

Procedure Run and Export Crystal Reports from Web Browser

This procedure is to enable MCFRS users to run pre-built crystal reports with the internet browser. This procedure is described in 4 steps. The first step is to logon to the reporting system, the second step is to access the report folder, the third step is to generate the report and the last step is to export/save the report.

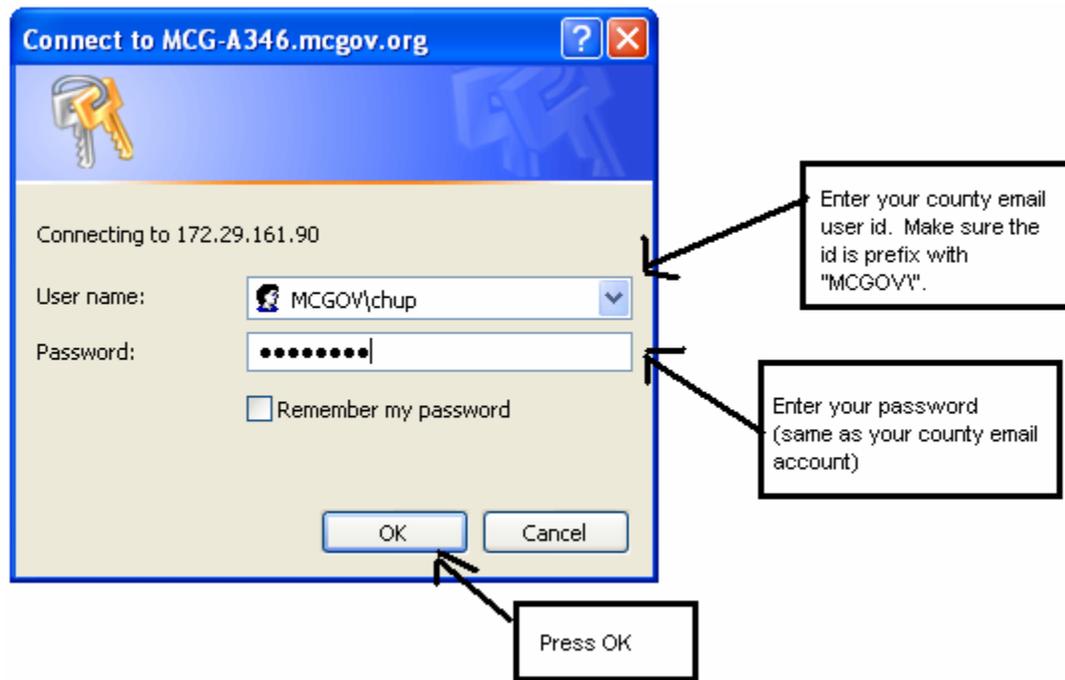
Note: The normal internet browser procedure to “bookmark” a web page (i.e. add to your favorites) will not work for this web page. The last section of this document (**Creating a bookmark**) describes the procedure to “bookmark” this web page.

Step 1: Logon to Crystal Reports with your web browser

Start the “Internet Explorer” from your computer and enter the following web address:

<http://172.29.161.90/businessobjects/Enterprise115/InfoView>

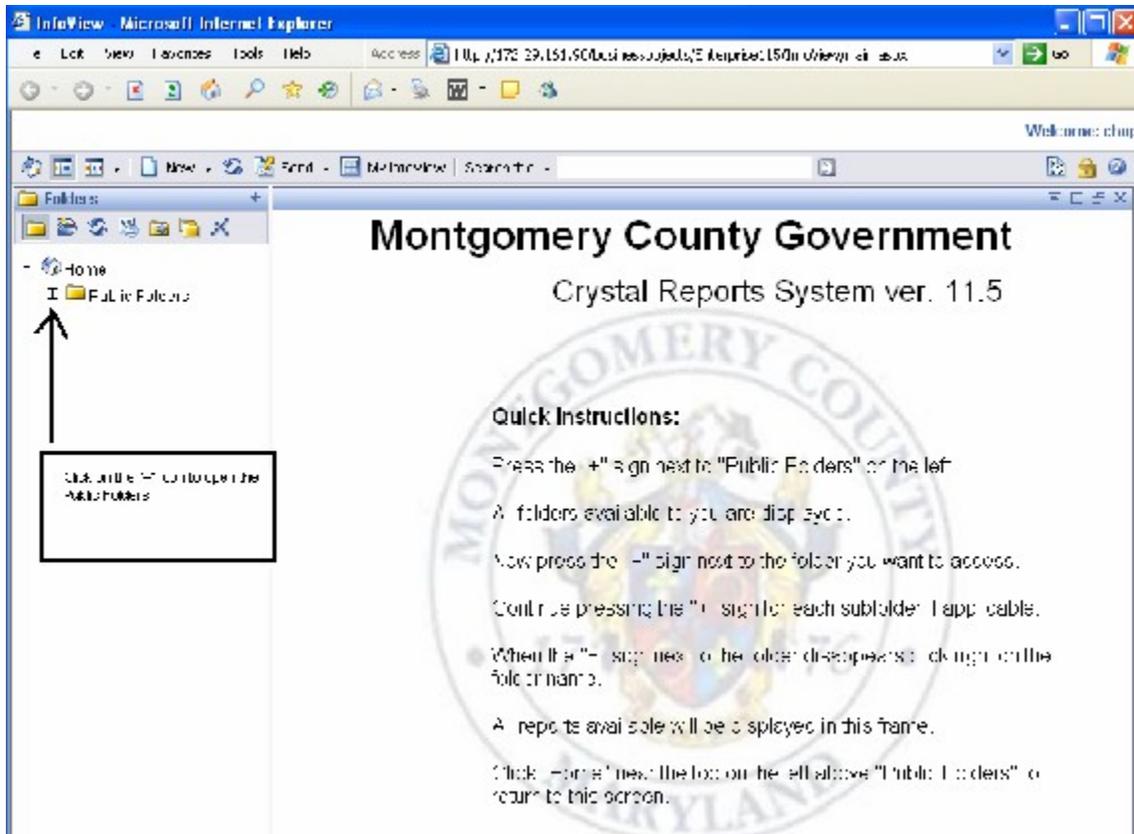
Your browser should display the following page. Enter your user id and password (same as your email logon id and password). Your user id must prefix with **“MCGOV”** as indicated in the picture below. Then press the “Log On” button.



