-+- Ucity...

TRAINING GUIDE

Crystal Reports Advanced 1 러는 러는 러는 러는

Using Crystal Reports with Lucity

Advanced - 1

The fifth of a seven-part series, this workbook is designed for Crystal Reports® users with some experience, who wish to explore the power of adding graphics to their reports.

Graphs help you visualize data. They show patterns and trends at-a-glance. In addition, they add impact to your ideas.

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Developing a Graphical Report

Crystal Reports allows you to add graphs in the Report or Group Header and Footer sections of a report. In the following step-by-step example, we'll create a report showing the Sewer Work Orders grouped by categories. We'll add a bar graph showing number of Work Orders for each Sewer category and a pie chart to show percentage of Work Orders for each category.

- 1. We will modify the Work Order Category Summary Report (WOCatSum.rpt) from the Work Order module. From the Work report folder open LC_WOCatGraph.rpt.
- 2. Change the Title to "Sewer Work Orders by Category Report."
- 3. Next, we will limit the work orders to those for Sewer assets.
 - a. Open Select Expert.
 - b. Open the WKORDER table.
 - c. Highlight **WO_INV_ID** and click *OK*.
 - d. Select "is between" from the drop down box and type in 2 and 6 (2:Structure, 3:Pump Station, 4:Pump, 5:Service Lateral, 6:Pipe).
 - e. Then, click OK.
 - These numbers come from the WKCATINV table.
 - f. The Select Expert formula now looks like this:

{WKORDER.WO_INV_ID} in 2 to 6

Preview

Sewer Work Orders By Category Report 7/2		7/2/2014
		9:28 AM
Category	Count of WO's	* Total Cost
21100 Sewer Manhole	3	\$0.00
21200 Sewer Pipe	5	\$580.27

- 4. Use the *Insert Section Below* option to add an additional *Report Footer* section.
- 5. Increase the new section (*Report Footer b*) size to about 3 inches to make room for the graph.

Inserting a Graph

- 1. Click Insert Chart 🕮 .
- 2. Place the "box" where the graph is to be located in the *Report Footer b* section.
- 3. The *Chart Expert* may automatically open, where you will proceed with the Data tab.

OR - Crystal may guess what data and type of graph you wish to use and drop the graph in. If the graph shows up then you will need to right click in the graph box and select *Chart Expert* to make any revisions.

Chart Expert, Data tab

If Crystal has guessed on your data, the following should appear:

Chart Expert	X
Type Data Axes	Options Color Highlight Text
Layout	Data
Advanced	On change of:
	Show:
Group	DistinctCount of WKORDER.WO_ID
Cross-Tab	
OLAP	

4. If this is correct, then you should look at the options within the other tabs to modify as needed. If this isn't correct, then click on **Advanced** and set up the data as follows:

Type Data Axes	Options Color Highlight Text	
Layout Advanced Group Cross-Tab	Data Available fields:	 On change of WKORDER.WO_CAT_TY - A Order TopN Show value(s): Count of WKORDER.WO_NUMBER Count of WKORDER.WO_NUMBER Don't summarize Set Summary Operation
		OK Cancel Help

Chart Expert, Type Tab

Highlight the "Side by side bar chart" option.



Chart Expert, Axes tab

art Expert	Quinne Taut			
Show gridlines Group axis: Data axis:	Major	Minor		
Data values Data axis:	Auto scale Auto rar	nge Min	Max 0.00	Number format
⊂ Number of divisio Data axis:	ins ⓒ Aut	omatic C	Manual 🗍	1

Chart Expert, Options tab

Chart color Color Format	Customize settings	skground	
C Black and white	Marker size:	Medium	
Data points	Marker shape:	Rectangle	
C Show label			
F Show value			
Number format:			
1	Bar size:	Large	

Chart Expert, Text tab

Chart Expert		
Type Data Axes Options T	ext	
Titles		
	Auto-Te	ext
Title:	~	Count of WO_NUMBER / WO_CAT_TY
Subtitle:		
Footnote:		
Group title:		W0_CAT_TY
Data title:		Count of WO_NUMBER
- Format		
AaBhCo	××××77	Title
Address		Footnote
	Fo	nt Legend title Group title

The graph should look similar to the following with the current titles:



- 5. To modify the report, right click on the graph and select *Chart Expert*.
- 6. Change the names in the **Text** tab to clarify the graph titles.
 - Uncheck the Auto-Text boxes to allow modification of the text in the associated field.

