CRYSTAL: EXPORTING A CRYSTAL REPORT

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PROCESS

The Office of the Registrar is responsible for ensuring student data accuracy that allows for end users to run and export reports. Exporting reports is beneficial when a report history is accurate, but not in the format you wish to see. However, exporting from one file format to another does not always re-format the information in a useable way. Use the Export Format Types below to successfully export to a format of your choosing.

RESPONSIBILITIES

FACULTY AND STAFF

Users have the option to export a report to another format using the export option within Crystal. Follow the steps below to export report data. If you are scheduling report, you have the option to adjust this under Format prior to scheduling.

INSTRUCTIONS

1. Find the report you wish to reschedule from the report history listing.
2. Click the report title you wish to reschedule to highlight the report listing blue.
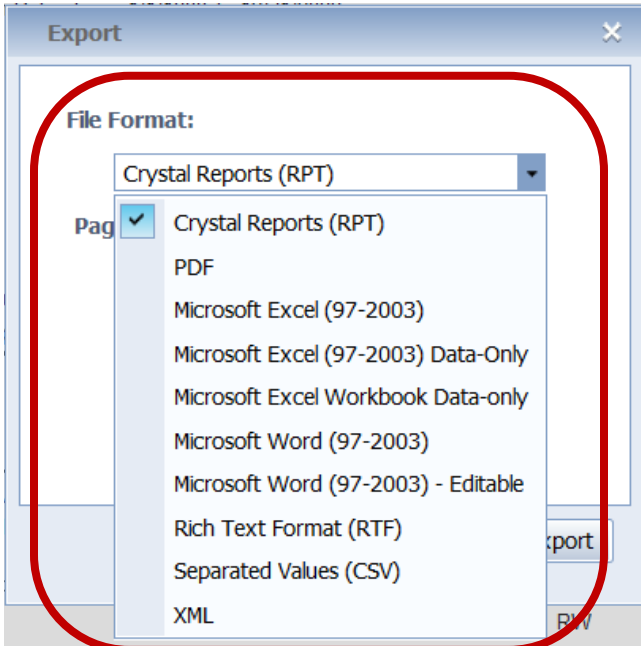3. Click the "Instance Time" of the report to open the output.

Instance Time ▼	Title	Status	Created By
Month Day, Year HH:MM	Report Title	Success	Your Username

4. Click the Export icon from the toolbar.

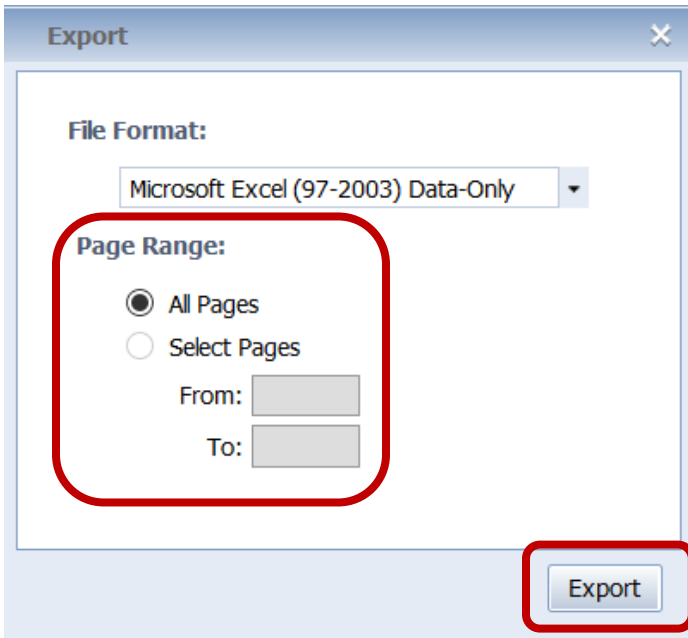| Home | Documents | Report Title WSCXXXX |

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5. Select the format of for how you would like the report to be exported. Descriptions for each output type are listed below in the references.

6. Select the Page Range you with to be exported, then click Export

REFERENCES

The export formats supported by Crystal Reports can be broadly categorized in two groups: page-based formats and record-based formats. Page-based formats tend to produce a more exact output. The emphasis of these formats is layout representation and formatting. Formatting refers to attributes such as font style, text color, text alignment, background color, and so on. Layout refers to object position, object size, and the relationship between these attributes

and other objects. Depending on the format you choose, it may not be possible for the program to preserve all layout and formatting perfectly, but page-based formats, in general, preserve these properties as closely as possible. With record-based formats, the emphasis is on data rather than the layout and formatting. However, in some formats—such as Microsoft Excel - Data only—you will notice that some formatting is exported. Some of the record-based formats are only data-exchange formats.