Step 2: Access the report folders

After your successful logon, the system will display the following page. Click on the “+” icon next to the “Public Folders” on the web page to open the “Public Folders”.

Note: If you want to “bookmark” this web page (i.e. add this web page to favorites of your internet browser), please refer to the section of **Creating a bookmark** at the end of this document.



InfoView - Microsoft Internet Explorer

Address: http://172.29.151.50/.../CrystalReports/15/0n/View/.../...

Welcome: chup

Montgomery County Government

Crystal Reports System ver. 11.5

Quick Instructions:

- Press the "+" sign next to "Public Folders" on the left.
- All folders available to you are displayed.
- Now press the "-" sign next to the folder you want to access.
- Continue pressing the "-" sign for each subfolder (if applicable).
- When the "-" sign next to the folder disappears, click on the folder name.
- All reports available will be displayed in this frame.
- Click "Home" next to the box on the left above "Public Folders" to return to this screen.

You should then see the following page showing the “FRS” folder. Click on the “+” icon next to the FRS label to see all the report folders that you are authorized to see.

InfoView - Microsoft Internet Explorer

Address: http://10.1.24.101/94/businessobjects/enterprise115/info/ex/main.asp

Welcome: chup

Folders

- Home
- Public Folders
 - FRS

Click on the "+" icon in front of the FRS folder

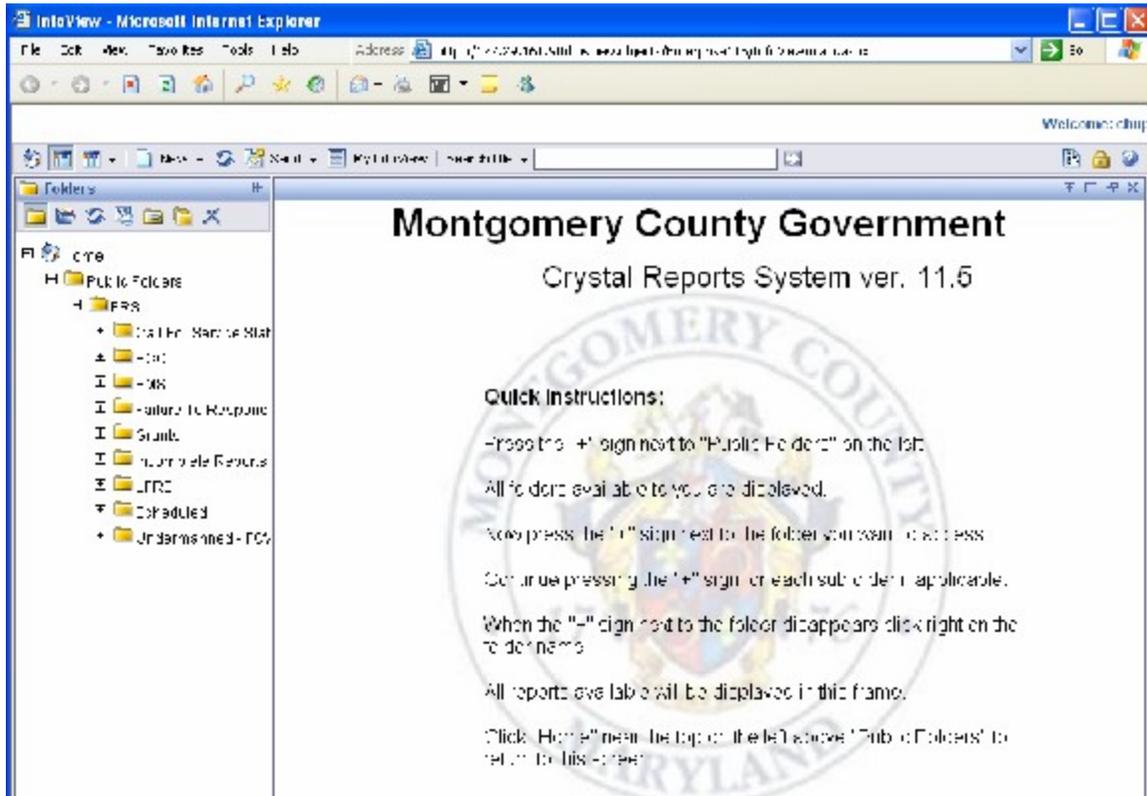
Montgomery County Government

Crystal Reports System ver. 11.5

Quick Instructions:

- Press the "+" sign next to "Public Folders" on the left. All folders available to you are displayed.
- Now press the "+" sign next to the folder you want to access.
- Continue pressing the "+" sign on each subfolder if applicable.
- When the "+" sign next to the folder disappears, click right on the folder name.
- All reports available will be displayed in this frame.
- Click "Home" near the top on the left above "Public Folders" to return to this screen.

