

Virtual Class Agenda

Reports, Forms & Labels



Overview

Spanning five days, this virtual training program is designed to acquaint participants with the basic Crystal Reports software, empowering them to craft tailor-made reports for seamless integration within the **DELMIAWorks** system. Attendees will hone their ability to navigate the intricate **DELMIAWorks** database structure. The primary focus will be on mastering specific functionalities crucial to generating effective **DELMIAWorks** reports. Utilizing Crystal Reports and/or the EIQ Label designer to construct inventory label files. These sessions will encompass utilizing data fields, barcode creation, label configuration within **DELMIAWorks**, as well as establishing integration with the core software system for streamlined label generation.

It's important to clarify that this course does not aim to provide exhaustive guidance on working extensively with relational databases or comprehensively covering the entire SAP Crystal Reports program

Target Learners

- Users responsible for customizing reports, forms and labels.
- Users involved with label or report creation or edits

Class Prerequisites

- Basic **DELMIAWorks** software experience and knowledge
- Working knowledge of the **DELMIAWorks** database structure (tables, views etc)
- DBA Access is suggested for Data Dictionary and table access

Learning Objectives

- How to navigate the basics of Crystal Reports, settings to improve report viewing and creation.
- To use the Report Wizard feature to create simple reports from scratch efficiently.
- How to use Field Explorer and other features to modify existing reports.
- Able to create, upload, and run custom reports and labels in **DELMIAWorks**.
- Create the basic label in the EIQ core Label Designer module

Virtual Class Cancellation Policy

- Cancellation notice received 15 or more days prior to the class start date incur no fee, those received 14 or less days prior incur a 50% cancellation fee.
- **DELMIAWorks** reserves the right to cancel low capacity classes. To confirm class availability please contact DELMIAWorks.training@3ds.com.



Class Schedule

Day 1

- Welcome/Orientation
- DELMIAWorks Data Dictionary
- Tips & Tricks to Identify Tables & Fields
- Lab 1 – Identifying Tables
- Intro to DELMIAWorks Crystal Reports Basics

Day 2

- Report Layout
- Report Wizard
- Inserting Objects
- Exploring the Experts
- Lab 2 – Creating a basic report
- Modifying Existing Report

Day 3

- Table / View Linking
- Summary & Running Totals
- Parameters
- Lab 3 – Creating a multi-table report
- Adding Reports to DELMIAWorks Reports / Report Security

Day 4

- Working with Labels
- New Label Report and Associated Views
- Report and Page formatting
- Barcode Features
- Lab 4 – Create a Manufactured Label

Day 5

- Image fields
- Label Setup in DELMIAWorks
- Lab 5 – Create Purchased Label
- Label Hierarchy