Output Type	Description
Crystal Reports (RPT)	Exporting to Crystal Reports format is much like using the Save As feature with the "Save Data with Report" option selected. This format exports (saves) your report with the current data without modifying the original report.
Crystal Reports Read-only (RPTR)	Crystal Reports Read-Only (RPTR) reports are Crystal reports that can be viewed with report viewer applications, but cannot be opened by the Crystal Reports designer. This enables you to protect your intellectual property by preventing users from modifying the report or obtaining information about proprietary business logic that is stored in the report definition.
HTML 3.2 and HTML 4.0	HTML export formats are page based. The HTML 4.0 format preserves the layout and formatting of the report by using DHTML. The HTML 3.2 format, however, cannot maintain all of the layout precisely. The HTML 3.2 format is intended for backward compatibility with older browsers that do not support HTML 4.0. All of the images in your report are saved externally and a hyperlink is inserted in the exported HTML output. Therefore, this export format generates more than one file in the output.
Microsoft Excel (97-2003)	Microsoft Excel format is a page-based format. This format converts your report contents into Excel cells on a page-by-page basis. Contents from multiple pages are exported to the same

	Excel worksheet. If a worksheet becomes full and there is more data to export, the export program creates multiple worksheets to accommodate the data. If a report object covers more than one cell, the export program merges cells to represent a report object. Microsoft Excel has a limit of 256 columns in a worksheet; therefore, any report object (or part of it) that is added to cells beyond 256 columns is not exported. This export format retains most of the formatting, but it does not export line and box objects from your report.
Microsoft Excel (97-2003) Data-only	Microsoft Excel (97-2003) Data-only is a record-based format that concentrates on data. However, this format does export most of the formatting as well. Unlike the Microsoft Excel format, this format does not merge cells; each object is added to only one cell. The data-only format can also export certain kinds of summaries in Crystal Reports as Excel functions. The summaries that are supported are SUM, AVERAGE, COUNT, MIN, and MAX. To get the best output from Excel export formats, you should design your reports in an Excel-friendly way. For more information, refer to the Technical Brief called "Exporting to Microsoft Excel" found on the SAP Business Objects Support site.
Microsoft Excel Workbook Data-only	Microsoft Excel Workbook Data-only (.xlsx) is a record-based format that concentrates on data. However, this format does export most of the formatting as well. The data-only format does not merge cells; each object is added to only one cell. The data-only format can also export certain kinds of summaries in Crystal Reports as Excel functions. The summaries that are supported are SUM, AVERAGE, COUNT, MIN, and MAX.
Microsoft Word (97-2003)	Microsoft Word is a page-based, exact format that produces an RTF (Rich Text Format) file. The

	exported file contains text and drawing objects to represent report objects. Individual objects are placed in text frames. This format is intended for use in applications such as fill-out forms where the space for entering text is reserved as empty text objects. Almost all of the formatting is retained in this export format. Text objects cannot, however, be placed outside the left edge of the page. Therefore, if you have text objects in your report that are placed before the left edge of the printable area, they will be pushed right. (This is most noticeable in reports with wide pages.)
Microsoft Word (97-2003) – Editable	The Microsoft Word - Editable format is different from the Microsoft Word format; it is a page-based format, but not all of the layout and formatting are preserved in the output. This format converts all of the report object contents to text lines. Unlike Microsoft Word format, this format does not use text frames. Text formatting is retained, but attributes such as background color, fill pattern, and so on may not be retained. All images in your report are in-lined with the textual content and, therefore, the images automatically shift to accommodate text when the document is edited in Microsoft Word. This format does not export line and box objects from your report. As well, the special fields Page Number and Page N of M do not work when exported in this format. The Microsoft Word - Editable format has an option to insert page breaks at the end of each report page. This option may not correspond to the page breaks created by Microsoft Word; the option is used mainly to separate your report- page contents.
ODBC	ODBC is a record-based, data-exchange format. When you use this format, you can export your report data to any ODBC-compliant database.

PDF	PDF format is a page-based format. The exported documents are intended for printing and redistribution. PDF format will export both layout and formatting in a manner that is consistent with how the report looks on the Preview tab. PDF format embeds the TrueType fonts that appear in the document. (Non-TrueType fonts are not supported.) This export format does not support Microsoft font-linking technology— which is used to provide support for some extended character sets such as Chinese HKCS. Therefore, the fonts used in the report must contain all of the required glyphs. These URI types are supported for hyperlinks: "http:", "https:" and "mailto:".
Record Style - Columns with spaces and Record Style - Columns without spaces	The record-style formats export report data as text. These formats export data only from Group and Details areas. The output contains one line per record in the database (for the report). The record-style formats are used mainly for data exchange.
Report Definition	The Report Definition format exports your report to a text file that contains a brief description of the report's design view. This format is maintained only for compatibility with Crystal Reports 5.0.
Rich Text Format (RTF)	The Rich Text Format (RTF) format is similar to the Microsoft Word (97-2003) format.
Separated Values (CSV)	The Separated Values format is a record-based, data-exchange format. It exports the report object contents as a set of values separated by separator and delimiter characters that you specify. (When a comma (,) is used to separate fields, the format is known as Comma Separated Values (CSV); this export format is popular among Microsoft Excel users.)Like record-style formats, the Separated Values format also creates one line of values for each record in your report. A

	record contains all of the fields in each section of your report as seen in the Design view. That is, fields in the Report Header section are exported first, followed by the Page Header section, the Group Header section, the Details section, the Group Footer section, the Report Footer section, and finally, the Page Footer section. The Separated Values format cannot be used to export reports with cross-tabs or OLAP grids; nor can it be used to export reports with subreports in Page Header or Page Footer sections.

CONTACT

If you have any additional questions, please contact our office at banneraccess@augusta.edu.