# Run New Reports in New Crystal System

1) Sign into Crystal Server 2020 Version-New BI Launch Pad
   a. URL: http://ncscrystal2:8080/BOE/BI
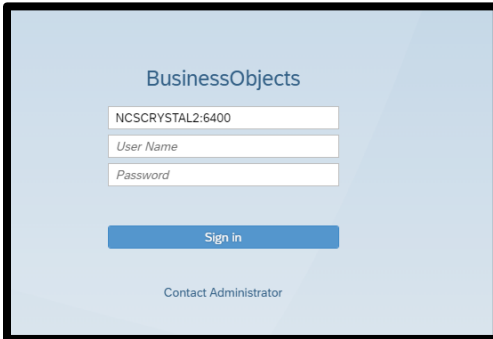


2) Click Folders Tab near the top of the page.
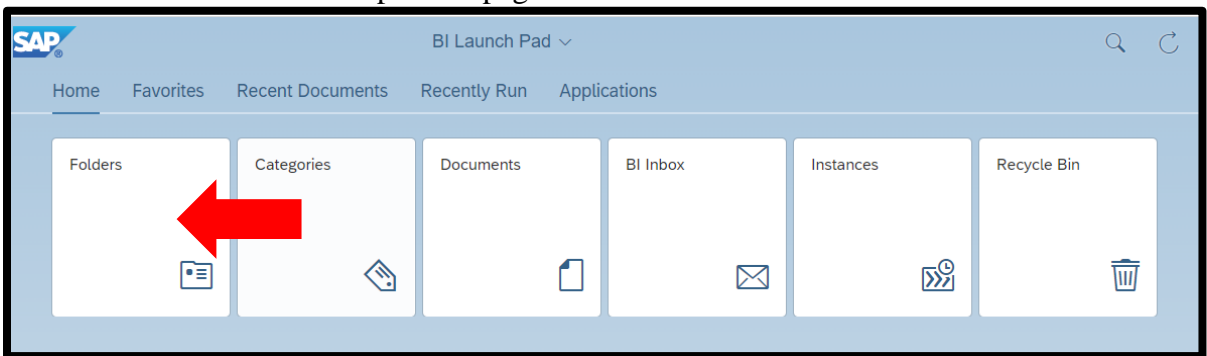


3) Click Public Folders, which will populate the "Selected Folder" section on the right with the assigned folders of each court.



4) Select Court Folder. All the reports assigned to the selected court will now appear in the "Selected Folder" section on the right.
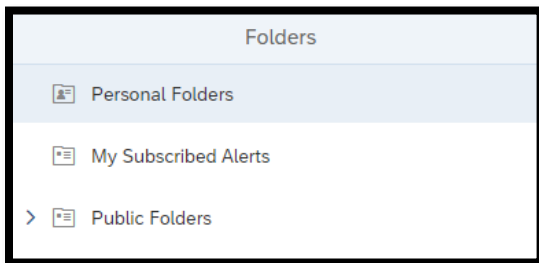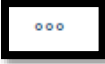
# Run New Reports in New Crystal System

There are two ways to run a report. The first option it is the first time running the report, which required configuring a few items, such as the destination. The section option is when the report has already been run prior.

## Option 1-First Time Running Report

1) Find report in Preview Screen
2) Click the Ellipsis button to the right of the report. Ex.

   

3) Click Schedule in the drop-down menu.
4) Add Delivery Destinations in the Destination Section on Schedule Screen
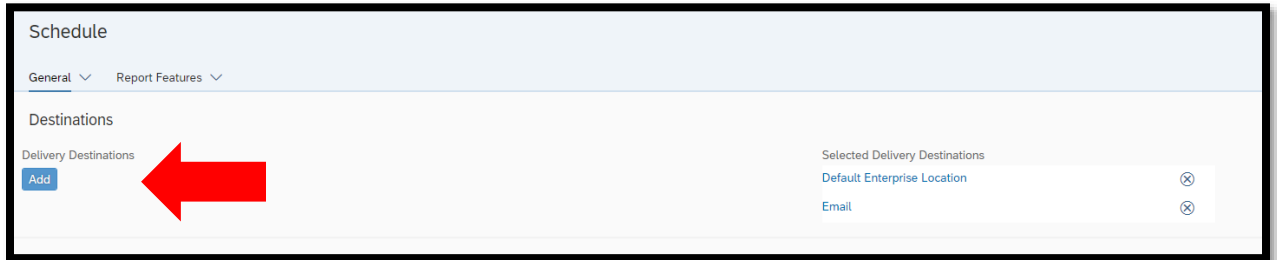


