

# How To Use Crystal Reports - WIC

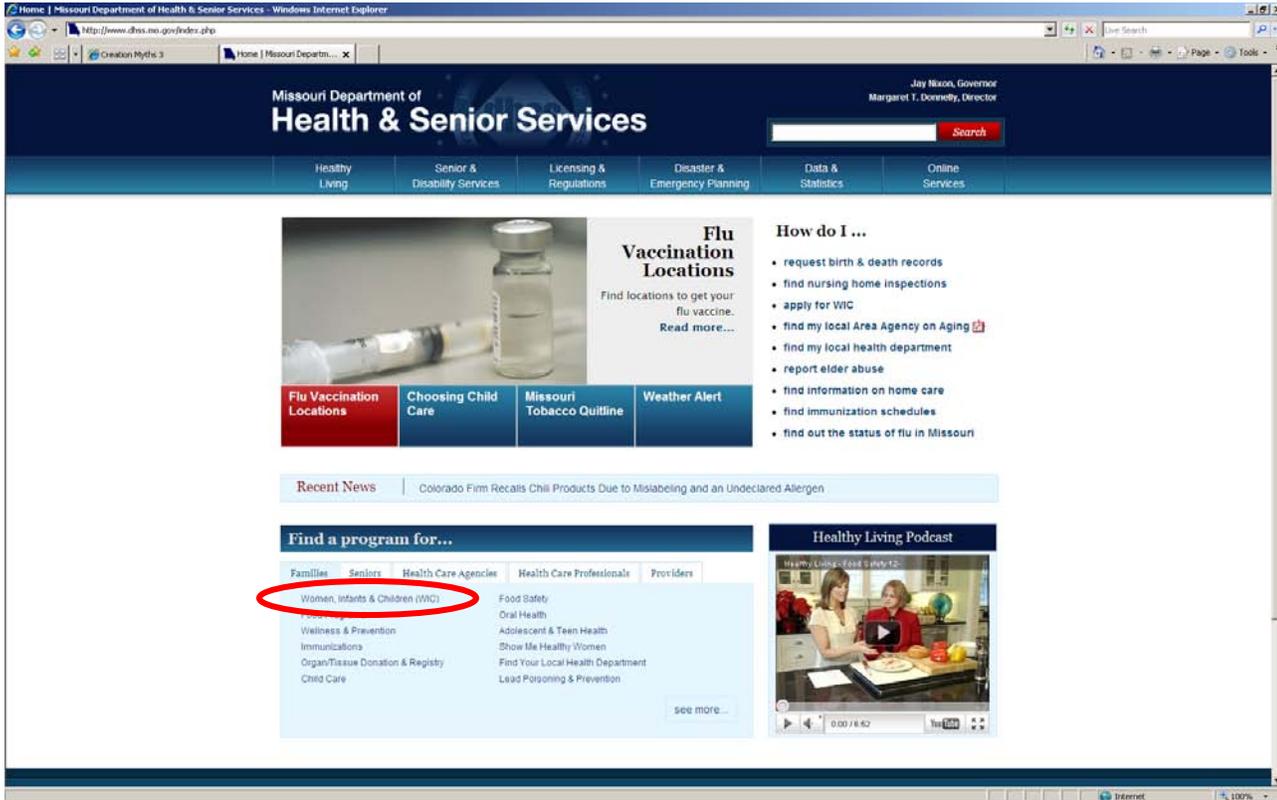
## Table of Contents

|                              |        |
|------------------------------|--------|
| Logging Into Crystal Reports | Page 2 |
| Selecting Reports            | Page 5 |
| Printing Reports             | Page 7 |
| Exporting Reports into Excel | Page 9 |

