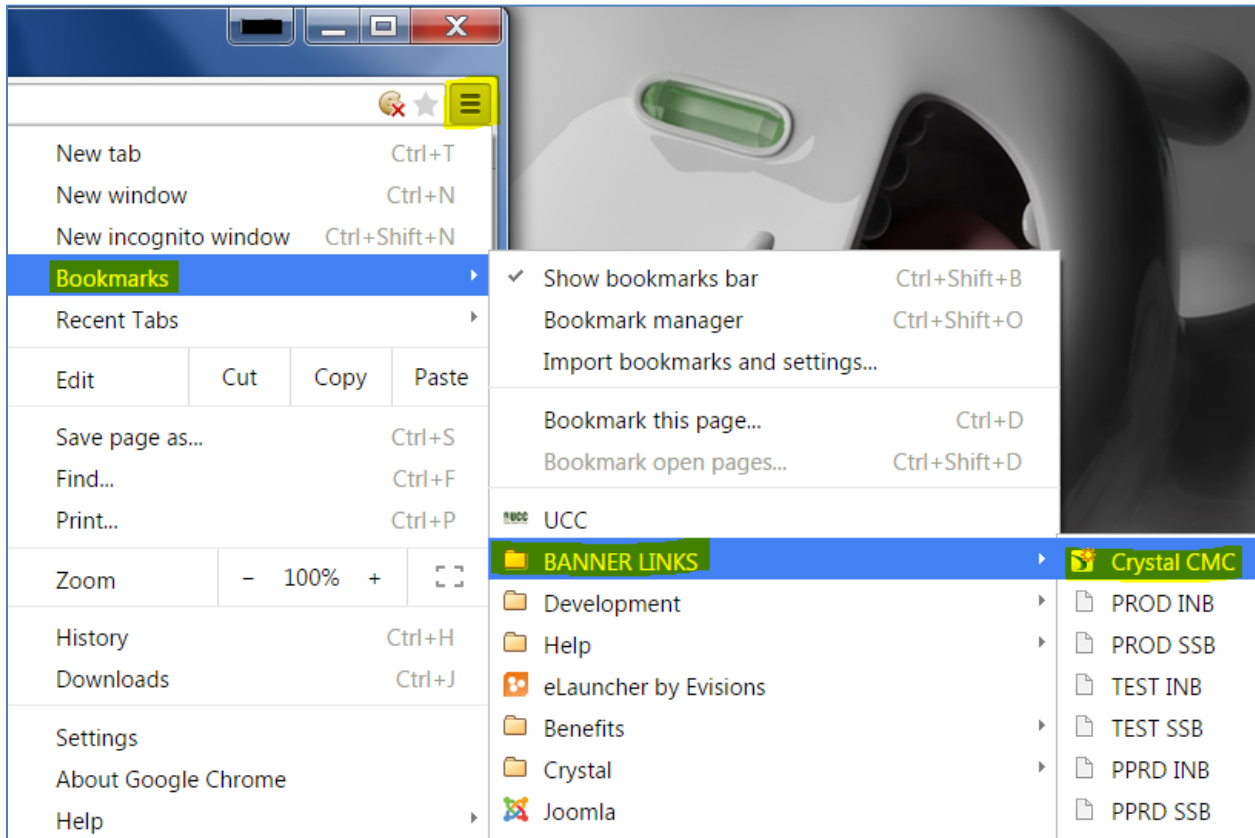
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A. Log into the Crystal Central Management Console (CMC).

1. Open an internet browser window.

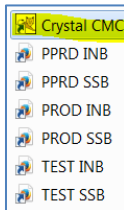


2. Navigate to the browser's Favorites (Bookmarks) and click the link for the Crystal CMC in the BANNER LINKS folder



\*\*Note: This picture shows an example of the Google Chrome browser. The steps to access the Favorites (Bookmarks) in other browsers will differ. If there is no BANNER LINKS folder in the favorites

- a. [Click this link](#) to go to the G: drive and then click on Crystal CMC to open the CMC in your browser



- b. If you are still unable to proceed beyond this step please [create a ticket with the UCC Help Desk](#).

The login screen will appear.