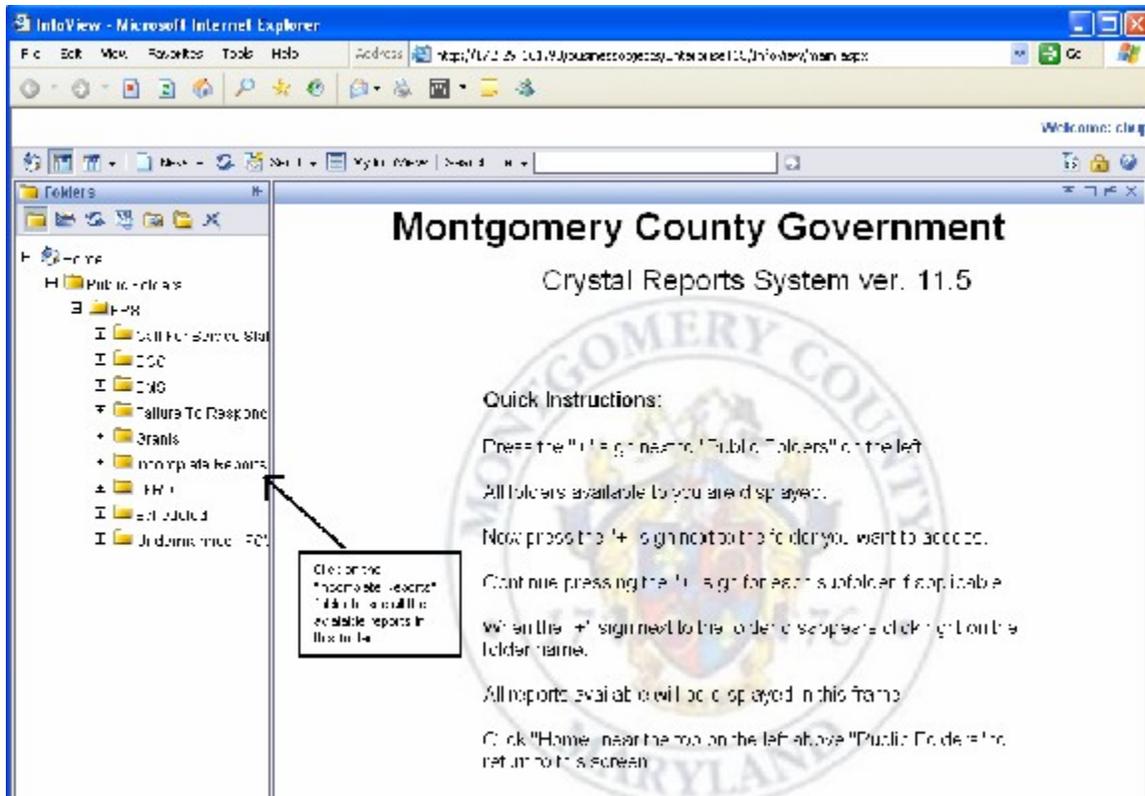
The following screen shot display a sample of what the web page might look like after you open the FRS folder.



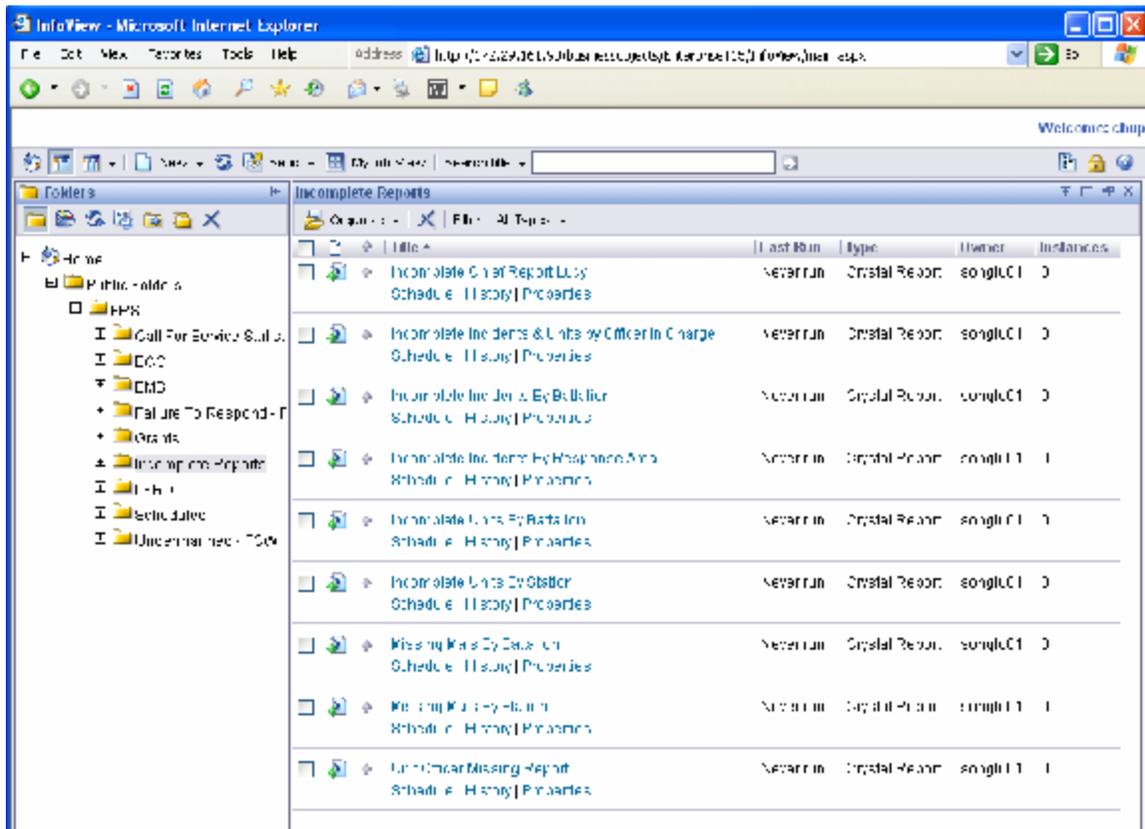
To see all the reports available in a certain folder, you must click on the **NAME** of that folder, not the “+” icon next to that folder.

