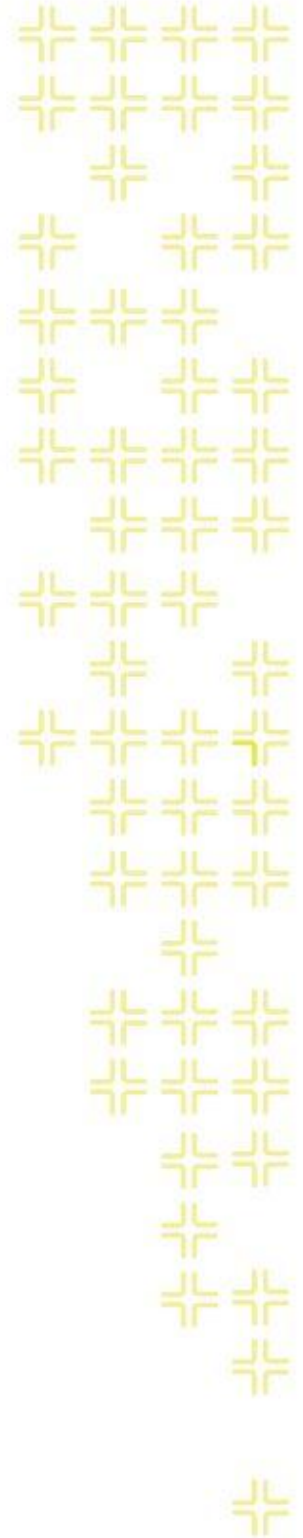TRAINING GUIDE

Intermediate Crystal 2

Using Crystal Reports with Lucity

Intermediate Examples – 2

The fourth of a seven-part series, this workbook is designed for Crystal Reports® users with some experience. Here, you'll learn how to add subreports and hide (drill-down) group data. Specifically, we'll look at the Work Order Locations subreport and the module's Comment section. Both the general Comment sections and the Work Order/Request Comment sections will be addressed.

Table of Contents

Subreports

Subreports are simply reports within other reports. They can stand alone or be linked. Lucity typically uses subreports to display information stored in the child records (dialog tables), information from other related modules, and the Comments sections. Subreports can vary in size and can be placed wherever you wish. Typically, subreports are inserted into their own Detail section.

One issue with subreports is the data in a subreport does not receive the filter out in Lucity. If this is required, then try to use grouping as previously discussed.

A second issue with using subreports is it is not possible to place a subreport within another subreport. Thus, it can be challenging to show the child of a child relationship. Usually this is handled with grouping in a subreport.

Accessing Subreports

A few Detail reports have subreports that may be minimized to a point where you cannot read the titles.

1. In the Reports Work file open the **CatRes.rpt** report.

2. The minimized sections below the Detail section contain subreports.
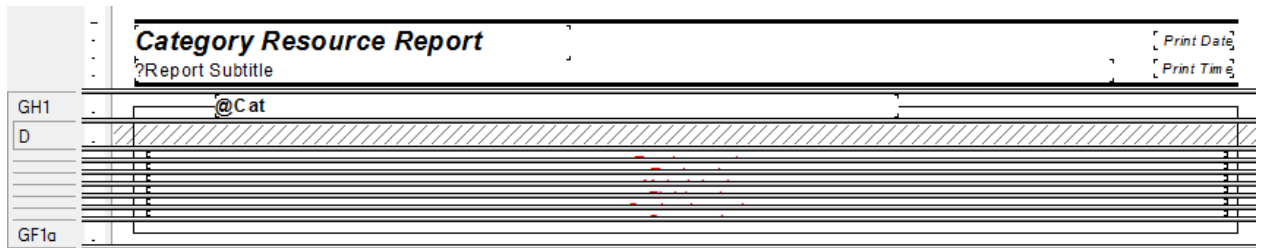
3. To view the subreport title, place the cursor over a subreport and the name will appear briefly (if the *Tooltips* are turned on). To open the subreport, simply double click on it.

4. It is also possible to navigate to a subreport using the *Report Explorer* . Make sure the *Show/Hide Grids and Subreports* is turned on . Then click on *Expand* . Subreports can be opened from this section or from the subreport itself by right clicking on the subreport name and selecting *Edit Subreport*.

Inserting a Work Order Locations Subreport

The data in many of the grids in the Lucity modules can be connected to the parent report. In the following example, we'll demonstrate how information from the *Work Order Location* grid in the **Work Orders** module can be connected to the **Aging Work Order Report**.

Finding Tables and Fields

1. In the **Work Order** module open a record in the *Work Order Location* grid to find field definitions.

    o   Open the **Work>>Work Orders>>Standard** module and click on the *Location* tab.

    o   Open an existing record in the *Work Order Location* grid (right click – *View Record*) or right click in the grid and select *Add Record*.

- o Find the field definition of the *General Location* field by pressing Ctrl and right clicking on the field and selecting *Field Definition* or *Field Properties*. There, you'll see the following:

  - The table name is **WKORDERLOC**.

  - The field name is **WL_GENLOC**.

- o If you do the same thing to the second field of the Address, the field name will show up as **WL_ADR_DIR**. This is not the correct field name for the information in the box. It is only one of the fields that are joined to create the address in this box. Thus, a formula is needed to address all the fields in a concatenated formula. Not all of the modules use this special address that pulls from the General Address module, some allow you to manually type in the address and store it in a single field.
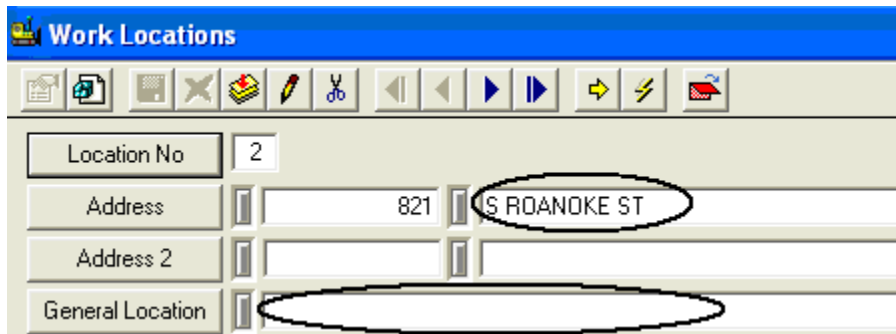
2. From the Work module export the **Aging Work Order Report** (**WOsAging.rpt**) and rename it **LC_WOsAgingLoc.rpt**.

3. Open the new report and delete the **WO_CAT_TY** field**.**

4. Delete the **WO_PROB_TY** field.

5. Change the **Category** column header to **Address.**

6. Change the **Problem** column header to **General Location**.

7. Click the *Database Expert* button .

8. Open the *Links* tab and note where the "tree" of tables begins; most often it is the top table on the far left side (frequently, this is the table the subreport will link to).