The screenshot shows the SAP BusinessObjects Central Management Console login interface. At the top, it says "SAP BusinessObjects Central Management Console". Below that, it instructs the user to "Enter your user information, and click 'Log On'." and provides a note: "If you are unsure of your account information, contact your system administrator." The login form includes fields for "System:" (containing "CERES:7400"), "User Name:", "Password:", and "Authentication:" (a dropdown menu set to "Enterprise"). A "Log On" button is located below the form. The SAP logo and a "Help" link are at the bottom.

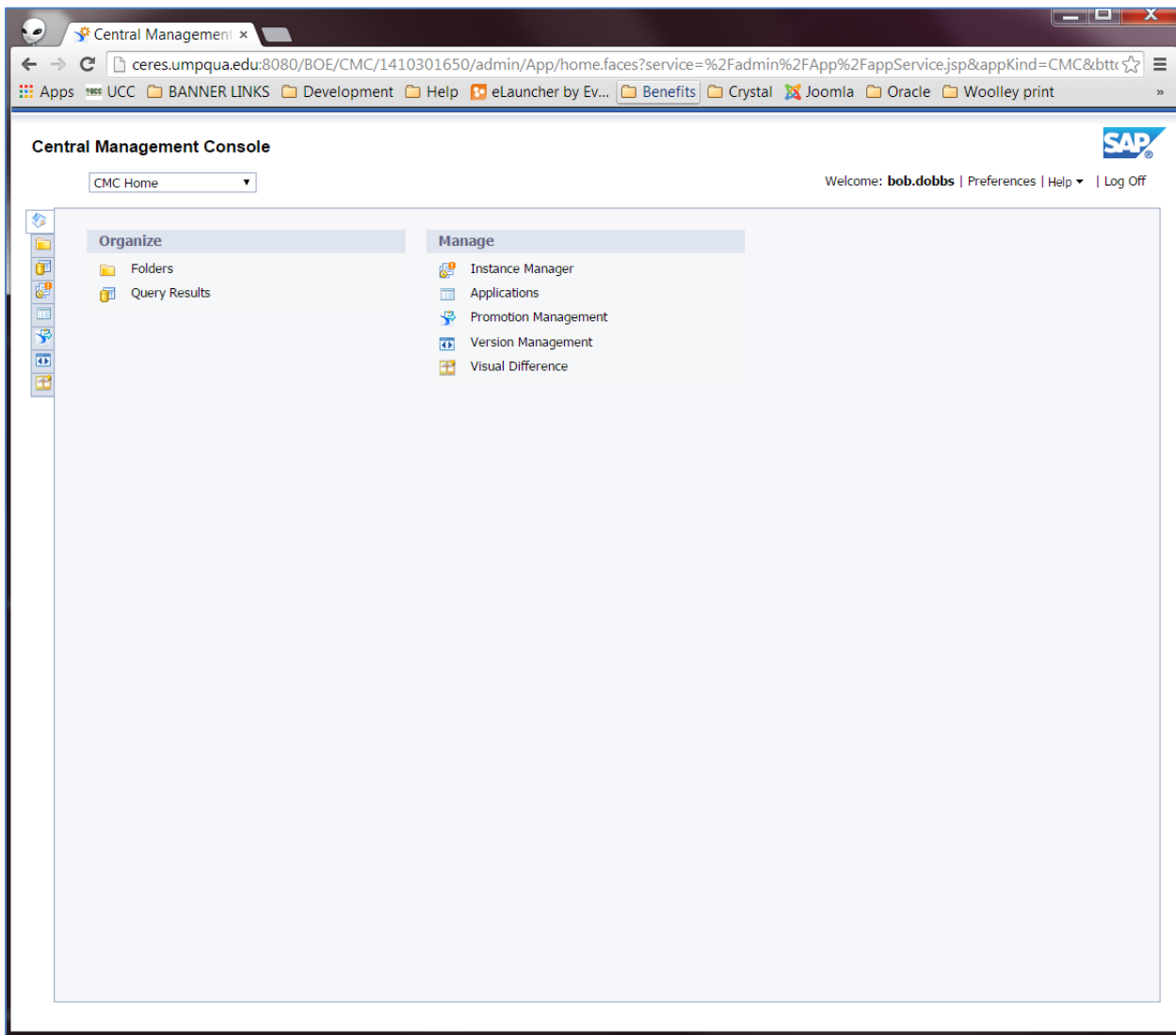
3. Enter the user name (firstname.lastname) and password.
  - For the first login, a user's default password is their 6-digit birthdate with slashes (mm/dd/yy).
4. Click the Log On button.
  - The first time a user logs in they will be prompted to change their password.