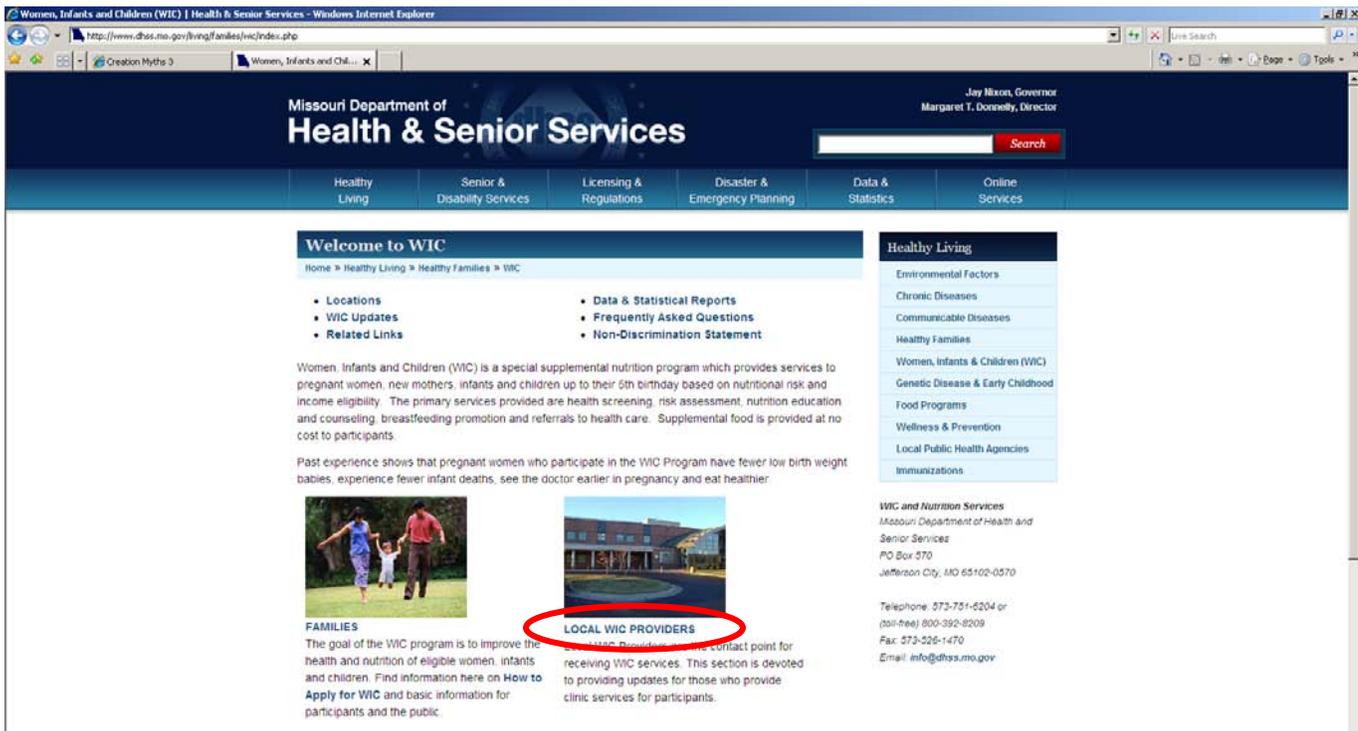
# How To Use Crystal Reports - WIC

## Logging into Crystal Enterprise

1. Go to the Missouri WIC Homepage, select the Women, Infant and Children link on the lower part of the page



2. Click on the wording Local WIC Provider Homepage.



# How To Use Crystal Reports - WIC

## 3. Click on Data & Statistical Reports.

The screenshot shows the Missouri Department of Health & Senior Services website. The main navigation bar includes links for Healthy Living, Senior & Disability Services, Licensing & Regulations, Disaster & Emergency Planning, Data & Statistics, and Online Services. The 'Local WIC Providers' page is displayed, featuring a sidebar with a list of links. The link 'Data & Statistical Reports' is circled in red. The main content area includes a heading 'Local WIC Providers', a list of links, a paragraph stating the page is for staff use, a photo of children holding hands, and contact information for WIC and Nutrition Services.

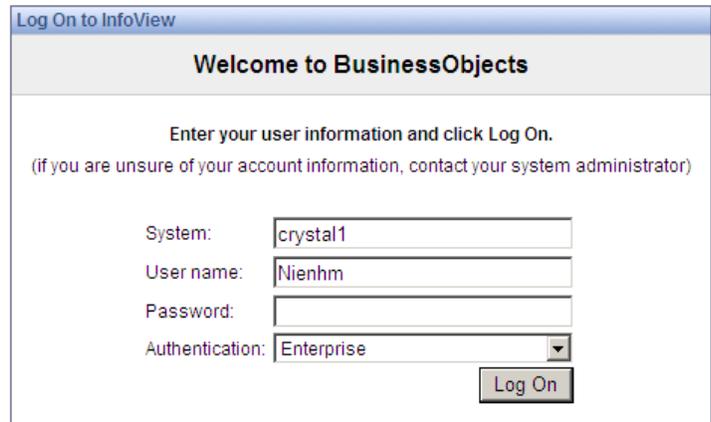
## 4. Click on the wording "Missouri WIC Data Reports"

The screenshot shows the 'Data & Statistical Reports' page on the Missouri Department of Health & Senior Services website. The 'Missouri WIC Data Reports' link in the left sidebar is circled in red. The main content area includes a heading 'Data & Statistical Reports', a paragraph about the reports, a link to a short instruction sheet, a paragraph about user requirements, a section for the 'Missouri WIC Customer Satisfaction Report', a section for 'Community Data Profiles', and a section for 'Missouri Information for Community Assessment (MICA)'.