TIP: The “+” icon is to allow you to expand the folder in a hierarchical tree structure, just like a Windows Explorer does. It does not display the available reports in the folder. To see all the available reports in the folder, you must click on the folder name itself, as shown in the following screen shot.

Let say you want to see the “Incomplete Reports”, click on the folder with the link labeled as “Incomplete Reports” as follow:

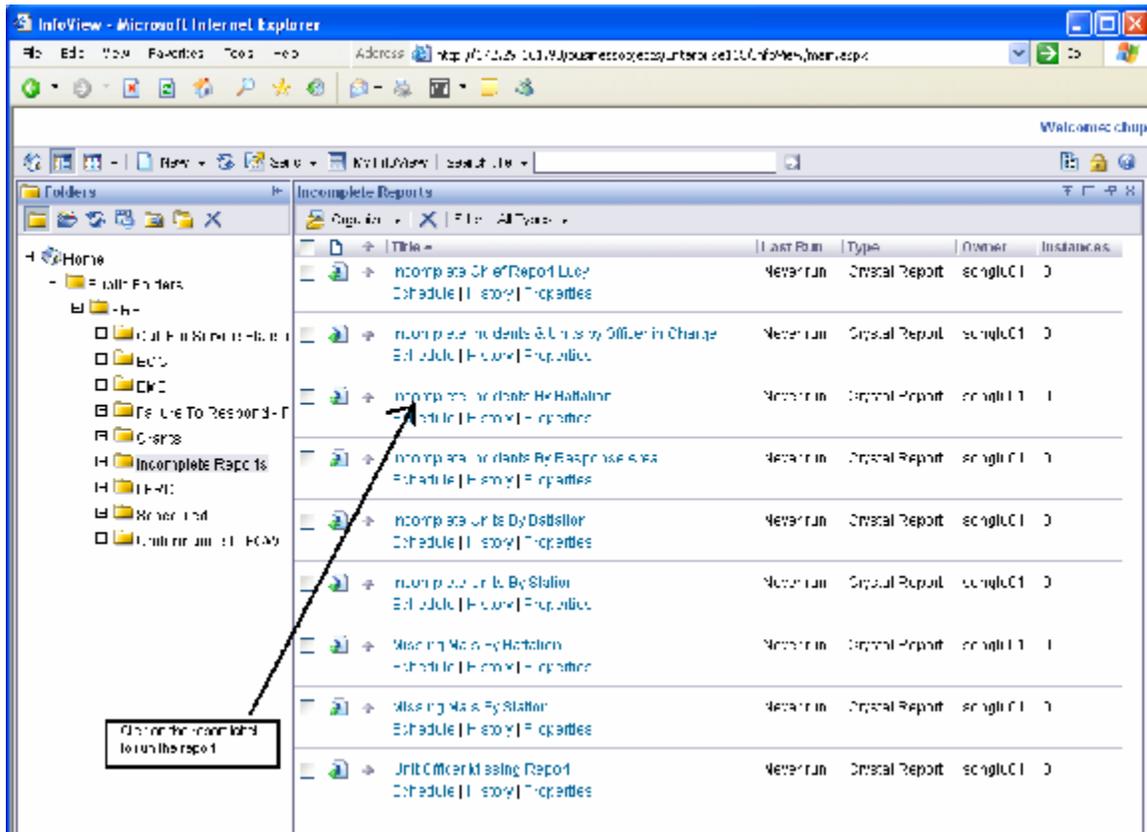


The system will then display the following page:



Step 3: Generate the report

After you get to the web page displaying all the available reports in the folder, you can now choose the report that you want to generate by clicking on that report. For example, if you want to run the “Incomplete Incidents By Battalion” report, click on the corresponding report name on the web page as shown below:



