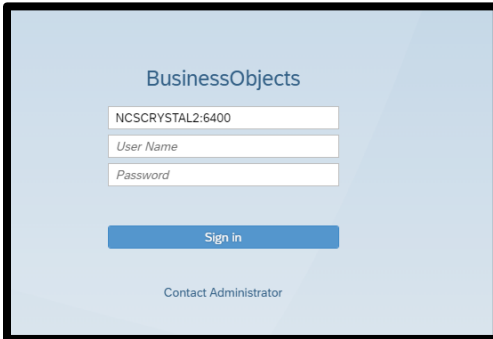
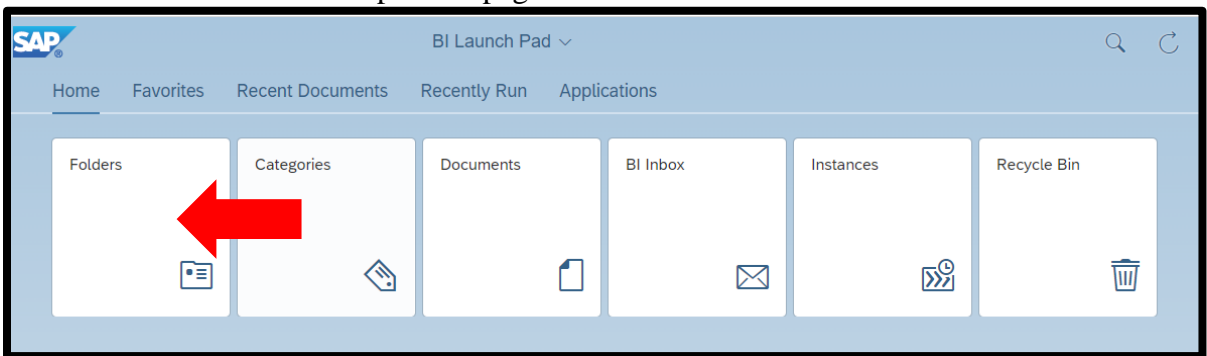


# Run New Reports in New Crystal System

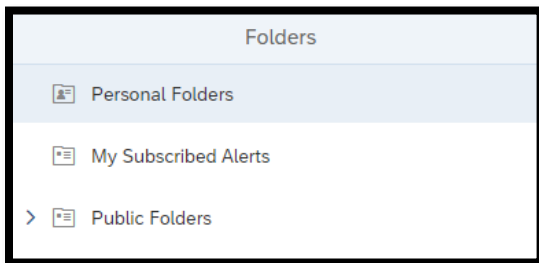
- 1) Sign into Crystal Server 2020 Version-New BI Launch Pad
  - a. URL: <http://ncscystal2:8080/BOE/BI>



- 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.



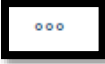
- 4) Select Court Folder. All the reports assigned to the selected court will now appear in the “Selected Folder” section on the right.

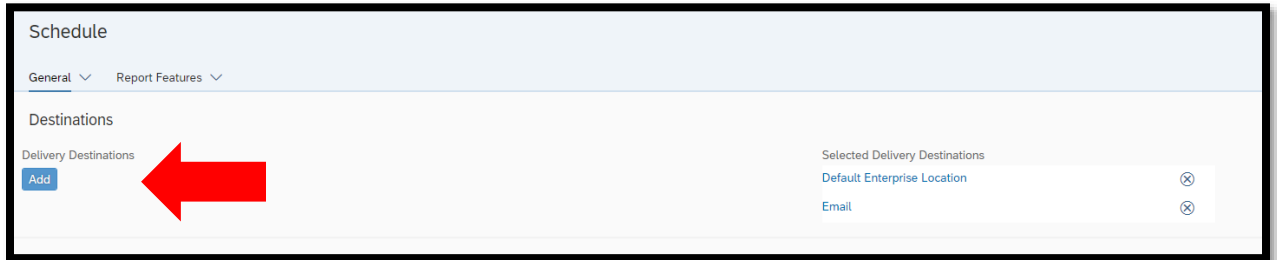
<input type="checkbox"/>	Title	Favorites	Type	Description	Last Updated	
<input type="checkbox"/>	ARCHIVE		Folder		May 23, 2023 10:07 AM	...
<input type="checkbox"/>	Civil_Judgment_v004		Crystal Reports 2020		May 23, 2023 8:19 PM	...
<input type="checkbox"/>	CourtViewBroker_Errors_ODBC		Crystal Reports 2020		May 23, 2023 10:08 AM	...
<input type="checkbox"/>	DMV_Auto_Run_All		Crystal Reports 2020		Jun 6, 2023 7:47 AM	...

# 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 second 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](mailto: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

Select a destination | Default Enterprise Location X | Email X

Select Destinations

Default Enterprise Location

Email

Email

Delivery Details

Keep instance in history

Use default settings

System Details

From: trialcourts@nvcourts.nv.gov Add Placeholder

To: trialcourts@nvcourts.nv.gov Email Address

Cc: Add Placeholder

Bcc: Add Placeholder

Reply To: Add Placeholder

Subject: Dayton Justice Court Add Placeholder

Message: Add Placeholder

- 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.

