

ClassMate: Creating Database Connection in Crystal

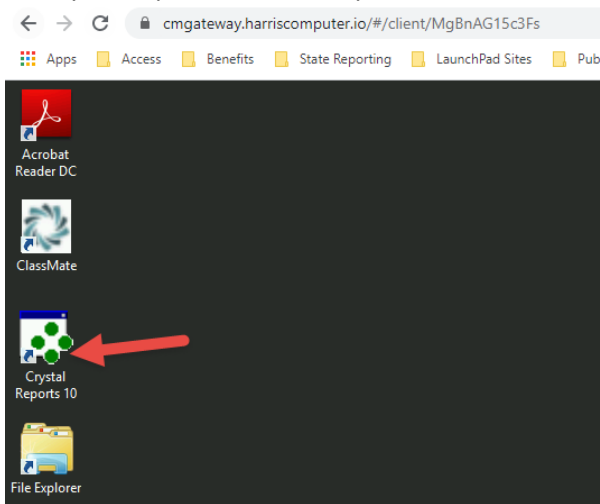


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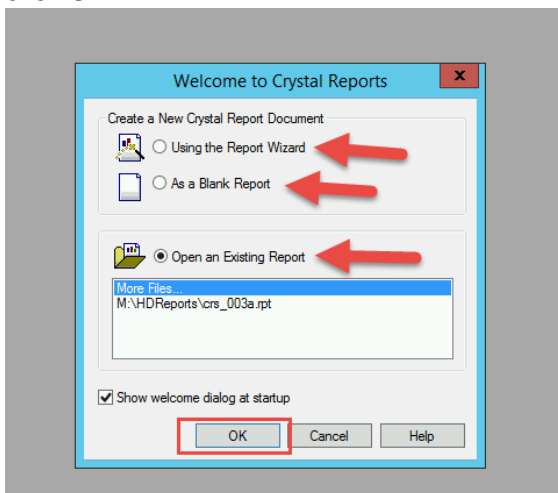
Creating Database Connection in Crystal

With ClassMates move to Amazon Web Services each site now has a site specific database name as opposed to the former classmate, cm_archive, cm_training. When creating or updating reports in Crystal the correct database connection must be selected in order for reports to pull data from the associated database.

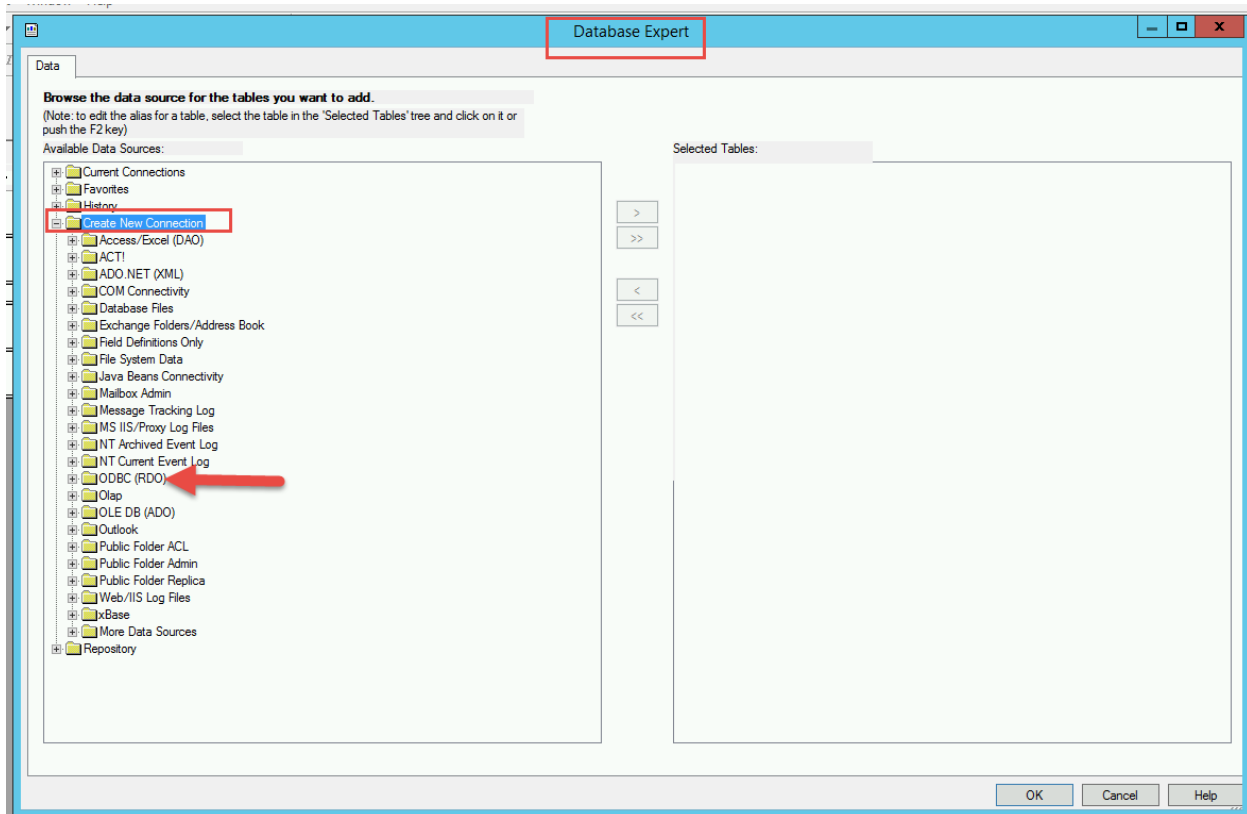
1. To access Crystal you must select the ClassMate Desktop Connection once signed into Gateway. Once open, you'll see the Crystal Report icon on your Desktop > double click to open. OR if updating a current report you can open your yellow File Explorer folder and navigate to where you have your report saved and open from there.



