

Crystal Help Document – 1. Where in CourtView should we pull information from for the report you are requesting?

The figures and screenshots on this page are designed to give examples of the CourtView Modules, Screen numbers, Table and Field names that are key to our understanding where in CourtView we should pull information from for the report you are requesting.

As you can see by comparing this page to the “Sample Report Request” the field DSCR is found on several screens, this is why having a complete understanding of where in CourtView information is coming from is key to developing the report with the intended information.

If you need assistance completing the Crystal Report Request Form, please contact the Trial Court Service Desk, 775-687-9898 or trialcourtservicedesk@nvcourts.nv.gov. Thank you in advance!

Figure 1 – Select CourtView Module(s)



Figure 2 – Find CourtView Screen Number

1. Find screen where information for report appears
2. Click in desired cell
3. Select Help, Program Info
4. Screen number appears in the message bar at the lower left bottom of the CourtView window

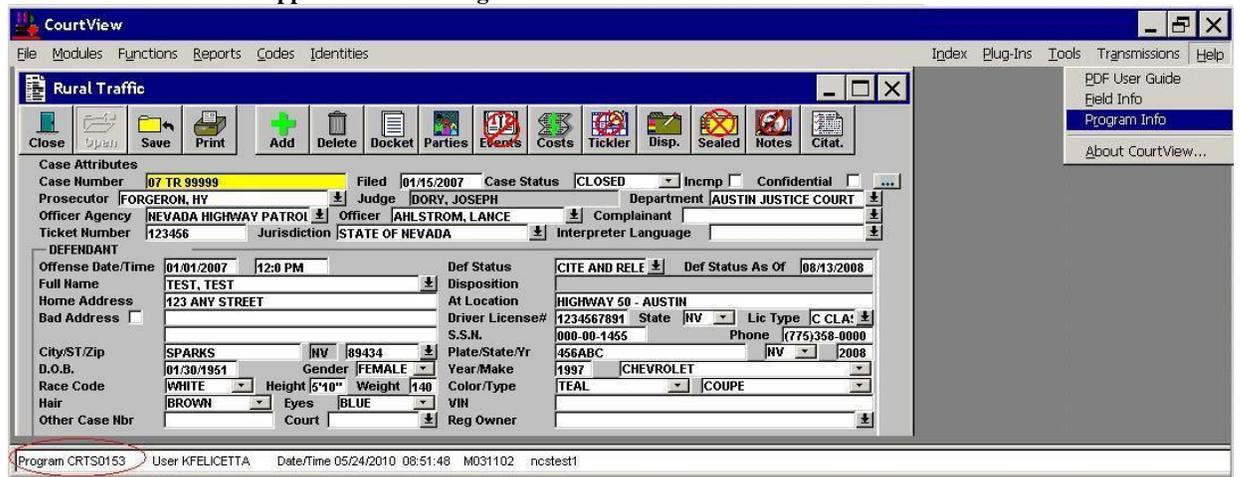


Figure 3 – Find CourtView Table(s)

1. Find screen where information for report appears
2. Click in desired cell
3. Select Help, Field Info
4. Table name appears in the message bar at the lower left bottom of the CourtView window

