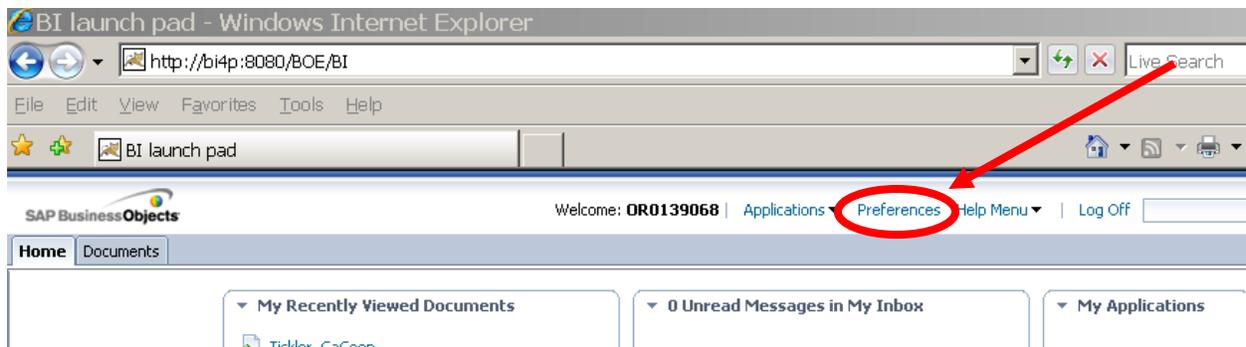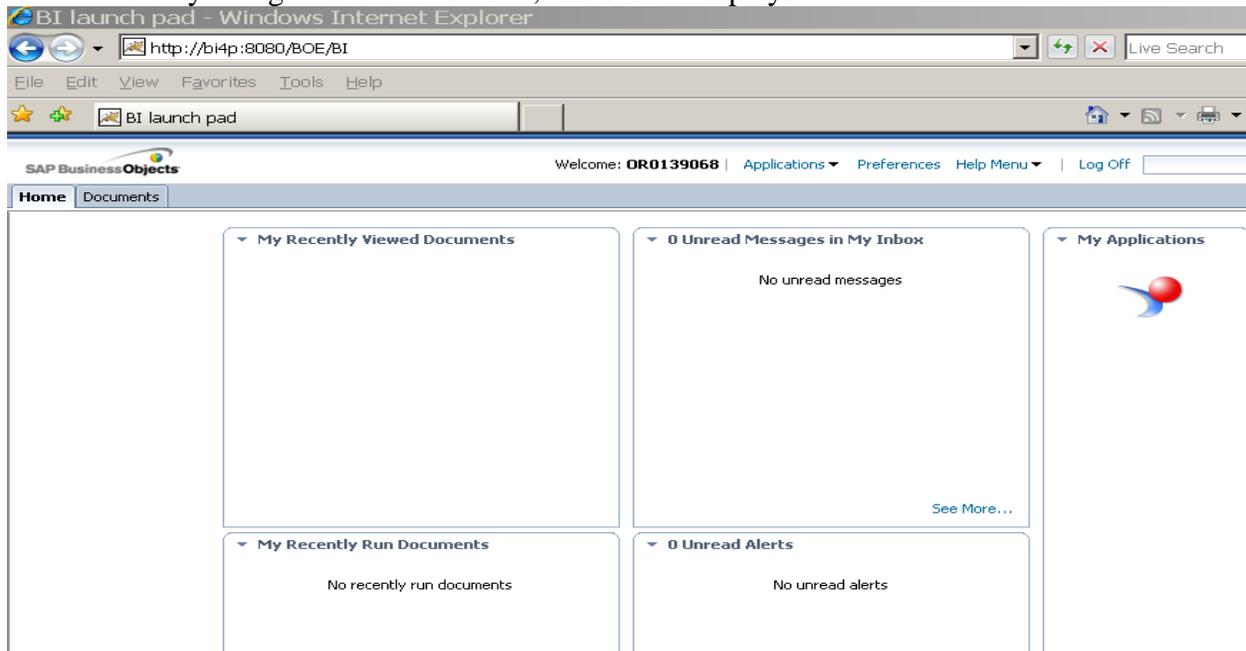# Setting Your Preferences

Before you start using Crystal Reports, there are two things you should do right away. You should set your preferences to:
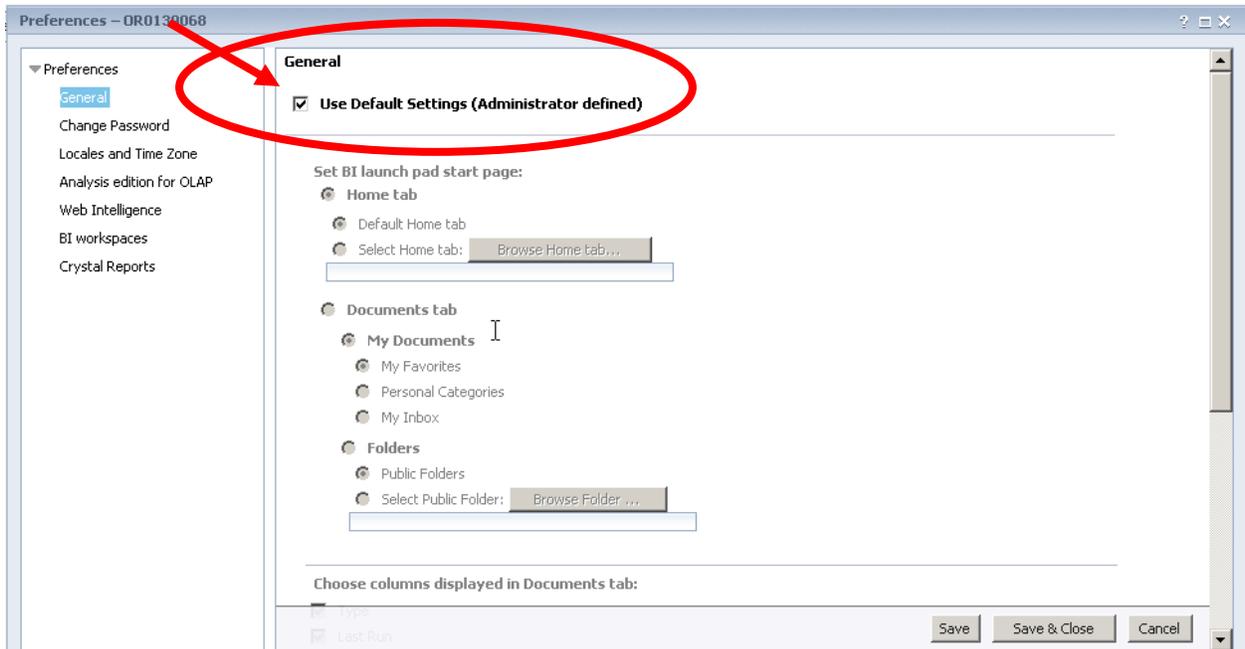- make Crystal Reports be the first thing you see when you log in
- allow you to print.