   - For example, this tree starts with the **WKORDER** table.
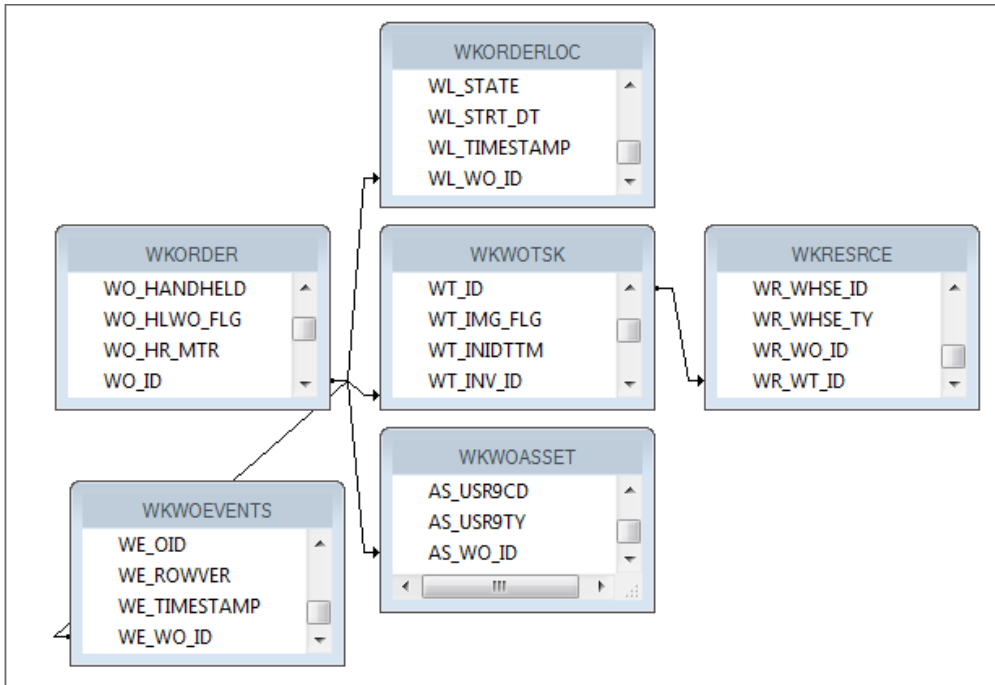
9. Close the Database Expert.

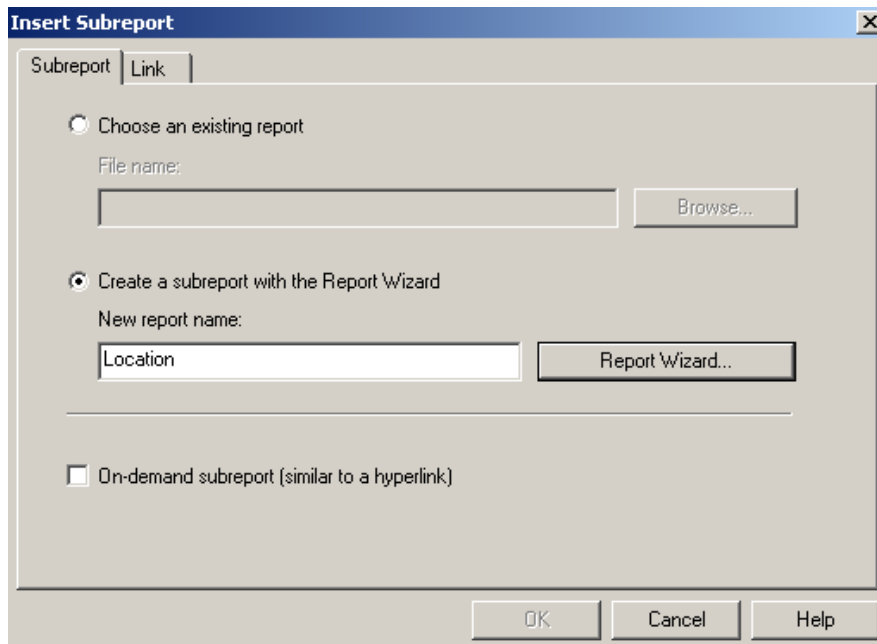## Inserting the Subreport

1. Click Insert Subreport ⊞ .

   o You'll need to type in the *New report name*. For example, we've called this subreport,
     Location.

   o Then, select the *Report Wizard*.

2. Open *Create New Connection > ODBC (RDO) > GBAWork001* (Finish key) > *Tables.*

   o Select the **WKORDERLOC** table and move it to the *Selected Tables* box on the right-hand side of the screen.
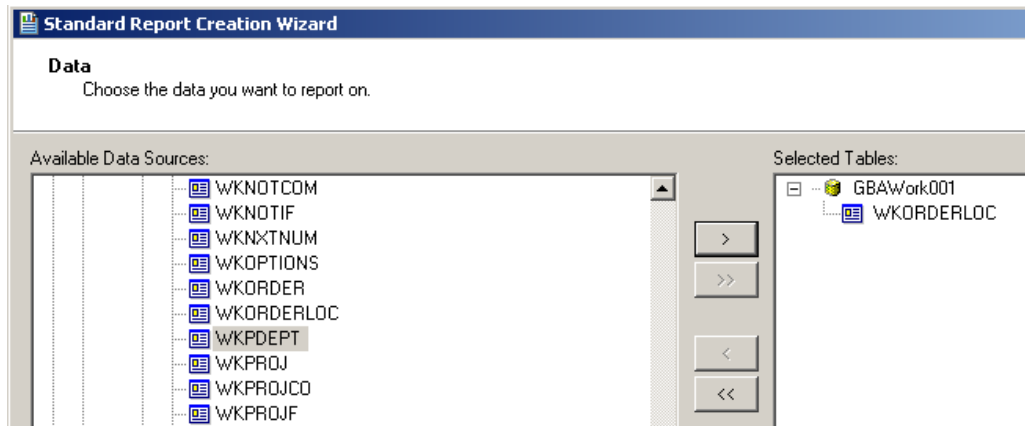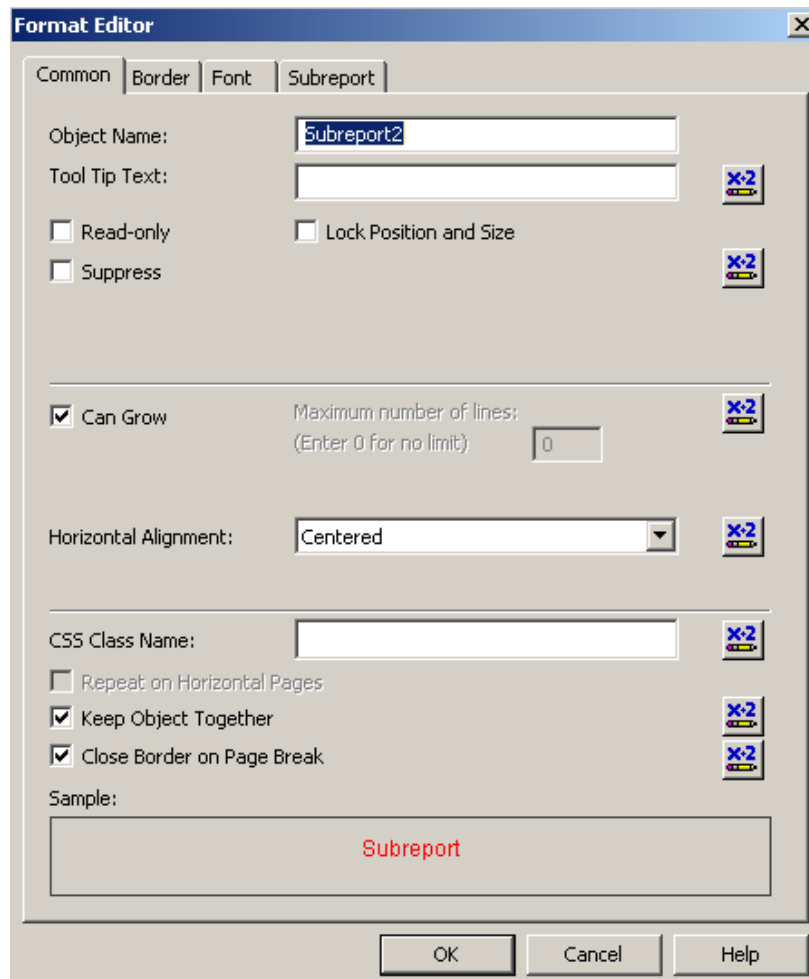
   o Click *Finish*.
   o Click *OK*.

