

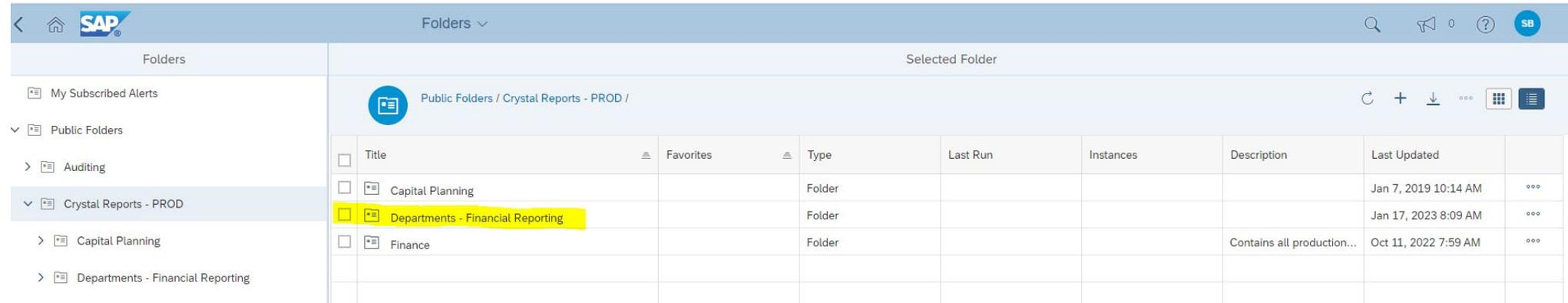
# CRYSTAL REPORTS---Schedule Reports

To access Crystal Reports: type [crystal.fitchburgstate.edu](http://crystal.fitchburgstate.edu) into a new browser

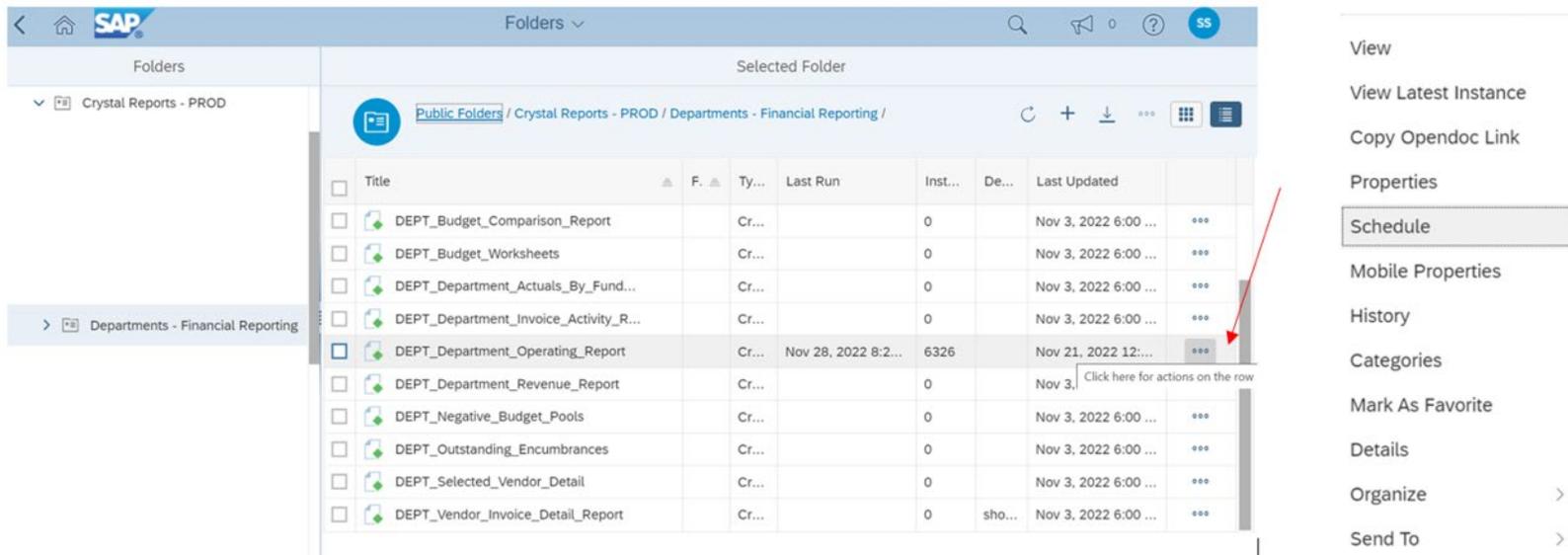
Log in using your University credentials