Destinations

Delivery Destinations

Add

Recurrence

Run Report: Now

Allow Retries

OFF

- 6) Go to Report Features Tab

Schedule

General


Report Features

- 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**

## Run New Reports in New Crystal System

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

Prompts

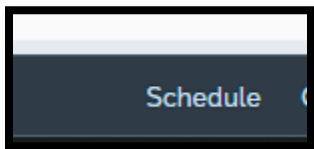
 Caseload Count by DUI and Drug Charges

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	Details										
<table border="1"><thead><tr><th>Name</th></tr></thead><tbody><tr><td>NCSLTD</td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></tbody></table>	Name	NCSLTD					<p>Using Original Data Source</p> <p>Database Server:</p> <table border="1"><tr><td>NCSLTD</td></tr></table> <p>Database:</p> <table border="1"><tr><td>NCSLTD</td></tr></table> <p>User:</p> <table border="1"><tr><td>Username</td></tr></table> <p>Password:</p> <table border="1"><tr><td> </td></tr></table>	NCSLTD	NCSLTD	Username	
Name											
NCSLTD											
NCSLTD											
NCSLTD											
Username											

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




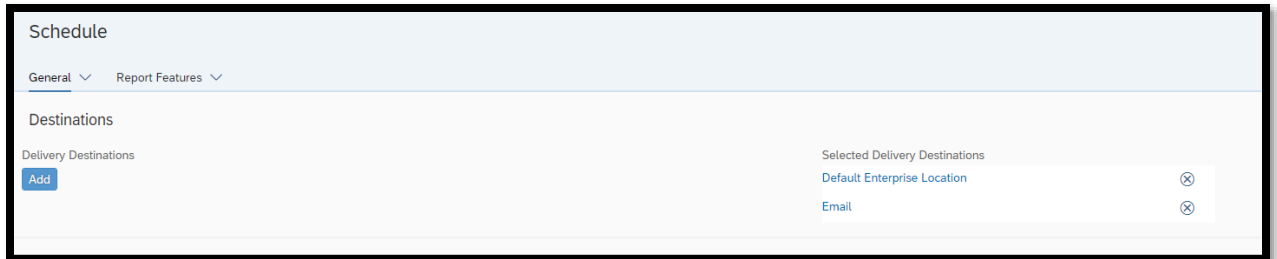
### Option 2-Report ran previously

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

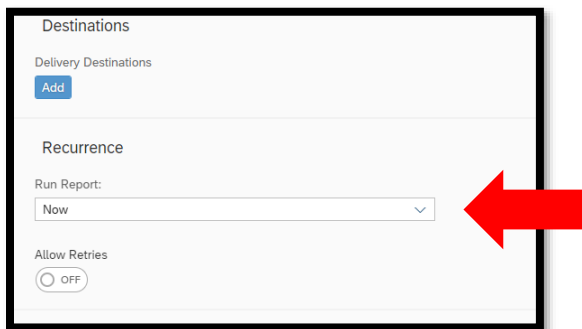


## Run New Reports in New Crystal System



- 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

Schedule

General ▾ Report Features ▾

Destinations

Delivery Destinations

Add

Selected Delivery Destinations

- Default Enterprise Location ⊗
- Email ⊗

- 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.

Destinations

Delivery Destinations

Add

Recurrence

Run Report:

Now ▾

Allow Retries

OFF

- 10) Go to Report Features Tab

Schedule

General ▾ Report Features ▾

- 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

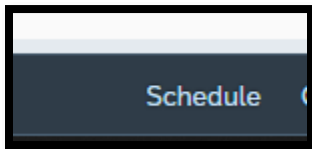
Name	Value
Court*	D010101 - FIRST JUDICIAL DISTRICT - CARSON CITY
AutoRun*	Yes - Run the report for last month
BeginDate*	Nov 1, 2022
EndDate*	Nov 30, 2022

## Run New Reports in New Crystal System

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

Data Sources		Details
Name		Using Original Data Source
NCSLTD		Database Server:
		NCSLTD
		Database:
		NCSLTD
		User:
		Username
		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.

Instance Title: Caseload Count by DUI and Drug Charges			
<input type="checkbox"/>	Title	Status	Instance Time
<input type="checkbox"/>	✓ Caseload Count by DUI and Drug Charges	Success	Dec 7, 2022 10:54 AM
<input type="checkbox"/>	✓ Caseload Count by DUI and Drug Charges	Success	Dec 7, 2022 10:53 AM
<input type="checkbox"/>	✓ Caseload Count by DUI and Drug Charges	Success	Dec 7, 2022 10:52 AM
<input type="checkbox"/>	✗ Caseload Count by DUI and Drug Charges	Failed	Dec 7, 2022 10:51 AM

### 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 subject

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/Oper>