

**DSI\_ITI, LLC.**  
Altoona, PA

Document No. X-SS-XX-000X  
Process documentation

## Set Database Location on a Crystal Report

Functional Unit:  
DSI-ITI, LLC. Service & Support.

Document Owner:  
Service & Support

Warning:

ANY PRINTED COPY OF THIS DOCUMENT IS AN UNCONTROLLED REFERENCE COPY AND MAY NOT BE THE MOST CURRENT VERSION.

---

---

## **PRD0027: Set Database Location on a Crystal Report**

### **PURPOSE**

This document will help the support tech set a database location on a crystal report. Although the screen shots are from Crystal Reports Version 8.5, the principles are the same for other versions.

### **SYSTEMS AFFECTED**

Crystal Reports

### **BACKGROUND**

Setting the database location on a crystal report defines where the report will pull the data to populate the report. If the database location is set incorrectly, the report may throw errors, or report the wrong data.

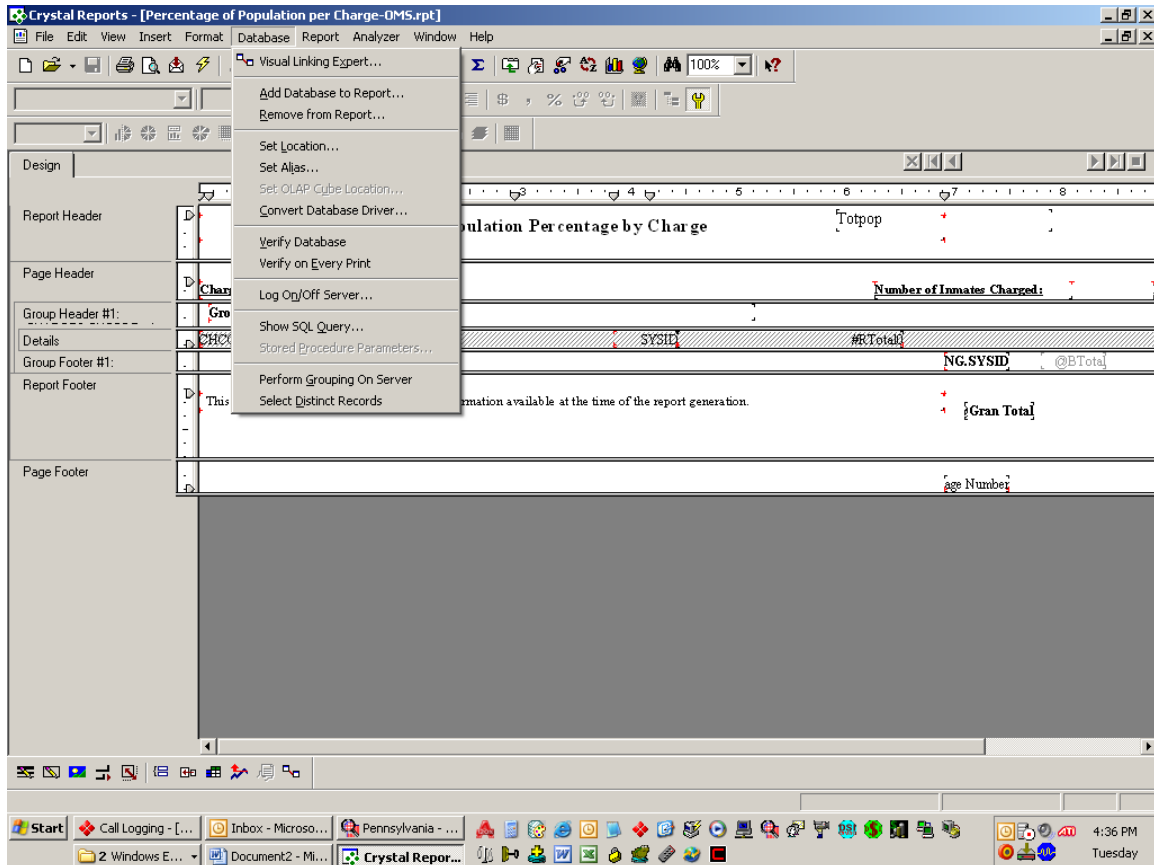
### **PROCEDURE CONTENTS**

Set the database location on a crystal report.