These two tasks need to be completed once only. Completing them will simplify using Crystal Reports.
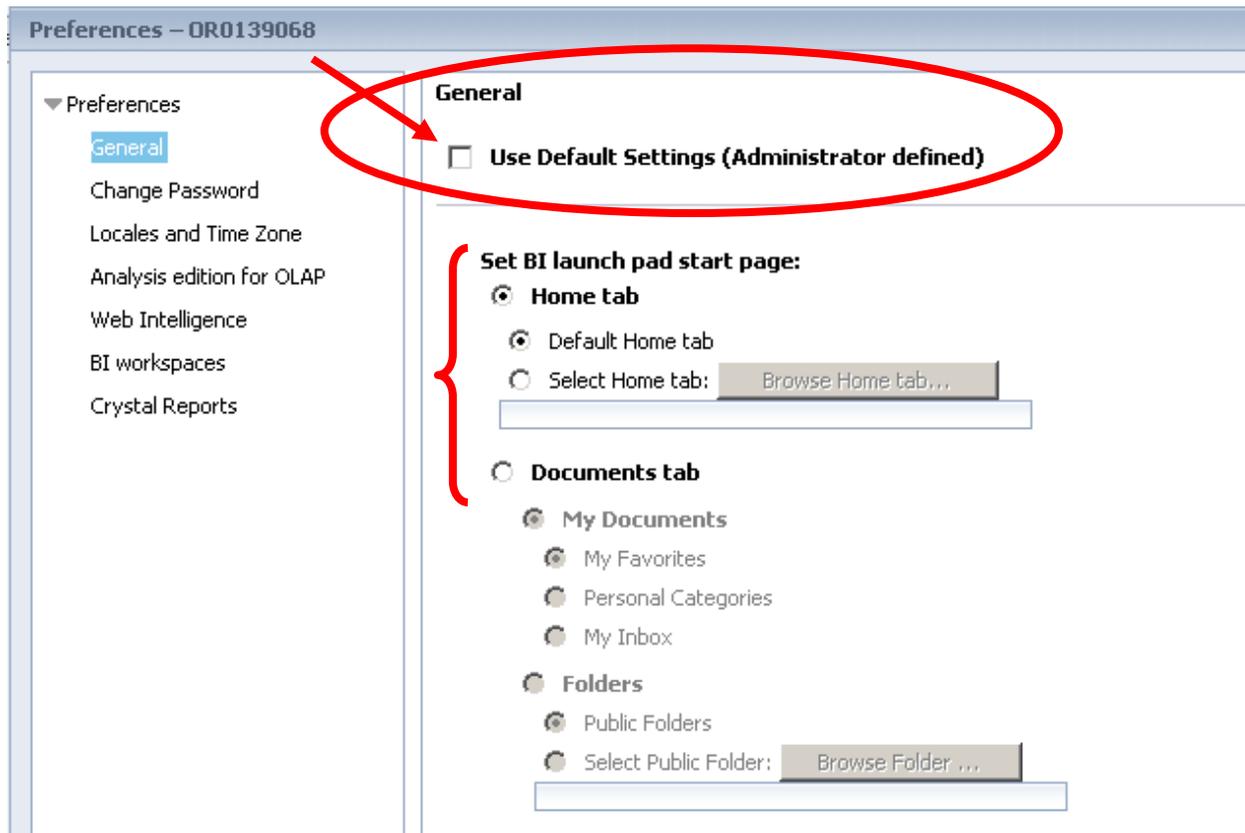
1. When you log in for the first time, this screen displays:

2. Click on "Preferences" near the top of your screen.

3. The "Preferences" window opens. Click on the checkmark to the left of the "Use Default Settings (Administrator defined)" option.


4. The checkmark disappears. The "Set BI launch pad start page" field (directly below) becomes enabled. Parts of the field become enabled and look black now instead of gray.