5. Place the subreport "box" in the Detail section with the left edge aligned with the left edge of the Address column header.

6. Resize the box to fit under the Address and General Location area.

Formatting the Subreport

Right click in the **Location** subreport box and click *Format Subreport*. Choose the formatting options that you prefer.

- o For example, in the **Format Editor** dialog below, we've selected to center the report title. You can see a sample of your formatting selections at the bottom of the **Format Editor** dialog.

o Additionally, we've chosen to not use a predefined border.
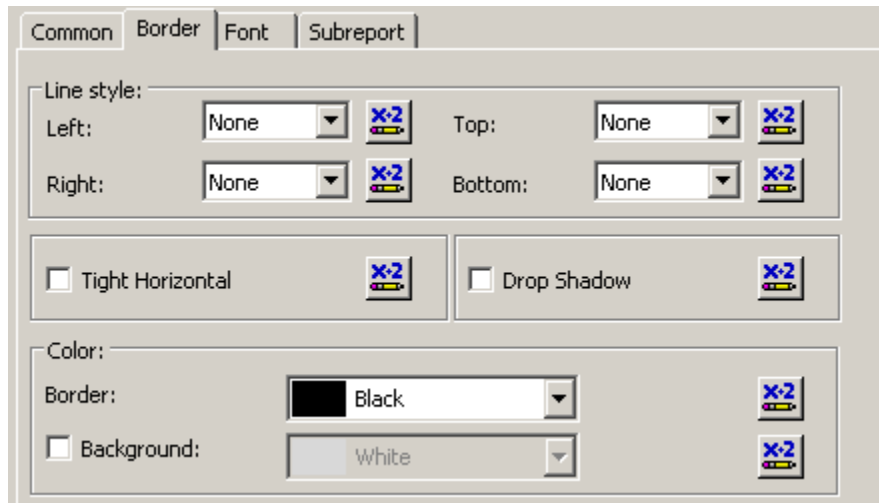
o For the subreport title we've chosen 10 point Arial for our font, and made the text red.
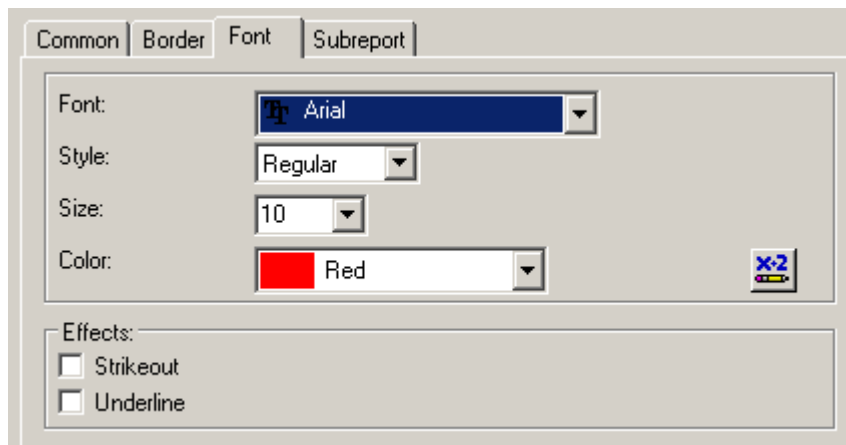
o Finally, we've chosen to Suppress Blank Subreports.
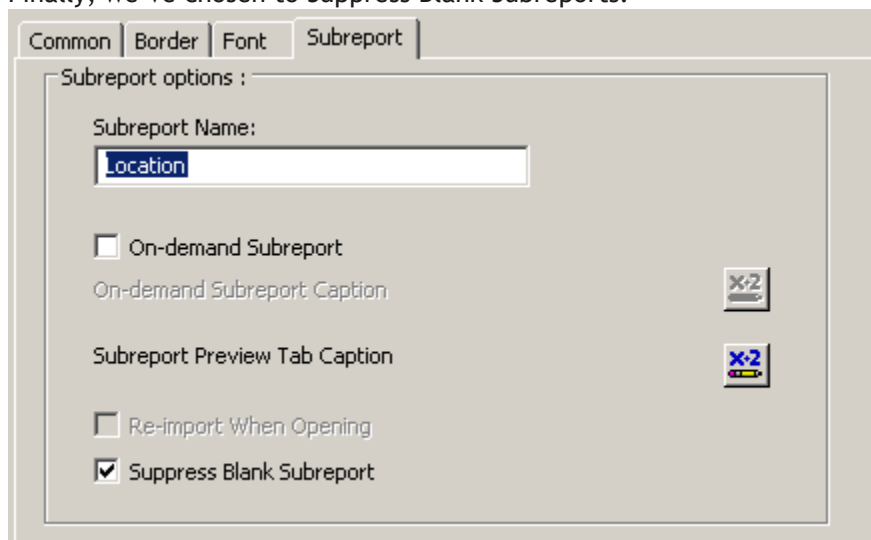
o Once you've finished selecting your formatting options, select *OK*.

Note: Some of the formatting options are strictly for the creator of the report like having the title centered and red. When working on a report this is a quick visual as to which parts of the report are subreports. Some of the formatting will affect the user end of the report like the border lines, empty space or whether the subreport Can Grow.

Subreport Links

Subreports can stand alone; however, typically they are linked to the main report. You'll need to find the correct table and field to link your subreport to. This will allow the main report and subreport to communicate effectively.

1. Right click in the **Location** subreport box and select *Change Subreport Links*.

   • The linked tables usually have an **ID** field with a common part; in this case it is **WO**.

2. Open the **WKORDER** table and move the **WO_ID** field over to the *Field(s) to link to* box on the right-hand side of the screen.