## PROCEDURE DETAILS

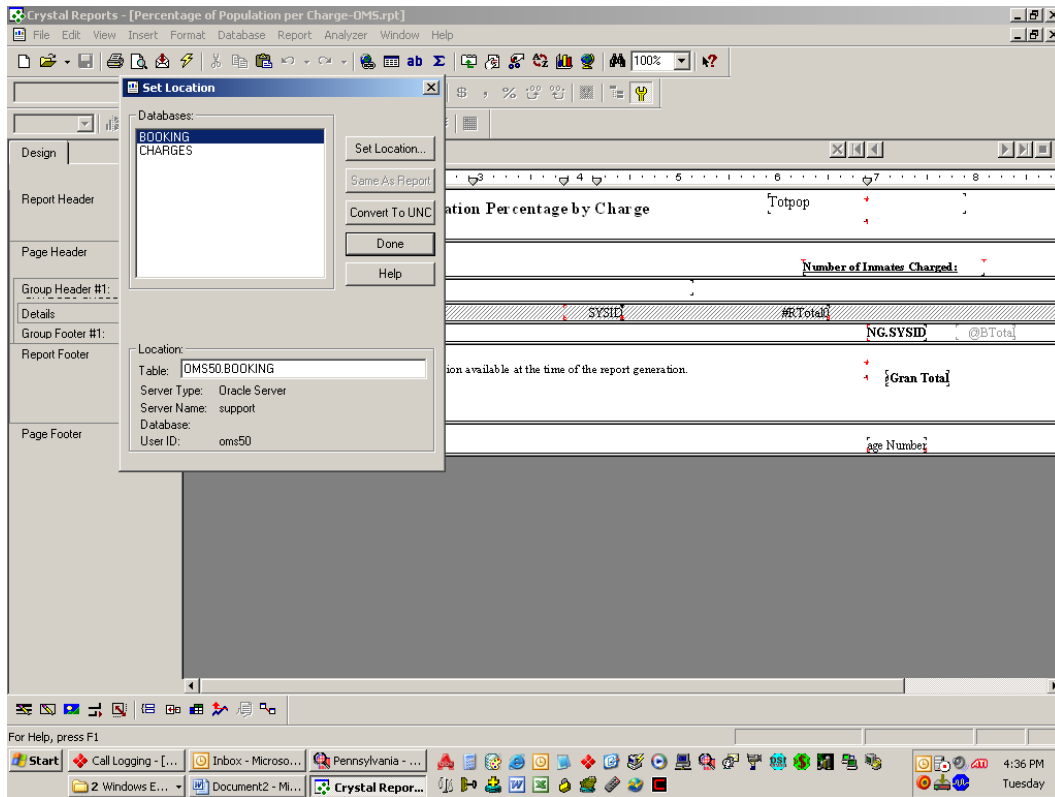
### Set the database location on a Crystal report.

