

SAP Crystal Solutions  
SAP Crystal Reports and SAP Crystal Server

# Step by Step guide: View Interactive Reports With SAP Crystal Server 2016





## VIEW INTERACTIVE REPORTS

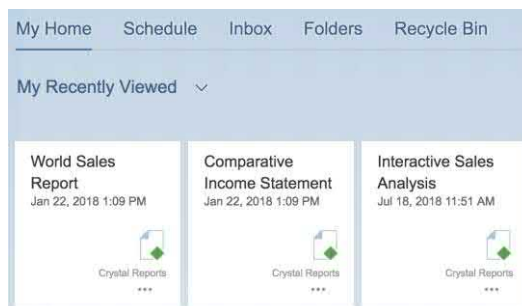
Using just a web browser, you can view pixel-perfect Crystal Reports with full interactivity. Provide your organization with real-time, fully interactive visual reports!

The sample reports 'World Sales Report' and 'Interactive Sales Analysis' have been used as an example in this guide. You can download these reports along with a sample database, from [https://www.crystalreports.com/ipp/samples\\_cr2016/](https://www.crystalreports.com/ipp/samples_cr2016/)

The latest version of SAP Crystal Server 2016 uses the Fiorified BI Launchpad, providing the newest leading edge interface. Log into the Fiorified BI Launchpad with your User ID and password (the password is case-sensitive).


### Logon to BI Launch Pad

1. Click anywhere on the World Sales Report to view it.



2. The report will push the My Recently Viewed list to the left.
  - a. Drill down on Germany by clicking its corresponding pie wedge, or by clicking its name in the text to the left of the pie chart.
  - b. Drill down on the Nordrhein-Westfalen region by clicking its bar, or by clicking its name in the text to the left of the bar chart.
  - c. Drill down on Bonn by clicking on its name in the text.
3. Notice the Navigation Bar at the top of the report, showing the drill down "path." followed.




- a. Navigate back to the country view by clicking Germany in the navigation bar. Drill down to the Berlin region, and the city of Berlin.
  - b. Navigate all the way back to the original report by clicking World Sales Report in the navigation bar. Drill down on other countries, regions, and cities.
4. When you're finished interacting with the report, navigate back to My Recently Viewed by clicking the back arrow at the upper left. 

5. Click the small ellipses **...** symbol on Interactive Sales Analysis to display a context menu. Select View.

6. Because this report contains report prompts, you'll need to supply values before the report runs.

a. To include all sales reps, you may leave the default \*All\* entry in the Selected Values list. Otherwise, click the Remove All button to clear the Selected Values list. Then, select one or more sales rep last names using CTRL/CMD-CLICK and click the right arrow to add them to the Selected Values list.




b. Click the date picker icon  to specify starting and ending dates for the report (data exists from 2/18/2015 through 5/2/2017). You may also just type dates directly in the Start of Range and End of Range text boxes in mm/dd/yyyy format.

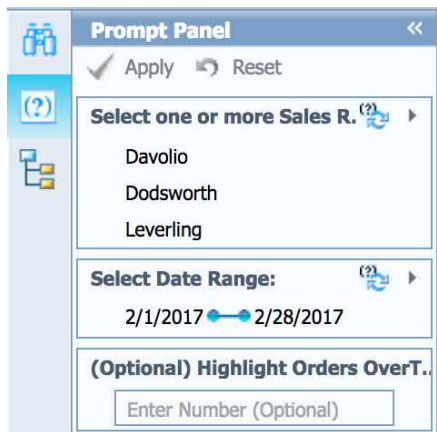
c. Optionally, you may type a number in the Highlight Orders Over text box to highlight orders on the report that exceed the amount you specify. If you leave this text box empty, no orders will be highlighted.



7. The report will display based on your interactive selections.

8. Notice the Preview Panel to the left of the report. By default, the Group Tree appears, showing the organization of the current report (in this case, organized by Sales Rep).



9. Click the Prompt Panel button . The group tree will be replaced with the prompt panel, which displays the same prompts that you supplied when the report was initially run.




10. Once you make changes to prompts, click the  button at the top of the prompt panel to re-run the report using the updated prompts. If you make changes to prompts and decide you don't want to apply them, click the  button to restore the prompts to their original values.

11. Try changing various combinations of prompts in the prompt panel. Note the following:

a. The Sales Rep prompt permits more than one value to be selected, or \*All\*.

b. The Date Range prompt requires you to specify a beginning and ending date.

c. The Highlight prompt may be left blank, in which case no orders will be highlighted. Otherwise, orders that exceed the amount you specify will be highlighted. You may click the small  at the right of the Highlight prompt to clear any existing value.



12. When finished, click the small down-arrow to the right of the BI Launch Pad at the top center of the screen.



13. Notice that both reports are still "open" and available for navigating. Select World Sales Report to return to it.

14. Click the dropdown arrow again and click the small x to the right of each report name to close the reports.



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