## Adding Email as a Delivery Destination

1. Click Add button under the Delivery Destination text.
2. If Email, select Email from drop-down menu on the "Select Destination" popup window.
3. Click Confirm.
4. Go to dynalink now created labeled, "Email"
5. Enter From and To emails.
    1) **NOTE: The From email address must be trialcourtservice@nvcourts.nv.gov or the report will not send.**
6. Enter Subject: Court Name
7. Enter Message:
8. Click Confirm

# Run New Reports in New Crystal System



5) Select Recurrence by selecting from drop-down menu labeled "Run Report" from Recurrence Section on Schedule Screen. To run now without a reoccurrence, select the Now option.



6) Go to Report Features Tab



7) If the report does not have parameters to enter, please skip this step and continue to step 8. In the Prompt section, formerly known as Parameters, enter parameters of report: Court, AutoRun, BeginDate, and EndDate. **If running report for a specific date range**

**section, select No-I want to enter dates other than last month in AutoRun parameter for BeginDate and EndDate to apply.**

Prompts

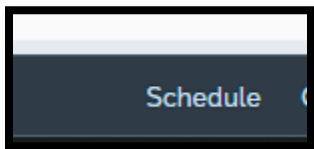Caseload Count by DUI and Drug Charges

| Name | Value |
|---|---|
| Court* | D010101 - FIRST JUDICIAL DISTRICT - CARSON CITY |
| AutoRun* | Yes - Run the report for last month |
| BeginDate* | Nov 1, 2022 |
| EndDate* | Nov 30, 2022 |

8) In Database Login section, enter your Courtview login credentials: User and Password

Data Sources

| Name |
|---|
| NCSLTD |

Details

Using Original Data Source
Database Server:

NCSLTD

Database:

NCSLTD

User:

Username

Password:

9) Click Schedule on Bottom-right corner of screen.

Schedule

## Option 2-Report ran previously

1) Find report in Preview Screen
2) Click the Ellipsis button to the right of the report. Ex.    ooo
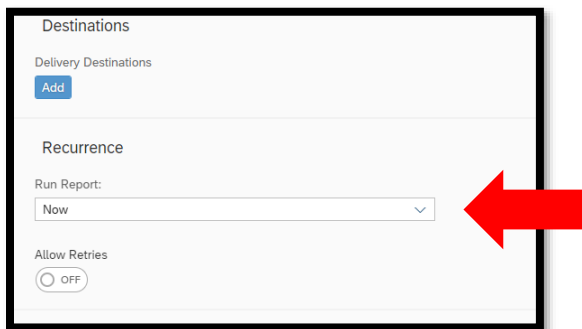3) Click History in the drop-down menu

# Run New Reports in New Crystal System

4) Find a previously ran report that is not the marked reoccurring.
5) Click the Ellipsis button to the right of the report. Ex.
6) Click Reschedule