1. Open the report in Crystal reports.
2. From the main menu Database, select Set Location. See (Figure 1)



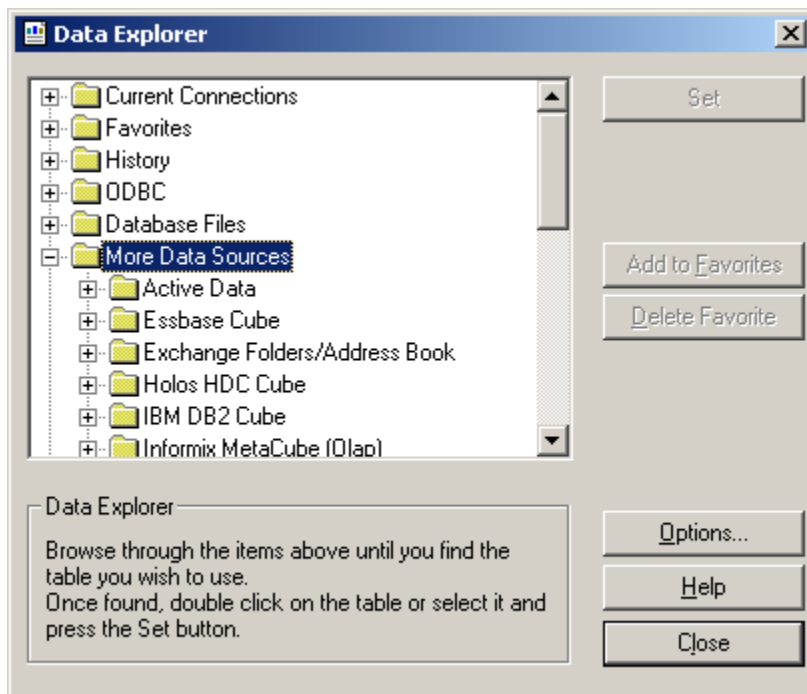
(Figure 1)

3. Select the first table name in the Set Location dialog box, and then select the Set Location button to launch the data Explorer window. See (Figure 2)



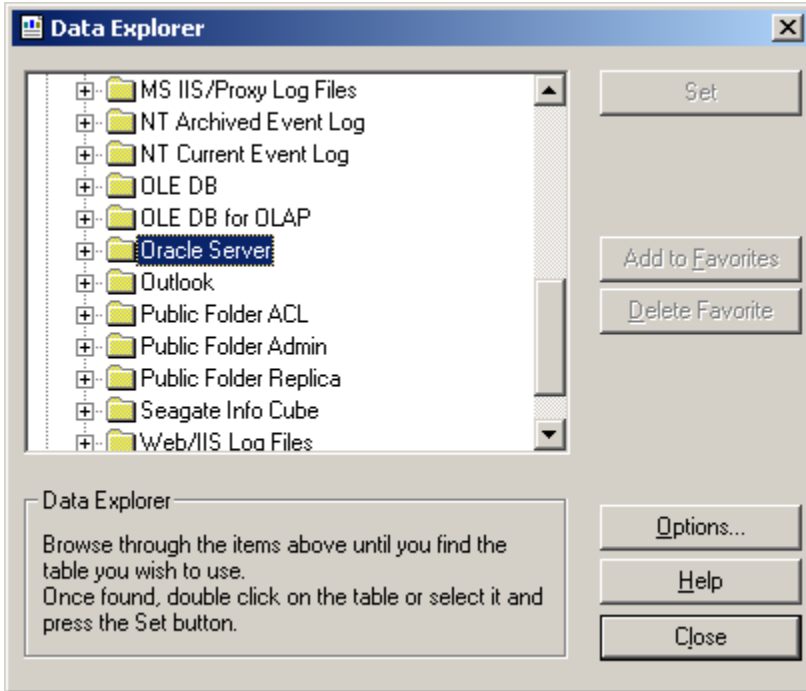
(Figure 2)

4. In the Data Explorer window, expand the More Data Sources folder. (Figure 3)



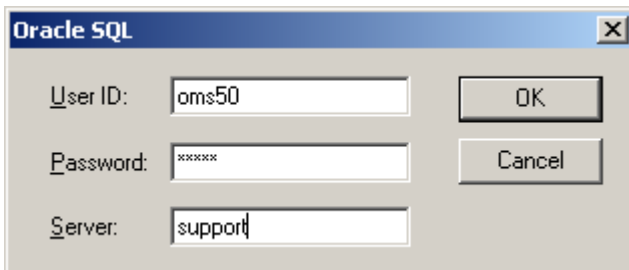
(Figure 3)

