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.

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