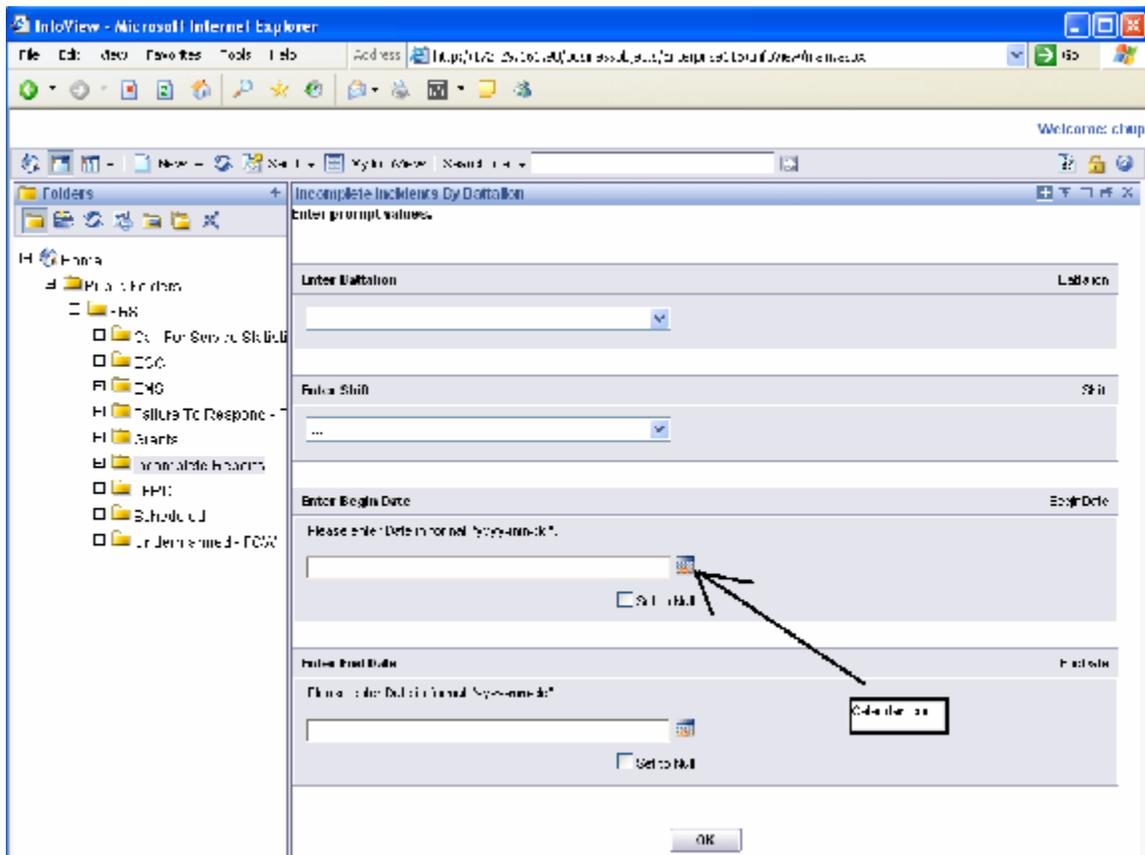
Some of these reports allow you to specify the parameters to filter the data. In this particular example, the report allows you to filter the report by battalion, shift and a date range. Therefore, when you click on the report, the system displays the following page to allow you to enter your parameters.

The screenshot shows a web browser window titled "InfoView - Microsoft Internet Explorer". The address bar displays a URL starting with "http://175.29.15...". The browser window contains a web page titled "Incomplete Incidents By Battalion". The page has a header "Enter prompt values." and a left-hand navigation pane with a tree view showing folders like "Final - Final", "Final - In-Progress", "Final - Review", "Final - Scheduled", and "Final - Unassigned - FCY". The main content area contains four input sections:

- Enter Battalion** (Units): A dropdown menu.
- Enter Shift** (Shift): A dropdown menu.
- Enter Begin Date** (Begin Date): A date input field with a "Set to Null" button.
- Enter End Date** (End Date): A date input field with a "Set to Null" button.

An "OK" button is located at the bottom of the form.

If the report offers you the option to specify the reporting period, you can enter the date parameter directly or you can use the calendar tool to enter the date. To use the calendar tool, click on the calendar icon as shown in the following display.



After you click on the Calendar icon, you should see the calendar shown as follow:



You can then click on the date inside the calendar to select the date that you want.