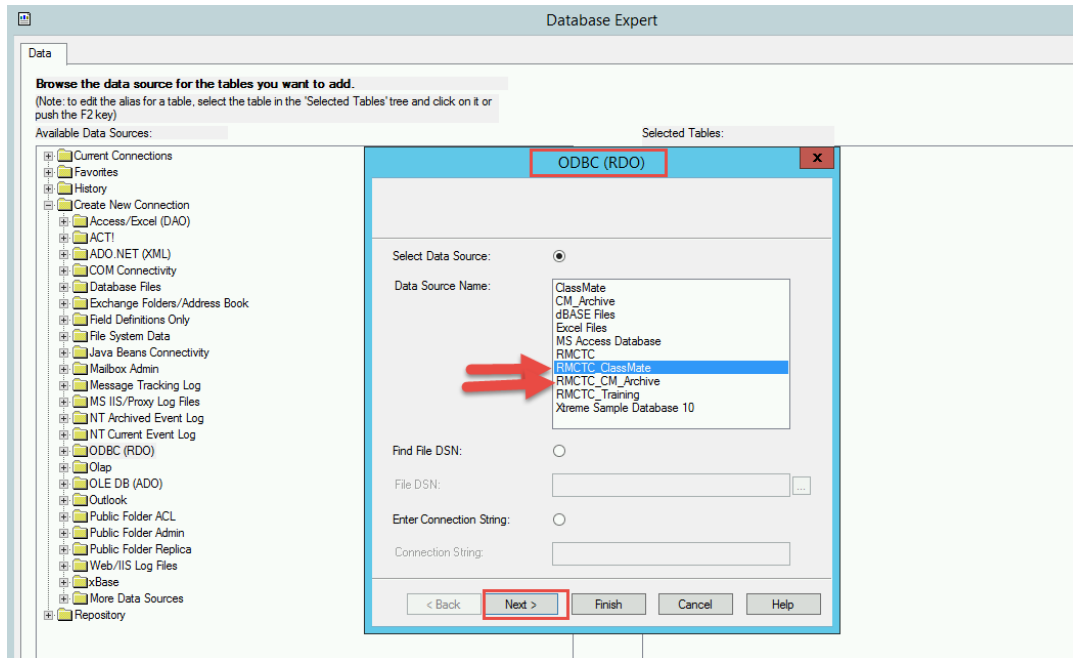
2. When the **Welcome to Crystal Reports** box displays make the appropriate selection and click OK:



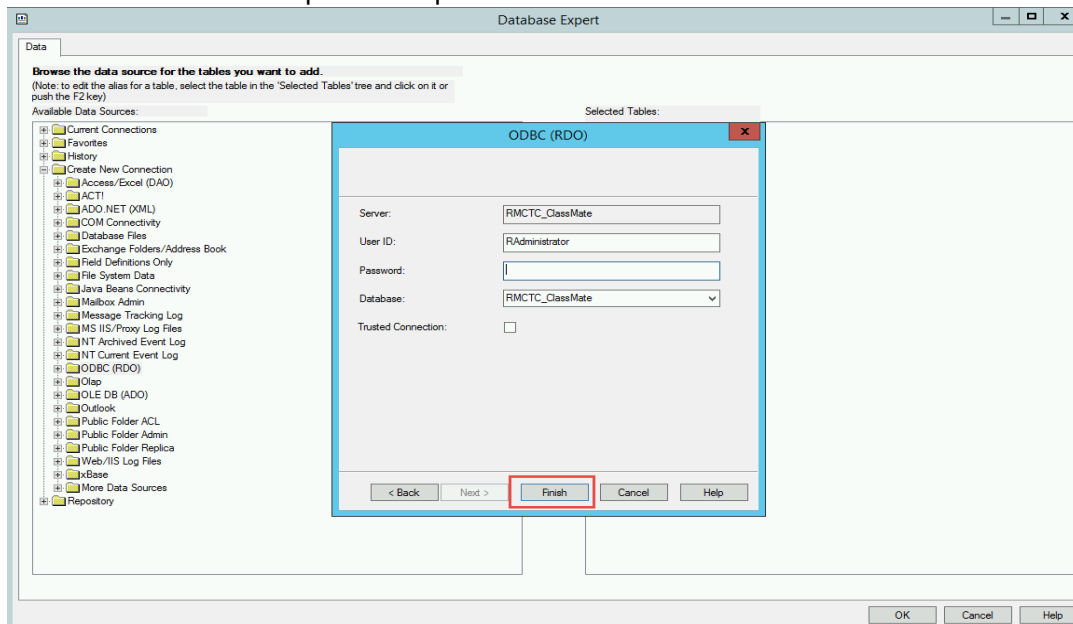
3. **Database Expert** window > click + next to **Create New Connection** to expand and click + to select **ODBC (RDO)**



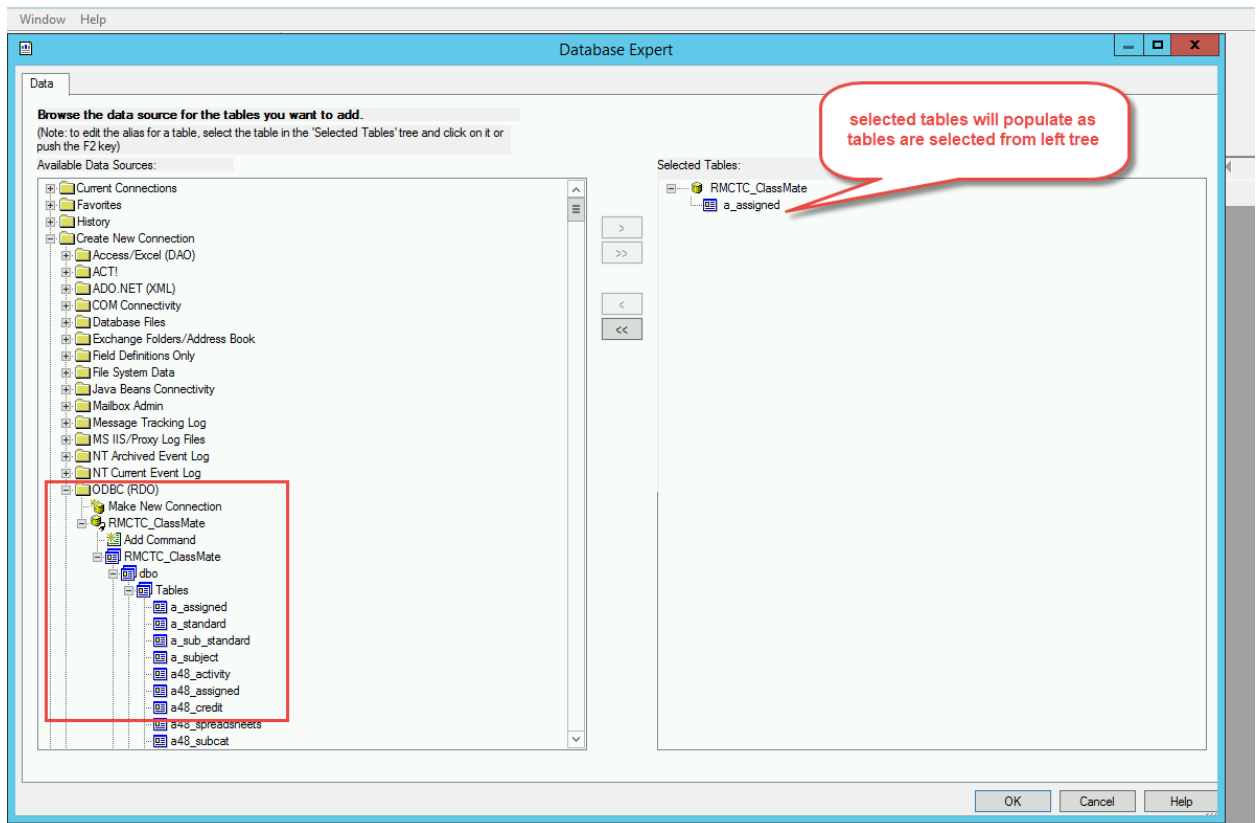
4. **ODBC (RDO)** window will display > select YOUR site specific database connection you wish to create/update your report with > Click **Next >**
 For example: `xxxx_Classmate` (or if creating archive report `xxxx_CM_Archive`)



