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II.5 Running a Crystal Report from Crystal Reports XI

Note: If you are not a database administrator or database specialist, you do not have access to Crystal Reports XI. You need to look at the document entitled: running a crystal report (from Infoview).

1. Open Crystal Reports XI

If you do not have an icon saved on your desktop, it is located in your citrix icons under Crystal Reports

2. Click the **open** button, either in the toolbar, under the file menu, or on the startup page

All crystal reports are located under d:\crystal reports (note that D is on the server, not on your desktop)

3. Click the **preview** button located next to the **print** button.

If the report has any parameters, a new window will pop up for you to fill them in

4. If you would like to export this report, click the **letter with a red arrow** button, choose the format to export to. Leave the destination as “disk file”, and click ok.

If you would like to just export certain pages, click the “page range” radio dial and enter the pages you would like

Choose where to save the file and click save