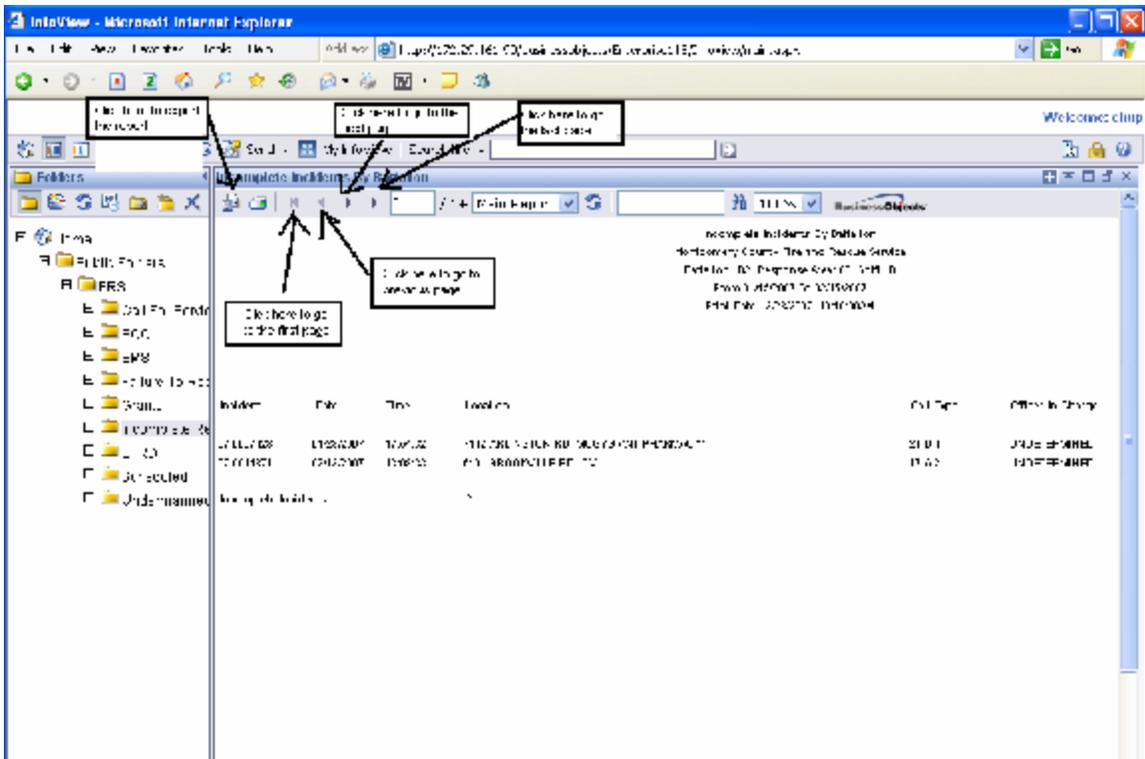
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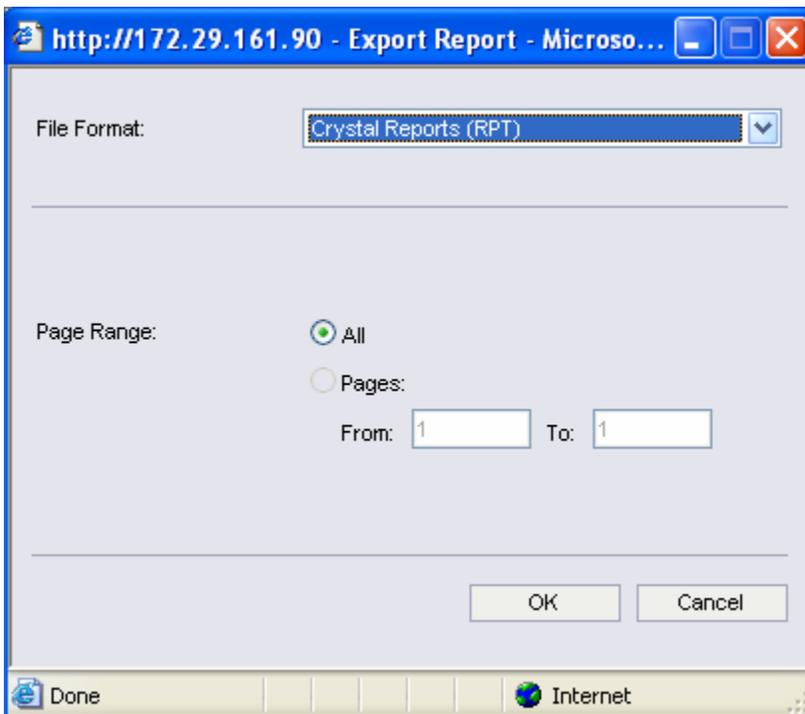
<< < Today > >>

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

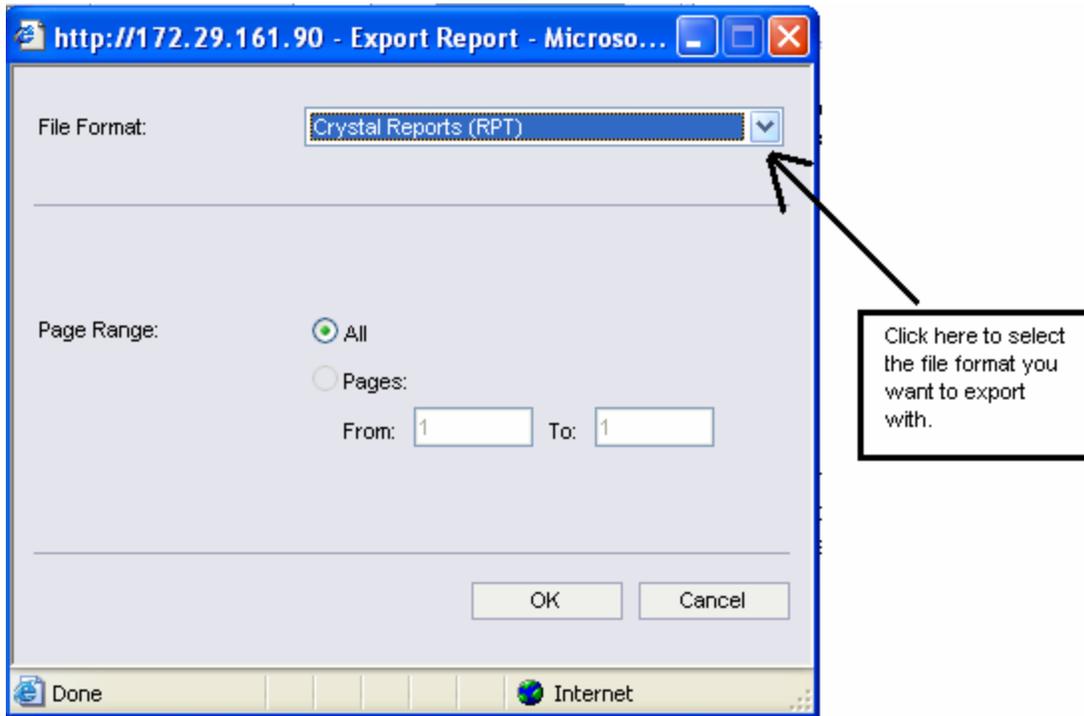
Single click on the date that you want.