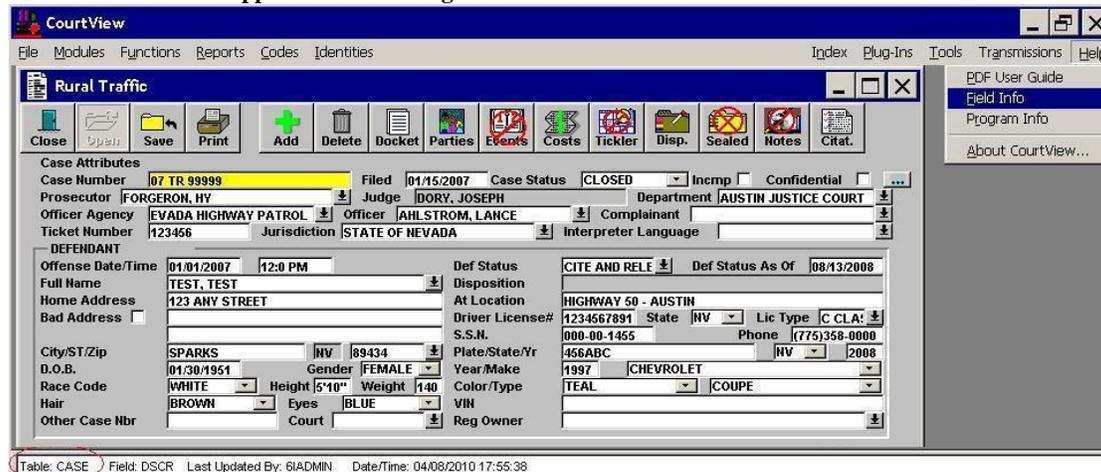


Figure 3.1 – Find CourtView Field(s)

5. Field name appears in the message bar at the lower left bottom of the CourtView window





Crystal Report Request Form

This form is most easily completed when used in conjunction with the Crystal Help Documents 1-3. If you need assistance completing this form, please contact the Trial Court Service Desk, 775-687-9898 or trialcourtservicedesk@nvcourts.nv.gov. Thank you in advance!

Please note: The questions below are key to specific details necessary to meet court needs. The questions are designed to ensure the appropriate data coming out of CourtView are developed into a report that meets the court needs and provides the desired data while sorting and/or totaling as necessary for the overall desired function of the report.

Date of Request 02/18/2011

Person Requesting Report SAMPLE REPORT REQUEST FORM

New Request

Modified Request Existing Report Name to Modify _____

COURT INFORMATION:

(Select from appropriate drop down list below)

District Courts-Click Here

1C-CARSON CITY JUSTICE COURT

Municipal Courts-Click Here

The court name selected above will appear on the new report being requested.

Should the new report display the Court Mailing Address? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If yes, please ensure the address that should appear on the report is shown in the space provided below.
Court Mailing Address: _____

Report Function/Purpose: <i>ex: Need a report that will list cases (in case number order) with duplicate termination codes on closed civil cases.</i>
Please provide a summary of the business need or requirement that the report will meet.
Summary of needs for the report(s): <u>Need a report that will list cases (in case number order) with dupliacte termination codes on closed civil cases.</u>

Report Generation/Scheduling/Frequency: This question is designed to request information regarding how often the report needs to be generated in order to determine the appropriate scheduling necessary.

When does the report need to be generated?: Generate as needed directly from Crystal (Select from drop down list)

If "Schedule to generate and e-mail" was selected above – Please answer the following questions.

- 1.) How frequently does the report need to be generated and/or scheduled?: _____
- 2.) What e-mail address should the report be sent to once it is generated?: _____

REPORT DETAILS: Please select and complete the following report details, based on where in CourtView the information is captured. This information will help determine the area of the database, tables and fields needed to build the report being requested. **See Crystal Help Documents 1-3 for examples.**

CourtView Module(s): (see Figure 1, Crystal Help Documents 1-3) <i>ex: Case Management</i>
CourtView Modules are listed in the "Modules" menu of the main CourtView screen that display immediately after signing in.
CourtView Module(s) for this report: (see Figure 1, Crystal Help Documents 1-3) To find the Field name when you are on the screen that displays the data, go to Help>Field Info and the Field name will display in the message bar at the lower left bottom of the CourtView window. Case Management
If Multiple Modules selected above, please list here: _____

AOC Use Only:
 Date Received _____
 Analyst Name _____
 Date Report Delivered _____

Crystal Request
 Rev. 07/08/11

CourtView Screen(s): (see Figure 2, Crystal Help Documents 1-3) <i>ex: CRTS0052 and CRTS0030</i>
To find the Screen number when you are on the screen that displays the data, go to Help>Program Info and the Screen number will display in the message bar at the lower left bottom of the CourtView window.
CourtView Screen(s) for this report: <u>CRTS0052 and CRTS0030</u>