Chart Exp	ert		
Туре	Data Axes Options	Text	
	Titles Title: Subtitle: Footnote: Group title: Data title:	Auto-Tex	At Number of Work Orders per Category Category Number of Work Orders
	Format AaBbCo	cXxYyZz 	Title Subtitle Footnote Legend title Group title

- 7. There may be an issue with overlapping of the Group axis title and the axis labels. One option to correct this is simply to move the Group axis title (Category).
 - a. Click on the axis title (Category) which activates black dots around the edges.
 - b. Click and drag the title to the new location.



Number of Work Orders per Category

- 8. Another option would be to remove the axis values and let the legend suffice.
 - a. Click on one of the Group axis labels (such as Sewer Pipe) until it has the dotted box around it. (It may take multiple clicks)
 - b. Right click within this box and select Format Axis Label...
 - c. Under Color select "Transparent" and then OK.
 - d. Now the Legend will explain the categories.



Number of Work Orders per Category

- 9. If the graph works better with Group Axis values, then the legend is redundant information and could be removed. (Of course the Group Axis Label color would need to go back to black.)
 - To remove the Legend open the Chart Expert Options tab.
 - Uncheck the "Show legend" box. Then OK.



Number of Work Orders per Category

Chart Expert, Color Highlight

Sometimes it is helpful to use specific colors for certain groups. These can be set up in the Color Highlight tab using the drop down boxes to select the values.

- a. Click New
- b. Select the values and color in the Item editor section.
- c. Repeat New and Values for each Category that needs a specific color.
- d. Select OK.

Item editor
Value of: WKORDER.WO_CAT_TY 💙
is equal to 🗸 🗸
Sewer Pipe 🗸
Format color:
Maroon
- Novy

Sewer Work Orders By Category Report Report Subtitle		Print Date Print Time
[Category]	Count of WO's	[* Total Cost
	///////////////////////////////////////	///////////////////////////////////////
//Çtóup/#2/N4trie////////////////////////////////////	///////////////////////////////////////	///////////////////////////////////////
//w/b/w/w/week//////////////////////////	//////////////////////////////////////	///////////////////////////////////////
	<u>/////////////////////////////////////</u>	<u> </u>
	///////////////////////////////////////	<u>/////////////////////////////////////</u>
	<u>z, t, h s st h s t / / / / / / / / / / / / / / / / / /</u>	<u>/////////////////////////////////////</u>
wo_cat_cd] [wo_cat_ty	{DER.WO_ID	@TaskTot
Grand Totals:	RDER.WO_ID	@Total
320 280 320 200 300 300 300 300 300 300 300 30		
	Sewer Work Orders By Category Report Report Subtitle [Category] Codup:#2/Haime////////////////////////////////////	Sewer Work Orders By Category Report 'Report Subtitle [Category] [Category] (Count of WO's) '////////////////////////////////////

Preview

ewer Work Orders By Category Report		7/2/2014		
				11:29 AM
Ca	ategory		Count of WO's	* Total Cost
21100	Sewer Manhole		3	\$0.00
21200	Sewer Pipe		5	\$580.27
21300	Sewer Service		5	\$481.54
22000	Sewer Pump Stations		1	\$0.00
22100	Sewer Pumps		1	\$0.00
		Grand Totals:	15	\$1,061.81





Right click on the chart for further options. Examples of these options are displayed on the following pages. Options vary depending on the type of graph you are working with:



Chart Options, Appearance tab

Chart Options, Titles tab



Chart Options, Data Labels tab



Chart Options, Legend tab

Appearance Titles Data Labels Legend Gridline	Axes Multi-Axes
	Show Legend
Number of Work Orders per Category	Layout;
	Legend on Right Side 👻
	Markers and Text:
	Markers to Left of Text 🔹
0 꽃과	Box Style:
	Single Line Frame
₽ ₽1	Color Mode:
	Color by Groups
where and the share a second	
Catacons	Swap Series/Groups

Chart Option, Gridlines tab



Chart Options, Axes tab



You can play with the options until you achieve the look that best portrays your information.

Example 22A

Chart Type

In the *Chart Expert*, *Type* tab, you can select the Chart Type. These include **Bar**, **Pie**, **Line**, **Gauge**, etc.

Pie Chart

If the Pie option had been chosen instead of the Bar Graph pictured above, the graph we created would look like this:

Number of Work Orders per Category



The Legend needs to be added back in. (Options tab)

Number of Work Orders per Category



The Categories are shown as percentages so the title should reflect this. (Text tab)

Percentage of Work Orders per Category



Example 23A and Example 24A

Gauge Chart

Gauge reports give a unique perspective on data. An expenditure report can show where you are with your spending for the year. You can set the values and colors of your bands. At a glance the pointer will show you where you are now and if you need to worry about the next few months of spending or not.