3/28/2013
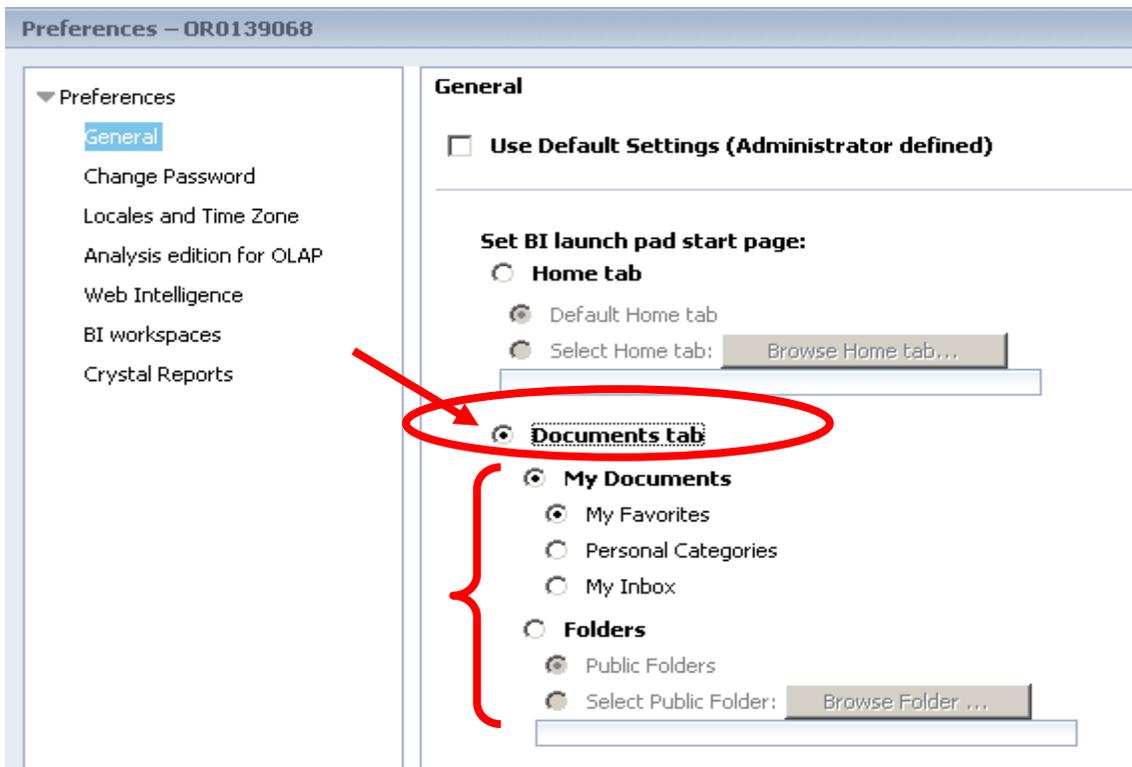
5. Click on the radio button to the left of the "Documents tab" field. Some of the fields beneath it become enabled and look black now instead of gray.
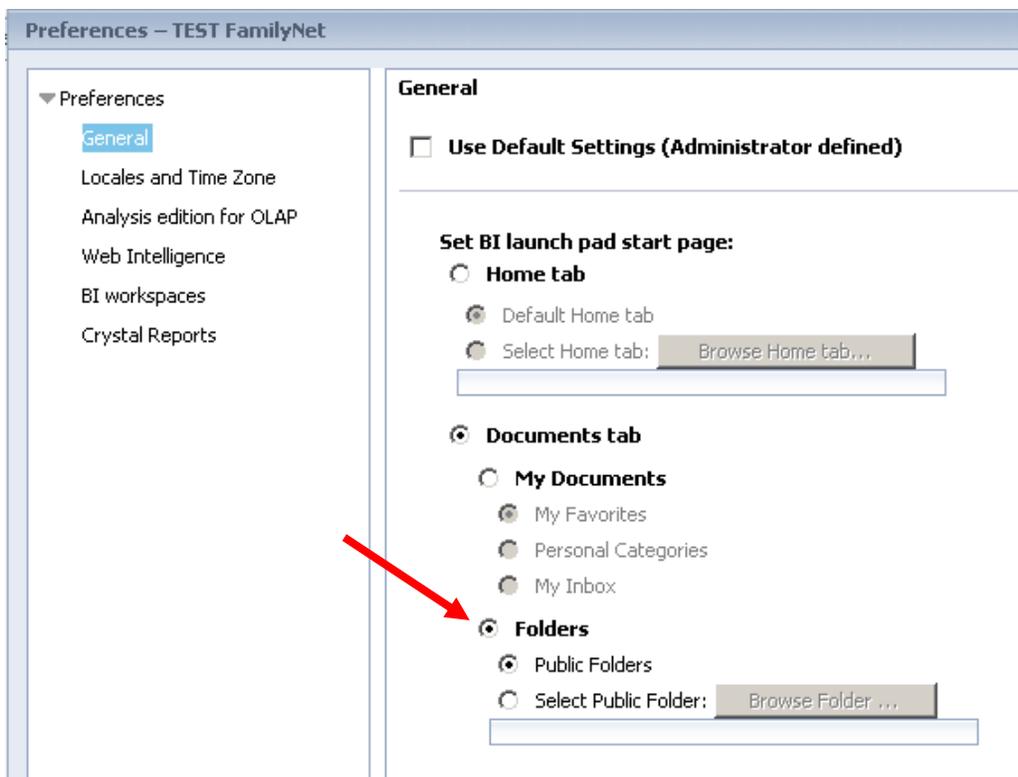

6. Click on the radio button to the left of the "Folders" field. The fields below it turn black.

3/28/2013
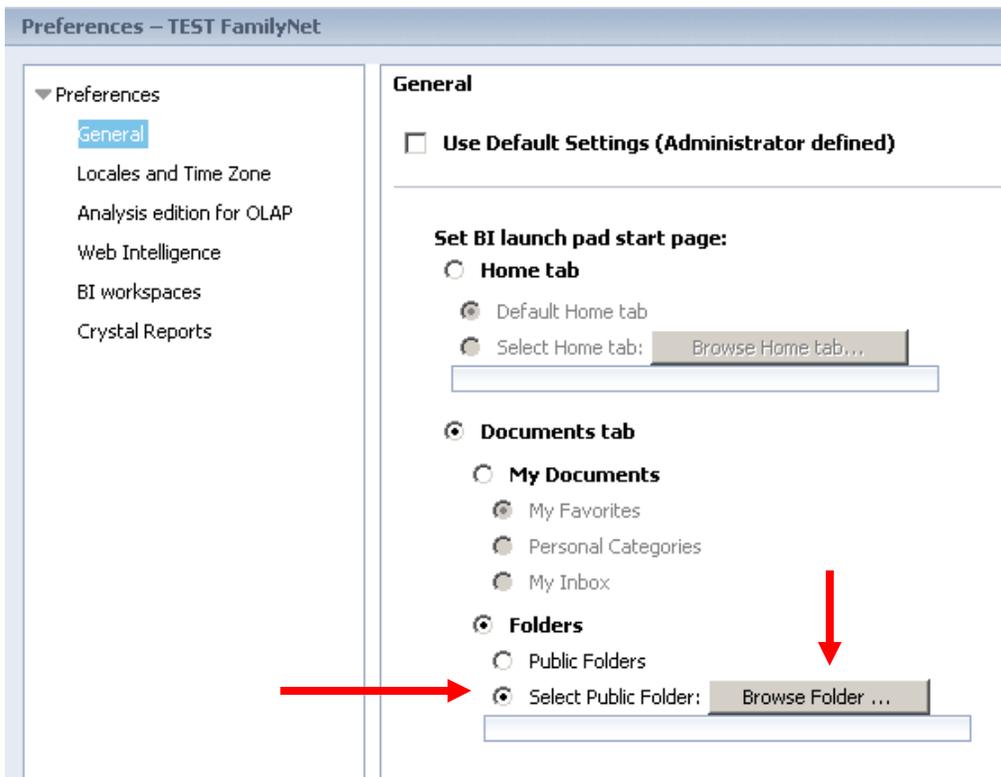
7. Click on the radio button to the left of the "Select Public Folder" field. The "Browse Folder" button to the right becomes enabled and looks darker on your screen. Click on the "Browse Folder" button.
