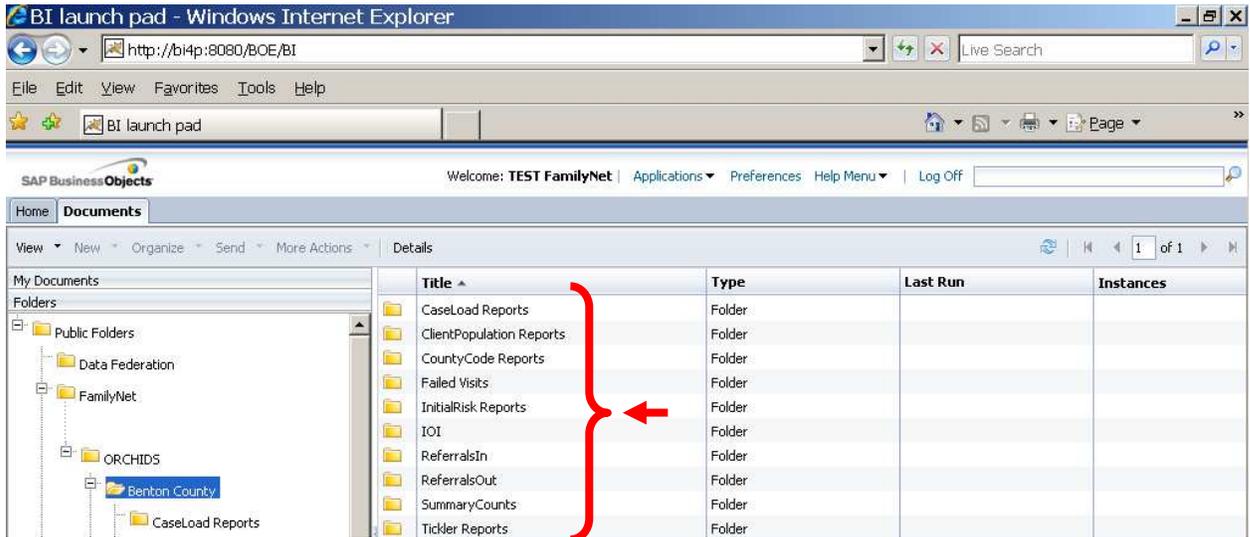
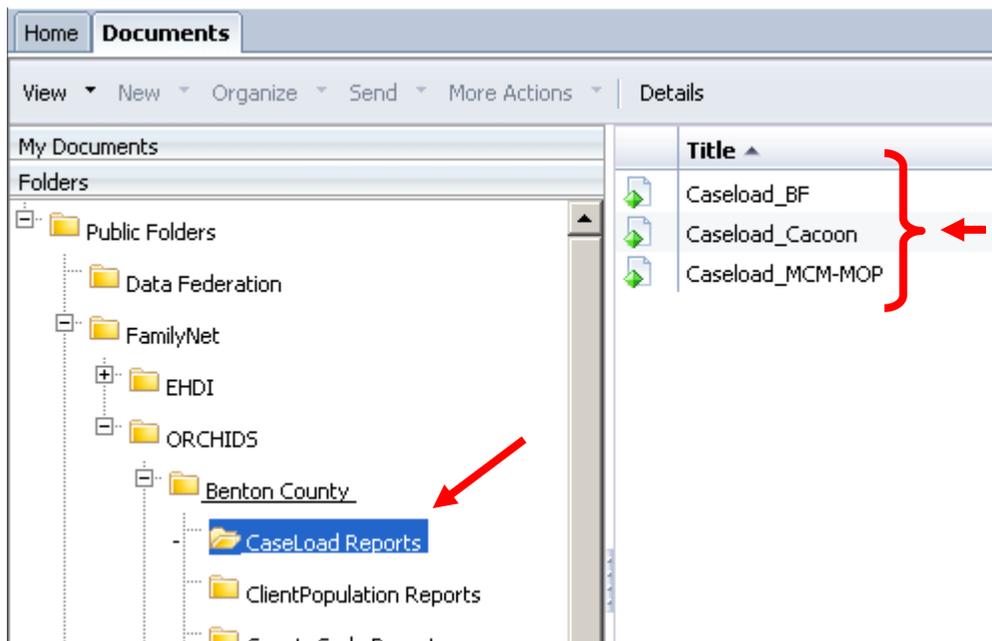


