Crystal Reports Instructions

I. LOG INTO THE FACULTY STAFF PORTAL
   • Go to www.weber.edu
   • CLICK faculty & staff
   • Enter your Groupwise Username in the designated field
   • Enter your Groupwise password in designated field
   • CLICK the Enter button

II. GETTING INTO CRYSTAL REPORTS
   • CLICK Reporting and Data Warehouse in the purple bar
   • if you do not have Reporting and Data Warehouse in the purple bar
     ▪ CLICK Preferences
     ▪ CLICK the Quick Links tab
     ▪ SCROLL until you see the link and selection box for Reporting and Data Warehouse
     ▪ CLICK the box corresponding to Reporting and Data Warehouse
     ▪ SCROLL to the bottom of the form
     ▪ CLICK the Submit button
   • CLICK the “click here to log in to Crystal Enterprise Reporting” link
   • ENTER your Novell User name in the User Name field
   • ENTER your Novell password in the User Name field
   • SELECT WSU Network in the Authentication field drop-down list
   • CLICK the Log on Button

III. STUDENT-DEPARTMENT ACCESS FOLDER
   When you log into Crystal Reports various folders that you have been approved for will be displayed. You have the ability to run all of these various reports.
   • CLICK the Student-Campus Access folder link
   • if you do not have the Student-Campus Access folder
     ▪ EMAIL John Allred at jdallred@weber.edu
       John will request access to this folder for you from Administrative Computing and inform you when that access has been established

IV. SELECTING AND RUNNING A SPECIFIC REPORT
   • CLICK the report you wish to run
   • SELECT Schedule from the drop down menu
   • SELECT Parameters from the Customize your options menu at the top of the page
   • ENTER the information required to generate this report
     For information regarding specific reports, we recommend attending the Crystal Report training offered through the Training Tracker
   • SELECT Format from the Customize your options menu at the top of the page
   • SELECT Adobe Acrobat from the Report Format drop down menu (or one of the other formatting options of your choice)
   • CLICK the Update button
   • CLICK the Schedule link in the upper right hand corner of the page
     ▪ The History form should pop-up and the status of your report will be displayed in the status column
     ▪ This is a static page, you may need to click the Refresh link in the upper right hand corner to view the correct status of your report (pending, running, success, or failed)

Once the report status reads Success
   • CLICK on the Instance Time link for the report
     ▪ The report should open for review or printing

If the report status reads Failed, repeat the above steps and ensure that you have entered all of the fields correctly on the schedule form.