3. Click the arrow beside the field at the bottom-right of the screen and select the **WL_WO_ID** field.

4. Click *OK*.
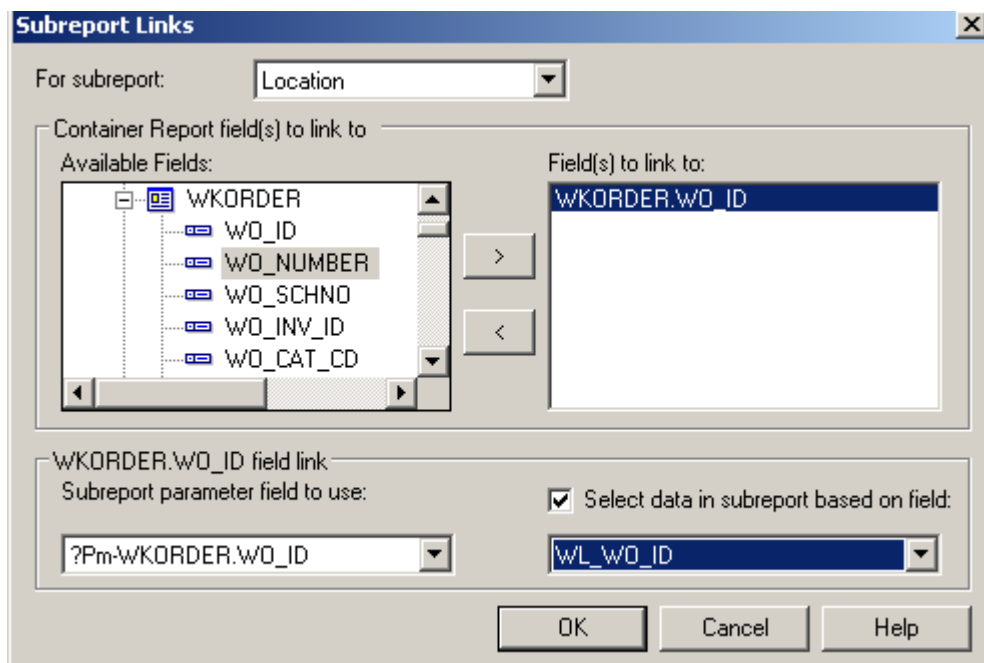
The linking creates a formula in the Subreport in the *Select Expert*.

{WKORDERLOC.WL_WO_ID} = {?Pm-WKORDER.WO_ID}

Note: The Web reports require any linking formula to have the "?Pm-XXXX" type formatting. This is automatically created through Crystal when using the Subreport Links dialog box. Remember to use this format if creating manually.

Adding Fields to the Subreport

1. Open the Location subreport by double clicking or right click and selecting *Edit Subreport....*

2. There will always be at least three sections; the Report Header, Detail and Report Footer. Suppress all sections other than the Detail section.

3. As mentioned earlier the address is a concatenated field. This formula will be borrowed from a standard report.

4. Open the **Work Order Detail** report (**WODetail.rpt**).

5. Locate the **Locations.rpt** subreport and double click on it.

6. Find the address formula within the report (**@Addy**). Right click on it and click *Copy*. Close **WODetail.rpt**.

7. Go back to the **LC_WOsAgingLoc.rpt** report.

8. Make sure you are in the **Location** subreport. Paste the address formula into the *Detail* section. Resize.

   - The address formula is shown below:

```
(If isNull({WKORDERLOC.WL_ADR_BDG})then "" else Trim(ToText({WKORDERLOC.WL_ADR_BDG},0,"","")))+" "+
  (If isNull({WKORDERLOC.WL_ADR_B2})then "" else Trim({WKORDERLOC.WL_ADR_B2}))+" "+
  (If isNull({WKORDERLOC.WL_ADR_DIR})then "" else Trim({WKORDERLOC.WL_ADR_DIR}))+" "+
  (If isNull({WKORDERLOC.WL_ADR_PT})then "" else Trim({WKORDERLOC.WL_ADR_PT}))+" "+
  Trim({WKORDERLOC.WL_ADR_STR})+" "+
  (If isNull({WKORDERLOC.WL_ADR_TY}) then "" else Trim({WKORDERLOC.WL_ADR_TY}))+" "+
  (If isNull({WKORDERLOC.WL_ADR_SFX}) then "" else Trim({WKORDERLOC.WL_ADR_SFX}))+" "+
  (If isNull({WKORDERLOC.WL_ADR_APT}) then "" else Trim({WKORDERLOC.WL_ADR_APT}))
```

9. Open *Field Explorer > Database Fields > **WKORDERLOC**.*

10. Drag **WL_GENLOC** field into the *Detail* section.
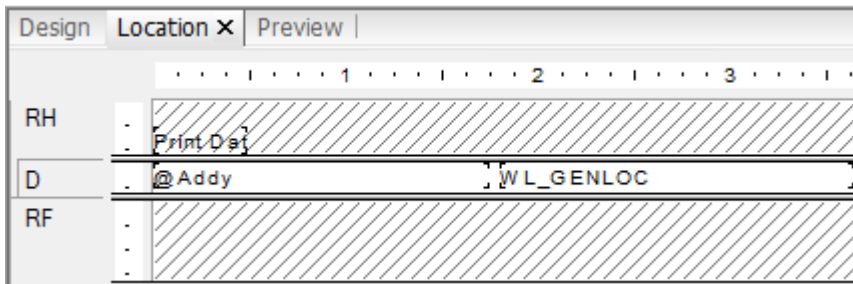
WO #	Status	Age	Create Date	Address	General Location	Action	Supervisor
WO_NUMBER	WO_STAT_TY	Age	@WOCreateg		Location	WO_ACTN_TY	WO_SUPR_TY

Preview

Aging Work Order Report   3/3/2014
                                                                                           1:42 PM

WO #	Status	Age	Create Date	Address	General Location	Action	Supervisor
2006-01129	New Work Order	2,909	3/16/2006			Residential Collections	KURT VONHOSSEN
2006-01608	New Work Order	2,797	7/6/2006			Sewer Line Cleaning	SHIELA KAMDON
2006-01610	New Work Order	2,797	7/6/2006	E CIVIC CENTER DR	by chipotle	SEWER OVERLFOW	SHIELA KAMDON
2006-01611	New Work Order	2,797	7/6/2006	1564 E VALENCIA ST			SHIELA KAMDON

11. Save and close the report.

Copying a Subreport

You can use an existing subreport or report in the same family (i.e. Work, Sewer, Storm, etc.) as long as you are careful with the linking. In our example below, we'll show you how to copy the more detailed Location subreport from the **Work Order Detail Report** and place it in the **Summary Report**.

1. Open **WODetail.rpt**.

2. Right click on the **Location** subreport and select *Save Subreport As*.

    - Make sure you are in the correct report file (**Work**).

    - Enter a *File Name* (**LocationsSub.rpt**).

    - Save the subreport and close the Detail report.

3. From the Work Order module export the **Work Order Summary Report (WOSum.rpt**) and name the new report **LC_WOSumDetLoc.rpt**.

4. Delete the **Address** column title.

5. Delete the **Locations** subreport.

6. Add a **new** section under *Group Footer 1a* and increase the size slightly to accommodate the new subreport.

7. Select *Insert Subreport*.

    - Click *Choose an existing report*.

    - Click Browse.

    - Locate the Reports\Work folder and double click on **LocationsSub.rpt**. You'll see the Insert Subreport dialog box.