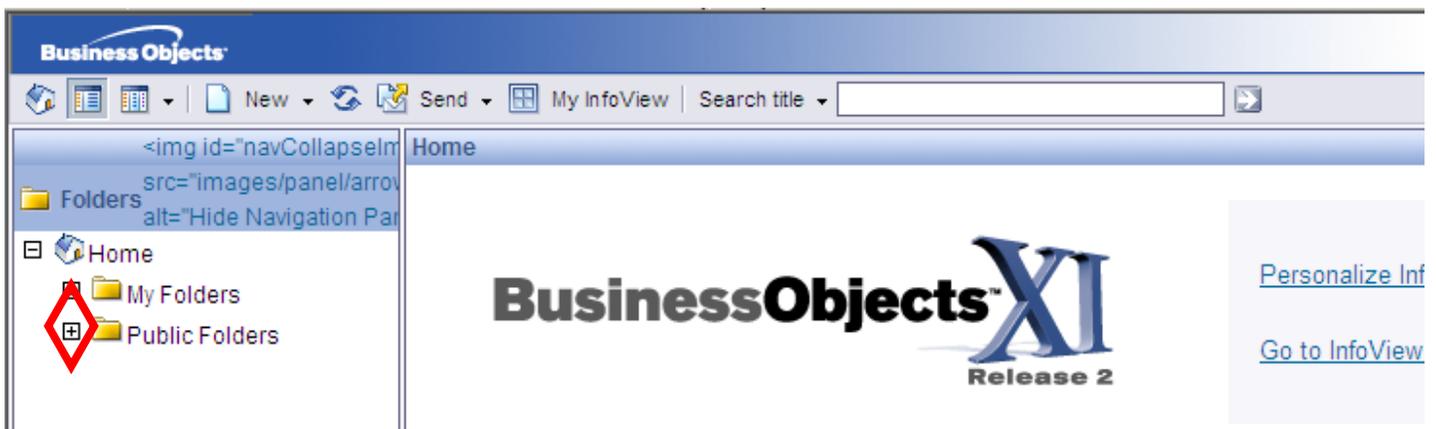
# How To Use Crystal Reports - WIC

- Once logged on, you should see the following screen. Click on the plus sign in front of the folder named Public Folders

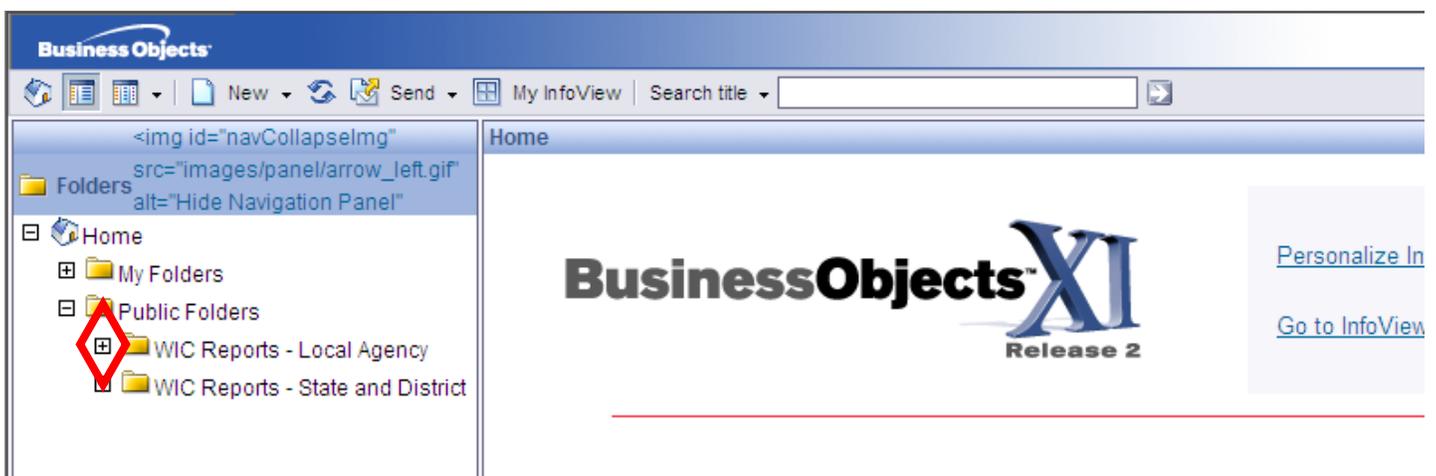
**System:** Crystal1  
**User Name:** LPHA e-mail Userid  
(Example: Michelle Nienhuis is Nienhm)  
**Password:** First Initial of your first name, first initial of your last name and the last four numbers of your SSN (ab####).  
**Authentication:** Enterprise



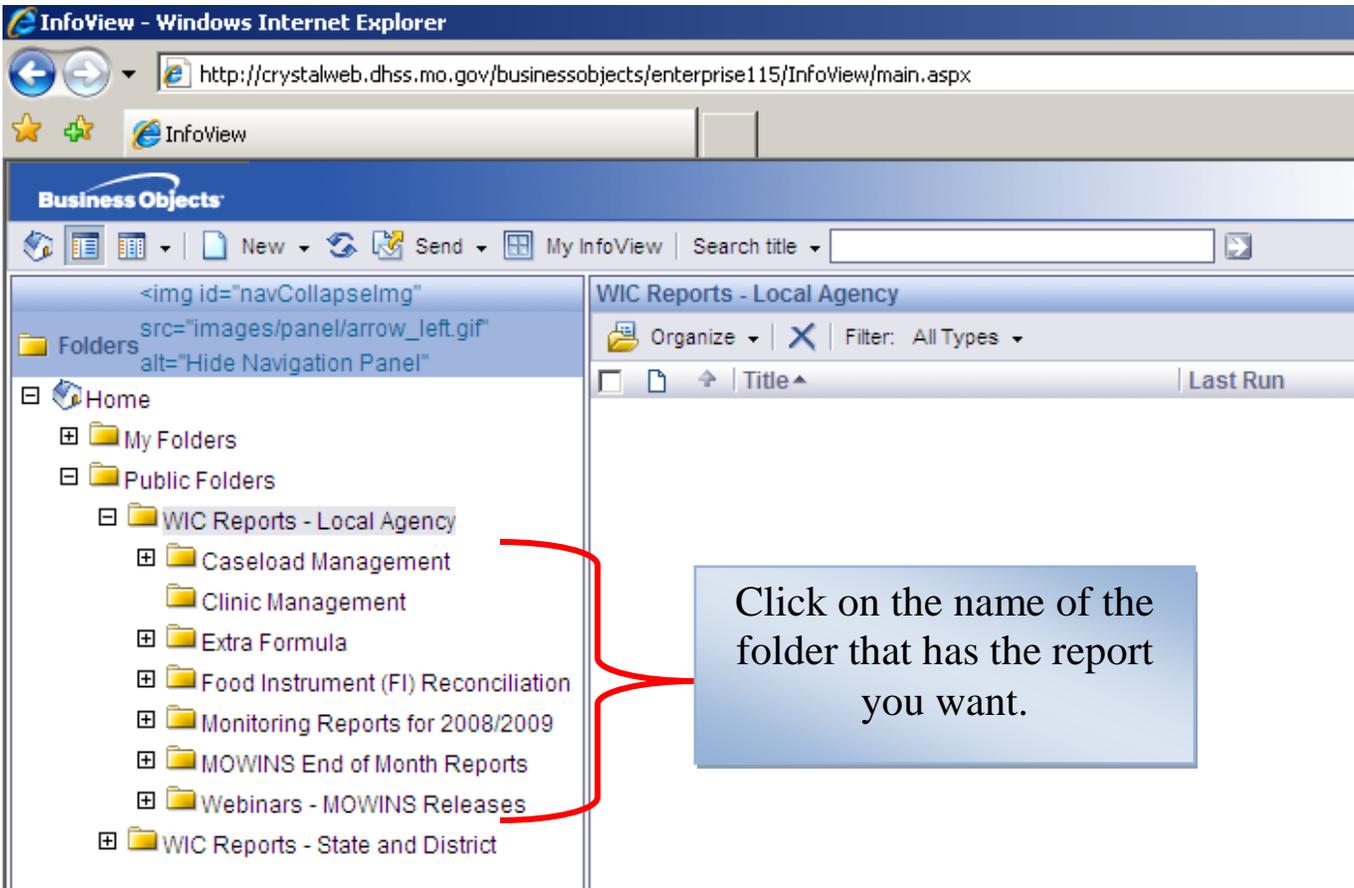
- Please Note:** When you click on the (+) plus sign by a folder, you will only see the folders available under that folder. When you click the folder name, you will only see the individual files under that folder.



