

CRYSTAL: RUNNING A CRYSTAL REPORT



**OFFICE OF THE REGISTRAR
USER INSTRUCTIONS**

TABLE OF CONTENTS

INSTRUCTIONS.....	2
CONTACT	4

CRYSTAL: RUNNING A CRYSTAL REPORT

INSTRUCTIONS

1. Log into Crystal using your Augusta University credentials and LDAP Authentication. <https://crystal.augusta.edu/BOE/BI>

SAP BusinessObjects
BI launch pad

Enter your user information, and click "Log On".
If you are unsure of your account information, contact your system administrator.

System:

User Name:

Password:

Authentication:

 [Help](#)

2. By default, you will be taken to the "Home" page.
3. Find the appropriate report using one of the two methods below:

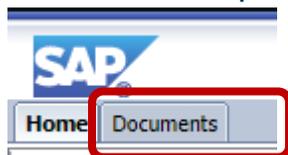
Follow the step below if you know the report number you would like to run:

1. Use the top right menu to search the full report title. EX: WSCXXXX



Follow the steps below if you do not know the report number you would like to run:

1. Use the top left menu to open "Documents"

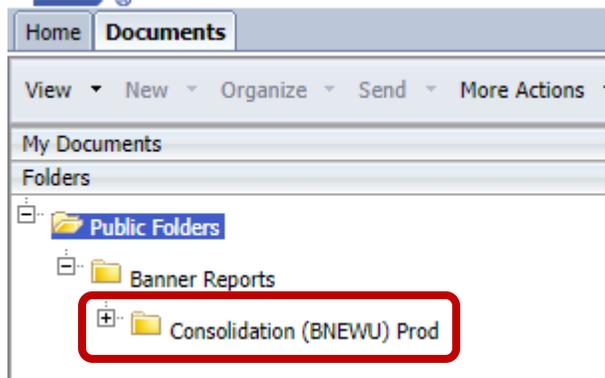


2. Choose "Folders" from the bottom left menu.



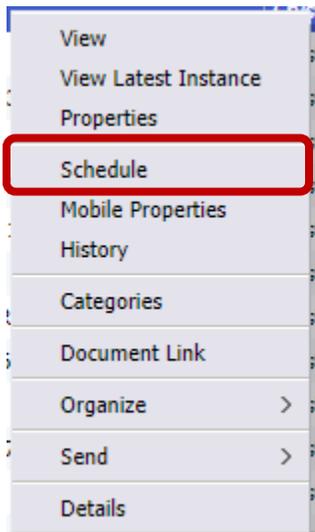
CRYSTAL: RUNNING A CRYSTAL REPORT

3. Use the dropdown menu from “Public Folders” to open “Banner Reports” then “Consolidation (BNEWU) Prod” to show all folders and corresponding reports you are eligible to run.



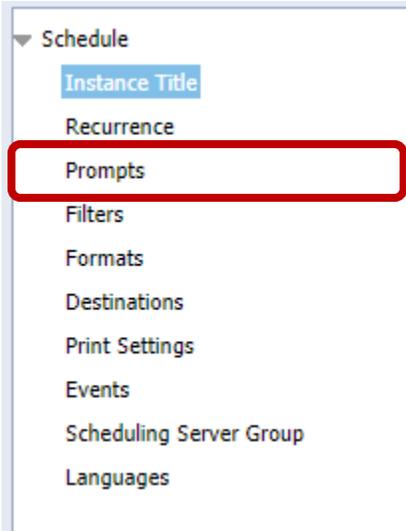
4. Search through your provisioned access to find the report you wish to run by clicking the + or – buttons on each folder.

4. Click the required report title to highlight the report listing blue.
5. Right click the highlighted report listing to open the report options.
6. Click “Schedule” from the option list.

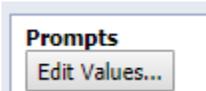


7. Choose “Prompts” from the options in the left menu.

CRYSTAL: RUNNING A CRYSTAL REPORT



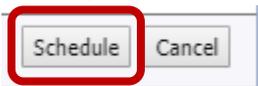
8. Choose “Edit Values” to update the parameters, as needed.



9. Once updated to the required parameters, click OK. The current window will close, and you will return to the “Prompts” menu.



10. Click “Schedule” to run the report. This will open a new window with the report history listing.



11. When the report is complete, the status will update to “Success”.

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

12. 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

CONTACT

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