




Crystal Reports 9.0

Publishing to Enterprise

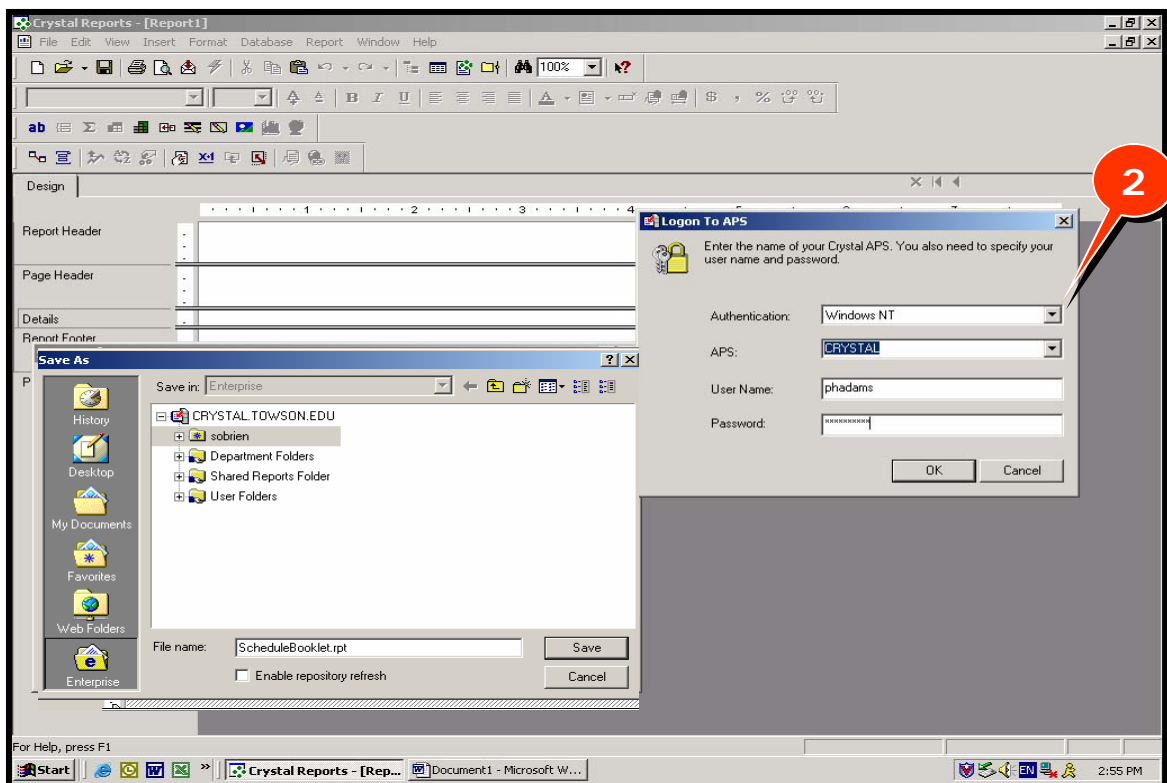
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 =Shortcut  =Advice  =Caution

Publishing Reports to Enterprise

If you wish to schedule your report, or make it available to others, you must upload a copy of it to the Crystal Enterprise server. To do so, use the following steps:

1. Go to **File/ Save As**.
2. Save the file using its current name or rename it, then choose the **Enterprise Folder** icon (**Figure 6, 1**).
3. Use the drop down box by **Authentication** and choose **Windows NT** (**Figure 6, 2**).
4. Make sure the APS drop down is set to "Crystal". (It may be necessary to type in "Crystal".)
5. Log in with your TowsonU (LDAP) User Name and Password.
6. This will open the Personal, Department and Shared Folders in Crystal Enterprise, depending on the permissions that you were granted. Shared folders are organized by functionality and are available to other Crystal Users on Enterprise. Choose where you would like to save the report.
7. Save.



9. To run and schedule reports refer to the Enterprise Reporting document: <http://wwwnew.towson.edu/adminfinance/OTS/training/techdocs.asp#Crystal>