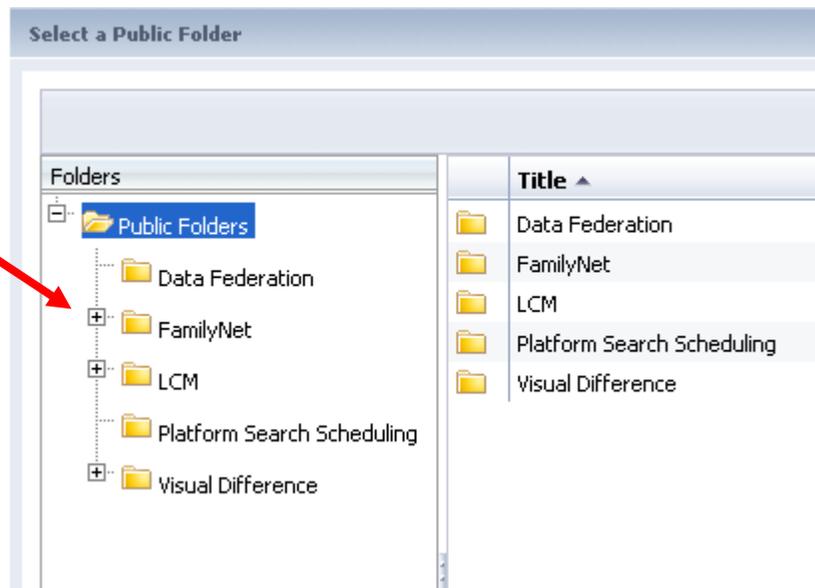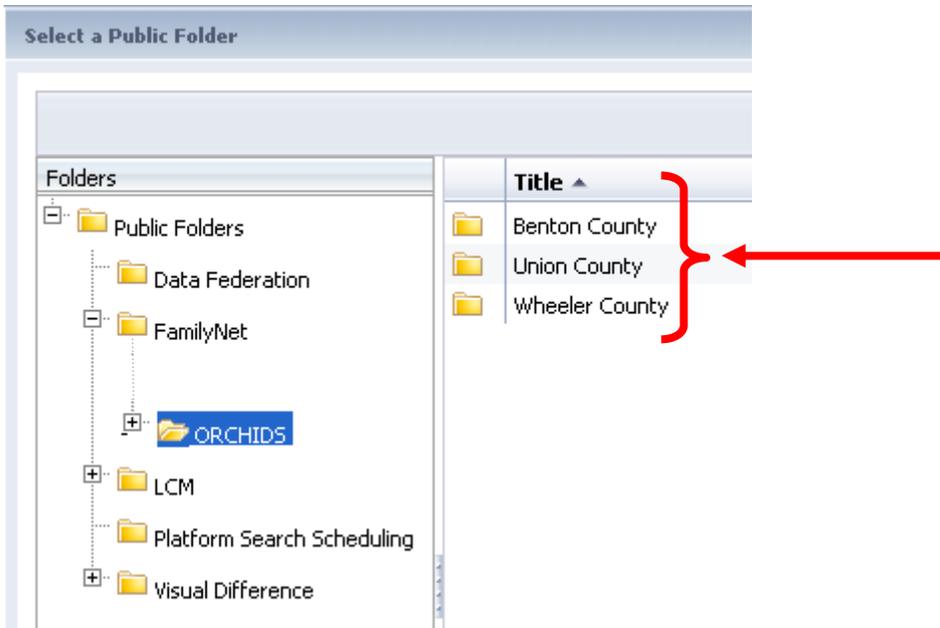

