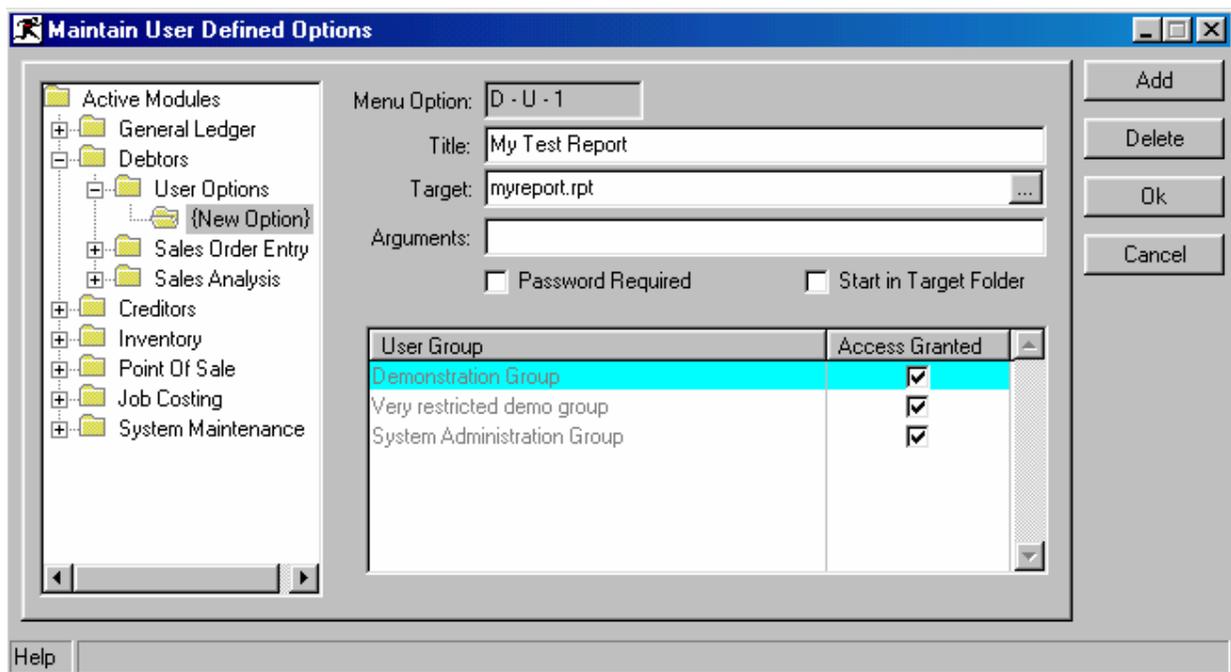


HOW TO RUN A CRYSTAL REPORT FROM A TRIUMPH MENU

Running your own Crystal Reports from Triumph Accounting just got as easy as 123. No need to compile or run the report through the Crystal Report Designer, in fact the only thing you need to install/create is the report itself, the rest is done by the Triumph Accounting package.

1. Create a report, let's call it *myreport.rpt* and save it in the C:\TRIUMPH\RPT folder or where-ever Triumph Accounting is installed on your network.
2. Using *Maintain User Defined Options S-M-D*, define a new menu option and just put the name of your report "myreport.rpt" in the **Target** field (no directory path required). Leave the **Arguments** field blank. Grant Access to all relevant User Groups by ticking the **Access Granted** boxes. Now click on the wording "User Options" on the left hand side of screen. When you now exit this screen it will refresh your menu options.

N.B. User menu options may only be added to the *User Options* folder under each module.



3. Now select your menu option to run your report.

The system sees the .rpt extension and knows it needs to call the Crystal Runtime Engine. It looks for the report in the RPT directory and converts all the table locations (excluding the lib directory) to your current database directory before running it. This way the same report can be used for all companies. This also means that you can now create a report on your own local machine/setup, then email it to a colleague knowing it will run without having to manually change the table locations first to match the live database configuration.

Triumph Accounting uses the latest Crystal Reports Runtime Engine (version 8.5) however, reports designed in version 7 and 8 should run fine.

Troubleshooting:

If a user doesn't have the User Options button on their menu:

Users with Restricted security (you can maintain this option under S-M-U) will need to have permissions set up for "User Options" under the appropriate module.

If you have trouble saving the new User Option under S-M-D:

You may need to click on the "User Options" folder and then back on the new option again to pick up the changes. Once you have done this, click Ok and the changes will save.