# Running a Crystal Report



1. A list of file folders displays on the right side of your screen. Click on one of the file folders to open it.

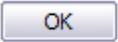


2. The reports inside the file folder you clicked appear on the right side of your screen. Double-click on the report you wish to run.

The screenshot shows a dialog box titled "Enter Values" with a "Date Range" section. It contains two input fields: "Start of Range:" and "End of Range:". Each field has a text box labeled "Enter a Value:" and a calendar icon. Below each text box are two checkboxes: "Include this value" (checked) and "No lower value" (unchecked) for the start range, and "Include this value" (checked) and "No upper value" (unchecked) for the end range. An "OK" button is centered at the bottom.

3. A window appears on your screen with one or more sets of filters. What you enter in a filter controls what appears on your report. You must enter something in each filter before the report can run. The example in the screenshot above is a date filter. There are also other types of filters on your reports. Each type of filter is described below.

**Visit Date Filter:** You use a date filter to define the date range of your report. Nearly every ORCHIDS Crystal report has a date filter. In the “Start of Range” field, enter the start date for your report. In the “End of Range” field, enter the end date for your report.

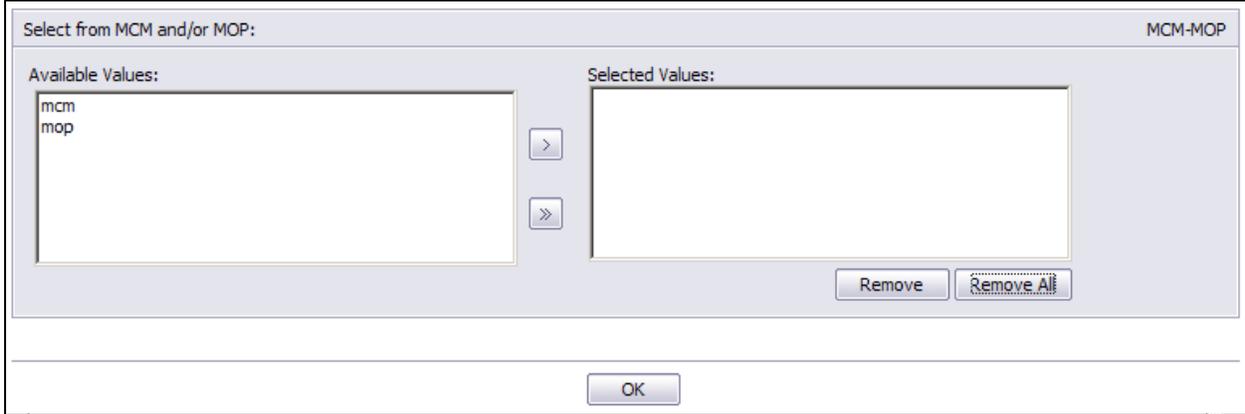
Type your dates with slash marks: m/d/yyyy or mm/dd/yyyy. Click on the  button to run your report. There will be a pause before the report appears on your screen.

This screenshot is similar to the first one but shows the "Enter Values" dialog box with data entered. The "Start of Range:" field contains the date "07/01/2011" and the "End of Range:" field contains "06/30/2012". Red arrows point to each of these date entries. The "OK" button at the bottom is circled in red, with another red arrow pointing to it from the right.

