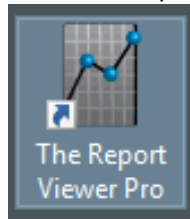


Running and Exporting a Crystal Report for Market Makers

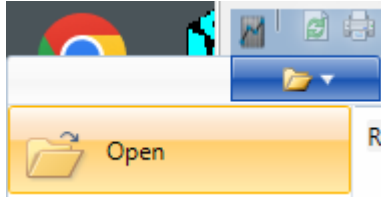
Updated 5/4/2022

By Lukas Booker, lukas.booker2@detma.org

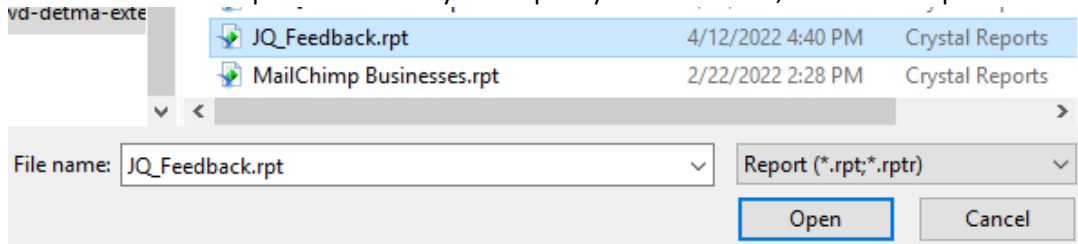
1. Launch & log in to Amazon WorkSpaces
2. Double-click "The Report Viewer Pro" to launch the program



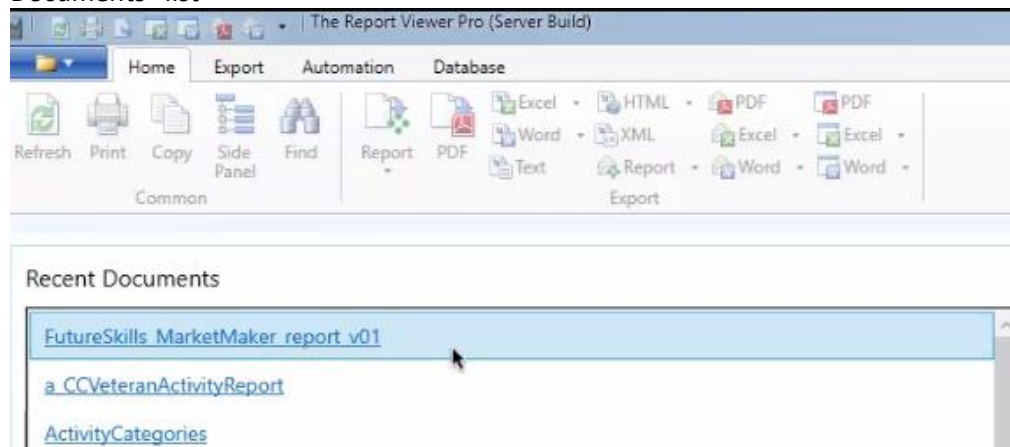
3. Click the manila file icon in the top-left corner and then click "Open"



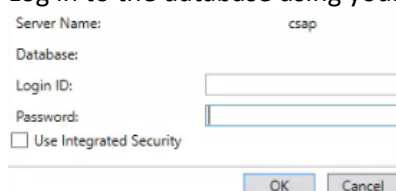
4. Find & click on the .rpt file for the Crystal Report you wish to run, then click "Open"



- 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

Enter Parameter Values

Enter Region: Region

Enter ReportType: ReportMode

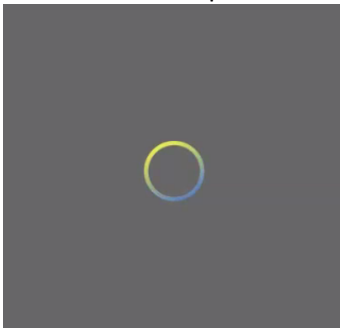
Enter Report Date Range: ReportDates

Start of Range: Enter a Value: ☐ Include this value ☐ No lower value

End of Range: Enter a Value: ☐ Include this value ☐ No upper value

OK Cancel

7. Wait while the report fetches data:



8. Once it is done fetching data, your report will be displayed:

Preview

Group Tree

- Preview
- Berkshire
- Northeast

Massachusetts One-Stop Employment System

FUTURESKILLS - MARKET MAKER
For All Regions
For Services from 3/1/2022 - 5/31/2022

STAFF	EMPLOYER	LEAD SVC	QUAL LEAD SVC	REF: MASSHIRE	REF: OTHER	REF: TRNG CTI	REF: TRNG RENEW	REF: TRNG WCTF	OUT: TRNG
Berkshire									
Pittsfield Career Center									
Abramowitz, Leslie	1114053	CompuWorks, LTD	✓	✓		✓			

Running and Exporting a Crystal Report for Market Makers

Updated 5/4/2022

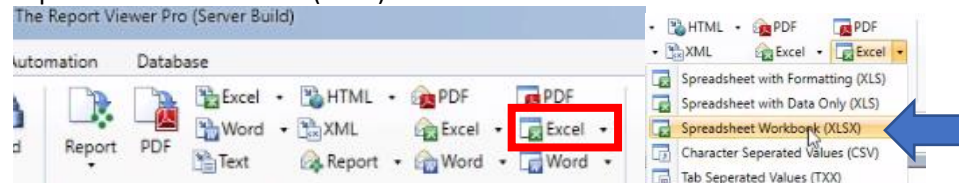
By Lukas Booker, lukas.booker2@detma.org

9. From here you can print or export the data:

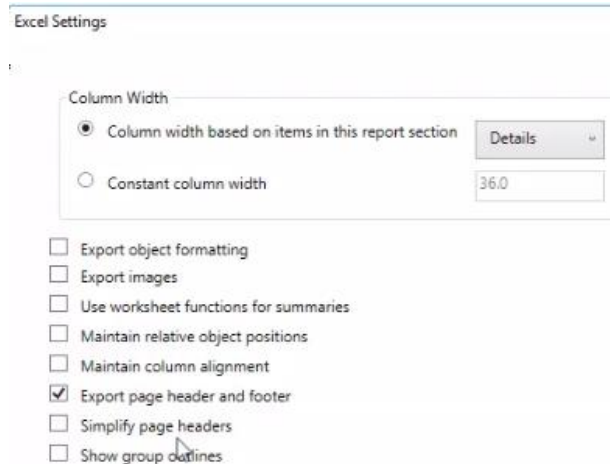
- a. Click the Print button if you would like to directly print a physical copy of the report



- 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)”

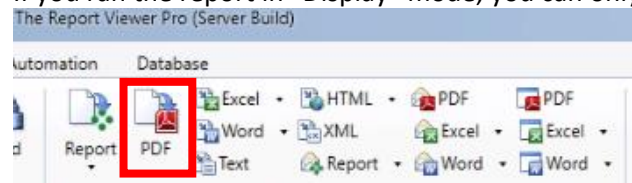


- i. Click “Override Defaults”
- ii. Un-check “Simplify page headers”
- iii. Click OK



- 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