CourtView Table(s): (see Figure 3, Crystal Help Documents 1-3) <i>ex: CASE from CRTS0052 and TERMCD from CRTS0030</i>
To find the Table name when you are on the screen that displays the data, go to Help>Field Info and the Table name will display in the message bar at the lower left bottom of the CourtView window.
CourtView Table(s) for this report: <u>CASE table from CRTS0052 and TERMCD table from CRTS0030</u>

CourtView Field(s): (see Figure 3.1, Crystal Help Documents 1-3) <i>ex: DSCR and STAT_CD from CRTS0052 and DSCR from CRTS0030</i>
To find the Field name when you are on the screen that displays the data, go to Help>Field Info and the Field name will display in the message bar at the lower left bottom of the CourtView window.
CourtView Field(s) for this report: <u>DSCR and STAT_CD fields from CRTS0052 and DSCR field from CRTS0030</u>

To be completed by requester or clarified by analyst when request form is received/reviewed:

REPORT FEATURES: Does the report need to display the information in a particular order (sort). Are date parameters, grouping or totals needed, etc?

Include SORT on new report? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <i>ex: Sort chronologically by Offense Date</i>
If yes, please ensure the desired Sort Type: is selected and the appropriate Field Name(s) appear in the "SORT by these fields:" space below.
Sort Type: <u>by Case Number</u> (use drop down box)
SORT by these fields: <u>Case Number</u>

Include GROUPING on new report? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <i>ex: Group by Case Type</i>
If yes, please ensure the appropriate Field Name(s) appear in the "GROUP by these fields:" space below.
GROUP by these fields: _____

Include **DATE PARAMETERS** to generate new report? YES NO
 If yes, please answer the following Date Parameter questions below.

DATE PARAMETERS #1 – What field(s) should the date parameters be based on?
Apply to case filing date, offense date, disposition updated date, etc. If possible, please reference the appropriate field code from the Report Details: <i>ex: Disposition date</i>
Date Parameter #1 (CourtView field): <u>Termination Date (TERM DT)</u>

DATE PARAMETERS #2 – Only one date parameter is necessary
When the report needs to be generated, but dates are not predictable: <i>ex: select None-StartEndDates from the drop down list below.</i>
Date Parameter #2: <u>None-StartEndDates</u> (use drop down box)

DATE PARAMETERS #3 – Multiple date parameters are necessary
When the report needs to be generated at the end of every week and at the end of every month – indicate: <i>ex: WeekToDate and MonthToDate</i> in the space below ** (see descriptions on page 3).
Date Parameter #3: _____

Should the **DATE PARAMETERS** appear on report? YES NO

**If multiple date parameters are needed, please select from below and list desired parameters in the space above. Available selections will generate the report for the date range in the following manner:

- Today = Records with dates equal to the date the report is generated.
- Yesterday = Records with dates equal to the day before the date the report is generated.
- WeekToDate = Records with dates from the Sunday prior to the date the report is generated through the date the report is generated.
- LastWeek = Records with dates from the Sunday through Saturday of the week prior to the date the report is generated.
- MonthToDate = Records with dates beginning with the first date of the current calendar month the report is generated through the date the report is generated.
- LastMonth = Records with dates beginning with the first date of the calendar month prior to the month the report is generated through the last date of the calendar month prior to the month the report is generated.
- None = Select this when no records are desired based on the relative date. The parameters of 'Start Date' and 'End Date' are required when the relative date is set to "None".

Include TOTALS on new report? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <i>ex: Sub-total by Case Type, grand total all cases reported</i>
If yes , please ensure the appropriate Field Name(s) appear in the "TOTAL by these fields:" space below.
TOTAL by these fields: _____

Crystal Help Document – 3. Screen Shots

Published: September 7, 2006 - <http://www.microsoft.com/windowsxp/using/setup/tips/screenshot.msp>

Ever see something on your screen that you'd like to e-mail or save for later? With Microsoft Windows XP, you can take a screen shot and capture an exact image of what's on the screen.

Screen shots are useful in many ways. For example, if you receive an error message, you can take a screen shot and send your support person an exact replica of the error window, which makes communicating about the error simple.