    - Click *OK*.
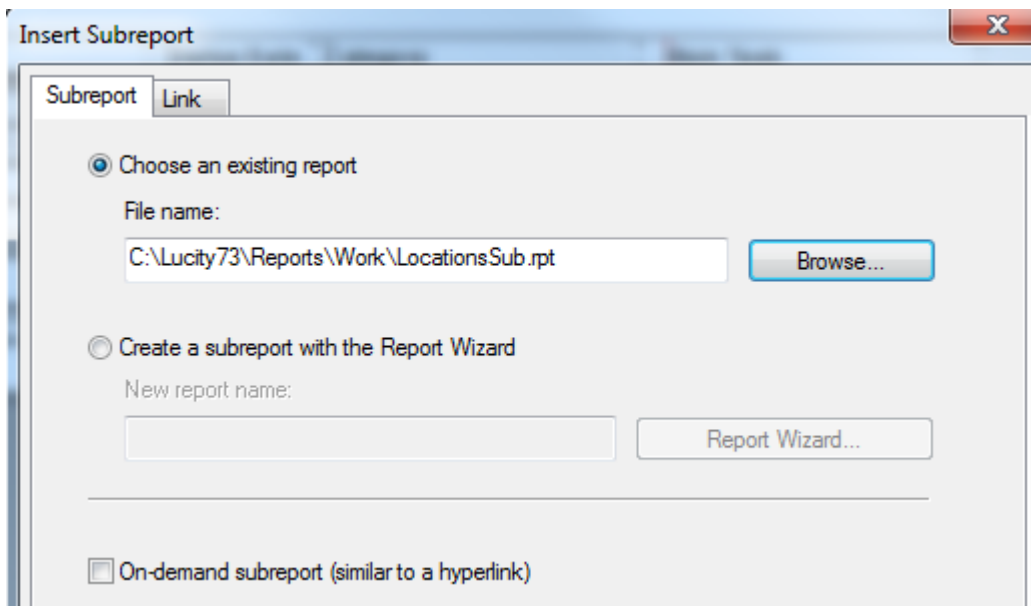
8. Place the subreport "box" in the newly created *Group Footer 1b* section.

9. Choose the desired subreport formatting options discussed earlier.

10. Resize to fit the report.

11. Right click on the subreport and choose *Change Subreport Links*.

> {WKORDERLOC.WL_WO_ID} = {?Pm-WKORDER.WO_ID}

12. Open the subreport and delete any empty sections.

13. Open the *Select Expert* and delete one of the parameter formulas. Even though the correct formula existed in the subreport's *Select Expert*, the main report doesn't recognize it, so it needed to be linked correctly again.

- {WKORDERLOC.WL_WO_ID} = {?Pm-WKORDER.WO_ID} and

  {WKORDERLOC.WL_WO_ID} = {?Pm-WKORDER.WO_ID}

- You'll see a duplicate formula because the subreport was taken from a report with the same parent table. If the subreport being used was copied from a report with a different parent table, you would keep the formula that reflects the correct linking.

14. Select *Save and Close*.

15. *OK*

WO #	Status	Status Date	Category	Main Task
05-03-0008	Complete	3/9/2005	Meter Repair Calls	Adjust Meter Box/Vault To Grade

Work Order Locations

Address		Address 2
X Coord	Y Coord	General Location
803 RICHARD ST		

Note: Do not try to use a subreport from one family of reports in another family, such as a Work subreport in a Sewer report.

Date Parameters to a Subreport

Frequently subreport records need to be selected for a date range. If the main report is using the date range as well then the date parameter should be created in the main body of the report and linked to the subreport. If only the subreport requires the date selection then the parameters can be created within the subreport.

The **FleetCost.rpt** report passes the parameters from the main body to the **Fuel** subreport.

First the date parameters were created in the main body of the report.

Within the subreport the date formula that will be used with the parameter dates was placed in the body of the report.

The parameter fields are brought to the subreport in the subreport linking.

The linking process sets the fields up in an "=" formula. This was changed in the Select Expert in the subreport.

- Formula Crystal creates:

  {@date} = {?Pm-?Start} and

  {@date} = {?Pm-?End}

- Changed to:

  {@date} >= {?Pm-?Start} and

  {@date} <= {?Pm-?End}

It is a good practice to make sure formulas and parameters have unique names within the report. There should not be duplication of names from the main report to the subreports. The web reports will not support duplicate parameter names.

Our Web code looks for parameters that start with "Pm-", it assumes these are subreport linking parameters and does not ask the user to provide this data. If you do not follow this convention our software will prompt you for the parameter values instead of letting Crystal automatically set those values.

Adding a General Comments Section

(Not Valid for Work Orders or Requests)

The system handles Comment grids differently than other types of grids in Lucity. For these grids, the information is stored in a MEMO table. The parent table communicates with this MEMO table to retrieve the Comment information. In the example below, we'll show you how to add the **Comment** field for the **Storm Conduit Inventory** module to the **Conduit Physical Data Check Report** (**SMcnphck.rpt**). You'll use these same steps to add Comment sections to all modules other than Work Orders and Requests comment section. It will work for the Memo type fields in Work Order like **Comment From Request** or in Request like the **Information for Work Order** memo field.

Option 1 – Creating a Subreport From Scratch

1. First we'll locate the field definition information for the Comment section.

   o From Storm open the **Conduit Inventory** module and click on the *Comment* tab.

   o Use the Ctrl + right click function to view the field definition. Make a note of the table name (**SMVCONDT**) and field name (**CN_MEMO1**).

2. Open the **Conduit Inventory** module's reports and Export the **SMcnphck.rpt** report.

3. Rename the new report as **LC_SMConChkCom.rpt** and then open it.

4. Right click in the margin to the left of the *Details* section and select *Insert Section Below*.

5. Increase the size of the new section slightly. This is where the **Comment** subreport will be inserted.

6. Click the *Database Expert* button ![icon].

   o Click *Links* and note where the "tree" of tables begins. This one starts with **SMVCONDT**.

   o Close the Database Expert.

