

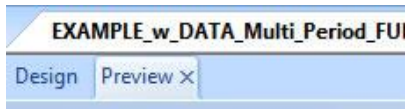
# CRYSTAL REPORTS

## Design and Preview tabs & Hide and Suppress options

---

### The Design and the Preview Tabs

When working with Crystal reports, you will be using both the Design and the Preview Tabs. Any changes made in one are reflected in the other as both have the same formatting capabilities.



### The Design Tab

The Design Tab represents the template of your report. It is the place where you do most of the initial work when creating a report. You may format, place and delete objects, specify sorting, grouping, set up formulas, etc.

### The Preview Tab

The Preview Tab displays the report **with data**. You view the actual results (data) and may change the formatting of the report, verify formula calculations, view record and group selections, etc.

*Note:* The process of building and modifying a report is the same in both the Design and the Preview tabs - features and functions are accessible from both tabs.

---

## Main components of a Crystal Report

When a report is created, Crystal Reports automatically creates five areas in the Design Tab - Report Header, Page Header, Details, Report Footer and Page Footer.



# CRYSTAL REPORTS

## Design and Preview tabs & Hide and Suppress options

---

An explanation of each Design Tab area is provided in the table below:

Design Tab areas	Explanation
Report Header (RH)	This section is generally used for the report title and other information you want to appear at the beginning of the report.
Page Header (PH)	This section is used for information that you want to appear at the top of each page (for example: University Fiscal Year, Fund Code, Fund Holder, Fund Type).
Details (D)	The report data appears in this section.
Report Footer (RF)	This section is used for information you want to appear once at the end of the report (for example: Total Budget, Total Actuals, Total Commitments, Fund Balance).
Page Footer (PF)	This section usually contains the information you want to appear on the bottom of each page. (for example: special fields such as page number, print date, total page count).

If a group, summary, or subtotal is added to the report, two additional sections are automatically created:

- Group Header (GH):  
This section typically holds the group name field. The Group Header area appears directly above the Details area.
- Group Footer (GF):  
This section generally holds the summary value (if any). The Group Footer area appears directly below the Details area.

*Note:* The Short Section names such as RH, PH, D, RF, PF, GH, GF are displayed in the Preview Tab, on the left hand-side of the report and they are used to identify each section (area) of the report.

# CRYSTAL REPORTS

## Design and Preview tabs & Hide and Suppress options

---

### Hide (Drill-Down) and Suppress options

The Hide and Suppress option allows you to hide a section of a report - the contents of the section will not be visible on the main Preview tab.

**For example, you can hide or suppress:**

- Empty rows and columns
- Details section
- Group Header/Footer
- Row and Column sub-totals and grand totals, etc.

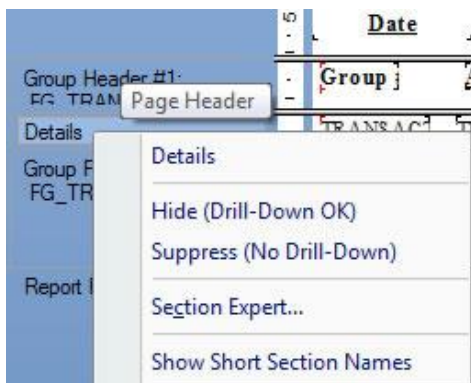
### The Hide (Drill-Down OK) option

- This option allows you to hide content which will only be visible when you "drill-down". For example, you have totals (Actuals, Commitments) for each account code grouping displayed in the report and decide to "hide" the individual transaction details. When you view the data in the Preview tab, instead of having a ten-page report, your report is now one page and only the totals for each account code grouping are displayed. When you double-click on these totals, a separate tab will open up with the hidden transaction details.

*Note:* To keep all Headers when you drill down, go to File > Report Options. Check the box "Show all Headers on Drill Down" and click OK.

### The Suppress option

- This option allows you to "hide" content. When you view the data in the Preview tab, you will not be able to drill-down to see the hidden content.



# CRYSTAL REPORTS

## Design and Preview tabs & Hide and Suppress options

---

### How to hide or suppress a section:

1. In the Design Tab, on the left-hand side of the report, right-click on the Section you want to hide or suppress.
2. Select Hide. This will allow you to drill down by double-clicking on the group.  
OR  
Select Suppress. This will not allow you to drill down.

### How to display a hidden or suppressed section of a report:

1. In the Design Tab, on the left-hand side of the report, right-click on the Section you want to display.
2. Select Show. This will display the section content.  
OR  
Select Don't Suppress.