

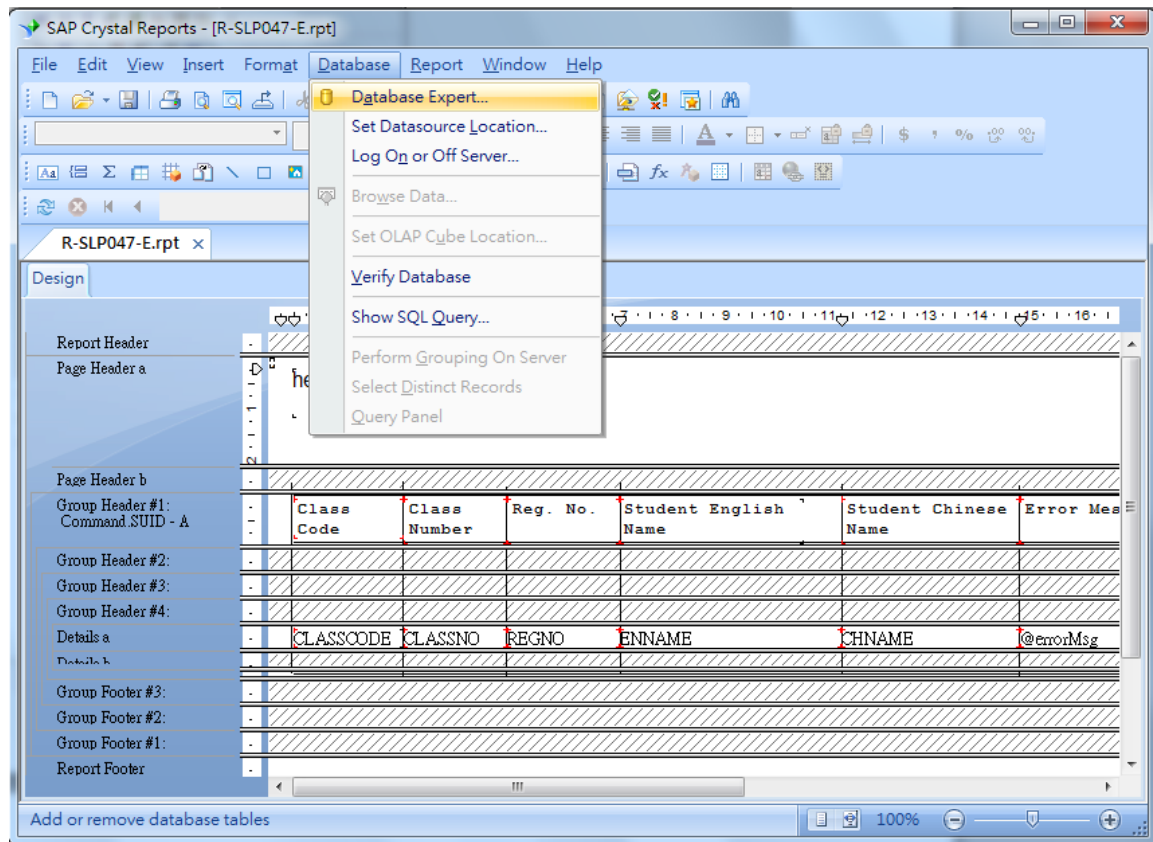
Guideline for WebSAMS Database Connection by Crystal Reports

This document provides a step-by-step guideline to connect WebSAMS database by Crystal Reports application.

