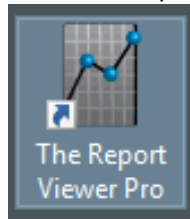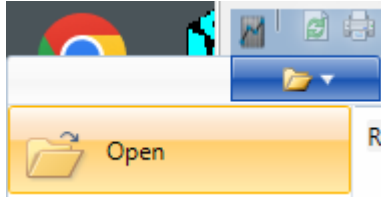Running and Exporting a Crystal Report for Market Makers
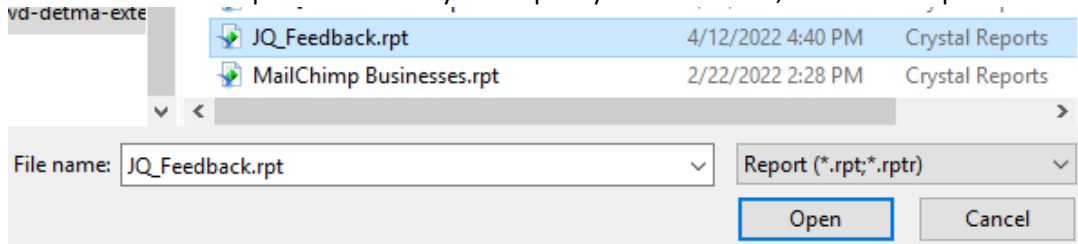Updated 5/4/2022
By Lukas Booker, lukas.booker2@detma.org

1. Launch & log in to Amazon WorkSpaces
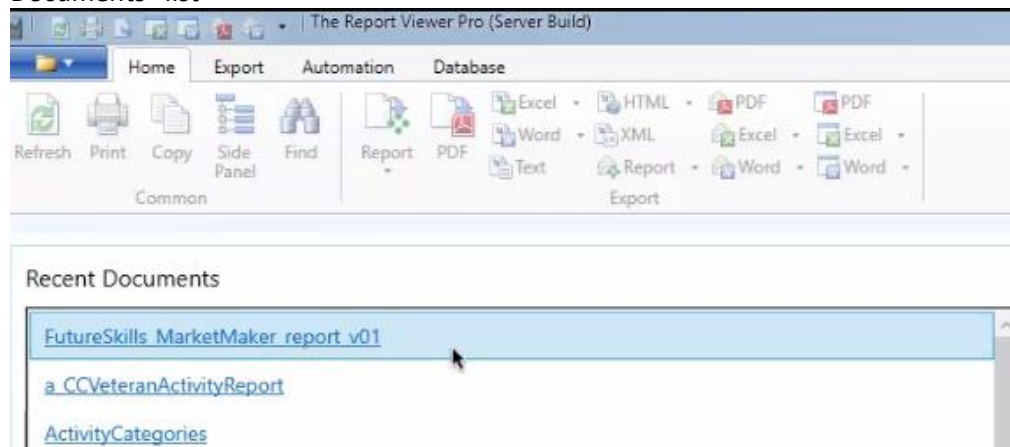2. Double-click "The Report Viewer Pro" to launch the program

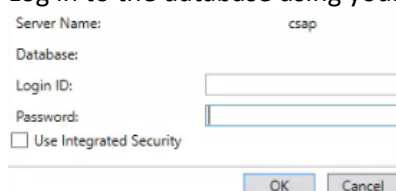3. Click the manila file icon in the top-left corner and then click "Open"

4. Find & click on the .rpt file for the Crystal Report you wish to run, then click "Open"

    a. If you have run the report recently, you can click the name from your "Recent Documents" list

5. Log in to the database using your MOSES username (i.e. JSMIT) and password, and click OK

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6. You will now be asked to enter your parameter values:
    a. Region – select which individual planning region you'd like to see data for, or, choose "All"
    b. ReportType – choose Display if you'd like a print-friendly version, or Export if you'd like to manipulate the data in Excel
    c. Enter Report Data Range – select Start & End Date for the reporting period

7. Wait while the report fetches data:
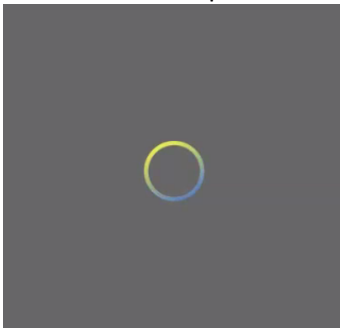
8. Once it is done fetching data, your report will be displayed:

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9. From here you can print or export the data:
    a. Click the Print button if you would like to directly print a physical copy of the report

    b. If you selected "Export" for your ReportType, you can export a version to manipulate in Excel; click the drop-down arrow next to the right-most "Excel" button and select "Spreadsheet Workbook (XLSX)"
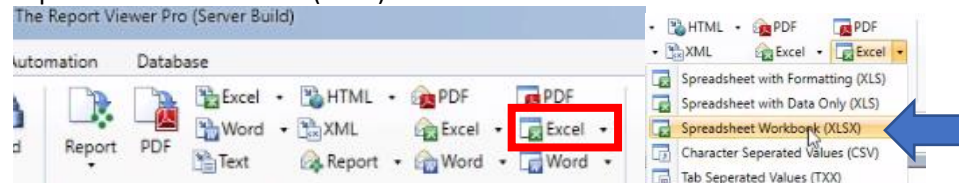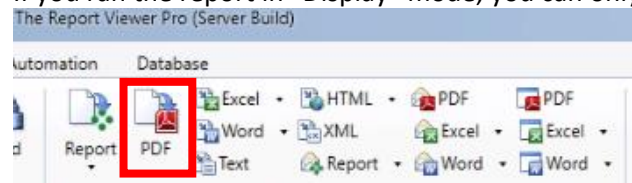

        i. Click "Override Defaults"
        ii. Un-check "Simplify page headers"
        iii. Click OK
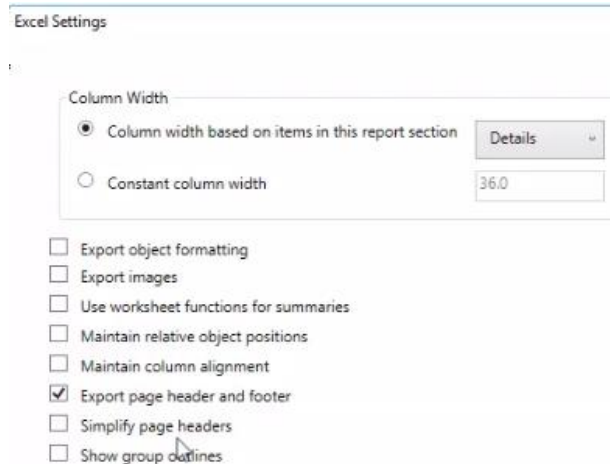
        iv. Save the exported report to a location you can easily find again

    c. If you ran the report in "Display" mode, you can only export to PDF

10. To change the report parameters, including switching it between "Display" and "Export" ReportTypes, click Refresh