The screenshot shows the SAP BusinessObjects Central Management Console password change interface. It says "SAP BusinessObjects Central Management Console" and "You must change your password now." followed by a note: "(Either your administrator has assigned a temporary password that must be changed, or your password has expired. You must change the password now. If you do not, your account will be locked. Only your administrator can unlock a locked account.)" The form includes fields for "User Name:" (containing "bob.dobbs"), "Old Password:", "New Password:", and "Confirm New Password:". An "OK" button is located below the form. The SAP logo and a "Help" link are at the bottom.

Enter the initial password in the Old Password box, enter a new password twice, and then click OK.

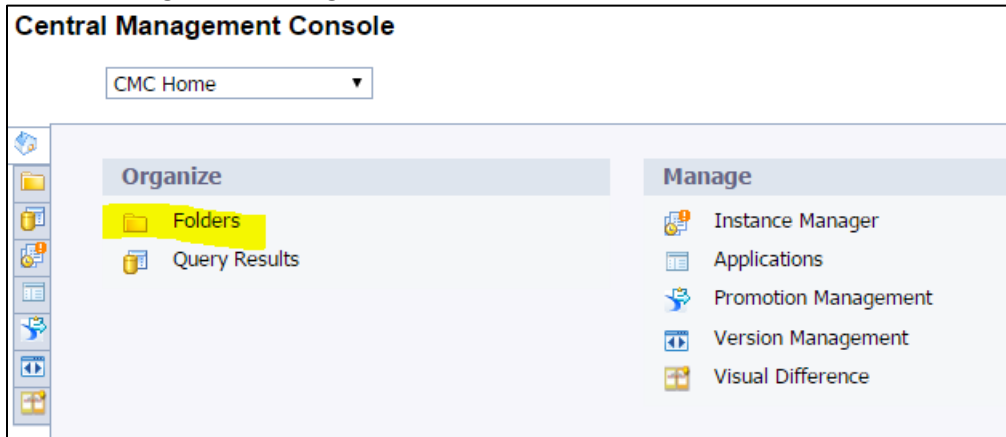
- New password must meet the following criteria:
  - a. At least 6 characters long
  - b. Include at least 2 of the following:
    - i. Upper case letter
    - ii. Lower case letter
    - iii. Number
    - iv. Punctuation
  - c. Cannot contain the user name

The main page of the CMC opens.

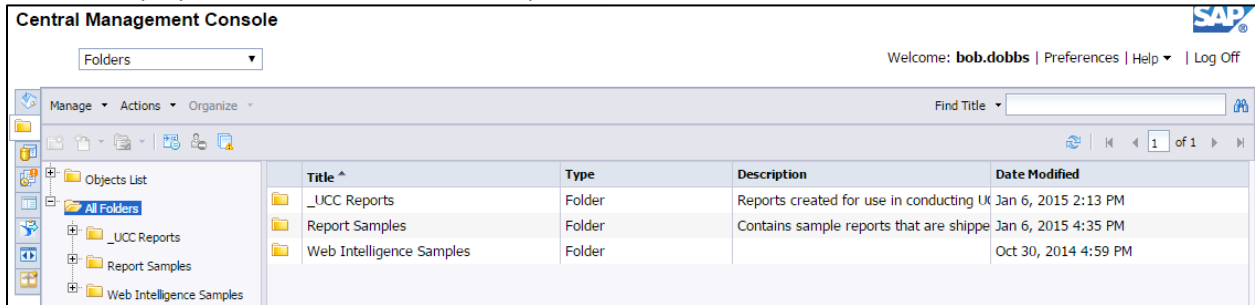


## B. Find the report and view it.

1. Under the Organize heading, click Folders.

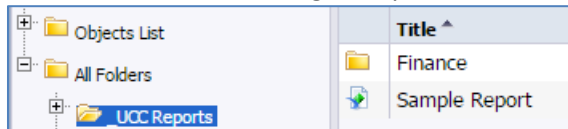


This will display a screen with two sections (panes).