In the *Work* report folder open the **Fiscal Year Gauge Report** (**DashBudgetYearGauge.rpt**). The report is set up as follows:





- 1. To select the colors in the gauge, right click on the gauge chart box.
- 2. Select Chart Options.
- 3. Click on the "Quality Bands" tab. You can set up to 5 "bands" or ranges of values.
- 4. Click OK to save.

hart Options Appearance Titles Quality Bands Legend Gridlines Axes				
	_	Min	Max	
Percent of Budget Used	IV Band 1 IV Band 2 IV Band 3	0 95.1 110.01	95 110 200	
	🗖 Band 4	0	0	
	🔲 Band 5	0	0	
	ОК	Cancel	Help	

- 5. For each band to have an individual color, you have to click each individual band to highlight.
- 6. Right click and select "Format Selected Item...".
- 7. Choose the Foreground Color.
- 8. Click OK.



Cross – Tabs

Cross-Tab is a row and column object that can be helpful in creating a type of spreadsheet. It is also useful in creating and modifying graphs.

It was necessary to use a **Cross-Tab** object to fix some graphs that were originally created using just the Crystal Chart option.

One graph looked like this:



Network Condition By Functional Class

As you can clearly see, the chart legend poses the most obvious issue. The placement of the bars is an additional concern. The "0 to 10", "10 to 20", and "Others" bars are placed after the "90 to 100" bar instead of before the "20 to 30" bar.

"This behavior occurs because Crystal Reports takes the first grouping in the data set and creates a sorted view of this data before creating the graph. When this first grouping does not contain all the possible items to be shown in the legend, Crystal Reports will sort the selection and add any new items to the end of the legend list." <u>http://technicalsupport.businessobjects.com</u>

The **Arterial** grouping did not have bars for "0 to 10", 10 to 20" or "Others". Thus, the legend was created without these ranges. As additional groupings were added, the legend picked up the missing PCI values.

A Cross-Tab object was used to correct these issues.

Creating a Cross-Tab Report

We will create a Cross-Tab report for Street Pavement Conditions to be run in the **Pavement Manager**>>**Field Inspections** module. A cross-tab object can be brought into an existing report or a new report can be created using the Cross-Tab Report Wizard.

Report to be created:



This module has fields utilizing several tables so it would be worthwhile to check **Field Definitions** to make sure we bring in all of the pertinent tables.

We will be using the following fields:

Inventory PCI (STPVFLD_FD_PCI) Total Area (STSUBSEG_SB_TAREA) Street Classification (STNET_SN_CLAS_TY)

- 1. Open Crystal Reports and select New Reports >> Cross-Tab Report Wizard.
- 2. Expand Create New Connection.
- 3. Open ODBC (RDO).
- 4. Within *Data Source Selection* select *GBAStret001* >> *Finish* (You may need to provide User Name and Password here).
- 5. Move the necessary tables from Available Data Sources to Selected Tables.

💾 Cross-Tab Report Creation Wizard	<u>×</u>
Data Choose the data you want to report on.	
Available Data Sources:	Selected Tables:
	< Back Next > Finish Cancel Help

6. Click Next and link as follows. Remember to "Left Outer Join" between tables.

🖺 Cross-Tab Report Creation Wizard	X
Link Link together the tables you added to the report.	
STEVELD FD_JD FD_SB_JD FD_DATE FD_CREW FD_MST_REC FD_DATC FD_MST_REC FD_DATC FD_MST_REC FD_MST_ST_SD FD_MST_REC FD_MST_RCC FD	Auto-Arrange Auto-Link By Name By Key Link Order Links Order Links Delete Link Link, Options Index Legend

7. Click Next. Set up the Columns, Rows, and Summary Fields as follows:

Eross-Tab Report Creation Wizard		x
Cross-Tab Add rows, columns and summarized fields to the cro	ross-tab from the available fields.	3
Available Fields:	Cross-Tab Columns: STNET.SN_CLAS_TY Summary Fields: Sum of STSUBSEG.SB_TAREA Sum Sum	
	< Back Next > Finish Cancel Help	

- 8. Click **Next**. At this time, we will skip the charting option.
- 9. Click **Next**. We would like to filter for the Most Recent Records (**STPVFLD.FD_MST_REC**).