Approve your Duo notification

Go to the Departments-Financial Reporting Folder



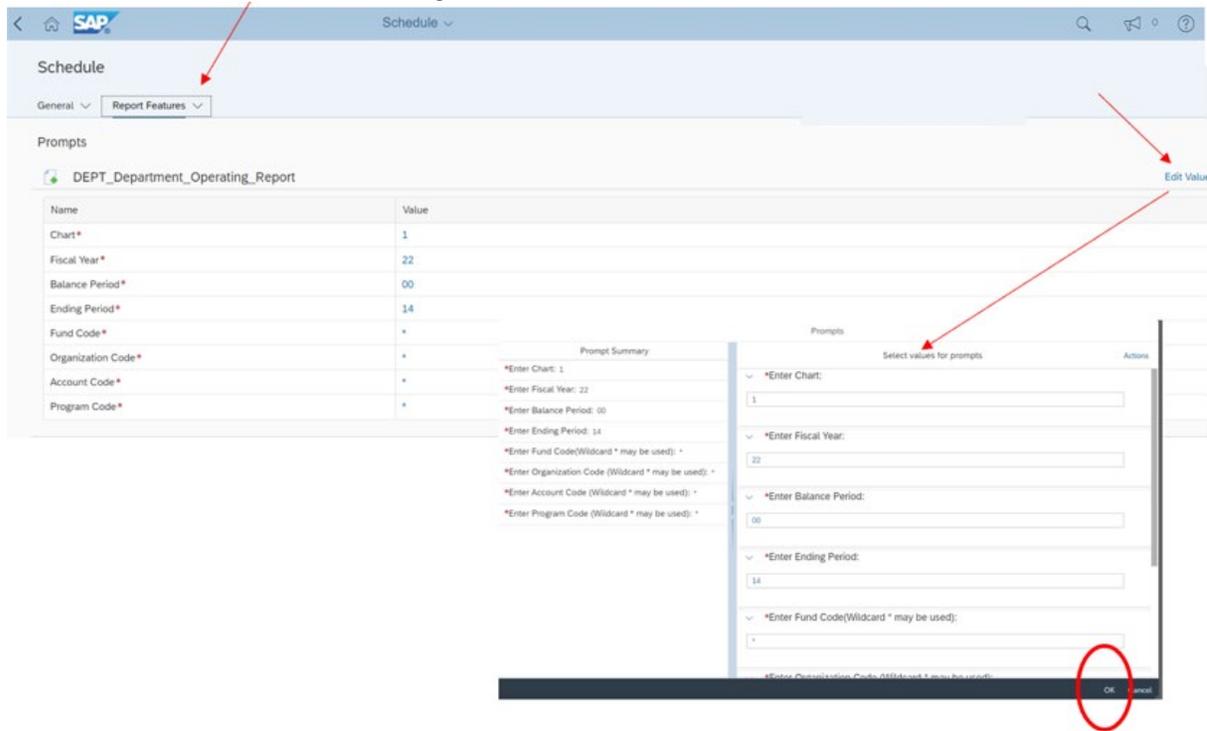
1. Click on the 3 dots to the far right of the report.
2. At the prompt, click 'Schedule'