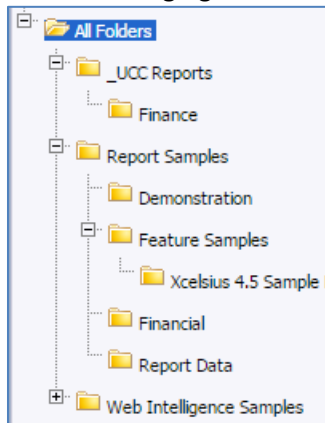


**\*\*NOTE\*\*** From here, there are two ways to find a report:

- In the Navigation pane on the left:
  - Select a folder in the Navigation pane to view its contents in the right pane.



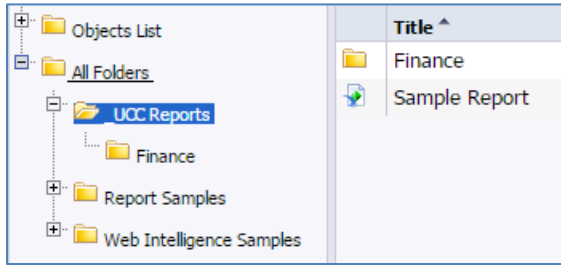
- Expand the + symbols next to any folder in the Navigation pane to view its subfolders without changing the items displayed in the right pane.



- In the Content pane on the right:
  - Double-click on a folder in the Content pane to view its contents.

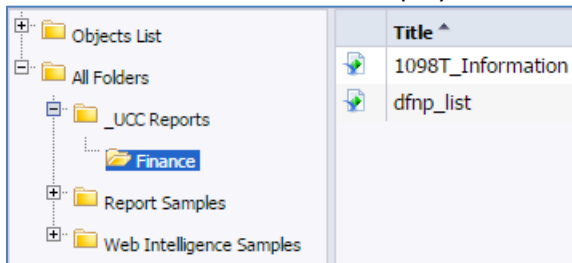
2. Select \_UCC Reports.

The contents of the folder are displayed on the right.



3. Select a department folder.

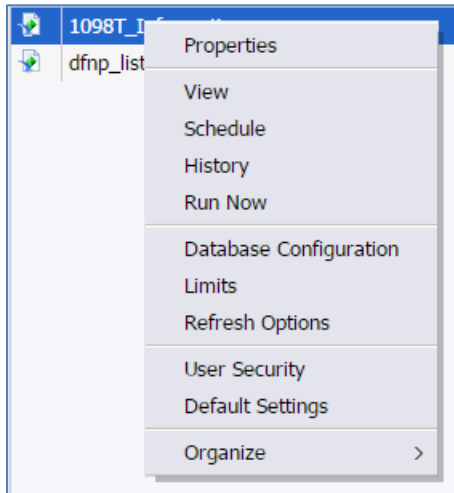
The contents of the folder are displayed on the right.



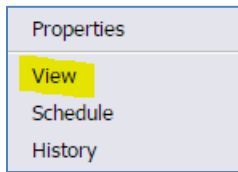
**\*\*NOTE\*\*** Each user will see a different selection of department folders based on their permissions. Email the [\\_IT\\_Programmers](#) if the appropriate folders or reports are not displayed.