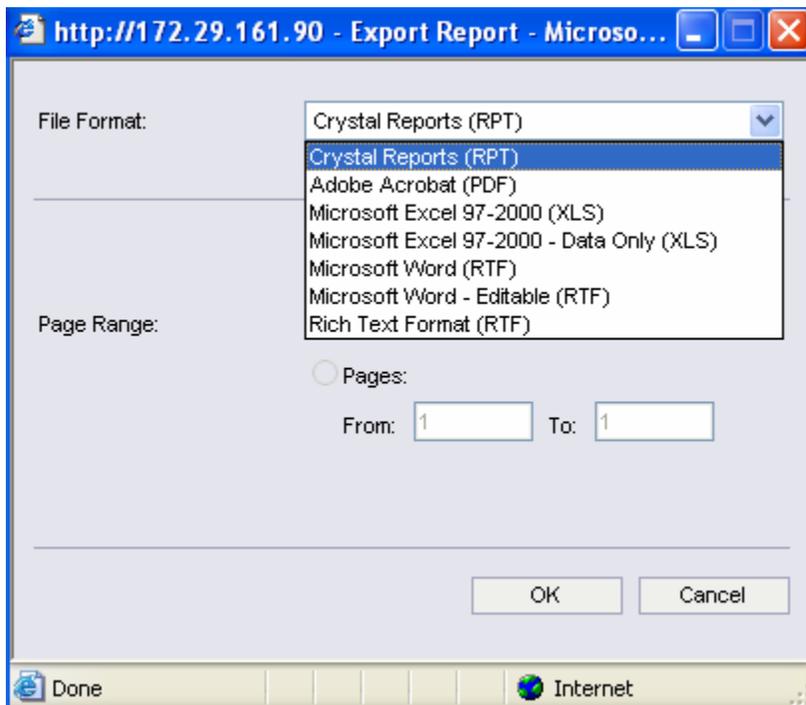
You can click on the export icon to export or save your report. When you click on the export icon, the system will display the following page:



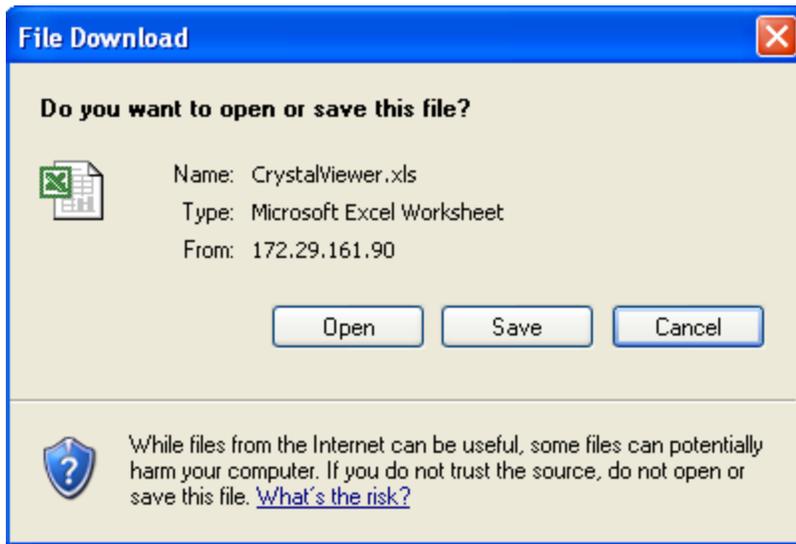
The system allows you to export the report in several file formats. You can select the file format by clicking the format list, as shown in the following display:



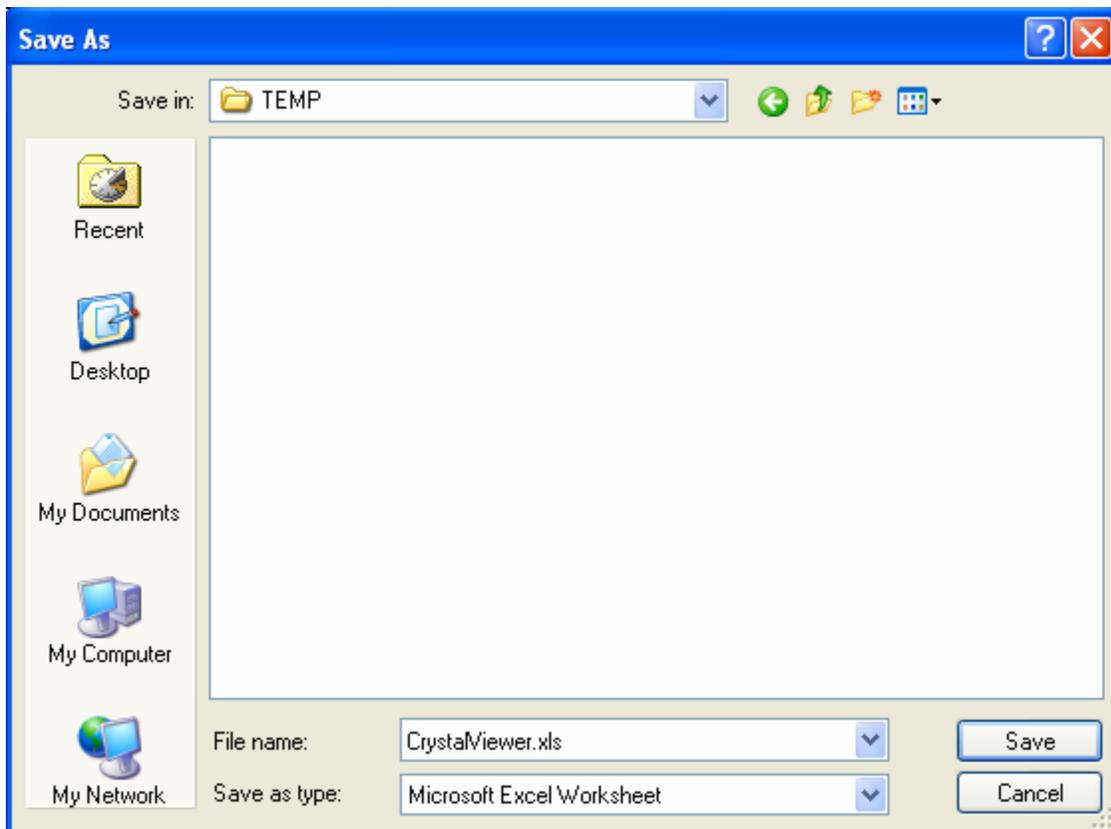
The system will then display the following list. Just click on the format that you want. You can also specify whether you want to export the whole report or certain pages. After entering all the necessary parameters, you can press the "OK" button to proceed. (NOTE: if you want to export to Excel spreadsheet, it is recommended to export in "Data only" format).