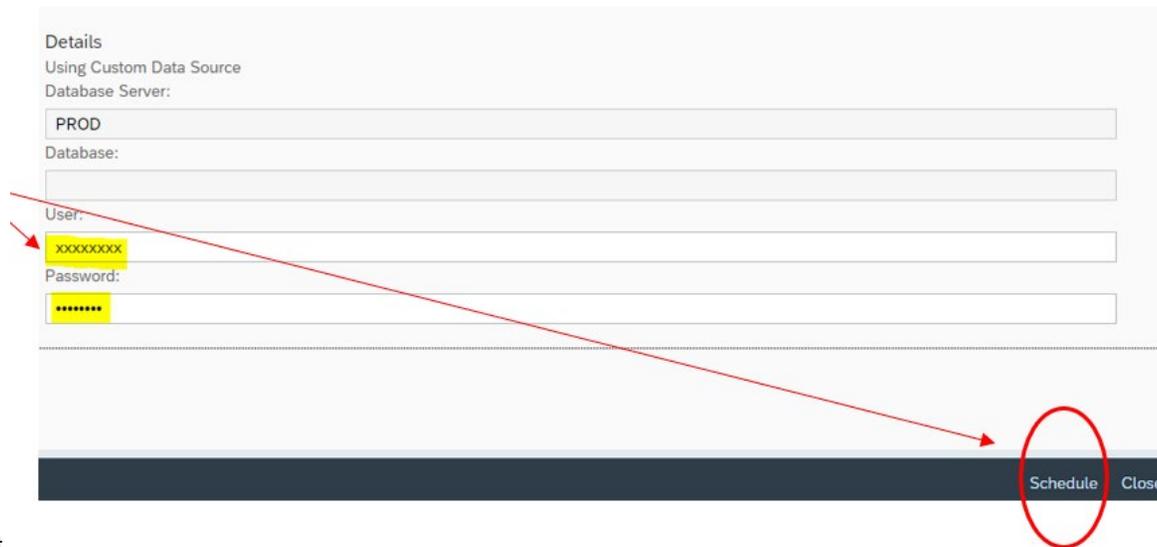
NEXT PAGE:

3. Click on 'Report Features'
4. Click 'Edit Values' Click 'OK' when done entering values. Upper case characters are required. The asterisk \* is the wildcard in Crystal Reports.

5. Scroll down to 'Database Logon'



6. Scroll down to 'Database Logon'. Enter username and password (known as that 2<sup>nd</sup> password). For first-time log-in, your temporary password is FSUbanner-last 8 of Banner/OneCard ID Ex: FSUbanner00000000 **\*\*This password needs to be renewed every 90 days~you will not receive a reminder\*\***



7. Click 'Schedule' at bottom right.

NEXT PAGE:

The status of the report will appear, eventually it should come up with the "Success" status.

Instance Title: DEPT\_Department\_Operating\_Report

Title	Status	Instance Time	Created By	Type	Locale	Parameters	
DEPT_Department_Operating_Report	Running	Dec 9, 2022 11:20 AM	ssmit115	Adobe Acrobat		1; 22; 00; 14; *; *; *; *	...
DEPT_Department_Operating_Report	Success	Nov 28, 2022 8:27 AM	ssmit115	Adobe Acrobat		1; 22; 00; 14; *; *; *; *	...
DEPT_Department_Operating_Report	Failed	Nov 21, 2022 3:02 PM	ssmit115	Adobe Acrobat		1; 22; 00; 14; *; *; *; *	...
DEPT_Department_Operating_Report	Success	Nov 14, 2022 12:50 PM	ssmit115	Adobe Acrobat		1; 22; 00; 14; *; *; *; *	...
DEPT_Department_Operating_Report	Success	Oct 27, 2021 10:33 AM	ssmit115	Microsoft Excel		1; 22; 00; 14; *; *; *; *	...

\*To update/change your 2<sup>nd</sup> password go to Banner PROD and type in Password

The screenshot shows the SAP Welcome screen. On the left is a vertical navigation bar with icons for Home, Grid, Search, Favorites, Help, Star, Back, and Profile. The main content area has a 'Welcome' header and two radio buttons: 'Search' (selected) and 'Direct Navigation'. Below these is a search input field containing the text 'Password'. A dropdown menu is open below the search field, showing two results: 'Password' and 'Oracle Password Change (GUAPSWD)'. The 'Oracle Password Change (GUAPSWD)' result has a star icon next to it.

Enter your current password in Oracle Password and your new password into New Oracle, then Verify Password and hit Save.

**Oracle Password Change Form GUAPSWD 9.3.15 (PROD)** ✕

Oracle User ID	<input type="text" value="SBOUDR17"/>	New Oracle	<input type="password"/>
Oracle Password *	<input type="password"/>	Password	<input type="password"/>
Database	<input type="text"/>	Verify Password	<input type="password"/>