8. A new window opens on your screen. Click on the "+" sign to the left of the "FamilyNet" folder.
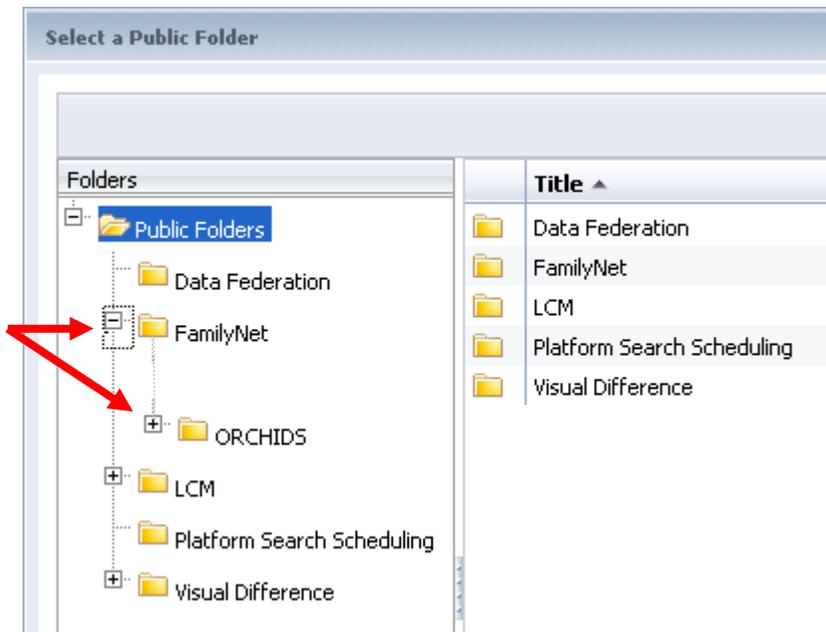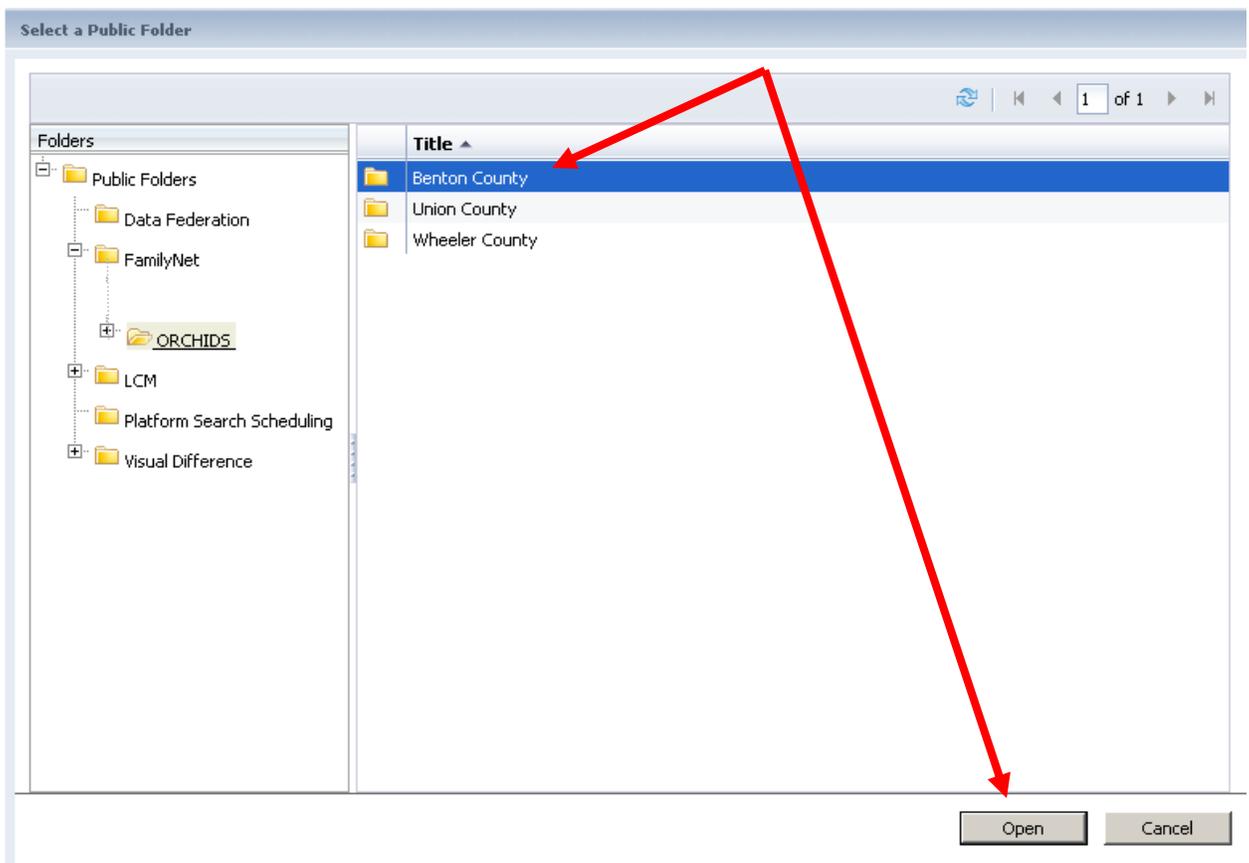
9. The "FamilyNet" folder opens. An "ORCHIDS" folder appears beneath it.
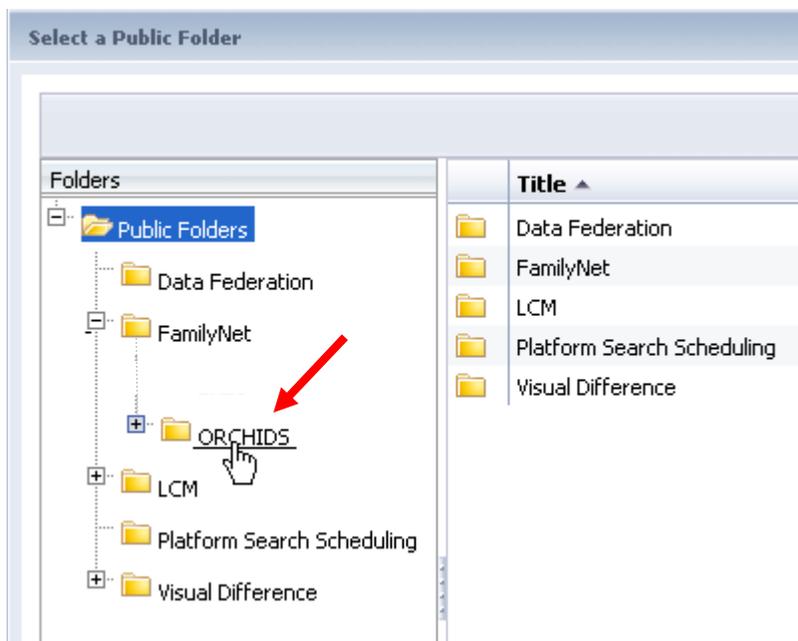
10. Click on top of the word "ORCHIDS" (to the right of the folder icon). Do not click on the "+" sign.

11. The name of your county should appear on the right side of your screen. Call ORCHIDS Application Support if it does not appear (971-673-0382).


12. Click on your agency's folder. A blue stripe appears on top of it. Click on the "Open button in the lower right corner of the window.
