

## Reporting Tool Product Demonstration CRYSTAL

	Task	Item Reference on Functionality Reference
1	Select data view and elements	5
2	Join at least two views	6
3	Specify the data selection criteria	8
4	Specify the data sort criteria	14
5	Create parameters for the data selection criteria	32
6	Create sub-totals and counts	16
7	<b>Create "temporary" calculated fields:</b>	
a	percent or sum of two elements	16, 19, 20a
b	sub-string of character element	16, 20d
c	concatenation of two elements	16, 20c
8	<b>Special formatting:</b>	
a	change format on numeric element	
b	insert color, italics and bold	28
c	conditional formatting based on element value	30
d	insert page numbers	27
9	<b>Report styles:</b>	
a	free-form or standard report	
b	cross-tab and/or pivot reports	18, 22
c	graphs or charts	29
d	multi-section output including reports of different styles	31
e	OLAP (drill down and up)	21
10	<b>Output options:</b>	
a	HTML	36c
b	EXCEL	36e
c	PDF	36d
11	<b>Complex reporting functions:</b>	
a	multi-step query	11
b	output from one query used as input into next query	10
c	merge of data (A or B)	12
d	match of data (A and B, A not B, B not A)	13
e	advanced mathematical functions (statistics)	17
12	Modify existing report in response to changes in views of data (i.e. add elements, delete or rename elements, rename views, etc.)	7