Professional Training Course Outline: Crystal Reports for CAMS

Course Summary

A practical course providing an introduction to creating and editing reports for use in CAMS using the Crystal Reports authoring software. Beginning with the basics, this course will give you a thorough grounding in what you need to know to create effective, powerful, professional-looking reports that you can produce from CAMS for a variety of purposes.

Course Objectives

- Provide an introduction to the Crystal Reports software
- Provide an understanding of report design, data sources and display on the page.
- Allow more advanced data visualisations, including graphs and maps from CAMS.

Target audience

The course is aimed at users of the CAMS software who are keen to extend their use of the reporting functionality by creating their own custom reports. It is also aimed at I.T. professionals who support the CAMS system and wish to develop reports for the system.
The course may also be of interest to those people seeking a general understanding of Crystal Reports.

Prerequisites

- Familiarity with desktop computers a good knowledge of Microsoft Windows, including moving & re-sizing of windows, switching between applications and loading applications.
- Basic understanding of Database architecture: tables and queries
- Familiarity with CAMS data

Content

Day 1

1. Introduction to Crystal: what it can do, terminology, elements of the report, parts of the crystal interface, finding your way around.
2. The basics: displaying data, aligning and sizing elements
3. Grouping and Sorting your data
4. Page layout, pagination & page numbering
5. Sub-Reports: displaying additional data
6. Summarising: totals, counts & averages
7. Graphs in reports

Day 2

1. Data sources for reports: creating a view and repointing the report
2. Adding maps and photos to reports
3. Configuring new reports in CAMS
4. Report Parameters: allow users to make choices when running the report
5. Formulae and Conditional Formatting: change appearance based on the data or perform calculations within the report
6. "Workshop" session: an opportunity to ask questions and work on your own reports.

Costs

- Individual rate £465 (exc. VAT) per delegate (two-day course), including lunch.
- The course can only be run if at least 3 students are attending.

For more information, please contact Timothy Derbyshire on 01874 713067 or timothyd@esdm.co.uk