🖺 Cross-Tab Report Creation Wizard		×
Record Selection (Optional) Select a subset of information to display	lay.	8
Available Fields: STPVFLD FD_ID FD_SB_ID FD_SB_ID FD_CREW FD_CREW FD_MST_REC FD_PATCH FD_NE_CONCD FD_SW_CONCD FD_SW_CONCD FD_SW_CONTY FD_SW_CONTY FD_SW_CEST FD_SW_CEST FD_NE_SWCCD FD_SW_SWCCD FD_SW_SWCCD FD_SW_SWCCD FD_SW_SWCCD FD_SW_SWCCTY FD_SW_SWCTY FD_SW_E	Filter Fields:	
	< Back Next > Finish Cancel	Help

- 10. Click Next. Leave the Grid Style as Original.
- 11. Click Finish.
- 12. Save the report in the **Street** report folder as **LC_PCIClass.rpt**.

A report has been created.

This is the Cross-Tab object that has been created.

	Arterial	Collector	Residentia	Total
6.90	0.00	1,267.33	0.00	1,267.33
7.75	0.00	3,830.56	0.00	3,830.56
8.45	0.00	458.22	0.00	458.22
8.90	0.00	1,022.33	0.00	1,022.33

It shows every PCI value (6.9, 7.75, 8.45...). We would like to group the PCI values to make the data more manageable.

Cross-Tab Expert, Grouping

There are various options that can be set up in the Cross-Tab Expert.

At this time the Group Options... will be set up.

- 1. Right click in the empty top-left corner of the table and select Cross-Tab Expert...
- 2. Click on the STPVFLD.FD_PCI field in the Rows box to highlight it.

Add rows, columns and a summarized field to the grid The summarized field's values and totals will be display with each column value.	from the available fields yed in the cells of the grid, for each row value crossed
	Cross-Tab
Available Fields: Report Fields STNET.SN_CLAS_TY STPVFLD.FD_PCI STSUBSEG.SB_TAREA	Columns:
GBAStret001 (ODBC (RDO))	Group Options
SN_ID SN_COM_ID SN_ST_SID SN_ST1_SID SN_ST2_SID	Rows:
Browse Data Find Field New Formula Edit Formula	Group Options Change Summary

3. Click on **Group Options**... This will open the various grouping options that we have previously used.

4. Using the drop down box below the field name, select "in specified order".

Cross-Tab Group Options	×
Common Options Specified Order	
When the report is printed, the records will be sorted and grouped by:	
STPVFLD.FD_PCI	
in specified order.	
Use a Formula as Group Sort Order	
The row will be printed on any change of: STPVFLD.FD_PCI	
OK Cancel Help	

- 5. This should take you to the **Specified Order** tab. If that tab does not open, click on the tab name.
- 6. Enter the first group name.
 - "0 10"

Cross-Tab Grou	o Options		×
Common Optic	ons Specified Orde	er	
Named Group:			
0 - 10			•
			+
			+
New	Edit	D	elete
	ОК	Cancel	Help

7. Click New. (Or, you can click New and enter the group name in the Define Named Group box.)

- 8. Select "**is between**" from the drop down box. Two boxes appear allowing you to set the upper and lower limits of the group. Enter the appropriate values.
- 9. Click **OK** and continue the process until all of the ranges have been entered.

💾 Define Named Gi	oup			×
Group Name:	0 - 10			_
STPVFLD.FD_PCI	<new></new>			
is between	• 0	and	<u>_</u>]
	9.	99	•]
ОК	Cancel	Help	Browse Data	

Cross-Tab Group C	ptions			×
Common Options	Specified Order	Others		
Named Group:				
			•	
0 - 10 10 - 20 20 - 30 30 - 40 40 - 50 50 - 60 60 - 70			• *	
New	Edit	D	elete	
	ок	Cancel	Help	

- 10. Click OK
- 11. Click **OK** again to close the *Cross-Tab Expert*.

The report now looks like this:

	Arterial	Collector	Residential	Total
0 - 10	0.00	12,541.26	0.00	12,541.26
10 - 20	1,766.33	15,337.62	0.00	17,103.95
20 - 30	0.00	18,502.09	0.00	18,502.09
30 - 40	4,617.84	7,977.52	470.56	13,065.92
40 - 50	2,980.82	9,800.53	535.83	13,317.18
50-60	11,124.56	54,284.62	0.00	65,409.18
60 - 70	46,264.87	·····	1,285.56	·····
70-80	23,614.21	57,101.67	0.00	80,715.88
80 - 90	6,003.48	·····	0.00	
90 - 100	7,148.68	70,989.21	779.72	78,917.61
Others	0.00	28,380.30	0.00	28,380.30
Total	·····	·····	3,071.67	·····

To see all of the number fields, the cells size will need to be increased.