7. Click Insert Subreport .
   o Type in the *New report name* (**Comment**).
   o Select *Report Wizard*.
8. Open *Create New Connection > ODBC (RDO) > GBAStorm001* (Finish key) > *Tables.*
   o Select **SMMEMO** and move it to the right-hand box, *Selected Tables.*
   o Click *Finish.*
   o Click *OK.*
9. Place the "box" in the **Details b** section.
10. Right click in the **Comment** subreport box and click *Format Subreport.* Choose the formatting options that you prefer.
11. Select *OK.*
12. Resize the subreport box.
13. Right click in the **Comment** box and select *Change Subreport Links.*
    o Open S**MCONDT** and move the **CN_ID** field over to the *Field(s) to link to* box on the right-hand side of the screen.
    o Click on the arrow beside the box at the bottom-right of the dialog and select the **CO_REC_ID** field.
    o Click *OK.*
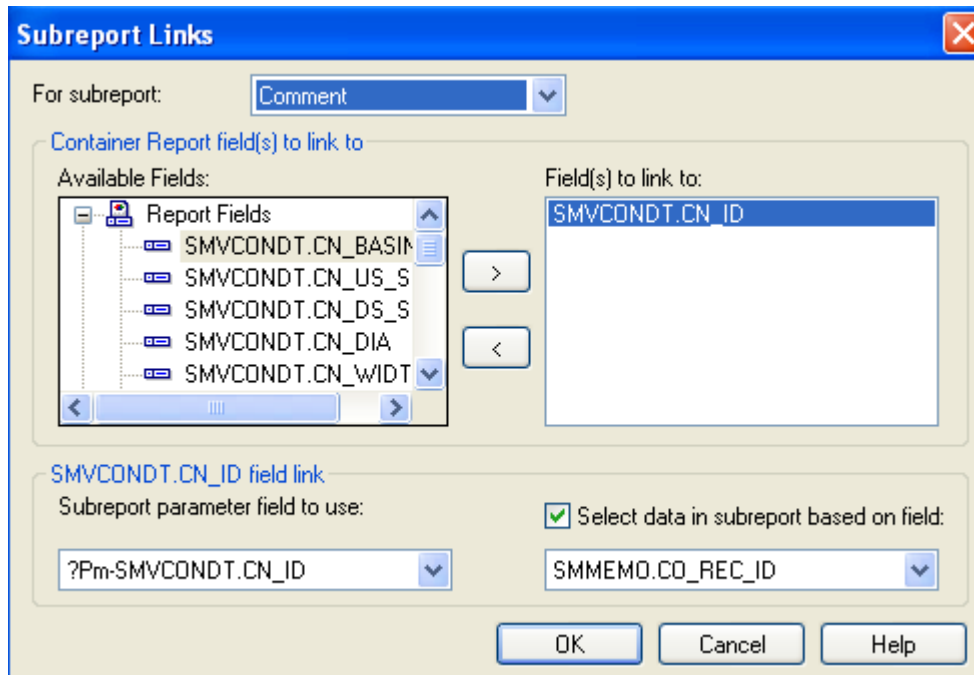
14. Double click on the **Comment** subreport box. You are now within the subreport.

15. Click on the *Select Expert* ⚙ .

- o Click on the *New* tab.

- o Click on the **CO_FIELD** and then *OK*.

- o Click on the down arrow within *Select Expert* and select **"is equal to"**.

- o Click on the down arrow for the right hand drop down box. Select **"CN_Memo1"**. (The comment field name, **CN_Memo1**, was previously found using the field definition.) The field is only available in the drop down box if there is a record that has the Comment field populated with data. Otherwise, type in the field name.
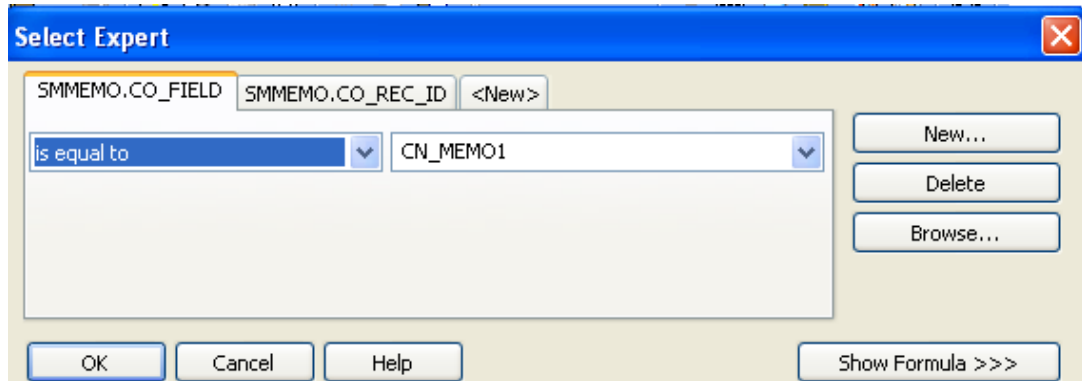
- o Click *OK*.

- o To view the formulas created within the *Select Expert*, click on *Select Expert* and then *Show Formula>>>*.

{SMMEMO.CO_REC_ID} = {?Pm-SMVCONDT.CN_ID} and

{SMMEMO.CO_FIELD} = "CN_MEMO1"

Note: The CO_REC_ID and CO_FIELD are the same for all general Comment subreports; however, the linking table and the field name in quotations changes for each module. The MEMO table name also changes depending on which suite of modules you are working in. For example, Street is STMEMO, Water is WTMEMO etc.

16. Suppress *Report Header a* and *b* and *Report Footer a* and *b*.

17. Create a "Comments" text object field in the *Detail* section.

18. Drag in the **CO_TEXT** field from *Field Explorer* and resize the field.

    o It is important that the **CO_TEXT** field be able to grow, so remember to check the *Can Grow* option within *Format Field*. Right click on the field and select *Format Field>>Common* (tab)*>>Can Grow (checked)>>OK*.
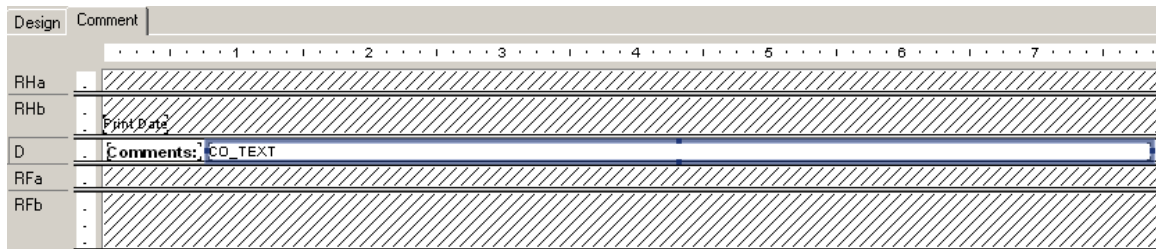

19. Click on the *Design* tab and then the *Print Preview* button.

Preview

Basin	US Structure DS Structure	Dia/Height Width	Length Slope (%)	Manning	US Rim DS Rim	US Invert DS Invert
250	1120	15	97.30	2.00	22.00	21.00
	1119	6	0.01		11.00	11.00
Comments:	comment for conduit 1120 1119					
1645	1121	15	50.60	2.00	24.00	24.00
	1122	6	0.00		15.00	15.00
Comments:	Comment for 1121 to 1122					
5615	1124	15	127.00	2.00	40.00	43.00
	1123	8	0.00		33.00	34.00
654135	1126	18	553.00	1.00	45.00	44.00
	1125	8	0.00		33.00	33.00

20. If you had tried to Preview the report while still in the subreport, something similar to the following would appear:
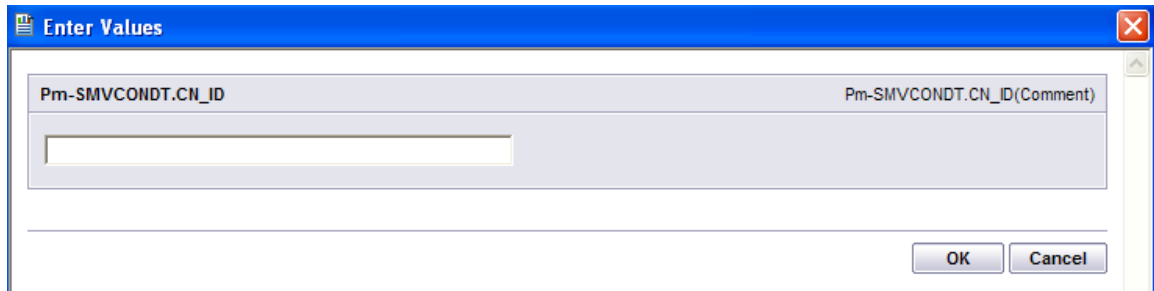
21. Press *Cancel* and then go to the report *Design* tab to run the report.