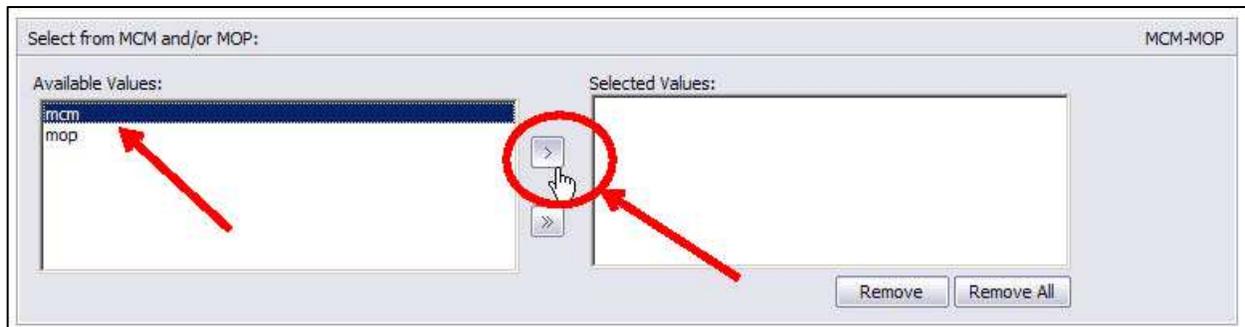
The screenshot shows a dialog box titled "Enter Values" with a sub-section "Enter Visit Dates:" and a label "Visit Dates" in the top right corner. The dialog is divided into two columns. The left column is labeled "Start of Range:" and contains an empty text input field with the label "Enter a Value:" above it. Below the input field are two checkboxes: "Include this value" (unchecked) and "No lower value" (checked). A red arrow points down to the "No lower value" checkbox. The right column is labeled "End of Range:" and contains a text input field with the date "12/31/2011" entered, with the label "Enter a Value:" above it. Below the input field are two checkboxes: "Include this value" (checked) and "No upper value" (unchecked). A red arrow points left to the "12/31/2011" text. At the bottom center of the dialog is an "OK" button, with a red arrow pointing left to it.

**Note:** You can also run a report with no limit on the lower range OR the upper range. The example above will create a report with no limit on the lower date range, because a checkmark appears in the “No lower value” checkbox. Your report will include every visit date up to and including 12/31/2011. You cannot run a report with no lower range AND no upper range.

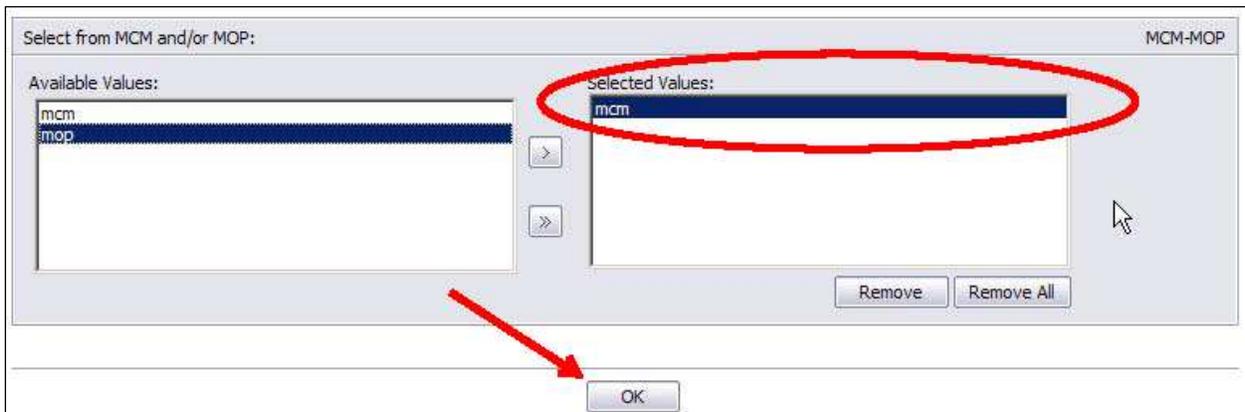
Two other types of filters appear on some reports and are described below.