Once you click the “OK” button to save, the system will prompt you with the following display. Proceed to click on the “Save” button.

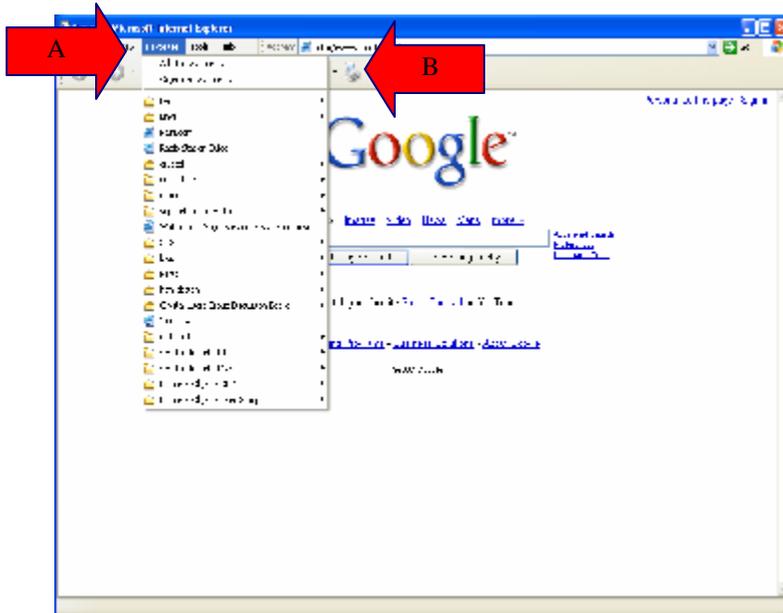


The system then displays the following screen to allow you to specify the location that you want to save the file to. Specify the storage location and the file name, then press the “Save” button to complete the save operation.

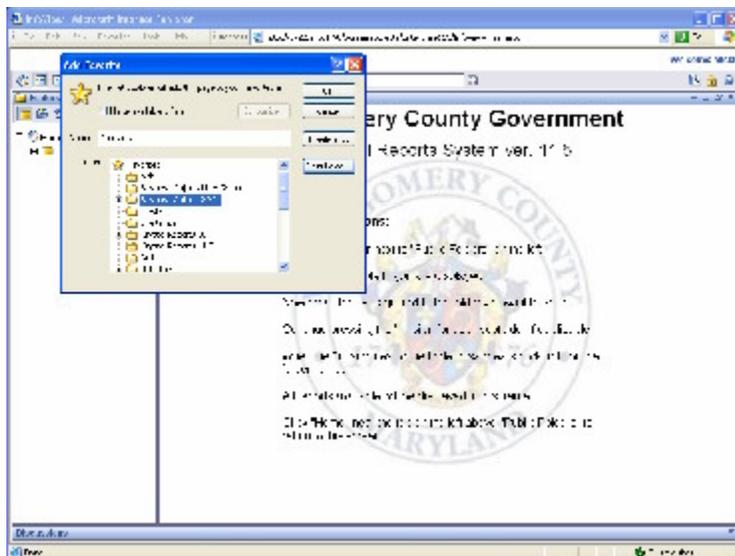


Creating a bookmark

When you are on the Crystal Website click Favorites (A) on the top function bar and then click Add Favorites (B) right underneath it.



The Add Favorites Pop-Up is displayed. Select a name for the link and highlight a folder you would like to place it in or to keep it at the root level just highlight "Favorites" and click "OK". The Add Favorites Pop-Up will close.



Now select Favorites from the top menu bar and navigate to the newly created bookmark. Once you have reached the link, right-click once to bring up a smaller pop-up. Now highlight “Properties” and left click once. Properties is the last option on this pop-up menu.

The link has the following URL path:

<http://172.29.161.90/businessobjects/Enterprise115/InfoView/main.aspx>

This is the incorrect URL and will not work. The correct URL is

<http://172.29.161.90/businessobjects/Enterprise115/InfoView>. That is, the “/main.aspx” at the end of the URL must be removed. Simply **Highlight “/main.aspx” in the URL and delete it.** Then click OK.

