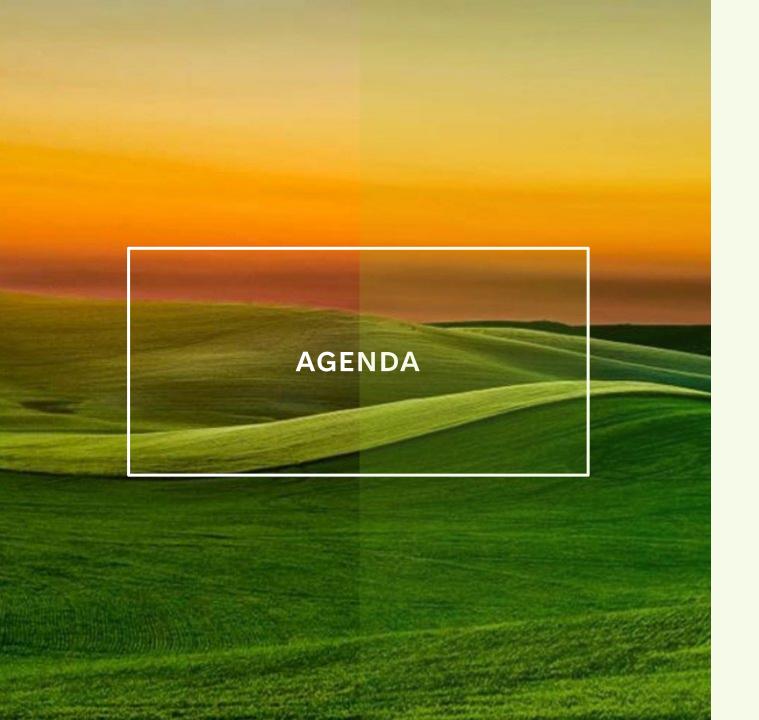
# CRYSTAL REPORTS UPDATE FOR COURSE SCHEDULING UPDATED-FALL 2025



How to access

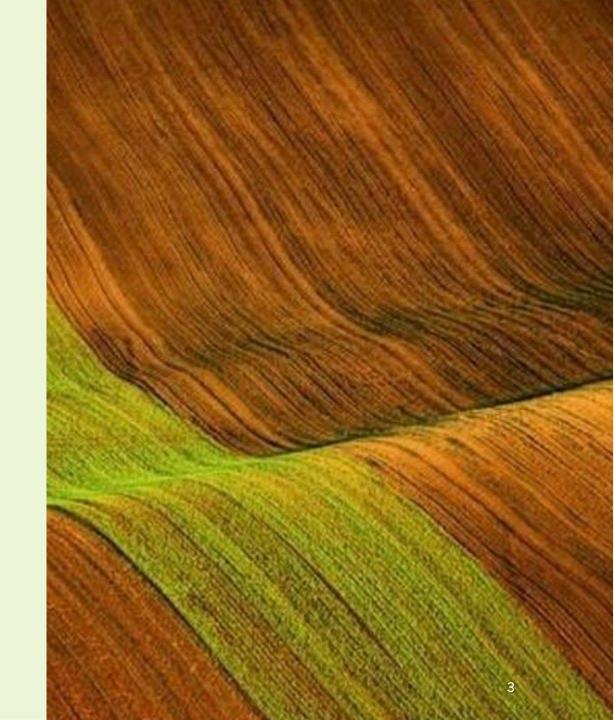
How to locate report

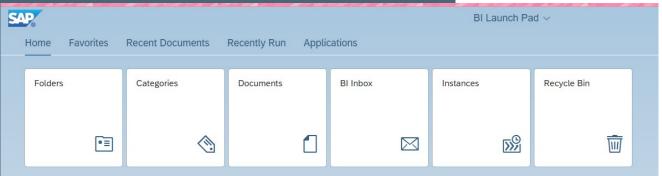
How to run report

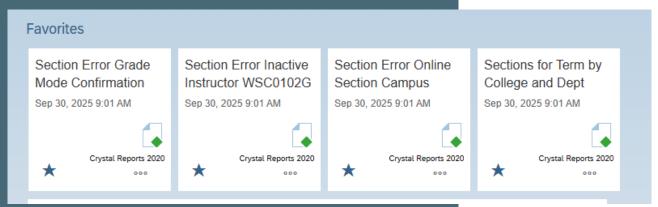
How to extract report

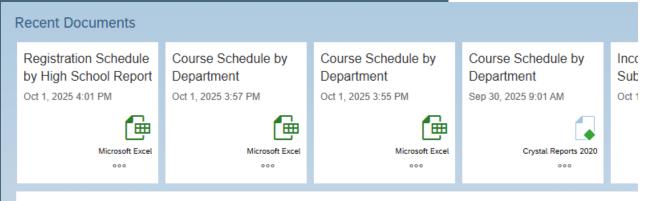
Other Information

USE ANY BROWSER
TYPE IN
CRYSTAL.AUGUSTA.EDU
LOG IN AND DUO







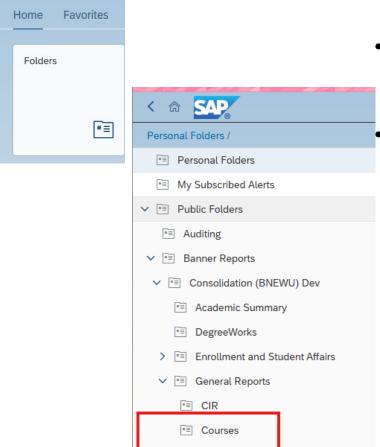