22. After reviewing the report, further modifications may seem necessary to make it easier to read.

- In our example, a line should be added below the **Comments** line.

23. Add a *Detail* section below *Detail b*.

24. Add a line to *Detail c*.

25. Format the line to silver.

26. Even when a record has no comments, the space for the **Comments** subreport will still appear. This space can be removed as follows:

o Click Section Expert .

o Click *Detail b* and select the *Suppress Blank Section* option.

o *OK*.

Preview

Option 2 – Creating a Subreport with the Report Wizard

1. Open the **Conduit Inventory** module's reports and Export the **SMcnphck.rpt** report.

2. Rename the new report as **LC_SMConChkCom2.rpt.**

3. Open the new report and add a *Detail* section.

4. Click *Insert Subreport*.

   o Name it **Comment**, and click *Report Wizard*.

5. Open *Create New Connection > ODBC > GBAStorm001 > Next > Finish > Tables*.

6. Move **SMMEMO** to *Selected Tables*. Then, click *Next*.

7. Move **CO_TEXT** to *Fields to Display*. Then, click *Next*.

8. There will be no grouping, so select *Next* in the *Grouping* dialog box.

9. In *Record Selection,* move the **CO_FIELD** to the *Filter Fields*.

   o Using the drop down box, select *is equal to*.

   o Using the next drop down box, select **CN_MEMO1**. Then, click *Next*.

10. Select *No Template* and *Finish*.

11. Select the *Link* tab.

    o Set this up as described in **Option 1**.

12. Select *OK* and drop the new subreport box in the new *Detail* section.

13. Set up and format the subreport as described in Option 1.

Adding a Comments Section to Work Orders and Requests and Dated Comments for Inventory Modules

The *Comment* tab within **Work Orders** and **Requests** is formatted differently than the *Comment* sections in other modules. For this example, we'll add a Comment subreport to the **Work Order Summary Report**.
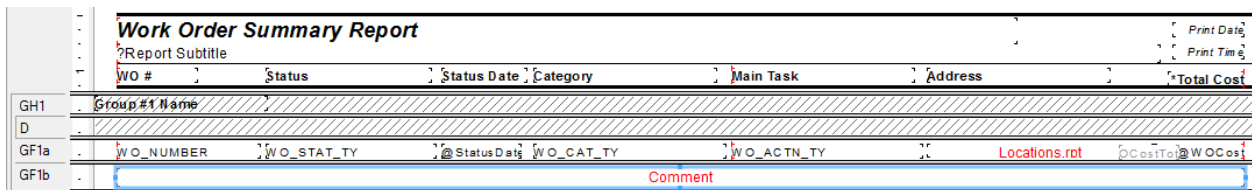
1. First, we'll find the field definition for the Work Order Comment section.

   o Open the **Work Orders Standard** module. Click on the *Comments* tab.

Recorded By △	Recorded Date	Recorded Time	Comment
GBA	04/09/2007	08:53 PM	This is also a special type of memo

   o Right click in the grid.

   o Select *Add Comment* or *View Details* for an existing comment.

   o Ctrl + right click in the large comments box to view the field definition. Note that the table name is **WKGDMEMO** and the field name is **GM_MEMO**.

   o Close the comment dialog.

*Note: This Comment section does not hit the **WKMEMO** table. Instead, it uses the **WKGDMEMO** table.*

2. From the Work Order module, export the **Work Order Summary Report** (**WOSum.rpt)** and rename it **LC_WOSumComment.rpt**. Then, open the renamed report.

3. Right click in the left margin of the *Group Footer 1a* section and select *Insert Section Below*.

4. Click *Insert Subreport* .
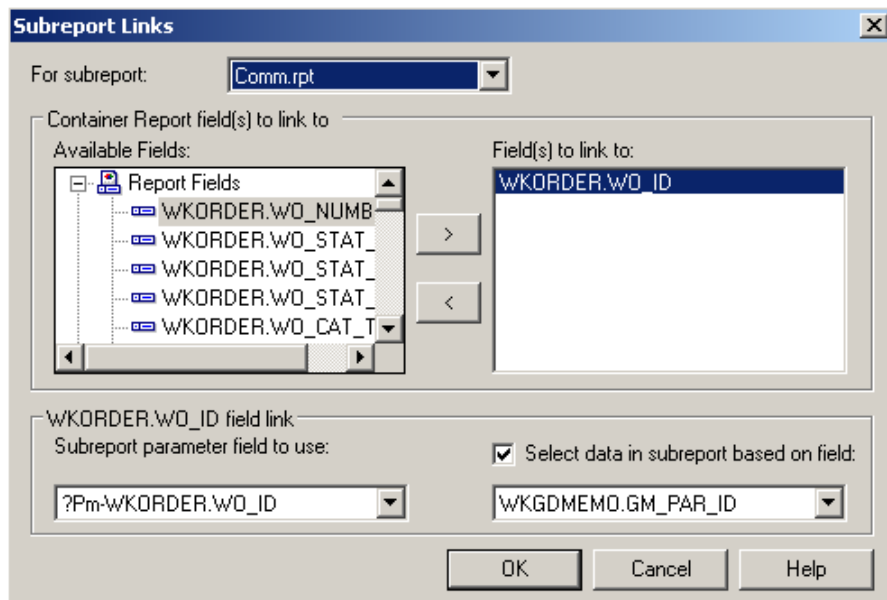
   o   Type a name for the subreport (**Comment**) in the *New report name* section.

   o   Click *Report Wizard*.

5. Open *Create New Connection > ODBC > GBAWork001* (Finish) > *Tables*.

   o   Move the **WKGDMEMO** table to *Selected Tables*.

   o   Click *Finish*.

   o   Click *OK*.

6. Insert the **Comment** "box" into the *Group Footer 1b* section.

7. Choose subreport formatting options and resize the box.

8. Next, right click within the **Comment** box and select *Change Subreport Links*.

   o   Select fields so it looks like the following:

   o   Click *OK*.

9. Double click on the **Comment** box. You are now in the **Comment** subreport.

   o Click *Select Expert* and click the *New* tab.

   o Click and highlight **GM_PARENT** .

   o Click *OK*.

   o With the drop down arrow select *is equal to*.

   o With the right drop down box select **WKORDER**. (This will only show as a choice if there is at least one record with a comment. Otherwise type **WKORDER**.)

   o Click *OK*.

   > *Note: The formula in Requests would look like this:*

   {WKGDMEMO.GM_PAR_ID} = {?Pm-WKREQ.RQ_ID} and {WKGDMEMO.GM_PARENT} = "WKREQ"

10. Add column titles. You'll want to make the titles **bold** and <u>underlined</u> in order to make them distinct.

11. Drag in the appropriate fields.

   • You'll need to create formulas before you can add the **Date** and **Time** fields.