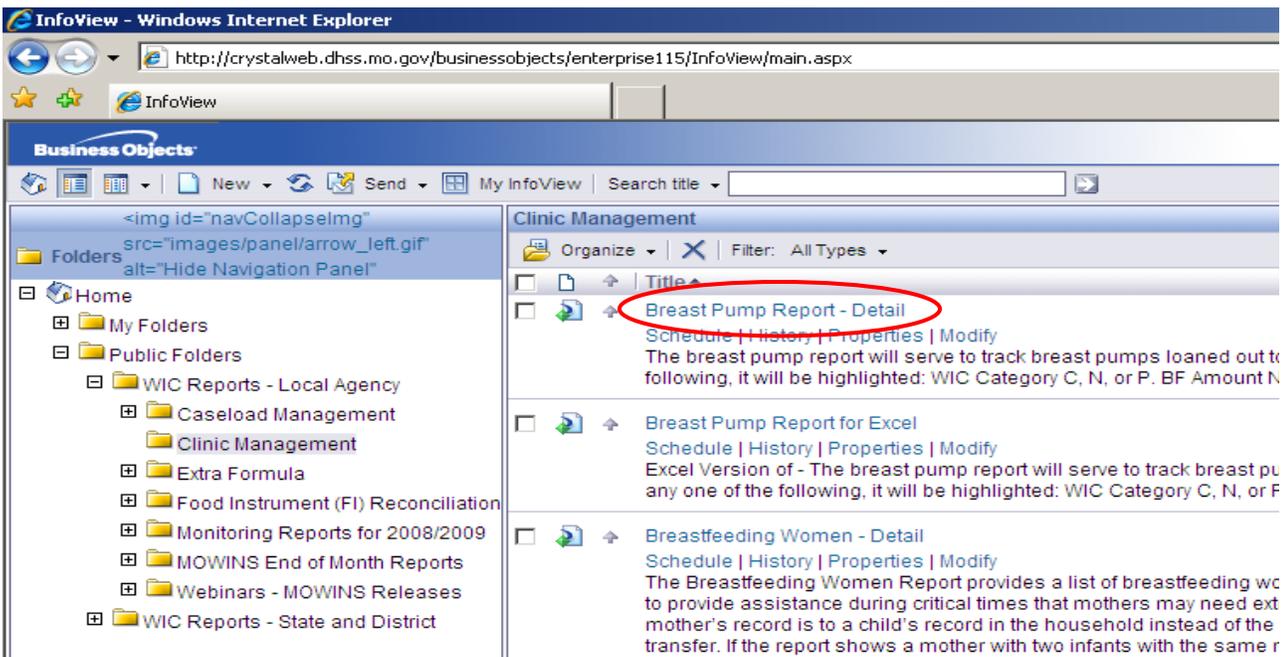
- Click on the (+) plus sign in front of WIC Reports - Local Agency



# How To Use Crystal Reports - WIC



8. Click on the name of the report you want to run.



# How To Use Crystal Reports - WIC

9. When you have selected the report you will see the following screen asking for the parameters of the search. Interactive reports have prompt screens for parameter values as seen below. For an agency that has multiple satellite sites, enter a beginning ###00 and ending range ###99 and then click on Add Range to add it to the selected values box. Then click OK.

Breast Pump Report - Detail  
Enter prompt values.

Enter Agency & Clinic Number (5 digits): Agency Number  
The value must be between 5 and 9 characters long.