You can also use a screen shot to show someone a Web page without sending them a link. Microsoft uses screen shots to demonstrate how to do tasks within Windows. If you're helping someone with a computer task or problem, and you can't be right there with that person, you can use screen shots to illustrate your points through e-mail, instant messaging, or Microsoft Word.

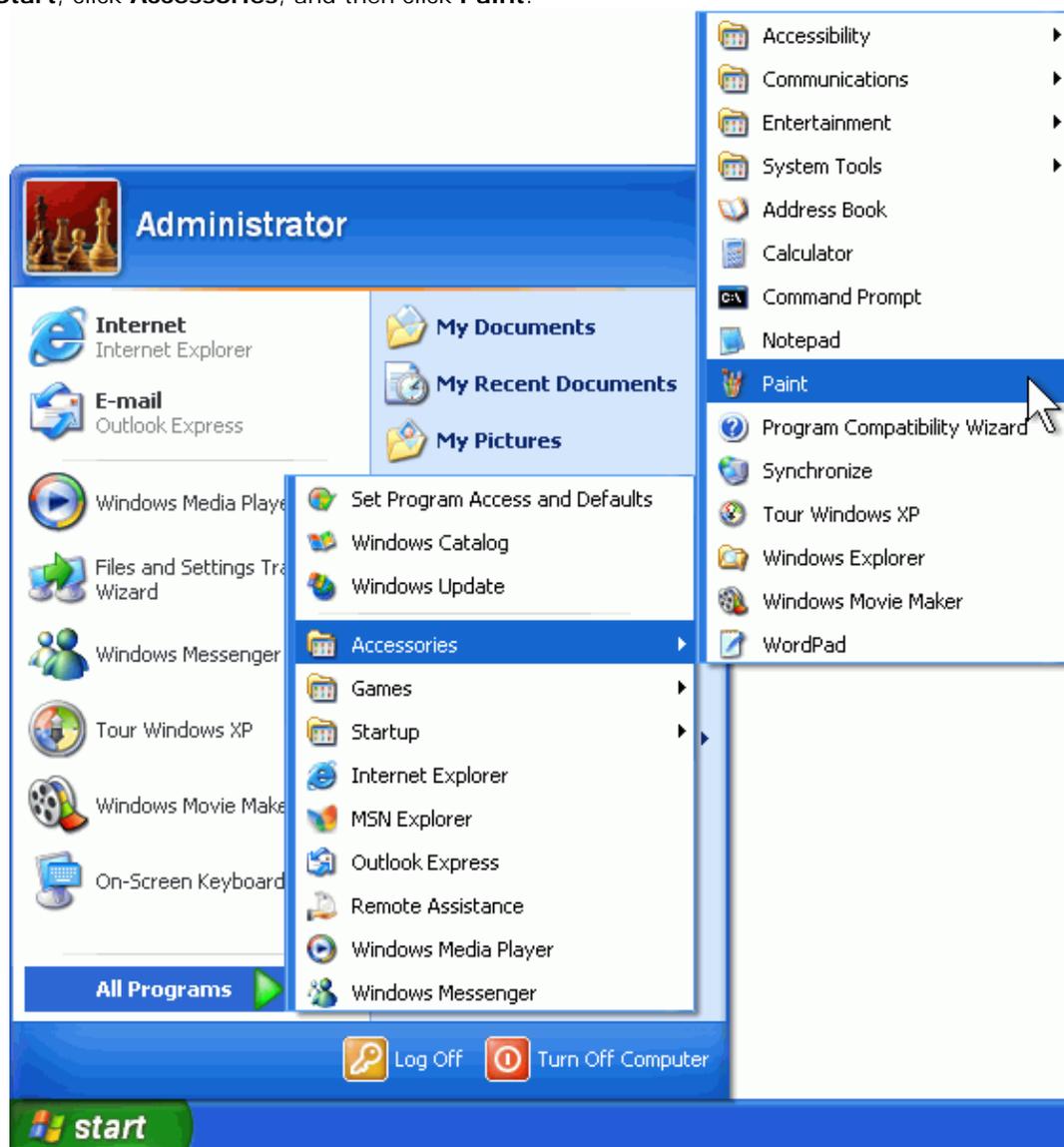
Note: The only times you can't take a screen shot are before you log on to your computer and when you are playing a video in Microsoft Windows Media Player.