5. Under the More data sources folder, locate and expand the Oracle Server folder.  
(Figure 4)



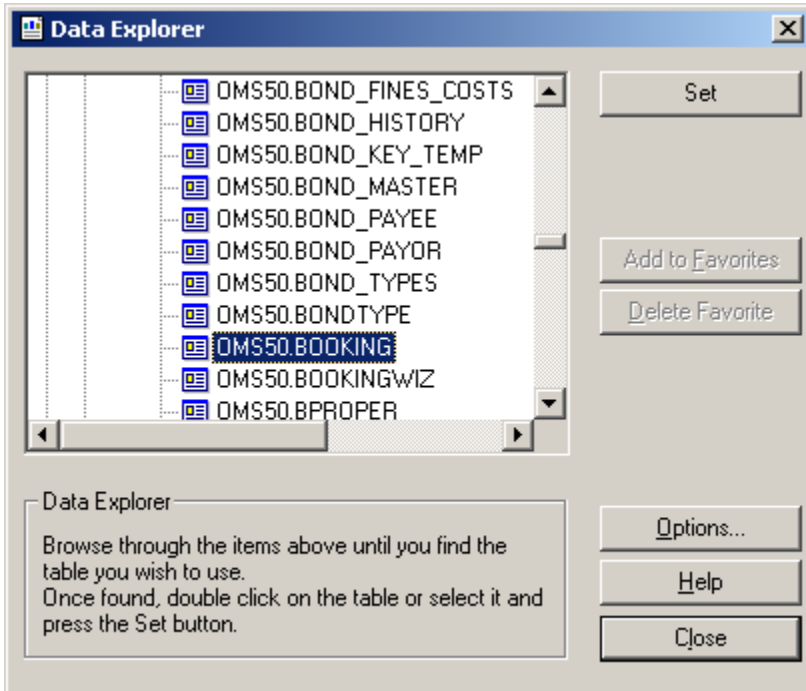
(Figure 4)

6. Type in the user information at the Oracle SQL database login screen and click OK.  
(Figure 5)



(Figure 5)

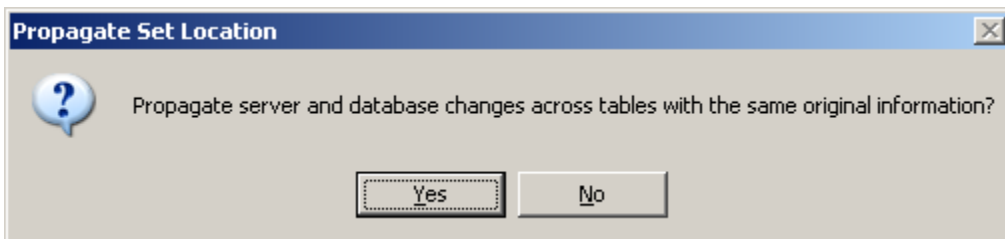
7. In the Data Explorer window, choose the database.tablename selected in step 3 and select the Set button. (Figure 6)



(Figure 6)