Start of Range: Enter a Value: 10100  
 Include this value  No lower value

End of Range: Enter a Value: 10199  
 Include this value  No upper value

Add Range

Selected Values:  
[10100 .. 10199]

Remove Remove All

OK

10. For an agency with only one site, enter the single site then click on the arrow to add it to the selected values box. Then click OK.

InfoView - Windows Internet Explorer  
http://crystalweb.dhss.mo.gov/businessobjects/enterprise

Business Objects  
Advanced DHTML Viewer

10199

Missouri Department of Health and Senior Services  
WIC and Nutrition Services

**Breast Pump Report - Detail**

ANDREW COUNTY HEALTH DEPARTMENT (10199)

| Participant Name | Household ID | WIC Category         | Breast Pump Issue Date | Cert Due Date | Last Check LOTU | Phone Number    |
|------------------|--------------|----------------------|------------------------|---------------|-----------------|-----------------|
|                  | State WIC ID | Amount Breastfeeding | Serial #               |               |                 | Secondary Phone |

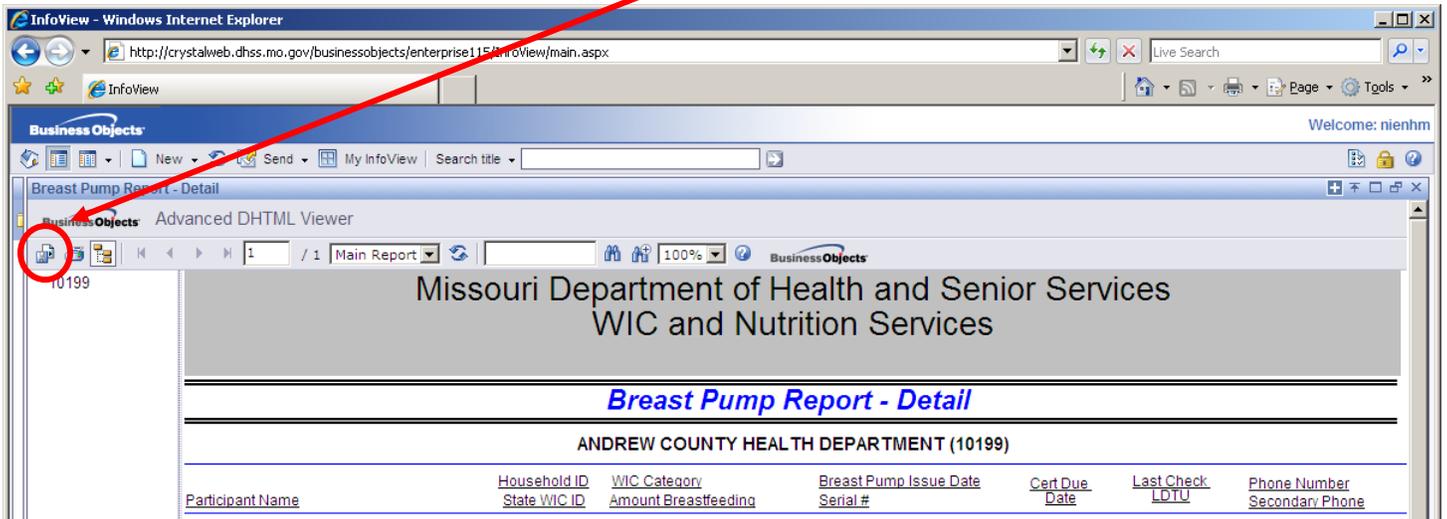
To search for an item, say a SWID, type in the DCN and then click the binoculars.

Click on the arrows to move from one page to another.