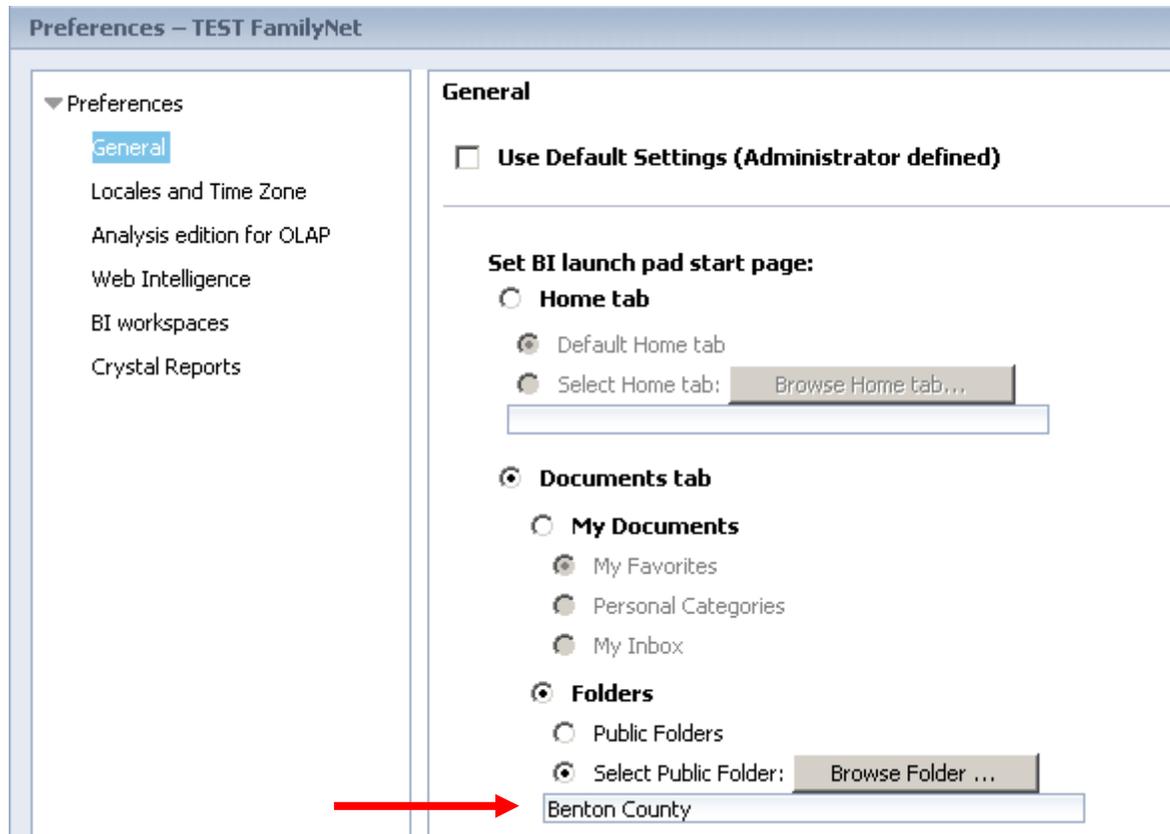
13. The window showing the file folders closes. You are back in the "Preferences" window. The name of your agency should appear beneath the "Select Public Folder" field.