4. Right click on the report.

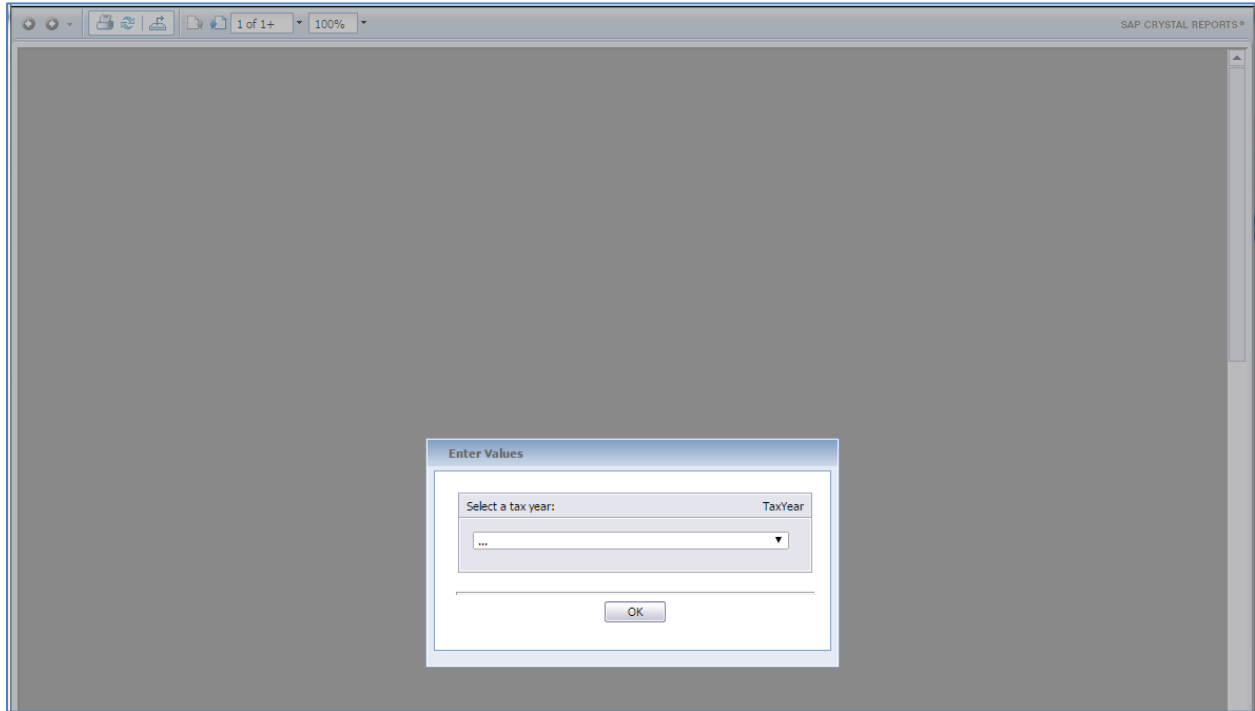
A menu appears.



6. Select View.



A new window is displayed.



This example shows a prompt requesting the value for a parameter needed by this report. Many reports will ask for parameters, but some may simply run without further input.

7. Enter the report parameters and click OK.

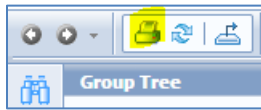
The report is displayed.

The screenshot shows a report header with the UCC logo on the left and the title '1098T Information 2014' on the right. Below the header is a table with the following columns: Student Name, Banner ID, Box 2, Box 4, Box 5, Box 6, Box 2 less Box 5, Fut., Amt. 1, Half Time, Grad. Stu., and Remove Notif. The table contains six rows of data with some student names redacted.

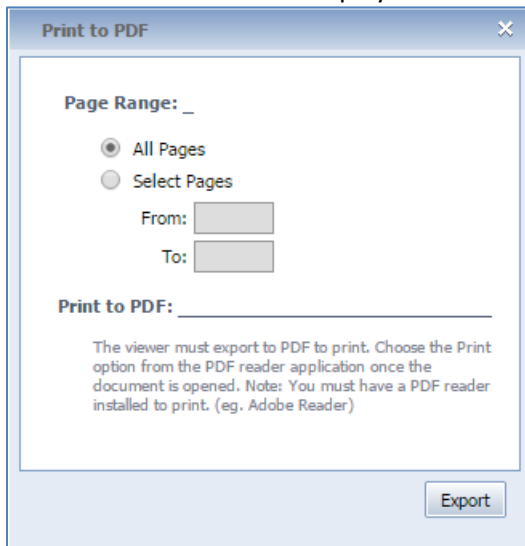
Student Name	Banner ID	Box 2	Box 4	Box 5	Box 6	Box 2 less Box 5	Fut.	Amt. 1	Half Time	Grad. Stu.	Remove Notif.
B [REDACTED], T [REDACTED]	800 [REDACTED]	0.00	443.00	0.00	0.00	0.00	N		N	N	N
B [REDACTED], S [REDACTED]	800 [REDACTED]	0.00	0.00	0.00	25.00	0.00	N		Y	N	N
D [REDACTED], J [REDACTED]	800 [REDACTED]	0.00	15.00	0.00	0.00	0.00	N		N	N	N
B [REDACTED], M [REDACTED]	800 [REDACTED]	0.00	25.00	0.00	0.00	0.00	N		N	N	N
W [REDACTED], S [REDACTED]	800 [REDACTED]	0.00	30.00	0.00	0.00	0.00	N		N	N	N
M [REDACTED], C [REDACTED]	800 [REDACTED]	0.00	25.00	0.00	0.00	0.00	N		N	N	N