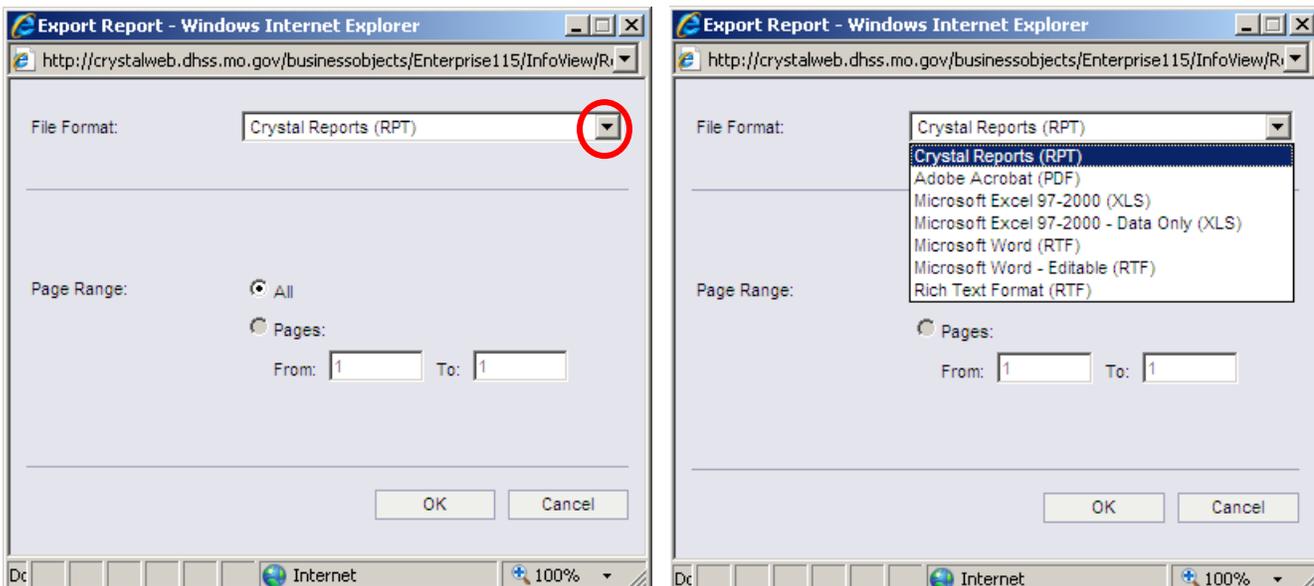
# How To Use Crystal Reports - WIC

## Printing Reports

11. To print reports, you will need to select the Export icon located above the LWP number on the left side of the screen.



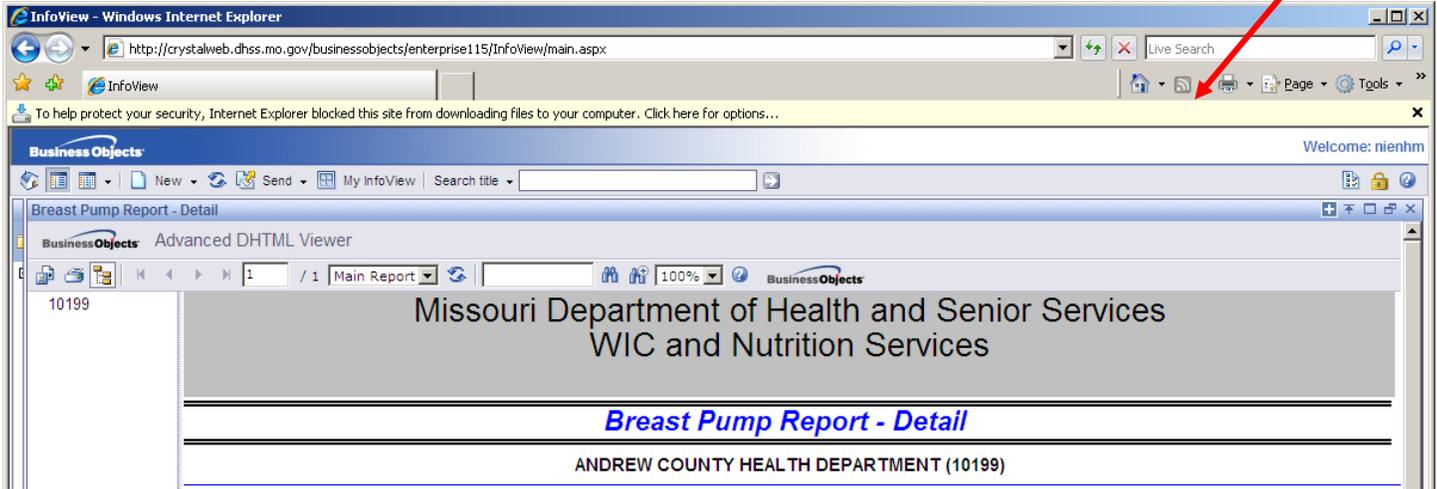
12. The window below will open.



13. Select the type of format from the drop down box that you would like to print the report. (Selecting the .pdf format will look the most like the report in Crystal.) Click OK.

# How To Use Crystal Reports - WIC

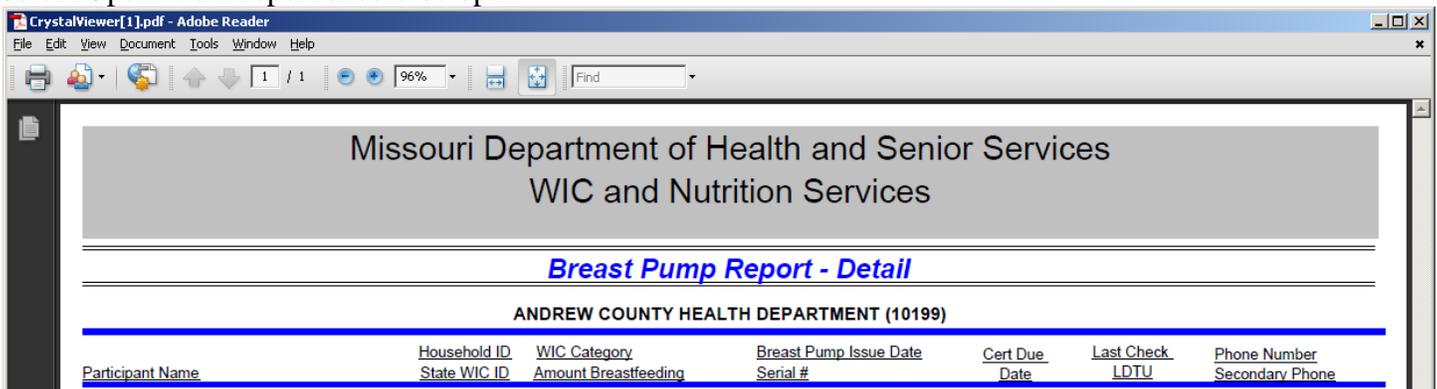
14. You may notice the yellow security bar at that opened on your screen. If you do, click the bar and select "Download File". This happens the first time you log in. Once the file has been downloaded, the request will not be made again unless you log off and then back in.



