

# Crystal Reports 9.0

## Creating a Parameter Field (Lesson 5)

### Lesson 5

#### Introduction

As you have seen in our filters, we are looking for currently enrolled students (STRM = '1064'). If we wanted to run the same report over the next few semesters, we would have to edit the report, changing the records selection each time. To save us from doing that, we are going to create a parameter field, which will allow us to select or enter the term we want.

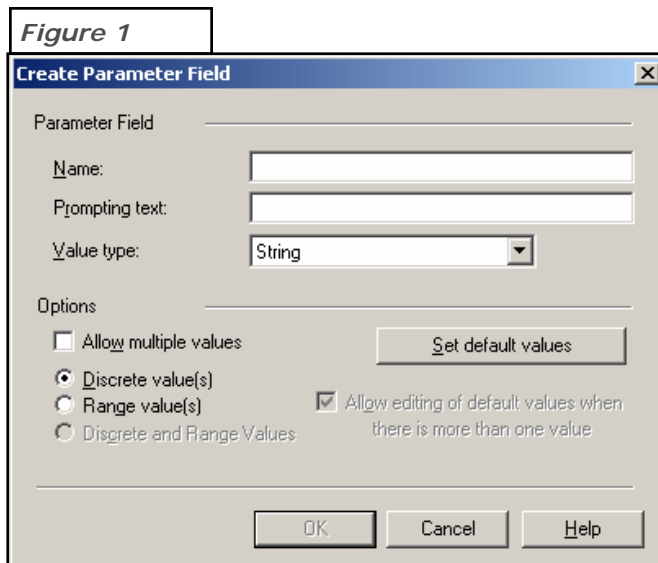
#### Process Summary

**Introduction**  
**Create a Parameter Field**

#### Creating a Parameter Field

Open the *Training.rpt*.

Be sure you are in the Design Mode. (Click the Design Tab) In the Field Explorer, highlight **Parameter Fields**. You may either click the **New** icon in that box, or right-click on **Parameter Fields** and click **New**.