- 12. Click on one of the blocked out fields (######). This will activate the sizing handles.
- 13. Click and drag the sizing handle to increase the width of the cell. All of the cells for this field will increase in size.
- 14. Change the Column titles to Bold, right aligned and the Area values beneath to not bold.
- 15. Save

	Arterial	Collector	Residential	Total
0 - 10	0.00	12,541.26	0.00	12,541.26
10 - 20	1,766.33	15,337.62	0.00	17,103.95
20 - 30	0.00	18,502.09	0.00	18,502.09
30 - 40	4,617.84	7,977.52	470.56	13,065.92
40 - 50	2,980.82	9,800.53	535.83	13,317.18
50-60	11,124.56	54,284.62	0.00	65,409.18
60 - 70	46,264.87	110,258.58	1,285.56	157,809.01
70 - 80	23,614.21	57,101.67	0.00	80,715.88
80 - 90	6,003.48	104,884.68	0.00	110,888.16
90 - 100	7,148.68	70,989.21	779.72	78,917.61
Others	0.00	28,380.30	0.00	28,380.30
Total	103,520.79	490,058.08	3,071.67	596,650.54

These Cross-Tab options are worth reviewing. The style might catch the eye of the reader to tempt them to read the data.

Cross-Tab Expert, Style

Cross-Tab Expert						×
Cross-Tab Style Customize Style						
Add style to the grid Select a predefined style to apply to the gr	id.					
Original Basic - Blue Basic - Indigo Basic - Community Blue Basic - Teal						
Basic - Gold Basic - Terra Cotta			2000:		x0000X	
Basic - Gray Scale			1001	X0000X		
Silver Sage 1	X000X	XXX	0.00	0.00	0.00	
Old Photograph Sepia		x0000X	0.00	0.00	0.00	
Honey Mustard Diion	xxxxxx		0.00	0.00	0.00	
Beach Blue Grape Gelato Blue Jeans Boarder Orange Custom					1	

Cross-Tab Expert, Customize Style

Cross-Tab Expert				×
Cross-Tab Style Customize St	yle			
(Optional) Customize the grid's st	yle			
Select a row or column name to ch	noose its background colo	r. Modify other optio	ns as desired.	
		Columns:		
		STNET.SN_CLAS_	TY	
		Grand Total		
Rows:				
STPVFLD.FD_PCI		Summarized Fields	S:	
Grand Total		 Vertical 	Show Labels	
		Horizontal		
Group Options				
Suppress Subtotal		Alias for Formulas:	STNET.SN_CLAS_TY	
Suppress Label		Background Color:	Custom 👻	
Grid Options				
Indent Row Labels	Repeat Row Labe	els	Suppress Empty Rows	
0.50 in	📝 Keep Columns To	gether	Suppress Empty Columns	
Indent Column Labels	Column Totals on	Тор	Suppress Row Grand Totals	
	Row Totals on Le	ft	Suppress Column Grand Totals	
0.13	Show Cell Margin	s	Format Grid Lines	

Example 25A

Graph Using Cross-Tab Data

We will now create a graph using the information from the **Cross Tab** object created in the previous example.

- 1. Click on the report *Design* tab and increase the size of the *Report Footer* section to about 3".
- 2. Click on Insert Chart 🛍 or click on Insert and then Chart.
- 3. Click the chart box frame into the *Report Footer* section.
- 4. The Chart Expert dialogue opens.
- 5. In the **Data** tab select **Cross-Tab**.
- 6. Use the drop down arrows to choose the appropriate fields and formulas.

Chart Expert		X
Type Data Axes	Options Color Highlight Text	
Layout	Data	
Advanced	On change of: STNET.SN_CLAS_TY	
Group	Subdivided by:	
	Show:	
UTOSS-T AD OLAP	Sum or STSUBSEG.SB_TAREA	
	OK Cancel Help	

7. Click OK.

The chart now looks like this:



8. The **Chart Expert** can be used to modify the titles (**Text** tab).

Туре	Data	Axes	Options	Color Hi	ighlight	Text]			
- Litle	es		,	Auto-Text						
	Title:									
	Subtitle:				[
	Footnote									
	Course title				Pavom	ant Con	dition (Inventory	PCI)		
	Group title	5.			raveili	eni Coni	ution (inventory	rcij		
	Data title:				PCI Are	ea (SY)				
- For	mat									
						T#	0			
	<i> </i>	\aBb	CcXx	í yZz		Su	btitle		Ê	
	1		,			Fo	otnote aend title			
				Font		G	oun title		-	

- 9. To read the Group axis (x-axis) horizontally, click on one of the titles.
- 10. Right click and select Format Axis Label.
- 11. Change the rotation to Normal.