7) Verify Delivery Destinations in the Destination Section on the Schedule Screen are correct by clicking the Email option under the Selected Delivery Destinations section and verifying the information in the Select Destinations popup window is correct.
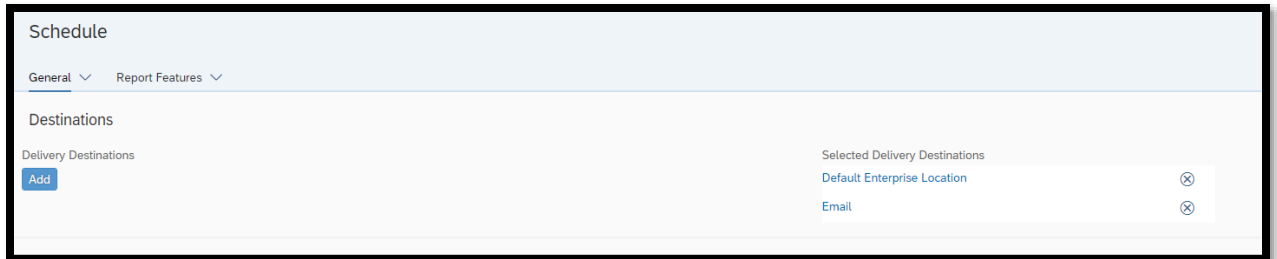
8) Select Recurrence by selecting from drop-down menu labeled "Run Report" from Recurrence Section on Schedule Screen. To run now without a reoccurrence, select Now.

## Change A Recurring Report Schedule

1) Find the report in Preview Screen
2) Click the Ellipsis button to the right of the report. Ex.
3) Click History in the drop-down menu.
4) Find a previously ran report.
5) Click the Ellipsis button to the right of the report. Ex.
6) Click Reschedule from the drop-down menu.
7) Select Recurrence by selecting from drop-down menu labeled "Run Report" from Recurrence Section on Schedule Screen.
8) Verify Delivery Destinations in the Destination Section on the Schedule Screen are correct by clicking the Email option under the Selected Delivery Destinations section and verifying the information in the Select Destinations popup window is correct.

# Run New Reports in New Crystal System



9) Select Recurrence by selecting from drop-down menu labeled "Run Report" from Recurrence Section on Schedule Screen. To run now without a reoccurrence, select Now.



10) Go to Report Features Tab



11) In the Prompt section, enter parameters of report: Court, AutoRun, BeginDate, and EndDate. **If running report for a specific date range section, select No-I want to enter dates other than last month in AutoRun parameter for BeginDate and EndDate to apply.**
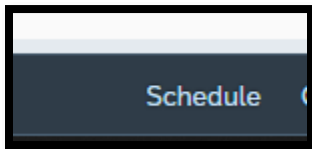
Prompts

Caseload Count by DUI and Drug Charges

| Name | Value |
|---|---|
| Court* | D010101 - FIRST JUDICIAL DISTRICT - CARSON CITY |
| AutoRun* | Yes - Run the report for last month |
| BeginDate* | Nov 1, 2022 |
| EndDate* | Nov 30, 2022 |

# Run New Reports in New Crystal System

12) In Database Login section, enter your Courtview login credentials: User and Password



13) Click Schedule on Bottom-right corner of screen.



## Instance Title Page after Scheduling

Reports in Success or Failed Status will appear in the Instance Title screen once the report is scheduled. You may need to click refresh for instances to appear.



**To view details on each report**

1) Click the Ellipsis button to the right of the report. Ex.   

2) Click Details

# Run New Reports in New Crystal System

**Additional Details**

| | |
|---|---|
| External Destination : | Mail the instance to: "[trialcourts@nvcourts.nv.gov]" with a subje |
| Created By : | NFAVORS |
| Server Used : | NCSCRYSTAL2.AdaptiveJobServer |
| PID : | 8208 |
| Folder Path : | DAYTON JUSTICE COURT / |
| Remote Instance : | No |
| Creation Time : | 12/7/2022 10:51 AM |
| Expiry : | 12/7/2032 10:51 AM |
| Start Time : | 12/7/2022 10:51 AM |
| End Time : | 12/7/2022 10:51 AM |
| Printer : | None |
| Parameters : | D010101 - FIRST JUDICIAL DISTRICT - CARSON CITY ; Yes - Ru |
| Scheduled Locales : | None |
| Successful Instance Locales : | None |
| Error Message : | Destination disabled. [CrystalEnterprise.Smtp]: []. Please note the |
| Document Link : | http://NCSCRYSTAL2.trialcourts.nvcourts.nv.gov:6405/BOE/Open |