15. This will return you to step 4. Repeat steps 4 - 10. After selecting the format to export and click ok, another window will open asking if you would like to open, save or cancel the document.



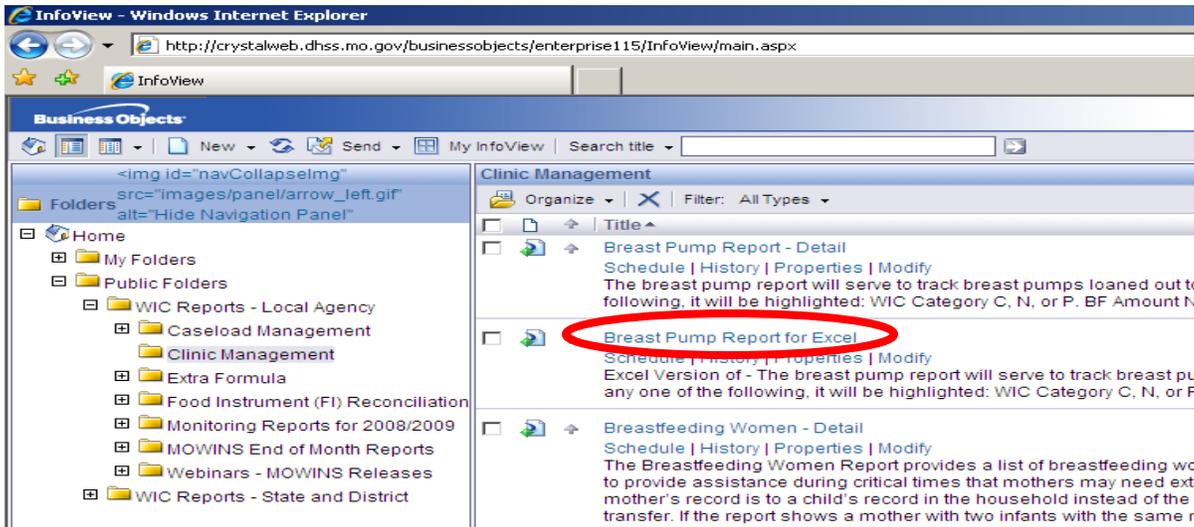
Select Open. Your report should be open.



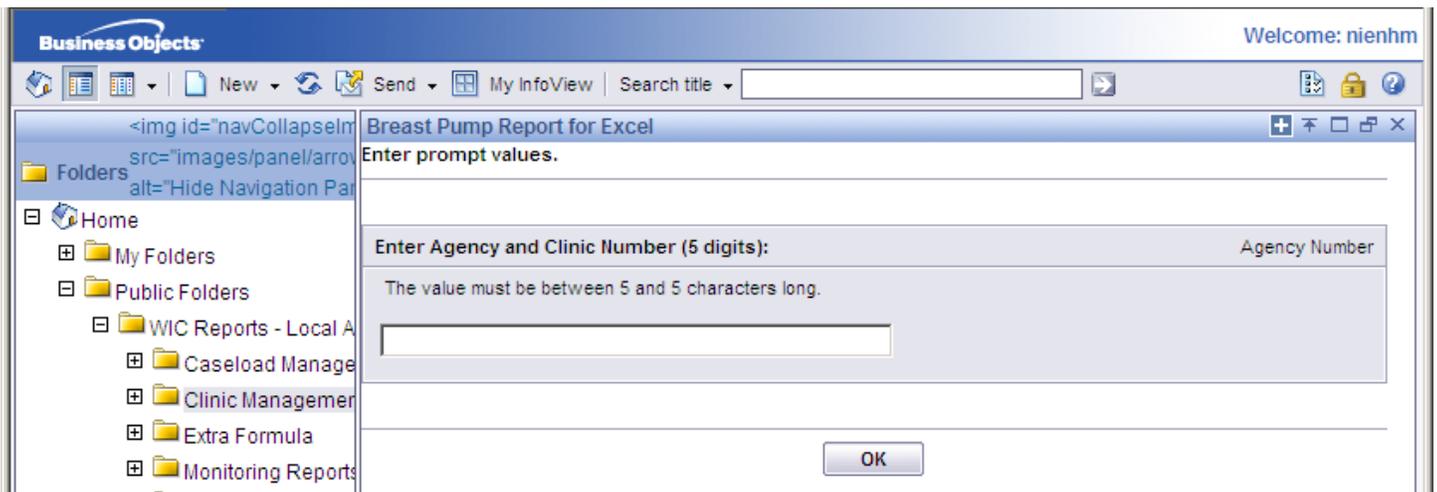
# How To Use Crystal Reports - WIC

## Exporting Report to Excel

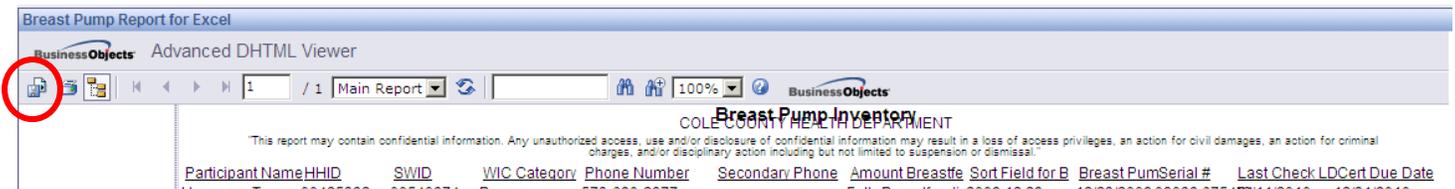
Select the report you would like to export to Excel. The reports that are set up for Excel state "XXXXX for Excel".