5. When the next screen opens NO updates are needed. Click **Finish**

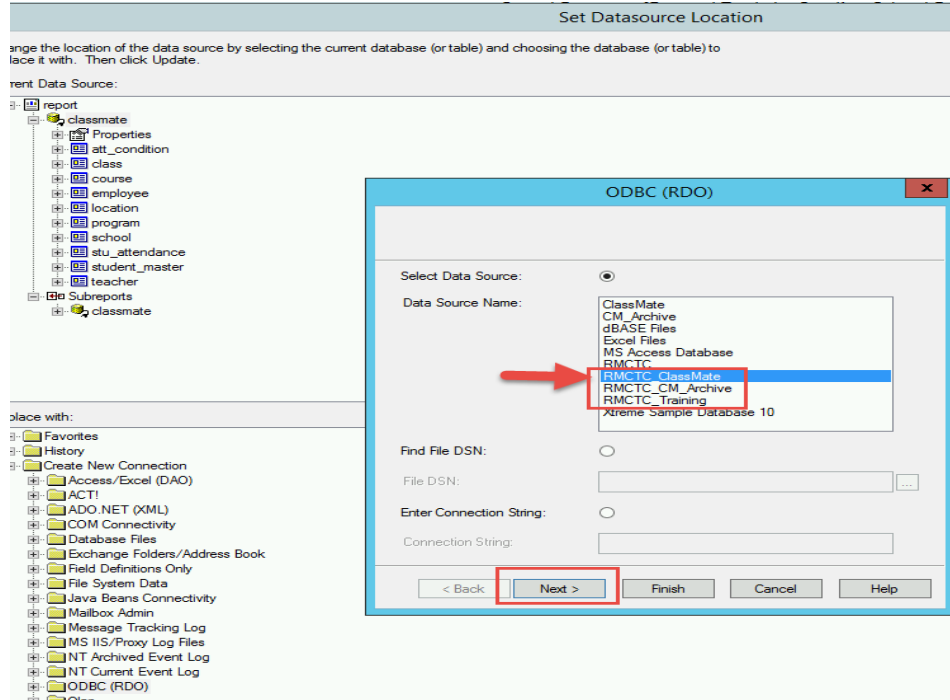


6. You will then see your site specific connection display under **ODBC(RDO)** > click + to expand selection > click + next to **dbo** to display Tables/Vies/Stored Procedures (most reports are created with Tables) > click + to expand **Tables**. Make your selections from there to continue creating your report

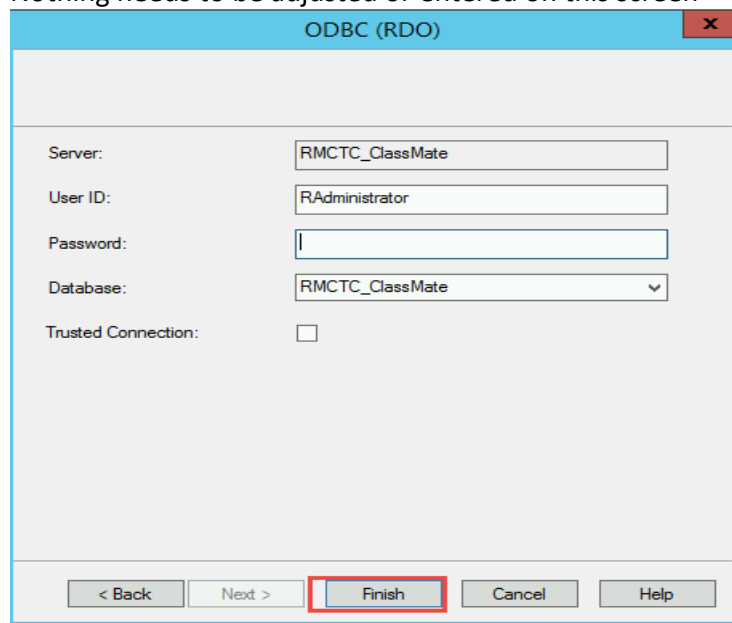


3. **Data Source Name** > click to select your site specific database to update the report > click **Next**