12. Click OK. The changes will be applied to the chart.



13. The Cross-Tab object can be left at the top of the report in the Report Header, moved to the Report Footer or it can be suppressed, leaving the graph on its own.



Clean up modifications will probably be necessary such as the Report Title, date and time.

14. Save the report in the Street folder as LC_PCIClass.rpt.

Note: "Because cross-tabs are calculated during the first report pass (While Reading Records), you cannot use second-pass formulas in cross-tabs. You can use only formulas that calculate during the first pass. However, you can base a chart or a map on a cross-tab, because cross-tabs are processed before charts and maps." The Complete Reference Crystal Reports 10, Peck, 2004

Example 26A

Cross-Tab Dates

This report shows the number of Work Orders a person created in a specific date range. It shows the number for each day and day of the week.

		Work Order ?Report Subtitle @Title	r Count I	Report]					
GH1		//Eroup/#YMane//	//sroup/#YHane////////////////////////////////////							
D		///####WW///	//w/d_k/v/watetek///////w/d_/vixist/ast/////////////////////////////////							
GF1a		//\$rder,wo_hum	\$`E`P <u>`</u> ///////	///////////////////////////////////////	///////////////////////////////////////	///////////////////////////////////////				
GF1b		//WO/HHSTAF///	///////////////////////////////////////	///////////////////////////////////////	///////////////////////////////////////	///////////////////////////////////////				
RF	:	r	[Colu	mn #1 Name	′ Total					
	-		်။ #2 Name]	ţotal 📜						
	:	Row #1 Name]	[NUMBER]	NUMBER	[NUMBER]					
	÷	[Total]	[NUMBER]	(NUMBER)	[NUMBER]					



IniDt formula:

Date({WKORDER.WO_INIDATE})

Day formula:

["Sun", "Mon", "Tues", "Wed", "Thur", "Fri", "Sat"] [DayOfWeek({@IniDt})]

In the Customize Tab make sure the Suppress Subtotal box is checked.

Cross-Tab Expert		×
Cross-Tab Style Customize Style (Optional) Customize the grid's style Select a row or column name to choos	e its background color. Modify other options as desired.]
Rows:	Columns: Col	
WKORDER.WO_INISTAF Grand Total	Summarized Fields: • Vertical Show Labels • Horizontal	
Group Options Suppress Subtotal Suppress Label	Alias for Formulas: @ModDt Background Color: Custom	
Grid Options Indent Row Labels 0.50 jm Indent Column Labels 0.13 in	Repeat Row Labels Suppress Empty Rows Keep Columns Together Suppress Empty Columns Column Totals on Top Suppress Row Grand Totals Row Totals on Left Suppress Column Grand Totals Show Cell Margins Format Grid Lines	

Work Order Count Report

7/1/2010 To 8/30/2010							
	7/22/10	7/28/10	Total				
	Thur	Wed					
pthomas	0	1	1				
ycortez	1	0	1				
Total	1	1	2				

To format the date field, you can right click on the date field and choose Format Field then click on the Date tab and select the formatting.

Cross-Tab Column and Row Titles

						Leave Type
		Administrative Leave	Docked Family Leave	Docked Unexcu <i>s</i> ed	Family Leave Holiday	Family Leave Sick
Employee	Ben Burges	0	0	0	0	0
	David Gossman	0	0	0	0	2.00

The titles "Leave Type" and "Employee" are part of the Cross-Tab. Formulas were created for the titles: @Leave Type

"Leave Type"

@Employee

"Employee"

Then the cross-tab uses the formulas as the first field in the Columns and Rows choices.

Cross-1	Fab Expert								×
Cross Add r	-Tab Style Cusi	omize Style summarized field to the grid	l from th	ie available field	s				7
The s with e	ummarized field's va each column value.	lues and totals will be displa	yed in ti	he cells of the g	rid, for ea	ach row va	lue crossed		
Availa	able Fields:						Columns:	+ +	
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