12. Increase the size of the **GM_MEMO** field and format it so it *Can Grow*.

13. Place a box around the **Comment** subreport to separate it from the rest of the data. Make sure the bottom of the box is in the Report Footer section so the box will grow to accommodate the Memo field if necessary.

   o Add a title for the box (**Comments**).

   o Format the **Comments** text box with a *white background.*

Report Header a		
Report Header b	Comments	
	Recorded By:	Date:	Time:	Comment:
Details	GM_REC_BY	@Date	@Time	GM_MEMO
Report Footer b		

14. Click the *Design* tab.

15. Click the *Section Expert* button.

   o Select *Group Footer1b* and the *Suppress Blank Section* option.

   o Select *Group Footer 1* and the *Keep Together* option. Then, click *OK*.

Preview

Work Order Summary Report

WO #	Status	Status Date	Category	Main Task
98-000027	Complete		Administrative	General Office

Comments				
Recorded By:	**Date:**	**Time:**	**Comment:**	
GBA	4/16/2007	2:33:00PM	This is a comment for 98-000027	

WO #	Status	Status Date	Category	Main Task
98-000028	Complete		Administrative	General Office

Comments				
Recorded By:	**Date:**	**Time:**	**Comment:**	
GBA	4/16/2007	2:34:00PM	This is a comment for 98-000028	

WO #	Status		Category	Main Task
98-000029	Complete		Pavements	Asphalt Preparation
98-000005S	Completed		Pavements	Mudjacking
98-000030	Complete		Pavements	Repair Potholes

The Inventory modules have a second grid in the Comment tab with Dated Comments. The table will be obvious from the field definition and should reflect the suite of modules. For Storm - **SMGDMEMO**, for Sewer – **SWGDMEMO** etc. The setup would be similar to the Work/Request comment setup.

Hide (Drill-Down)

Sometimes, it's useful to view a condensed version of a report, where the details are accessible only when needed. This option is available when grouping data. In the following step-by-step example, we'll show you how to display the number of Work Orders for each category with the option to view the individual Work Orders within the categories.

The main report looks like this:

Work Orders by Category Report

8/27/2012
8:11 AM

Double click the category code to view the individual work orders.

Category	Count
13310 Auxiliary Equipment	1
41310 Backflow Preventors	1
12100 Bridge Maintenance	1
12510 Bus Stops	1
13320 Cabinet	1
02000 Call Center	3
92100 Commercial Collecti	2
13341 Conductor Cabling	1
13342 Conduit Cabling	1
12520 Curb	1
11300 Detention Basins	1
60000 Equipment	99

The hidden section of the Equipment category looks like this:

Equipment

WO #	Status	Status Date	Category	Main Task	*Total Cost
2006-01662	Complete	7/25/2006	Equipment	Miscellaneous	$156.59
2006-01682	Complete	8/7/2006	Equipment	Dist Maintenance/Equipment	$155.47
2006-01684	Complete	8/7/2006	Equipment	Miscellaneous	$208.35
2006-01685	Complete	8/7/2006	Equipment	Miscellaneous	$199.74

1. From the Work Order module, export the **Work Order Summary Report** (**WOSum.rpt**) and rename it **LC_WOHide.rpt**.

2. Delete the **Address** column.

3. Add the **Category** grouping and move the Category grouping to be the first grouping.

4. Add a second *Page Header* section above the Column titles by placing the cursor on the left ruler section, click and wiggle to create the break.

5. Move the **Category** title above **WO #** and remove the Category field.

6. Increase the *Group Header 1* section size.

7. Right click in the *Page Header b* section, click *Select All Section Objects,*.

8. Drag the column titles into the *Group Header 1* section, beneath **Group #1 Name**.

9. Right click in the *Page Header a* section and select *Merge Section Below*.

10. Add a column title called **Count** in the *Page Header* section.

11. Create a count formula using the *Summary* button **Σ** to count the number of Work Orders.
   o Have the *Count* formula placed in the **Group Footer 1** section.
   o Move the formula to the **Count** column.
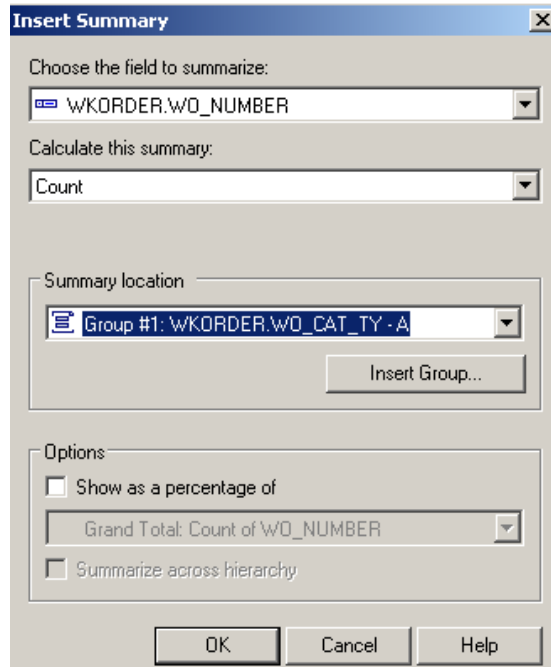
12. Next, we will create a concatenated formula where fields can be "tacked together" to eliminate awkward spacing. Create a new formula called **Category**.

if isnull({WKORDER.WO_CAT_CD}) then "" else {WKORDER.WO_CAT_CD}&" "&

if isnull({WKORDER.WO_CAT_TY}) then "" else {WKORDER.WO_CAT_TY}

13. Drag this formula into the *Group Footer 1* section under the **Category** column title.

14. To the left of the report, right click in the *Group Header 1* section and select *Hide(Drill-Down)*.

15. Repeat step 14 for the *Group Footer 2a* section.

16. Preview the report to see how it looks.

Category	Count
13310 Auxiliary Equipment	1
41310 Backflow Preventors	1
12100 Bridge Maintenance	1
12510 Bus Stops	1
13320 Cabinet	1
02000 Call Center	3
92100 Commercial Collecti·	2
13341 Conductor Cabling	1
13342 Conduit Cabling	1
12520 Curb	1
11300 Detention Basins	1
60000 Equipment	99

○ To view the Work Orders within each category, double click the category code.

Equipment

WO #	Status	Status Date	Main Task	*Total Cost
2006-01662	Complete	7/25/2006	Miscellaneous	$156.59
2006-01682	Complete	8/7/2006	Dist Maintenance/Equipment	$155.47
2006-01684	Complete	8/7/2006	Miscellaneous	$208.35
2006-01685	Complete	8/7/2006	Miscellaneous	$199.74
2006-01705	Complete	11/13/2006	Routine Service	$0.00
2006-01709	Complete	11/13/2006	Routine Service	$0.00

17. Next, you should add a text line in the *Page Header* that instructs the report viewer to double click on the category code to view the individual work orders.

Double click the category code to view the individual work orders.

Category	Count
13310 Auxiliary Equipment	1
41310 Backflow Preventors	1