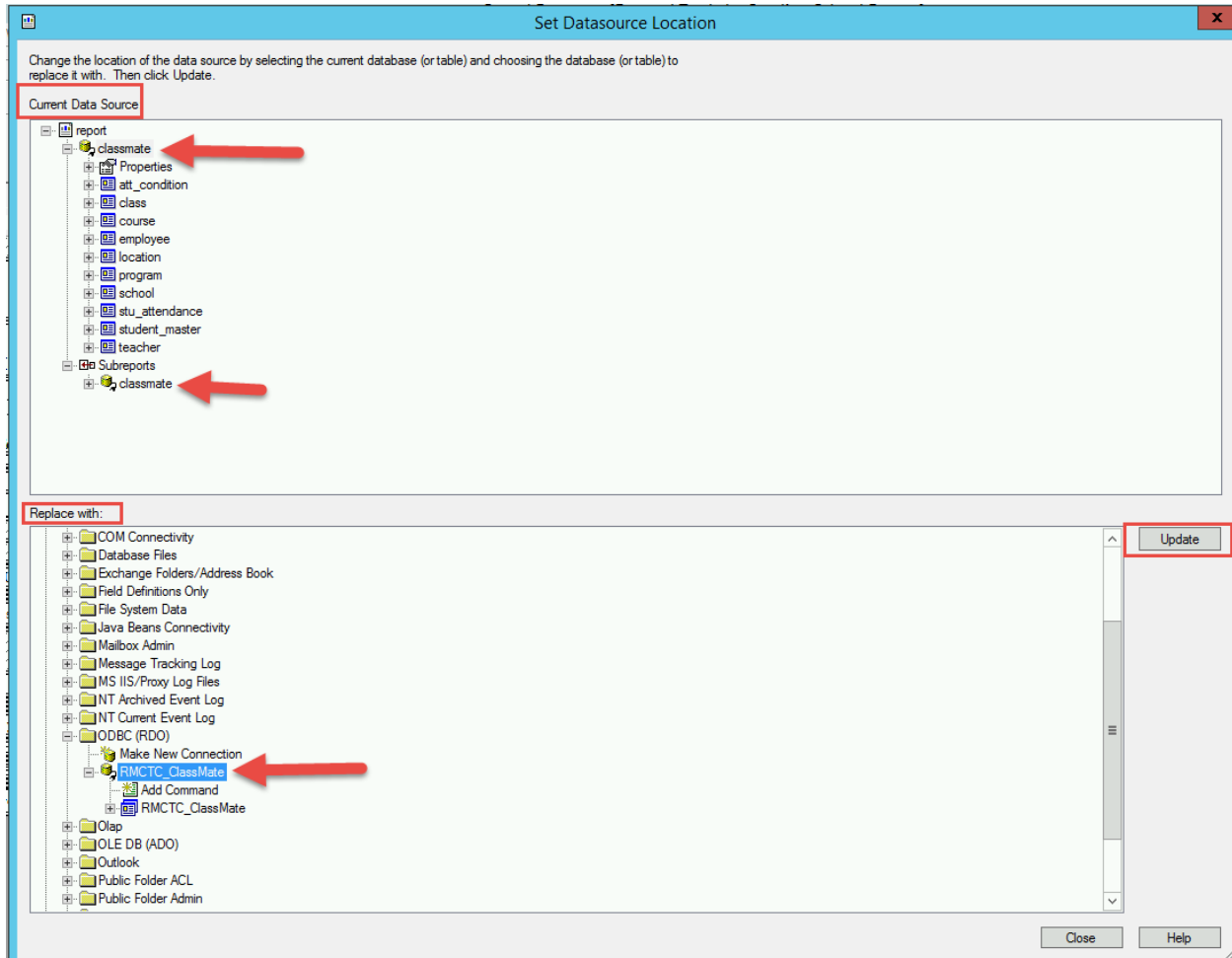
For example: `xxxx_Classmate` (or if updating archive report `xxxx_CM_Archive`)



