



### Personalize Preferences

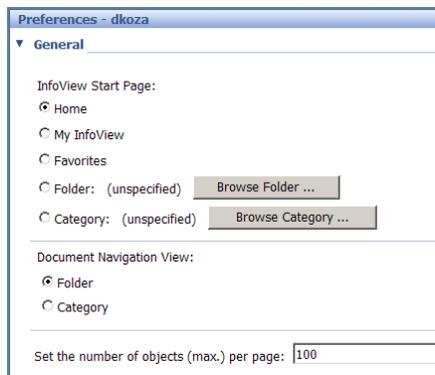
Changing the Preferences will allow you to have a specific Folder or Category displayed automatically when you open InfoView. This is beneficial if you only view specific folders on a regular basis.

1. Click the **Preferences** button
2. Make the desired changes

- **InfoView Start Page**

- Select Folder or Category radio button
  - Use the Browse button to select the Folder or Category

**Note:** To make it easier to locate the reports you most often use, select only the Folder or Category that contain those reports.

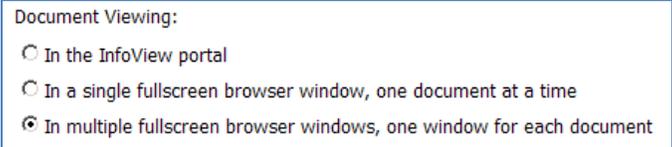


### Set the number of objects per page

- Set the maximum number of objects to greater than 10 to view more than 10 report names per page. The maximum number is 100.

- **Document Viewing**

- For optimum viewing, select 'in multiple full screen browser windows, one window for each document'

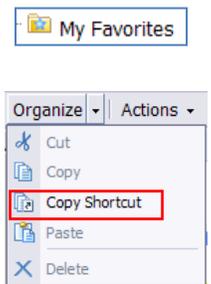


3. Click OK

### My Favorites Folder

Copies of frequently viewed reports can be placed in the My Favorites folder.

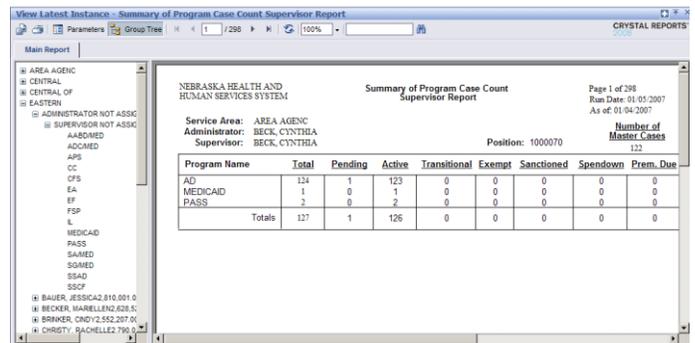
1. Select the report
2. Click Organize>Copy Shortcut
3. Open the My Favorites folder
4. Click Organize>Paste Shortcut



### Crystal Reports Viewer-When Viewing a Report

The tree list on the left side of the window may be several levels deep. The report side will not change as you click the + or - sign, you need to click the text in the tree list for the report to change.

1. Click the + to open the available tree list
  2. Click the corresponding tree list text for the portion of the report you wish to view
- The first instance of the report will display. Use the Search and Navigation toolbars to move through the pages of the report



### Searching for Text within a Crystal Report

- Enter the search criteria and click the Search icon
  - The first occurrence of the criteria will display
- Click the Search icon to see the next occurrence

### Navigating Through Crystal Reports

- Click the Right & Left arrows to move through the report – Or -
- Type the desired page number of the report and press Enter



### Export Crystal Report Data

Your security level may allow you to export report data to different formats. When a report is exported to MS Excel, the formatting will remain intact however the page breaks may not remain.

1. Click the Export button
2. Select the File Format
3. Enter the desired page range
4. Click Export