To take a screen shot and save it as a picture

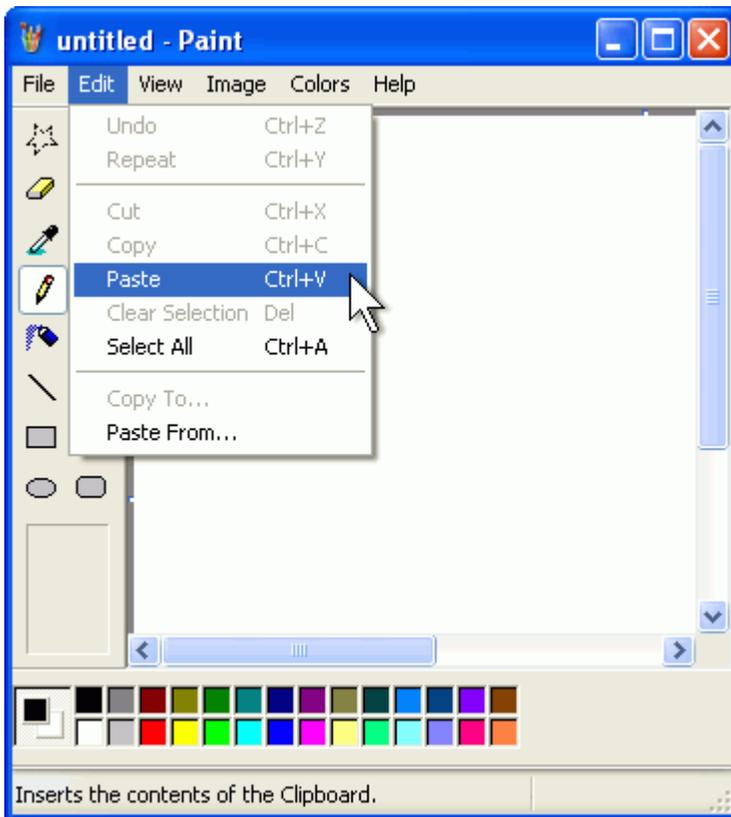
1. Click the window you want to capture. Press **ALT+PRINT SCREEN** by holding down the **ALT** key and then pressing the **PRINT SCREEN** key. The **PRINT SCREEN** key is near the upper right corner of your keyboard. (Depending on the type of keyboard you have, the exact key names on your keyboard may vary slightly.)

Note: You can take a screen shot of your entire desktop rather than just a single window by pressing the **PRINT SCREEN** key without holding down the **ALT** key.

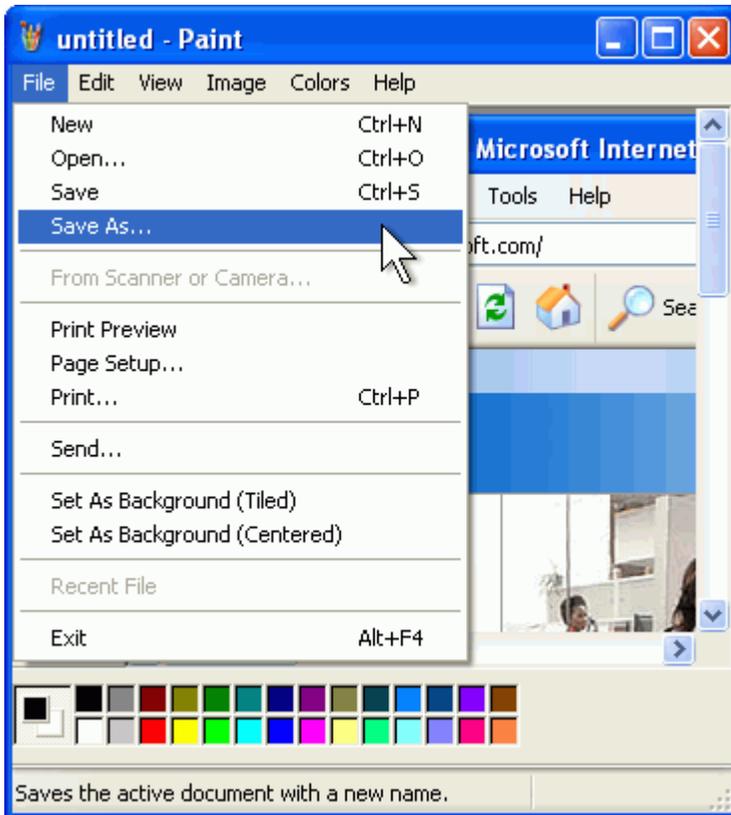
2. Click **Start**, click **Accessories**, and then click **Paint**.