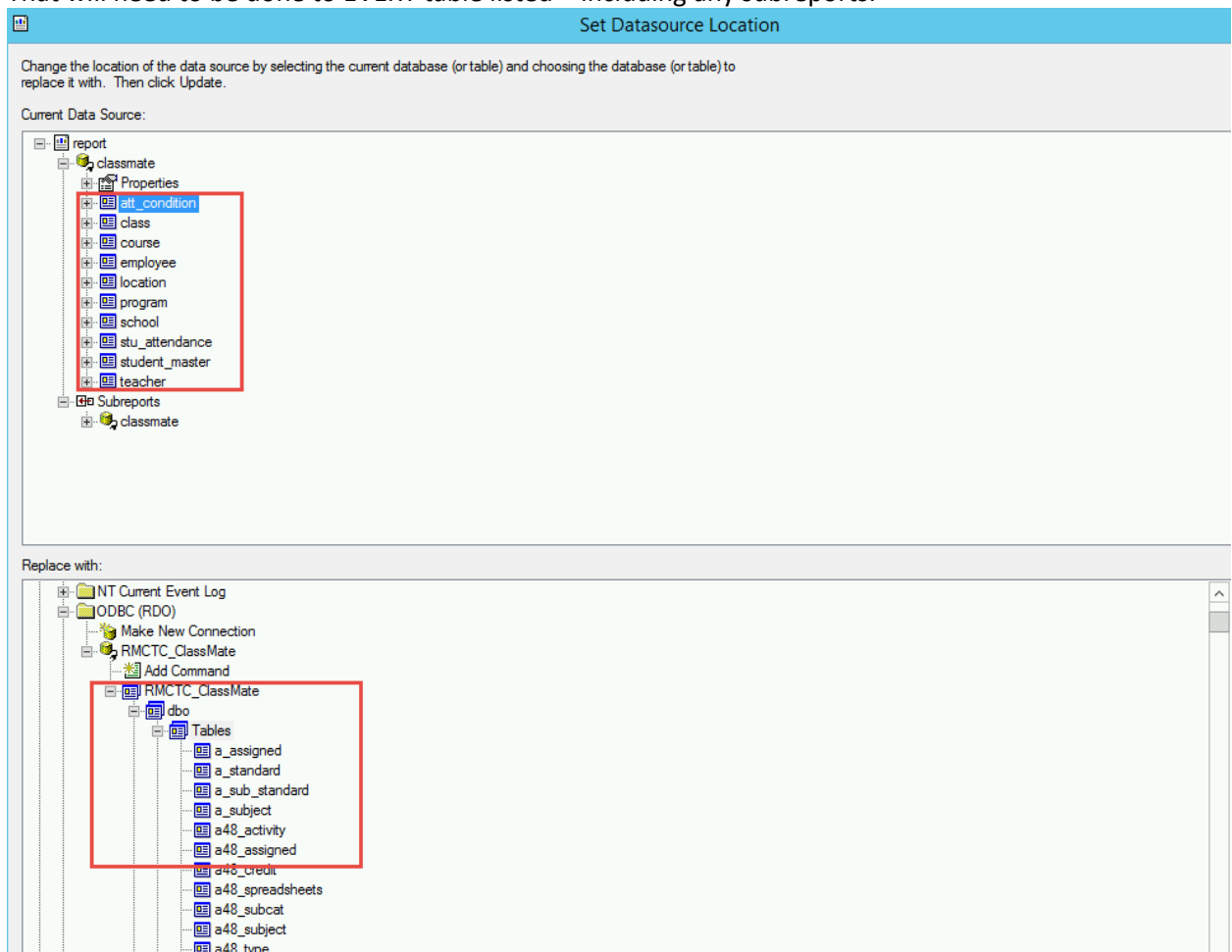
4. Nothing needs to be adjusted or entered on this screen > Click **Finish**



5. Click the **classmate** connection from the top under **Current Data Source:** and click the site specific database under **Replace with:** > Click **Update**
This needs to be done for ALL classmate connections under the **Current Data Source** section, including Subreports



- If the **Update** button does not allow you to update when both selections made this is an indication that each individual table must be updated separately. To do that you would select the table name from under the **Current Data Source** classmate connection and then click + to expand your site specific connection under **Replace with** > click + to expand **dbo** > click + to expand **Tables** navigate to EXACT table name to select and then **Update**. That will need to be done to EVERY table listed – including any subreports.



- Once all updated Connections are completed > click **Close** and you can then save the report and reload into ClassMate.