

## Generic guide for downloading and installing Crystal Reports in Auditbase.

### Installing and saving the new reports to Auditbase

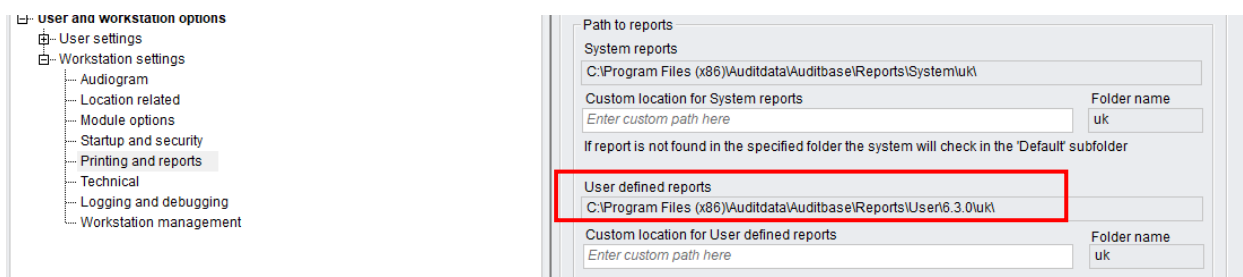
To install your new Crystal reports the first task is to make a folder to put them in for Auditbase to find them. To do this, first use Windows Explorer or My Computer and find the following location;

*C:\Program Files (x86)\Auditdata\Auditbase\Reports\User\6.x.x\uk*

where the version number in red text corresponds with your current Auditbase version.

If your reports are held on a network folder and not on your computer's C:drive you can check the path to find this network location by looking in Auditbase Administration at;

*Administration -> User and workstation settings -> Workstation settings -> Printing and reports -> User defined reports*



You should create a folder, the exact name is up to you, inside the 'uk' folder to keep the reports together.

uk

File Home Share View

Pin to Quick access

Copy Paste

Cut Copy path Paste shortcut

Move to Copy to Delete Rename

New folder

New item Easy access

Properties Edit History

Select all Select none Invert selection

Clipboard Organise New Open Select

< > < > < >

> This PC > Local Disk (C:) > Program Files (x86) > Auditdata > Auditbase > Reports > User > 6.3.0 > uk

EPSON Easy Photo Print Photo Print

Training

Training requests

Screensaver AuditBase 16x9.zip

ShareFile

.Database

Favorites

Personal Folders

Shared Folders

This PC

3D Objects

Desktop

Documents

Downloads

Music

Nightly builds (auditrep02)

Pictures

| Name                                      | Date modified    | Type        | Size |
|-------------------------------------------|------------------|-------------|------|
| Appts                                     | 12/07/2022 10:28 | File folder |      |
| AQP reports                               | 12/07/2022 10:28 | File folder |      |
| Articles                                  | 12/07/2022 10:28 | File folder |      |
| CIDS reports                              | 12/07/2022 10:28 | File folder |      |
| Client deletion - Bulk permanent deletion | 12/07/2022 10:28 | File folder |      |
| Data checks                               | 12/07/2022 10:28 | File folder |      |
| Hearing screening                         | 12/07/2022 10:28 | File folder |      |
| IMP                                       | 12/07/2022 10:28 | File folder |      |
| Implant                                   | 12/07/2022 10:28 | File folder |      |
| Lists used in interface setup             | 12/07/2022 10:28 | File folder |      |
| New folder                                | 25/10/2022 11:02 | File folder |      |
| Paediatric                                | 12/07/2022 10:28 | File folder |      |
| Referrals                                 | 12/07/2022 10:28 | File folder |      |
| Schema Templates                          | 12/07/2022 10:28 | File folder |      |
| Surgery                                   | 12/07/2022 10:28 | File folder |      |
| Tests                                     | 12/07/2022 10:28 | File folder |      |
| Waiting and activity                      | 12/07/2022 10:28 | File folder |      |