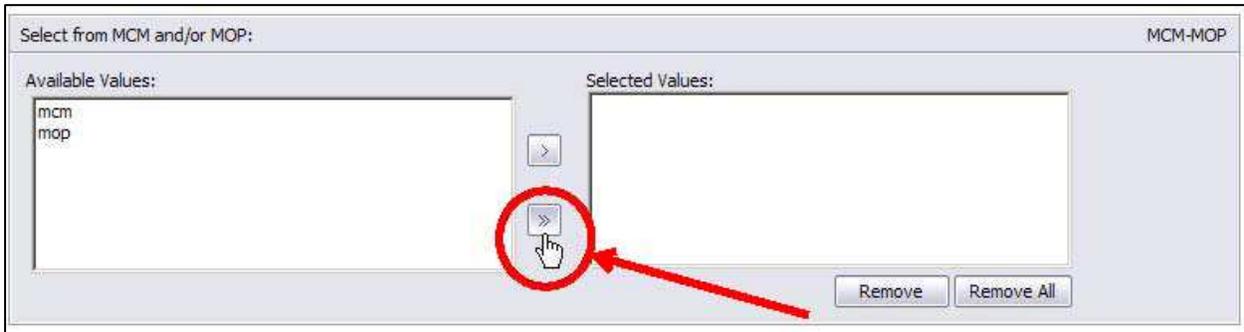
**MCM-MOP Program Filter:** Above is the program filter for MCM and MOP reports. All MCM-MOP reports have a program filter that allows you to create a report with only MCM data, only MOP data, or MCM and MOP data combined.



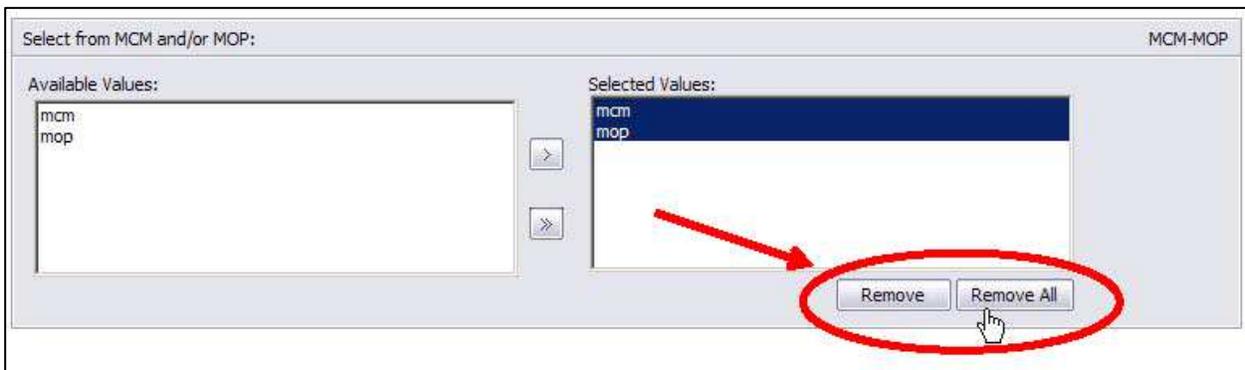
In the left window of the program filter, click on the program name. Then click on the forward arrow between the left and right windows. (Or, simply double-click on the program name in the left window.)