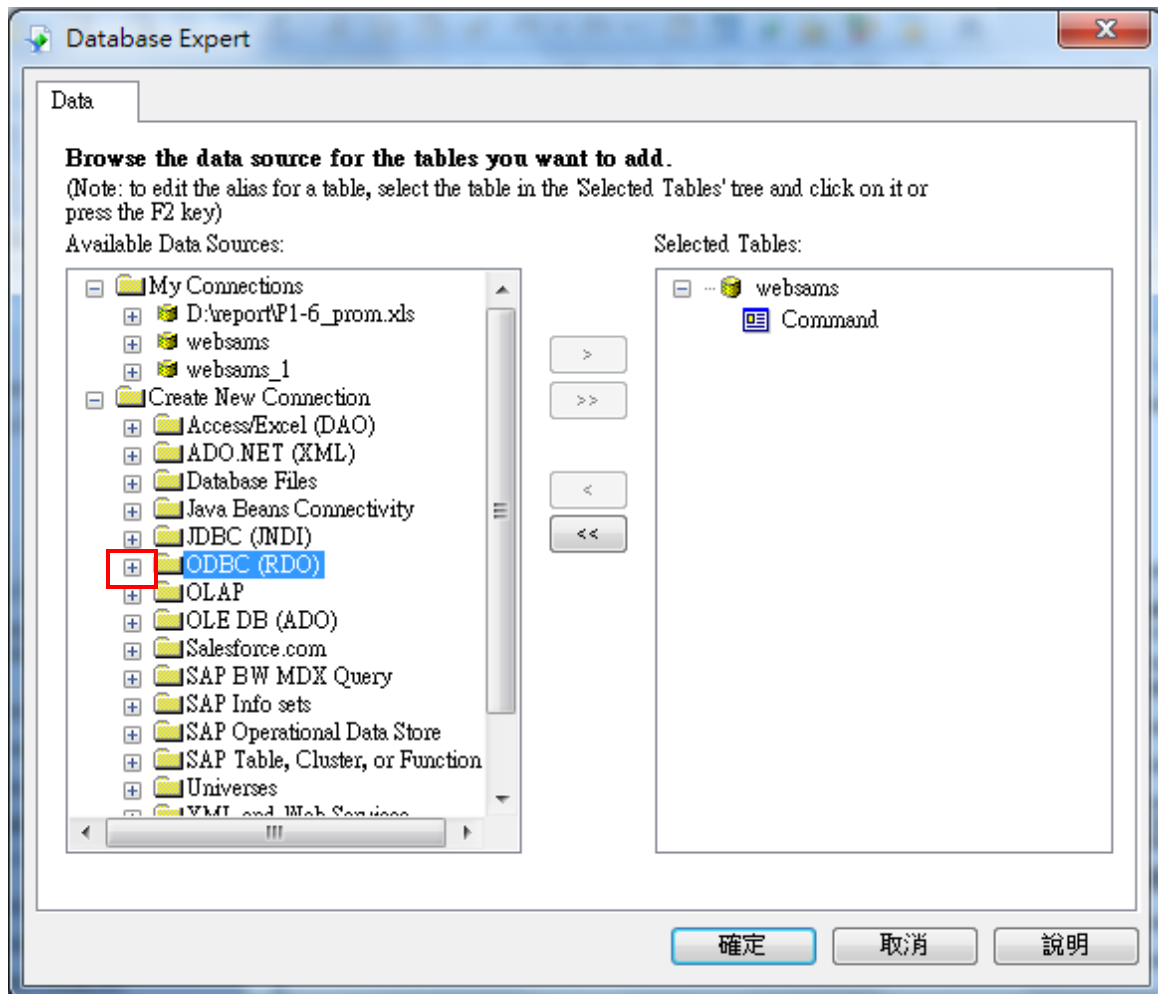
User can download both built-in templates and user-defined templates from WebSAMS and then make amendments to the report template with the use of the Crystal Reports application. To edit a report template, user first downloads it and then uses the Crystal Reports application to open the template for editing.

Note: Crystal Reports is required to be installed on your machine to amend the report template.

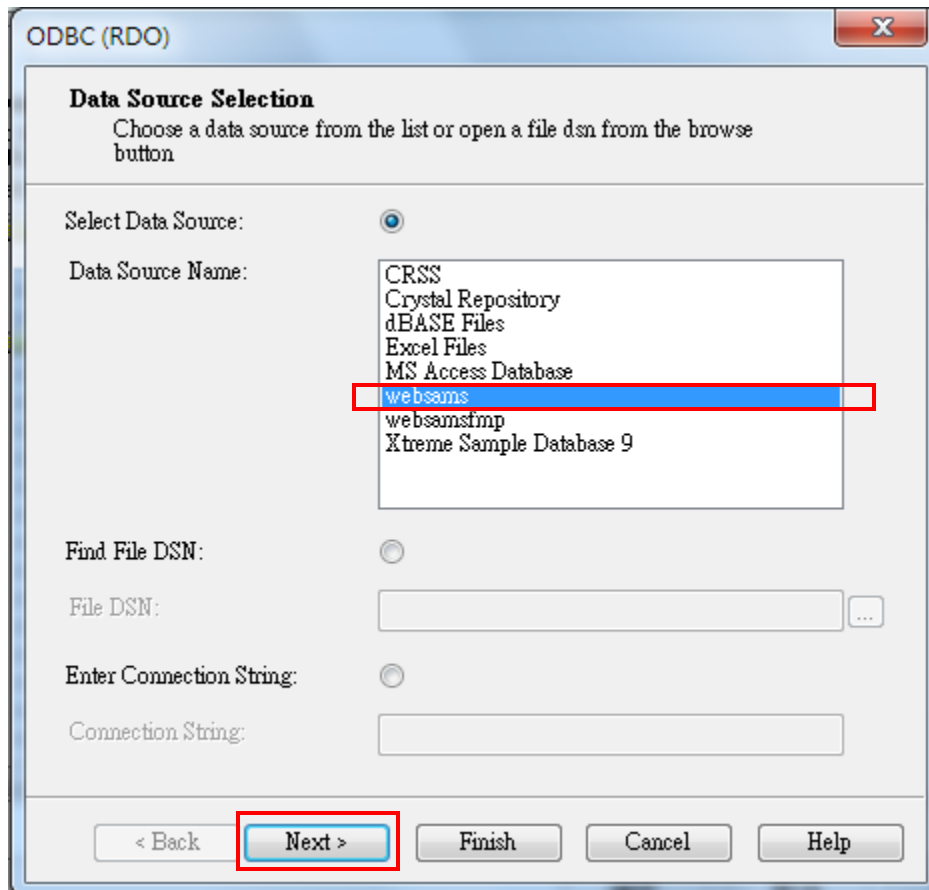
1. Open the report template with Crystal Reports application. Then, go to Database -> Database Expert.