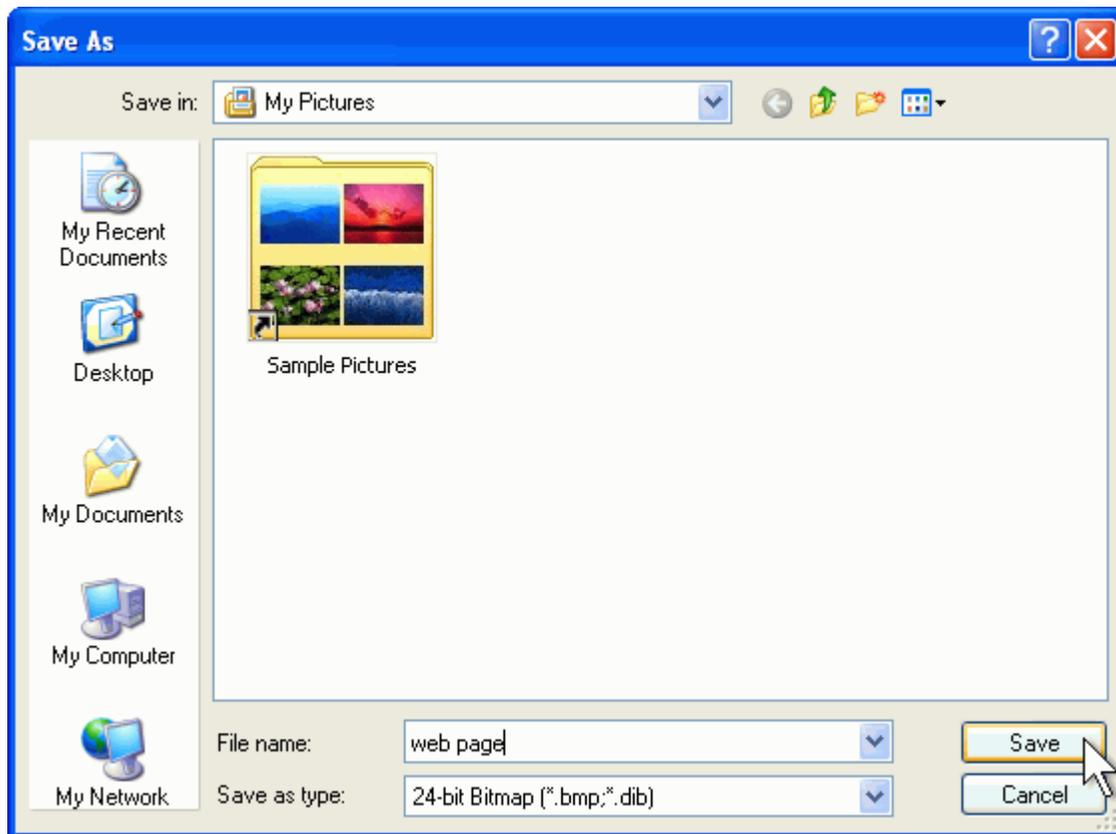
3. In the **Paint** window, click **Edit**, and then click **Paste**.



4. When the image appears in the **Paint** window, click **File**, and then click **Save As**.



5. In the **Save As** dialog box, in the **File name** box, type a name for the screen shot, and then click **Save**, noting the location of the saved document.



You can now print or e-mail the saved screen shot just like you would any other picture.