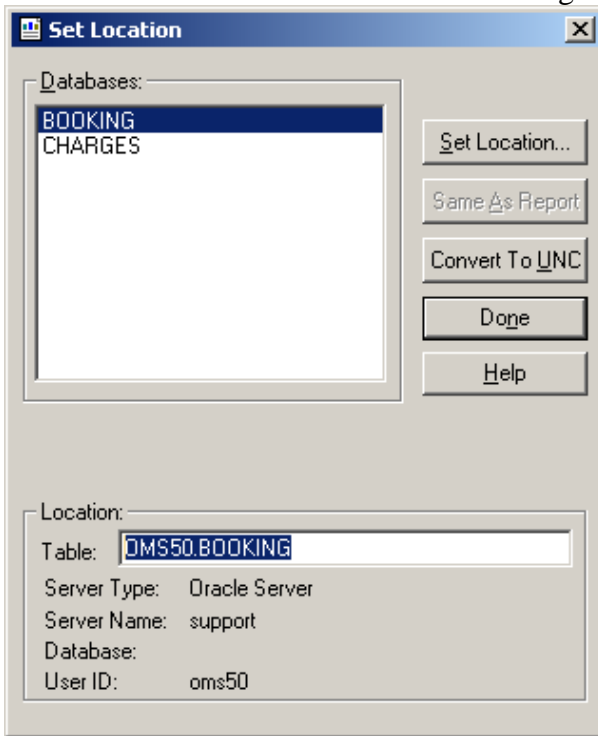
8. Crystal will prompt you with the Propagate Set Location window. Answering YES will set the location on the report for all table names. Selecting NO will set only the highlighted table name from step 3, but leave the other table names as is. Although the table names are invisible to the user; answering yes will cause the system to prompt the user multiple times with the Propagate Set Location window cycling through the table names in the report. (Figure 7)

**NOTE:** This behavior is unique to Crystal version 8.5. If using later versions, user must repeat steps 3 -8 for each table name.



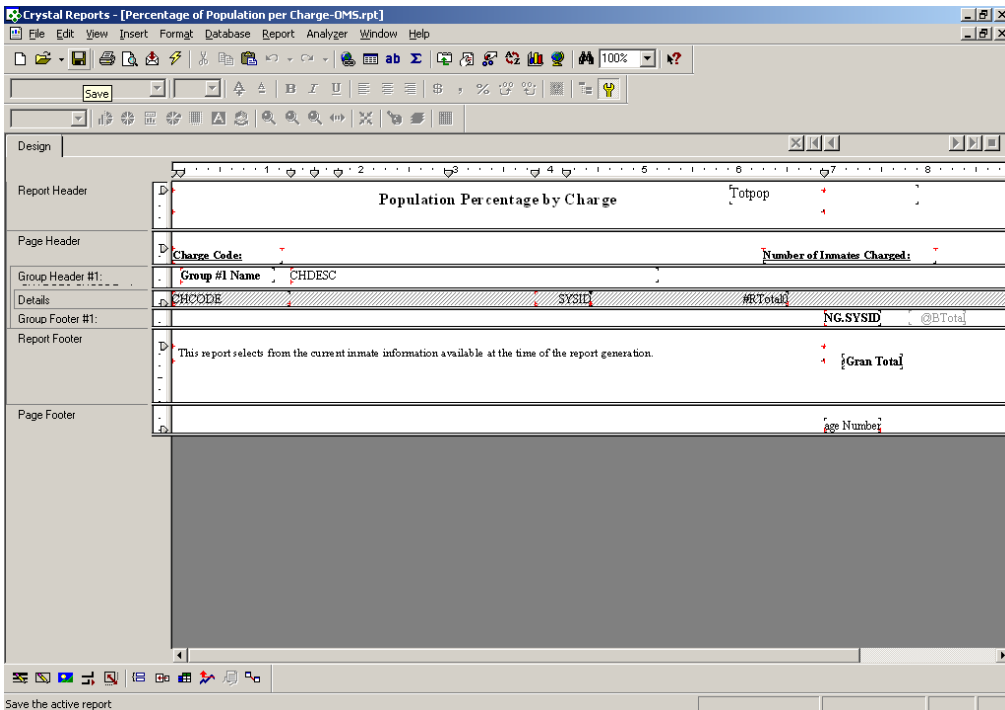
(Figure 7)

9. Select Done on the Select Location dialog box. (Figure 8)



(Figure 8)

10. Select the Save Icon – The floppy disk third from the left in the menu. (Figure 9)



(Figure 9)

11. Run the report and check for proper data output.

Note: If the Crystal report has sub reports, then the sub reports must have the database location set for each sub report. Drill down into the sub report by double clicking on the sub report and then perform steps 3 through 10.