### C. Print the report.

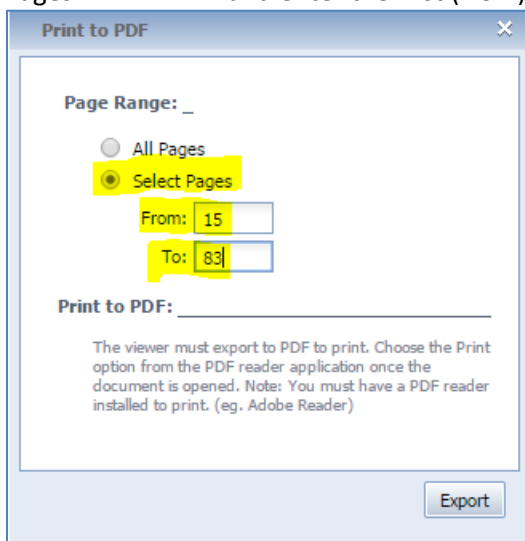
1. Click the Print icon near the upper left corner of the window.



The Print to PDF window displays.

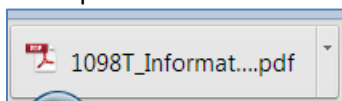


2. The Page Range selection defaults to print All Pages. To print specific pages, click the radio button next to Select Pages  Select Pages and enter the first (from) and last (to) page numbers to print.



3. Click Export.

The report is saved to the Downloads folder, and a prompt to open a .pdf version of the report will appear.



**\*\*NOTE\*\*** This graphic illustrates how Chrome communicates the download to the user. Other browsers may display the message differently.



4. Open the file. It will open in either a new browser tab or in a .pdf reader application.

**\*\*NOTE\*\*** The following steps illustrate how to print a document from Adobe Reader. The steps to print from other .pdf applications may differ.

5. Print the report.

a. From a browser window:

i. Move the mouse into the lower right area of the browser window until a set of icons appears.

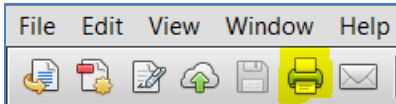


ii. Click the Print icon

iii. Follow the prompts of the print dialogue.

b. From Adobe Reader:

i. Click the Print icon near the upper left corner of the window.



ii. Follow the prompts of the print dialogue.

#### D. Save the report to a specific location

1. Follow steps 1 – 4 of [part C](#).

**\*\*NOTE\*\*** The following steps illustrate how to save a document from Adobe Reader. The steps to save from other .pdf applications may differ.

2. Save the report.

a. From a browser window:

**\*\*NOTE\*\*** The following steps illustrate how to save a document from Chrome. The steps to save from other browser may differ.

i. Move the mouse into the lower right area of the browser window until a set of icons appears.



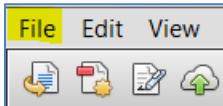
ii. Click the Save icon

iii. Follow the prompts of the save dialogue.

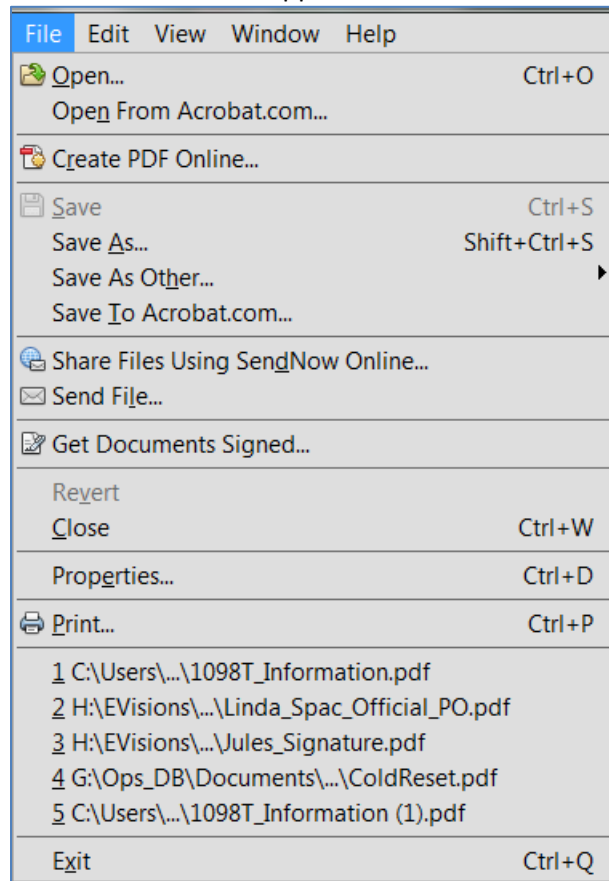
b. From Adobe Reader:

