

# MINUTES

## CRYSTAL REPORT USER GROUP

**Meeting date: November 16, 2007**

**Location: ETR Marlborough**

**Attendees:** Christina Kelly, Cynthia Krusen, Eddie Zhang, Gail Rossiter, Jeff Aho, Joan Boucher, Joe Eid, John Greene, Kathy Hoffman, Kathy Mack, Kathy Wesley, Kristine Libertucci, Leslie Abramowitz, Linda Bass, Marie Meibaum, Matt Burke, Mike Doak, Terri Bruce, Wilfred Bonilla, Cholthanee Koerajna

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Recorder: Kathy Wesley

### **Website/Product Updates**

- Crystal Version 12 can download free for 30 days however, we will still use Crystal 11. Crystal 12 version has a few new features.

### **MOSES Updates**

- Federal reports update
- 11 areas received \$20,000 in Title I Performance
- Literacy Numeracy 7% statewide – Literacy numeracy not doing well.
- MOSES data is not being entered correctly regarding post testing and type of test (Course Reporting problem)
- Start using the 90 day exit rule – If customer has not received services in 90 days the customer should be exited from the program. Career Centers can run an alert report to monitor this.
- Stopping a Crystal Report that has already started
  - If you key in ctrl/alt/delete, the program actually keeps running even though you do not see it. If you are in a large report, it slows the server down.
  - If you are running a large report and you want to stop it, call the MOSES Help Desk, tell them your User ID and main tables used in the report, and ask them to stop the report.

### **Tech Talk**

- **Demo 1 – Link tables in Access/Create Query/Create Crystal Report using Access Query as Data source**
  - Export before formatting fields overlap, some wrap – can be sloppy
  - Regular export option will mimic the Crystal report
  - For data use in Design view, go to options – rulers, guidelines and snap to grid or the export results may not line up.
  - To attach fields to guideline (note: there will be a red guideline). For export, do not put spaces between neighboring fields

- To attach headings to guidelines, make sure that the “can grow” is not checked. Make sure all fields are the same height.
- Inputting numbers in a plan report Access
  - Data to Access
  - Do query and put in to Crystal. This method can only be used as a data source as it is not updated.
- **Demo 2 Access Crystal Demo – Create Crystal Report/Export to Access/Create New Crystal Report using exported data as the data source/Link MOSES Tables**
  - Export to Access/Create. Find pool, export to access and then link to MOSES Table. Crystal is the data source. There will be a driver message; not an issue so skip it. Criteria exported from Crystal to access. See hand out sheets.

## Discussion

- Vet Rep strategy
- Follow up services
- Employment verification
- Looking at wage records
- What is happening with VWIP?
- Job retention under obtained employment
- Clarification and reminder of 3 months from start date or exit
  - What does 3 mo. follow up mean for job retention? Example: entered employment 2/07, exited 5/07
- VWIP
  - 3 month follow up and reminder of what that means
  - VWIP uses all common measures
- First quarter data is completed.
- Mike Doak presented several options for mini application reports and creating tables and data for local use. Crystal SQL Developer and be downloaded for free from the Business Objects website ([http://support.businessobjects.com/communityCS/FilesAndUpdates/cr9\\_data\\_to\\_ls.zip.asp](http://support.businessobjects.com/communityCS/FilesAndUpdates/cr9_data_to_ls.zip.asp)) None of the data is updated automatically.

**Next Meeting:            January 11, 2008**