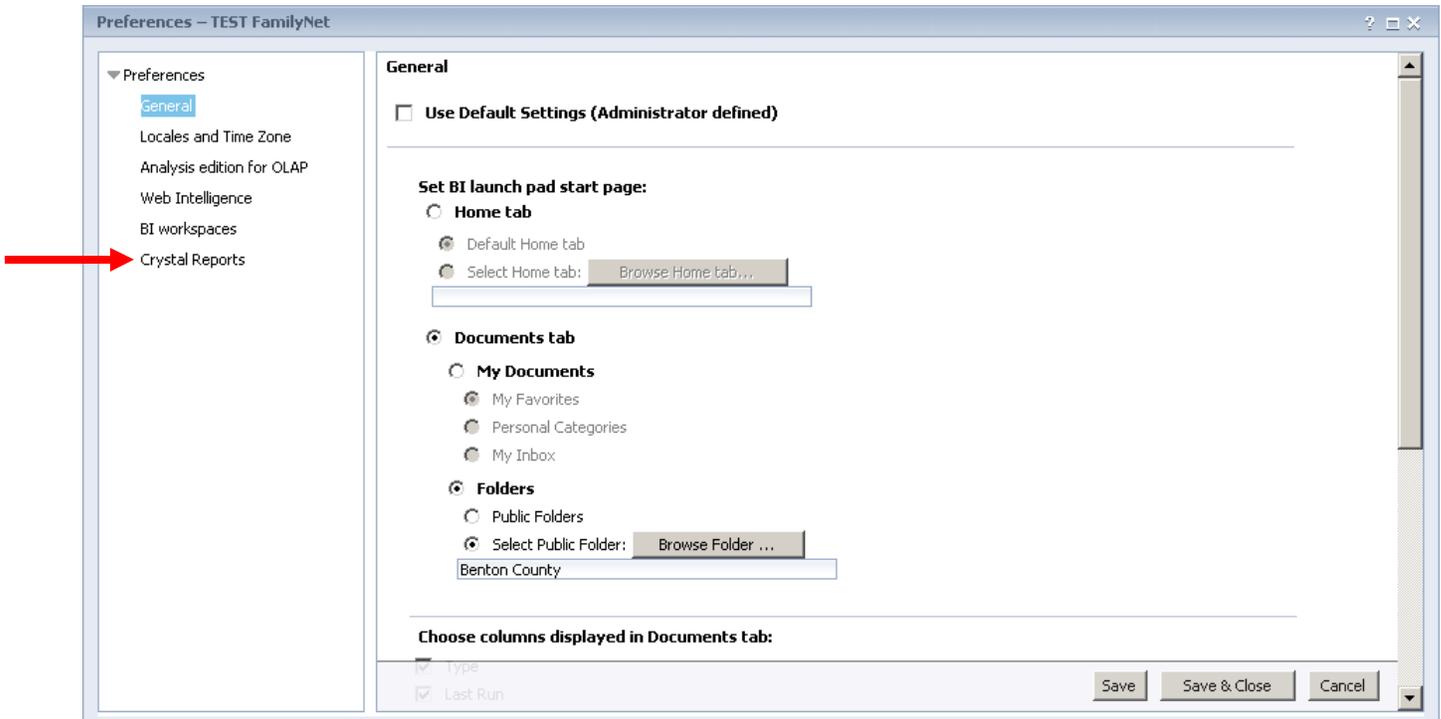
14. To set up printing, find "Crystal Reports" on the left side of your screen. Click on "Crystal Reports."
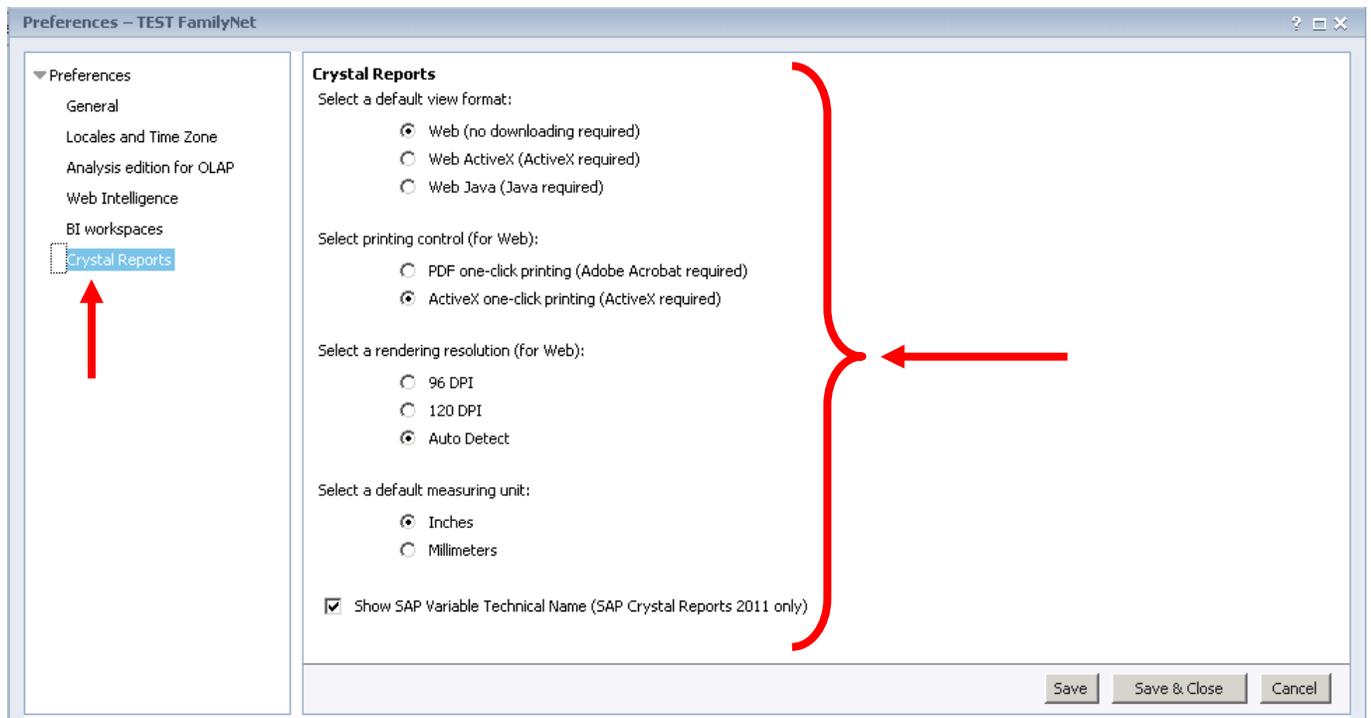

15. A blue highlight appears around "Crystal Reports" on the left side of your screen. The items on the right side of your screen change.
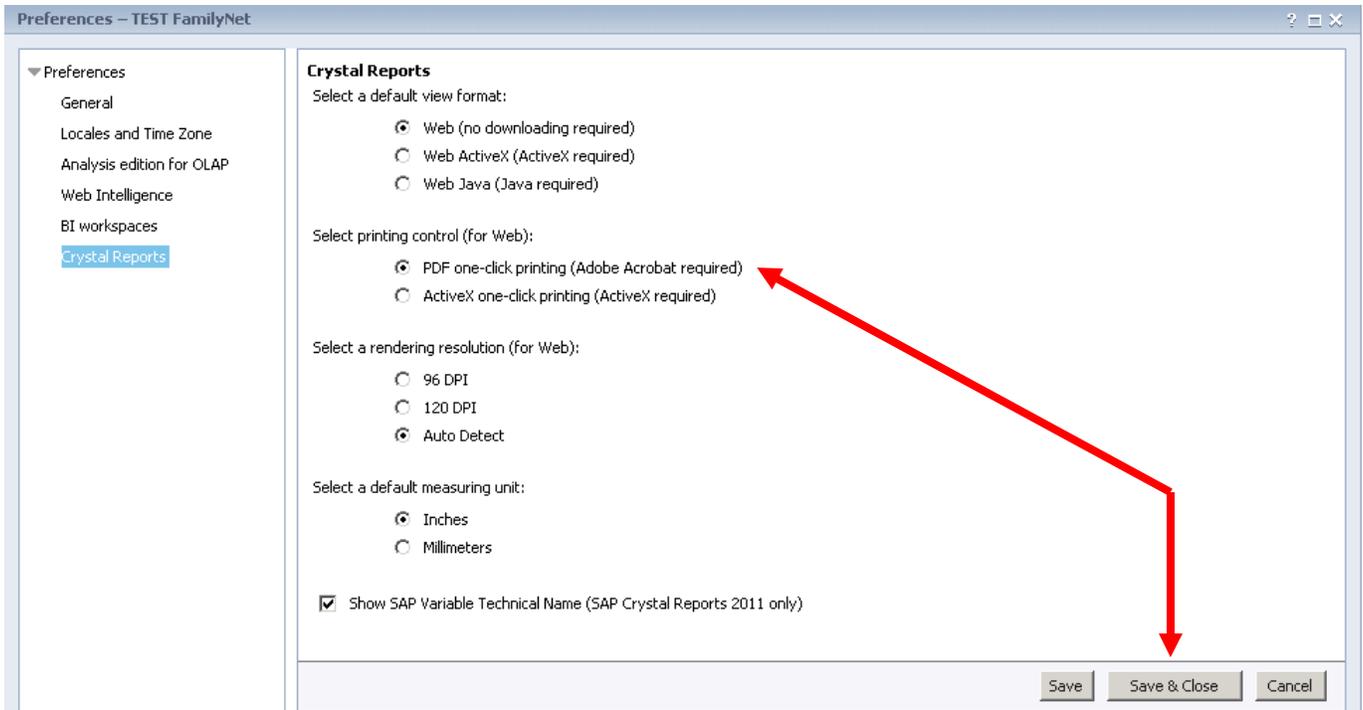
16. Click on the item "PDF one-click printing (Adobe Acrobat required)" on the right side of your screen. Then click on the "Save & Close" button in the bottom right corner of the window.