**\*\*NOTE\*\*** The steps to save from other .pdf applications may differ.

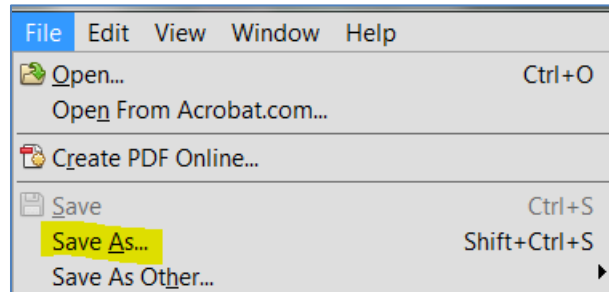
i. Click File near the upper left corner of the window.



A menu selection will appear



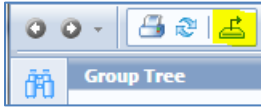
ii. Click Save As...



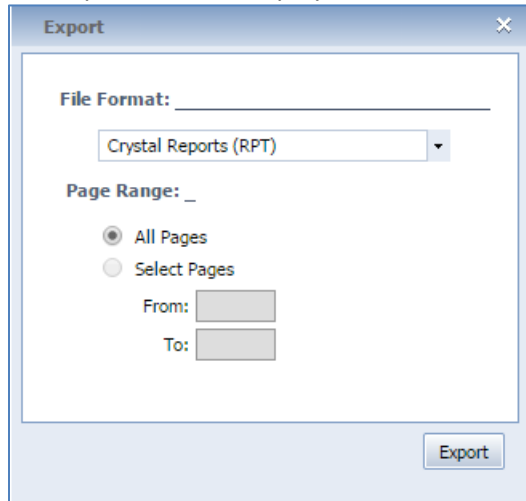
iii. Follow the prompts of the Save As dialogue.

## E. Export the report to Excel

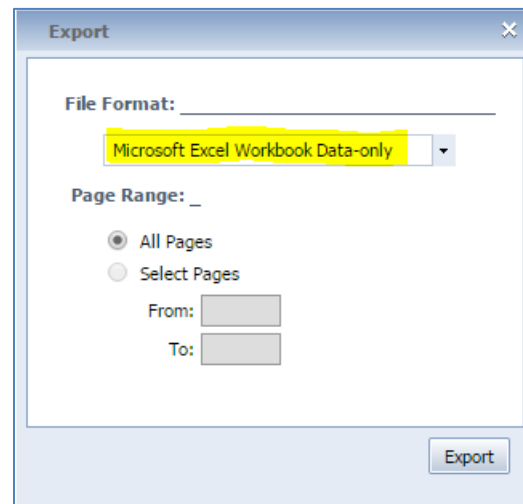
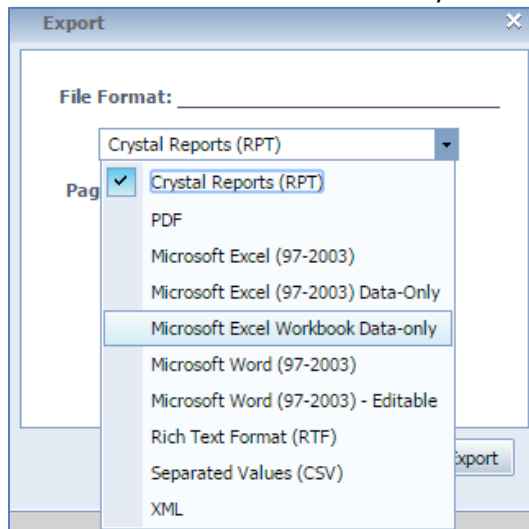
1. Click the Export icon near the upper left corner of the window.