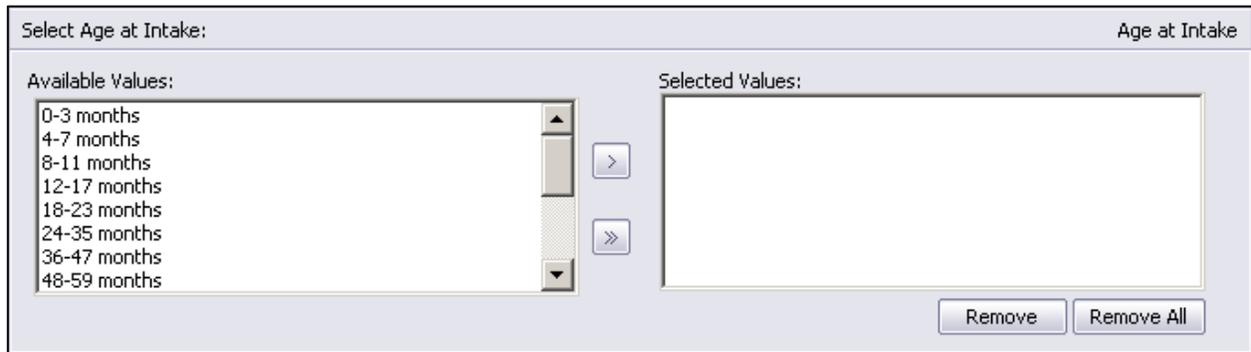
The program name appears in the right window. Your report will show data for the program or programs that appear in the right window. Click the “OK” button to run your report.



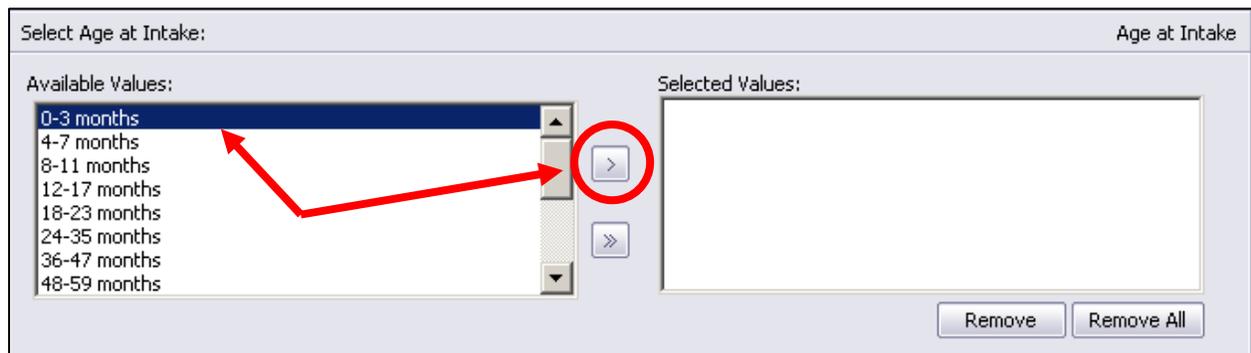
You can select each program one by one, or you can select both programs by clicking once on the double forward arrow button.



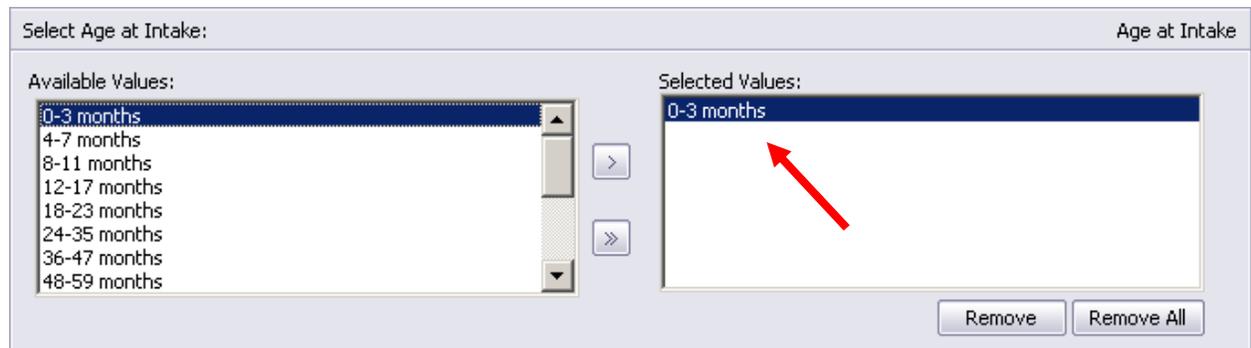
You can remove programs from the right window by clicking on one of the “Remove” buttons. Whatever program is highlighted in the right window when you click the “Remove” button will disappear from the window. The “Remove All” button will remove both programs even if they are not selected on the screen.