- The look of the Crystal Reports interface has been updated.
- Your favorite reports will be listed on your
   Home tab and are readily available.
- Recent outputs and most recently run reports are listed on your Home tab.

View Al



## **STEP 1: FIND YOUR REPORTS**



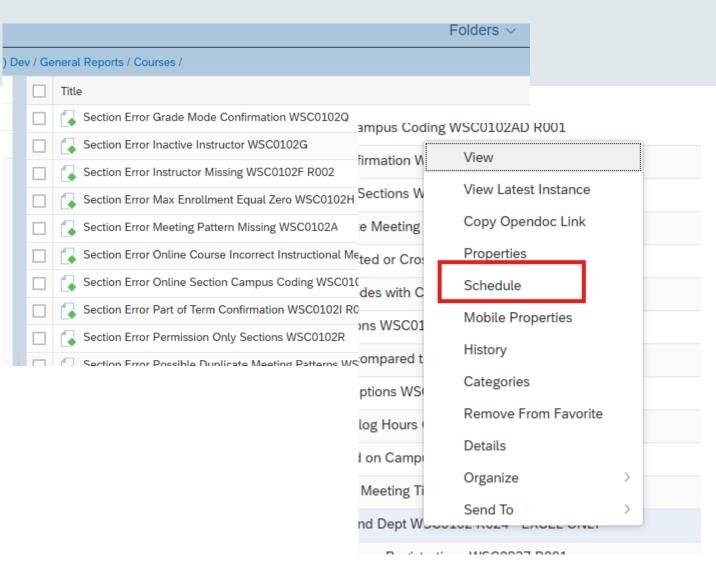
Click Folders

Using the Arrows, open your Folders until you get to the Courses folder. You can also search by title, keyword, or WSC####.