Clicking on the title will open the parameter page so you can select your clinic. **Please note:** If your agency has multiple satellite sites, each clinic will have to be run separately due to the conversion from Crystal to Excel.

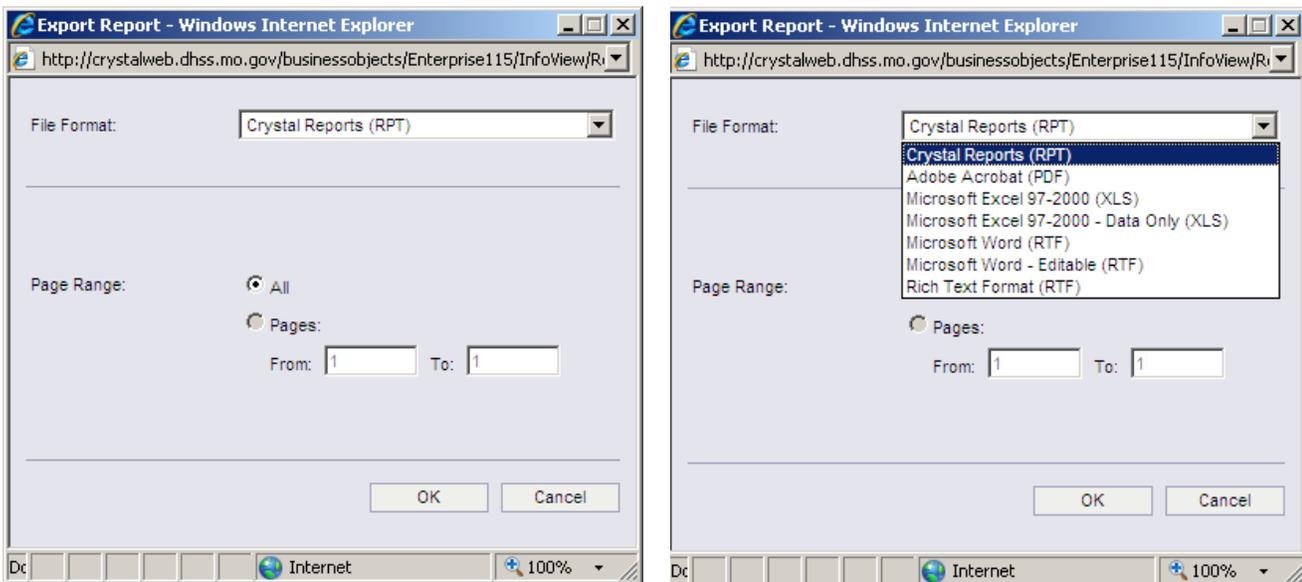


Enter your Agency and Clinic Number then OK. When the report opens, it will **NOT** look pretty. To export the report, you will need to select the Export icon located to the left side of the screen.



The window below will open.

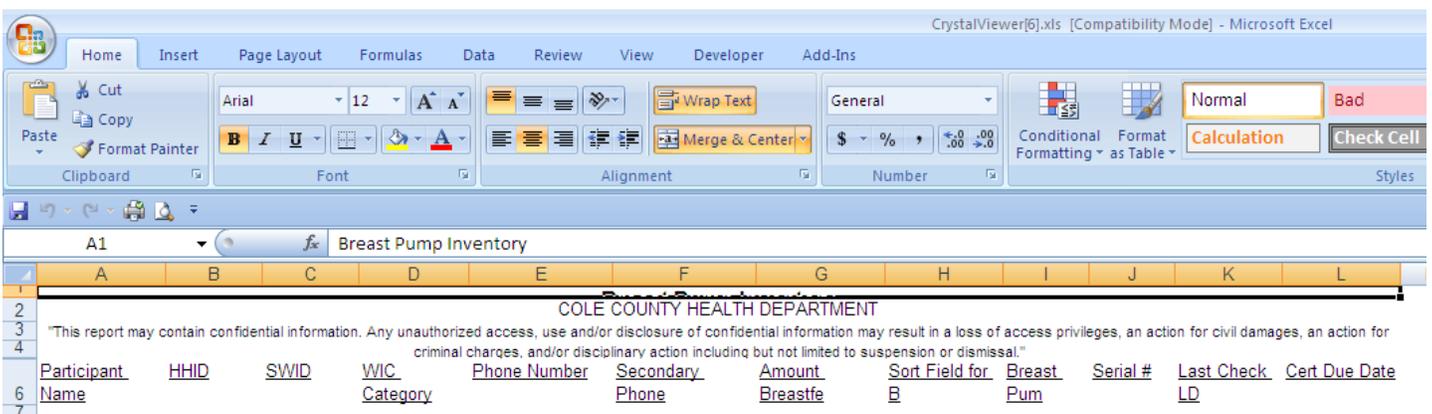
# How To Use Crystal Reports - WIC



Select Microsoft Excel 97-2000 (XLS) and Click OK



Select Open.



The report will open and be useable in Excel. At this point, all of the cells can be formatted and have the ability to be sorted, highlighted, etc.