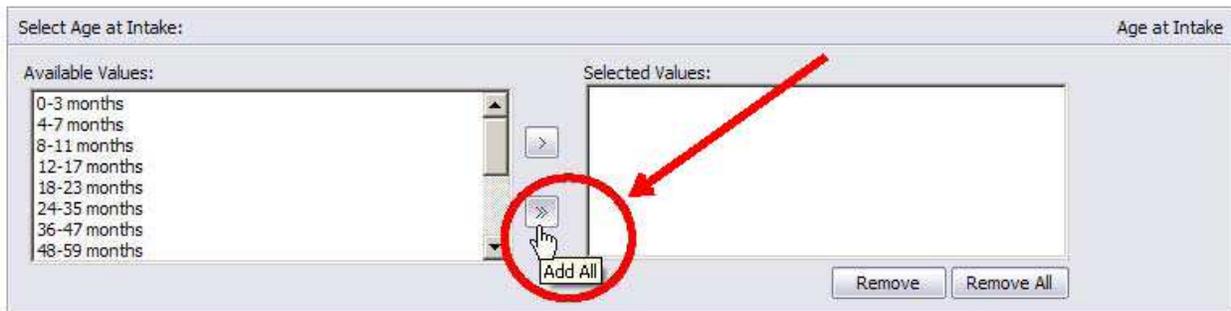
**Age at Intake Filter:** The filter above appears when you try to run the Client Population Summary report. You can use this filter to create a report about clients that were specific ages when they entered the program.



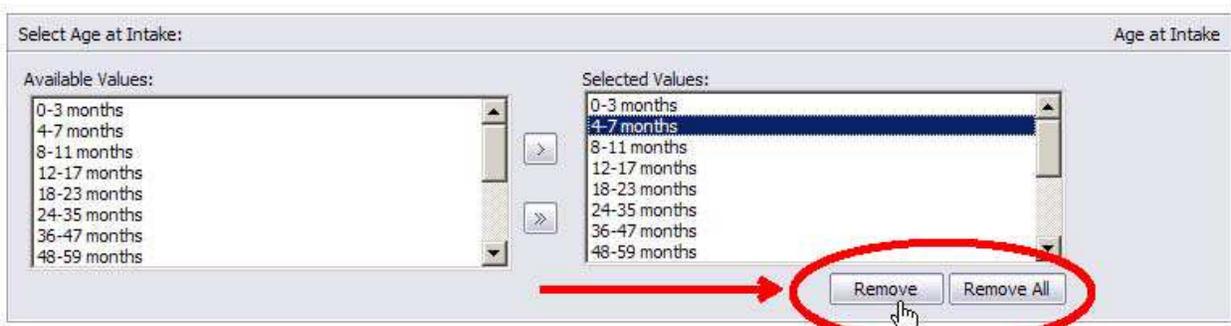
In the left window on your screen, click on the age group or groups that you wish to include on your report. Click on the forward arrow between the left and right windows. (Or, simply double-click on each age range you wish to select.)



The age group or groups you selected will appear in the right window. Report data will be limited to the age group(s) that appear in the right window.



You can select each age group by clicking on them one by one, or you can select all age groups by clicking once on the double forward arrow button.



You can remove an age group from the right window by clicking on it and then clicking on the “Remove” button. Whatever program is highlighted in the right window when you click the “Remove” button will disappear from the window. The “Remove All” button will remove all age groups even if they are not selected on the screen.