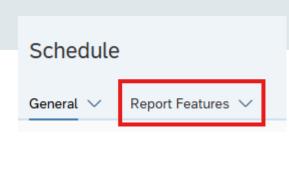
### **STEP 2: RUN REPORTS**

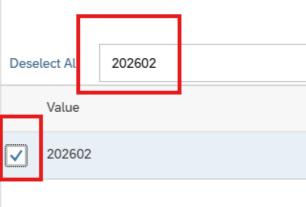
- Click on the folder Courses to load all reports in the folder
- Slide the column with the report name so you can see the entire name
- 3. Locate report and *right click*-choose **Schedule**

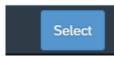


### STEP 3: SET PARAMETERS

- Once the Schedule menu
   loads, click Report Features
- Select the parameter in blue font that will be updated. If you are setting many parameters, you may also use "Edit values".
- 3. Click the overlapping boxes icon to the right of the selection:
- 4. Choose the parameter value by entering it in the search box and clicking the box to the left. Click **Select** (bottom right). Click OK.



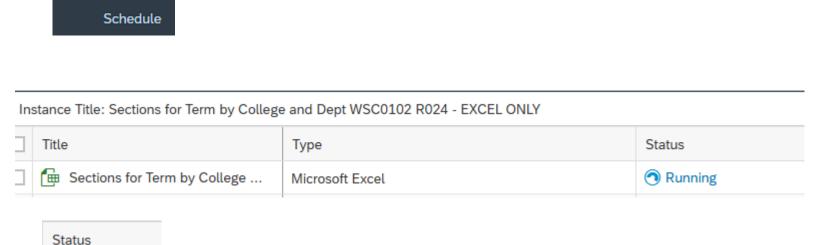




### STEP 4: SCHEDULE REPORT

✓ Success

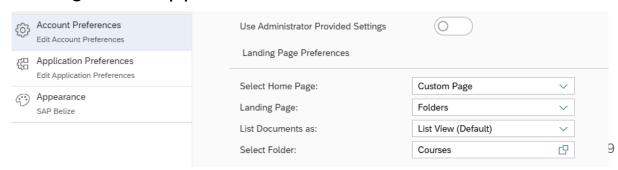
- After you review and set all parameter values, click
   Schedule (bottom right) to run the report.
- 2. The report history screen will show your instances, with the newest at the top.
- Once the report finishes running, click on the title to display the report or to download it.



### OPTION TO SET YOUR PREFERRED FOLDER IN CRYSTAL

- Once you have opened the report folders to your preferred folder "Courses" (or other folder), click on the circle with your first initial in the upper right corner.
- 2. Click Settings
- 3. Click Account Preferences
- 4. Toggle Off: "Use Administrator Provided Settings"

- 5. Select Home Page: Custom Page
- 6. Landing Page: Folders
- 7. List Documents as: List View (Default)
- 8. Select Folder: (open the folders until you get to courses, then click on Courses and select OK) Your settings will appear like this.





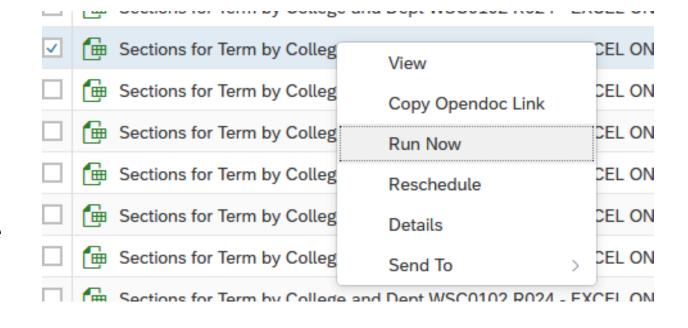
You can also click the back arrow beside the home key to go back to folders.

Contact <u>CLASSES@augusta.edu</u> for assistance.



### TO RE-RUN OR RESCHEDULE A REPORT YOU PREVIOUSLY RAN

- 1. Locate the report in the folder
- 2. Right click, select "History"
- 3. Locate the report instance that you recently ran.
- 4. Right click on the report name, select Run Now
- 5. You will see your new instance at the top of the listing. Once the status is "Success" click the title to open it.



# **THANK YOU**

CLASSES@augusta.edu

Beth Welsh

Shardaye Pender

Hannah Muza