17. A message window will open on your screen. The message means that you need to log out and log back in to see the changes you have made. Click the "OK" button to close the message window.
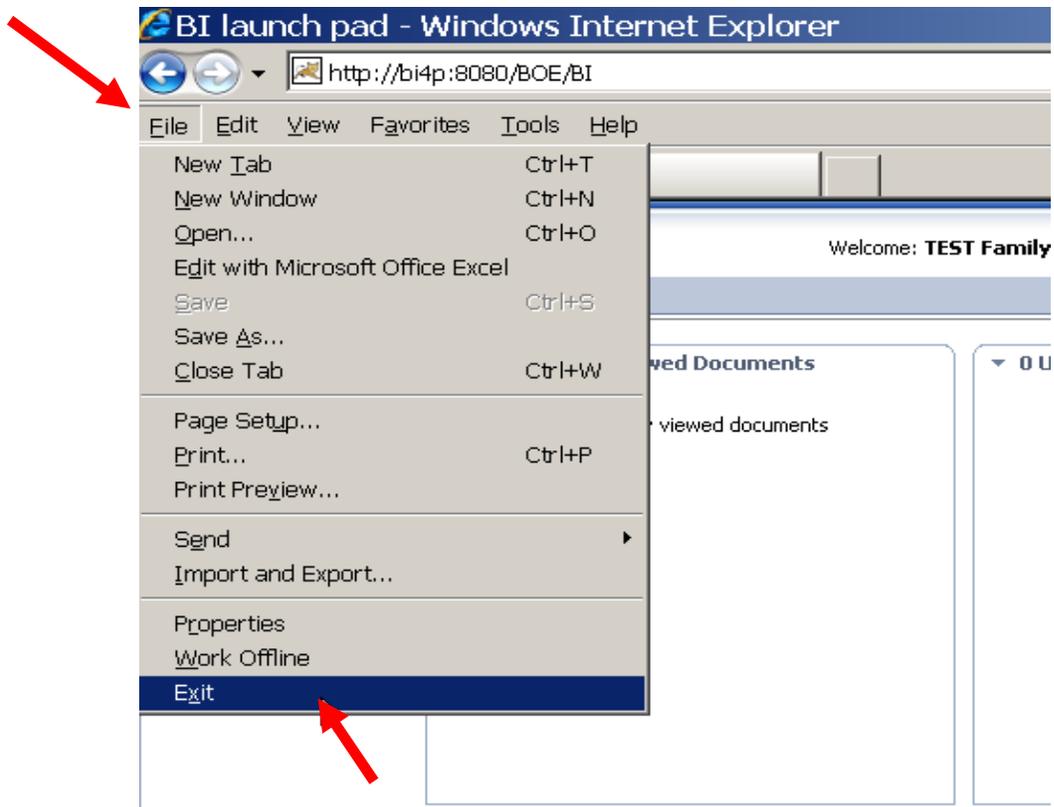
18. Close the application. One way to do this is to click on the "File" menu at the top of your screen and then select "Exit" in the drop-down list. The application closes.
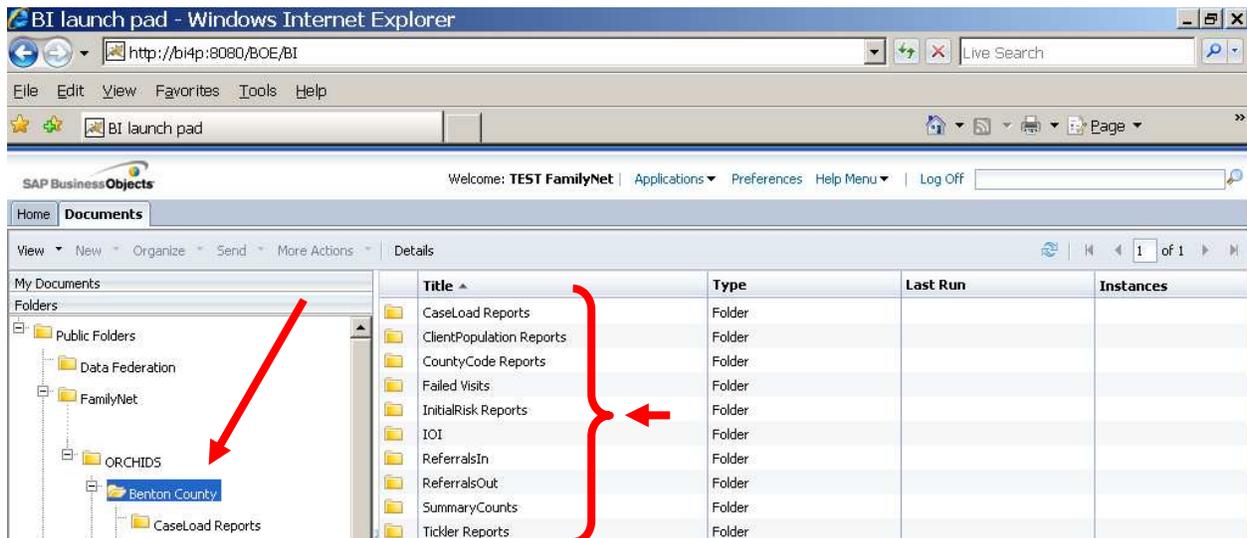
19. Log back in. (See step #4 on page 2 if you need help.) The first screen you see after the login page should show your agency's file folder and the reports inside of it. Call ORCHIDS Application Support (971-673-0382) if you do not see your agency's file folder and a list of reports.