User reports

Edit

Open

Close

Crystal Reports

Microsoft Excel

Microsoft Query

Custom reports and statistics

Appts

AQP reports

Articles

CIDS reports

Client deletion - Bulk permanent deletion

Data checks

Hearing screening

IMP

Implant

Lists used in interface setup

New folder

Paediatric

Referrals

Schema Templates

Surgery

Tests

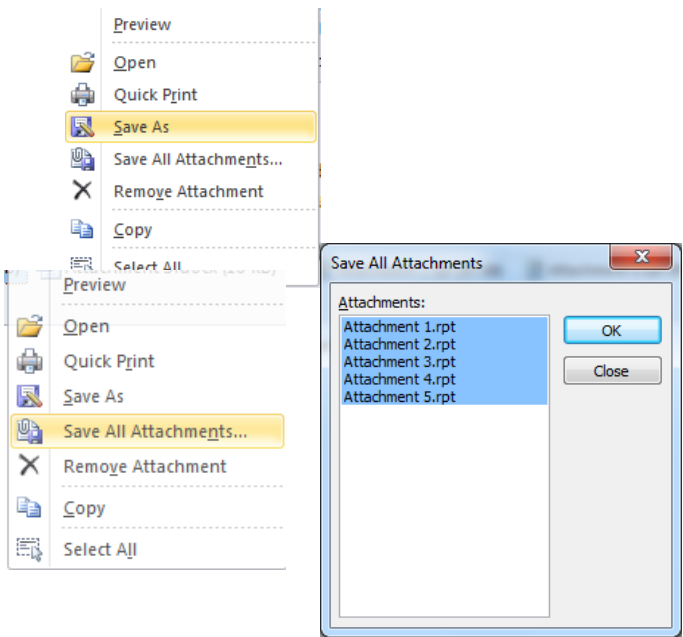
Waiting and activity

If the correct Windows folder has been identified it will show like this when User reports are selected in Auditbase.

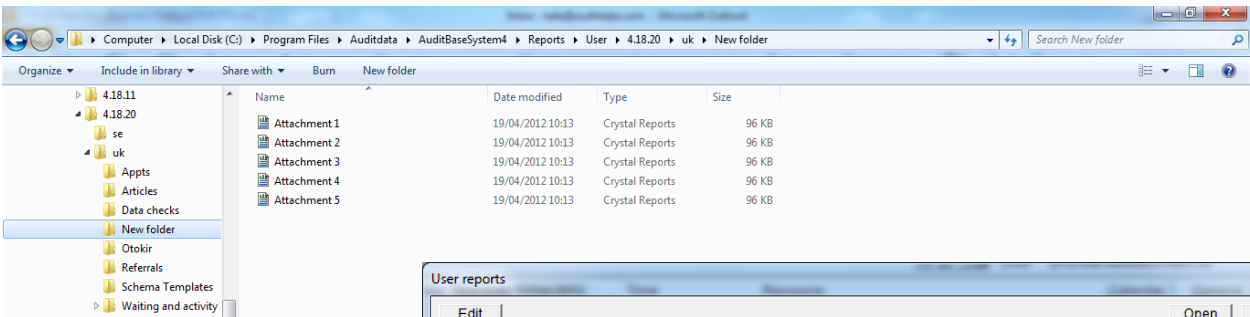
Saving Crystal reports from email

To save one report, right mouse click on the attachment and select the option 'Save as'

To save multiple reports right mouse click on the attachment and select the option 'Save All Attachments' then OK if all reports are to be saved in the same folder. If only a selection of reports are to be saved in the same folder then click in the attachments box to un-highlight the reports and then Control +



Browse to the folder you just created for the location of your reports and save there. (Repeat this process if the report destination folder is different).



When opening the reports from Auditbase it will look like this.  
The reports can then be selected and run.