The Export window displays.



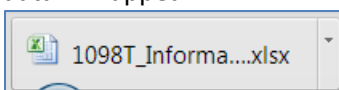
2. The File Format selection defaults to Crystal Reports (RPT). Click the down arrow to the right and select Microsoft Excel Workbook Data-Only.



The Page Range selection defaults to print All Pages and cannot be changed

3. Click Export.

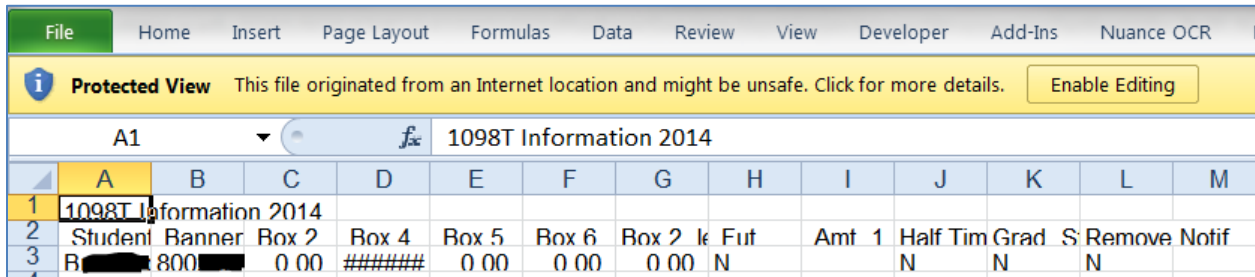
The export is saved to the Downloads folder and a prompt to open an Excel document containing the report data will appear.



**\*\*NOTE\*\*** This graphic illustrates how Chrome communicates the download to the user. Other browsers may display the message differently.

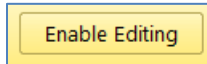
- Open the file.

Excel will open, displaying the data of the report.

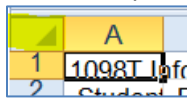


The cells may be too small to show all of the data. Steps 5-11 demonstrate how to fix this.

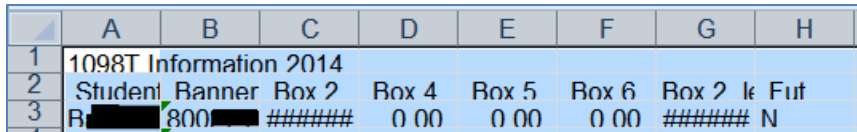
- Click the Enable Editing button in the yellow bar at the top of the spreadsheet.



- Click the square in the upper left corner of the spreadsheet, above row 1 and to the left of column A.



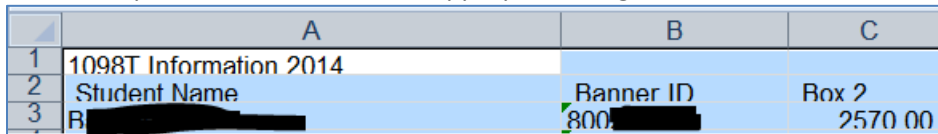
The workbook will be highlighted in blue, indicating that the entire workbook is selected.



- Place the cursor on the vertical line between any two columns (G | H) until it changes to the Move cursor (↔).

- Double click.

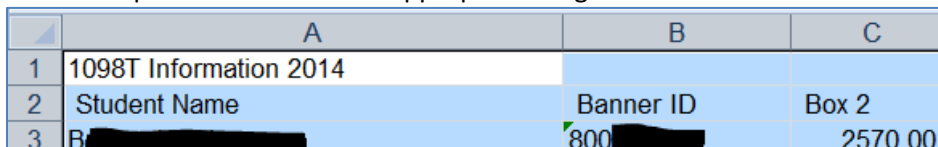
This will expand the columns to the appropriate length for each column.



- Place the cursor on the horizontal line between any two rows (1 | 2) until it changes to the Move cursor (↕).

- Double click.

This will expand the rows to the appropriate height for each row.



- Click anywhere in the worksheet so deselect it.