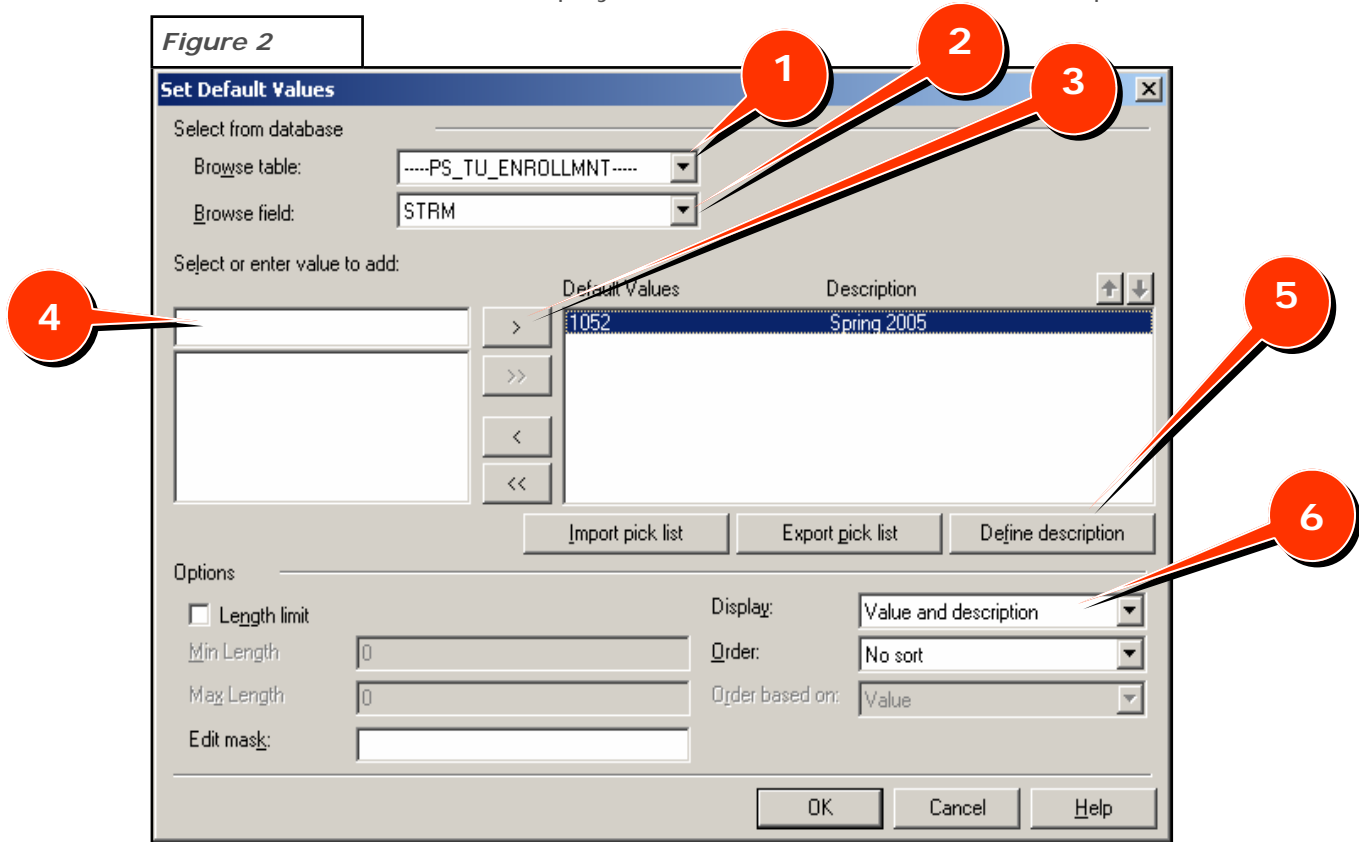


Give the Parameter Field the name "Term" and type in a "Prompting Text" such as "Select or enter a term". Select the arrow for the Value Type to see what is available. We will be selecting "String".

**NOTE:** When we select a value type and want to set default value and we select the table, only those fields that have that value type will appear. If you do not know the value type for a particular field, right-click in the Field Explorer window and select "Show Field Type". The field type will then appear after the field name.

Click on **Set default values**. Select PS\_TU\_ENROLLMNT for the “Browse table” drop-down box and “STRM” from the “Browse field” drop-down box. The values available in that field will appear in the “Select or enter value to add” section. From there, you can use the “>” to make those values available in your report.

Enter or select 1064 and click on the “>”. Since 1064 is not very descriptive, you may want to select “Define description” and enter “Fall 2006”. So, when you go to select the term from your parameter field, you will see “1064 - Fall 2006”. Do the same for Summer 2006 – 1063 **NOTE:** “Display” should be set to “Value and description”.



When you are finished, click “**OK**”.



One of the problems here, is when we select the values that are available in the table, future values are not there. We can add them at a later time by editing our parameter field, or we can supply default values in addition to allowing the user to enter a term.

**Notice the checked box allowing “editing of default values when there is more than one value”. This is checked by default and will allow the user to type in a term value that may not be in the list. When the user enters a value, they need to know the exact value of the field.**

Click **OK**. The parameter field has been created. Now we will edit the record selection so that we are prompted to enter a term when we refresh the report. Select “**Report > Select Expert**”. Navigate to the “PS\_TU\_ENROLLMNT.STRM” field. Click on the arrow in the drop-down box to the right. The parameter field you created will appear as {?Term}. Select that value.

Click **OK**. Save your report by clicking **File > Save**.

Click on the lightening bolt to refresh the data. Now you will be prompted to select or enter a term. Select **Prompt for new parameter value**. You can now select one of the default terms that you created or you can type in a different term. Try both options, selecting a term and typing in a term and run your report each time. After making the selection, click **OK**. The report will now be refreshed based on that term. So, next semester, when you want current data, you do not have to modify the report. All you have to do is enter a different term.

Refresh the report again and select term 1064.

Save the report (*Training.rpt*).

[Go to Lesson 6 - Grouping the Report](#)

