

Crystal Reports 9.0

Grouping a Report (Lesson 6)

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=Shortcut =Advice =Caution

Lesson 6

Introduction

Open the Crystal Report titled *Training.rpt*.

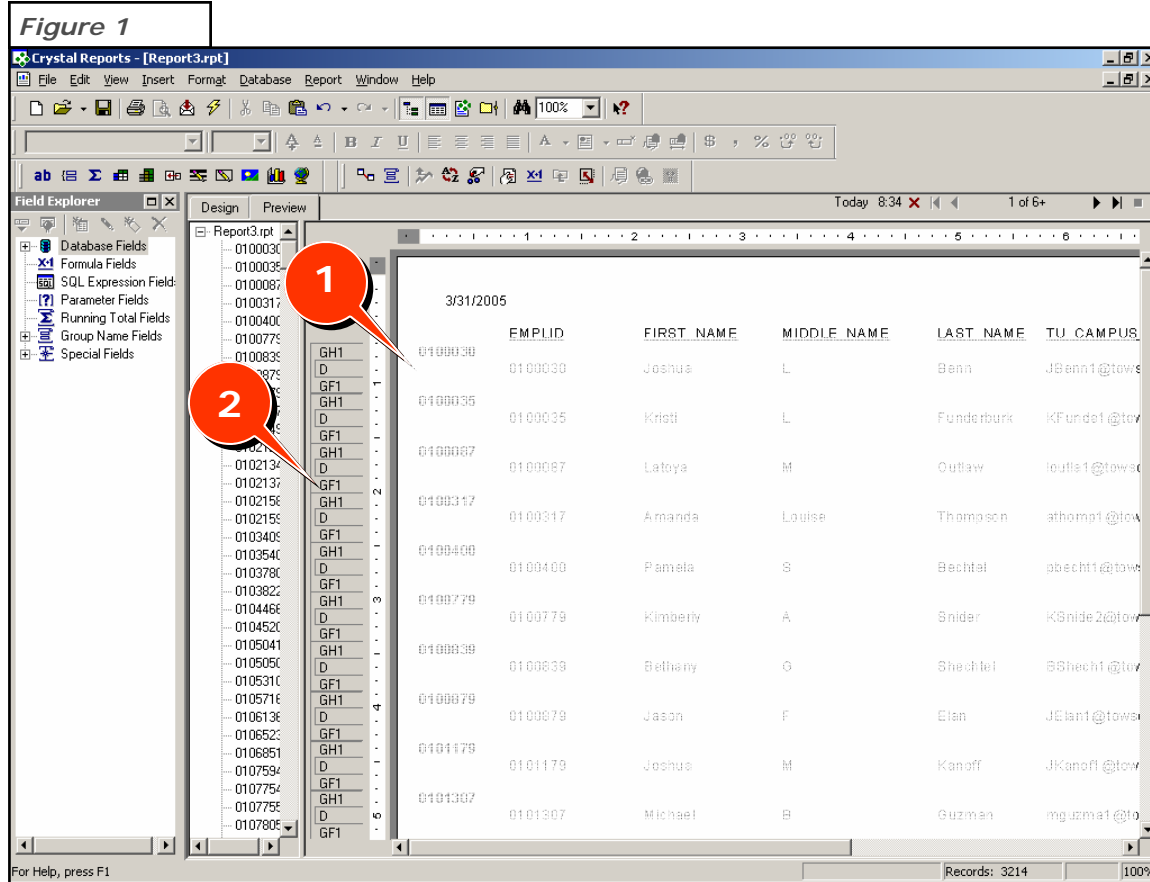
This report will be grouped on EMPLID.

Process Summary

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Grouping a Report

Grouping a Report

While in Design Mode, click on **Insert** from the top toolbar then **Group (Insert > Group)**. Select the field PS_TU_ENROLLMENT.EMPLID and click **OK**. Preview the report. The report is now grouped by EMPLID.



When you add a Group Header (**Figure 1, 1**), a Group Footer is automatically added to the report and will usually appear as a space when the report is run, unless you have included data in the Group Footer. This footer can be suppressed by right clicking on the **GF1** in the gray margin (**Fig 1, 2**) and selecting "Suppress (No Drill-Down)".

Since we already show the EMPLID in the report, it is not necessary to repeat this information in the Group Header. We still want to group our report by EMPLID, however, so we will suppress, not delete the Group. In Design Mode, right-click on the **GROUP HEADER 1**. Then click **Suppress (No Drill-Down)**. Now, when you Preview the report, the Header will be eliminated, but the report will remain grouped.

- ★ When you look through the report, a Group Header may appear at the bottom of the page and the rows associated with the group appears on the next page. To fix this problem, right-click on the **GH1** (in the gray section) (**Fig 1, 2**) and select **Change Group**. Click on **Options** and select **Keep Group Together**. Click **OK**. There is also a **Keep Together** selection box in the Section Expert. This may not always correct the problem. So, you may have to use the first option as well.

Notice that a Group Tree appears to the left of the report. This will allow you to drill down to a specific record.

Save the report (*Training.rpt*).

Go to Lesson 7 - [Sorting and Suppressing](#).