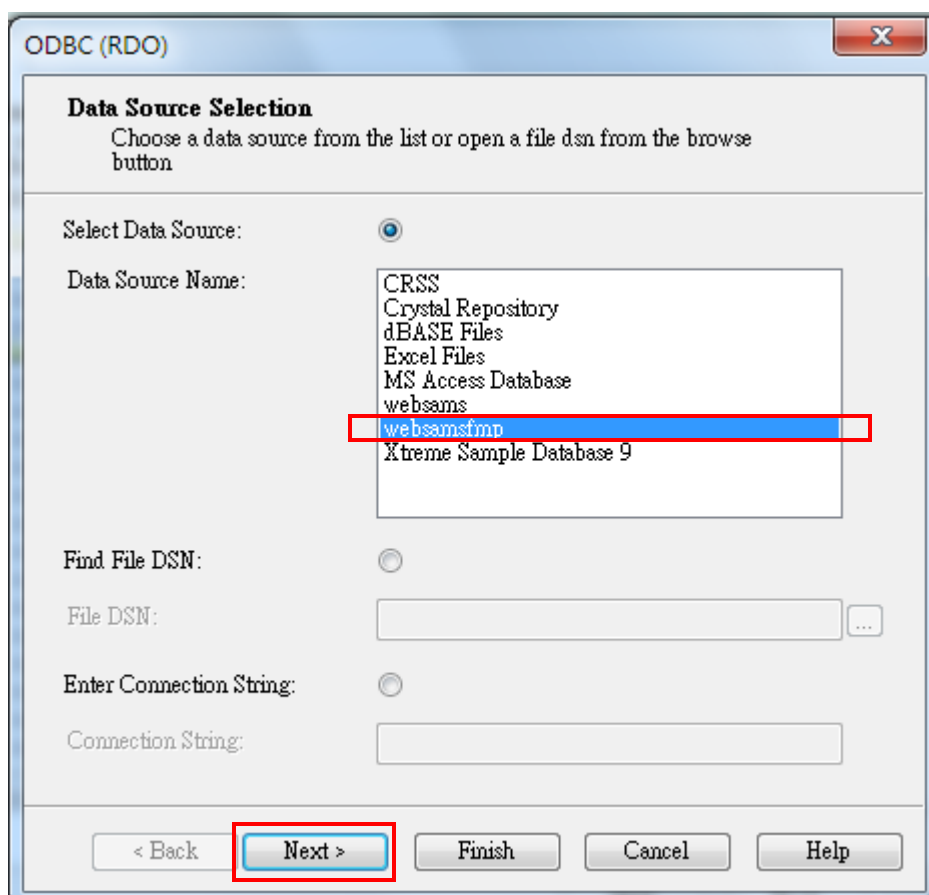
2. Double-click on “Create New Connection” to open the folder. Then click on “+” or double-click on the ODBC (RDO) folder to select this connection.



3. Under Data Source Name, select “websams” for general report template and click on **Next** button.



Or, select “websamsfmp” for FMP report template and click on **Next** button.



4. Leave Blank for **User ID** and **Password** and click on **Finish** button.

The image shows a screenshot of the 'ODBC (RDO)' dialog box, specifically the 'Connection Information' tab. The dialog box has a title bar with 'ODBC (RDO)' and a close button. Below the title bar, the text 'Connection Information' is displayed, followed by the instruction 'Provide necessary information to log on to the chosen data source'. The 'Server' field is filled with the text 'websams'. The 'User ID' and 'Password' fields are empty and are highlighted with a red rectangle. At the bottom of the dialog box, there are five buttons: '< Back', 'Next >', 'Finish', 'Cancel', and 'Help'. The 'Finish' button is highlighted with a red rectangle.

ODBC (RDO)

Connection Information
Provide necessary information to log on to the chosen data source

Server: websams

User ID: |

Password:

< Back Next > Finish Cancel Help

5. Upon successful connection, “websams” folder will be shown under ODBC (RDO). All websams related tables are shown under wsadmin -> Tables.

