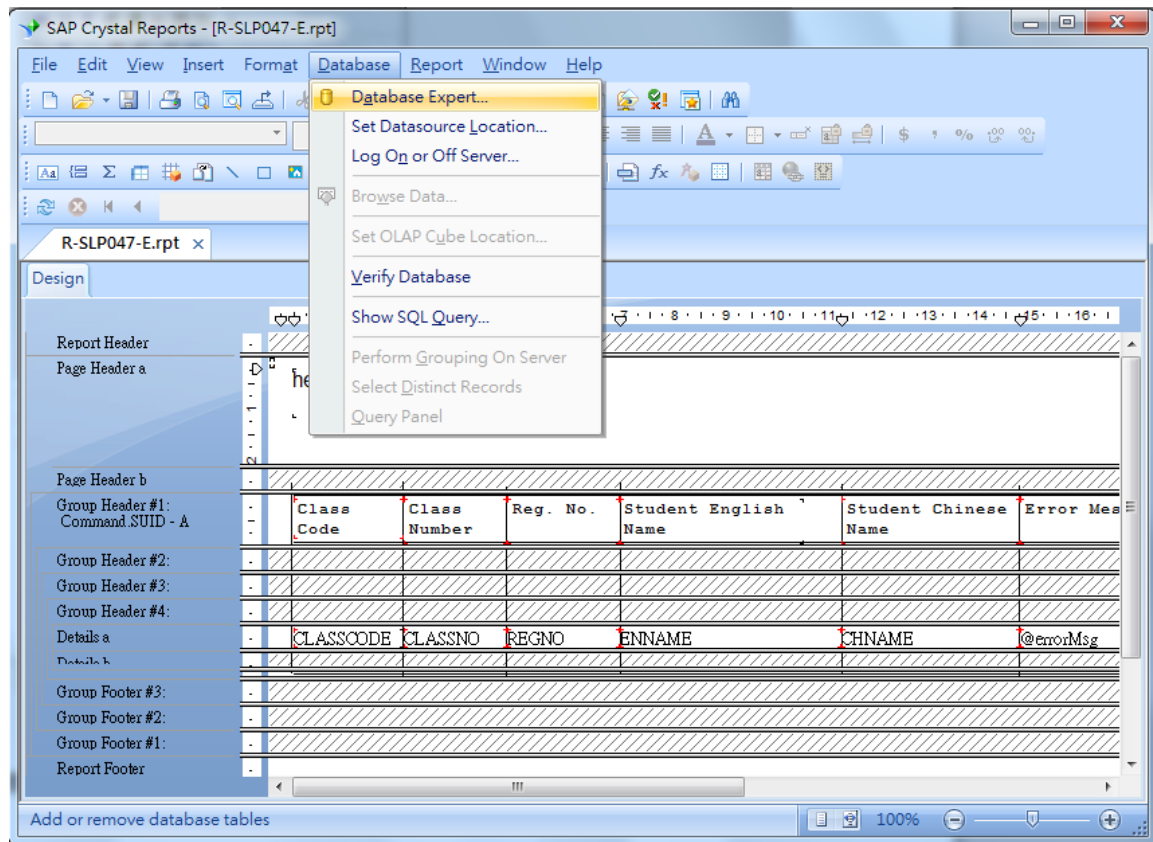# Guideline for CloudSAMS Database Connection by Crystal Reports

This document provides a step-by-step guideline to connect CloudSAMS database by Crystal Reports application.
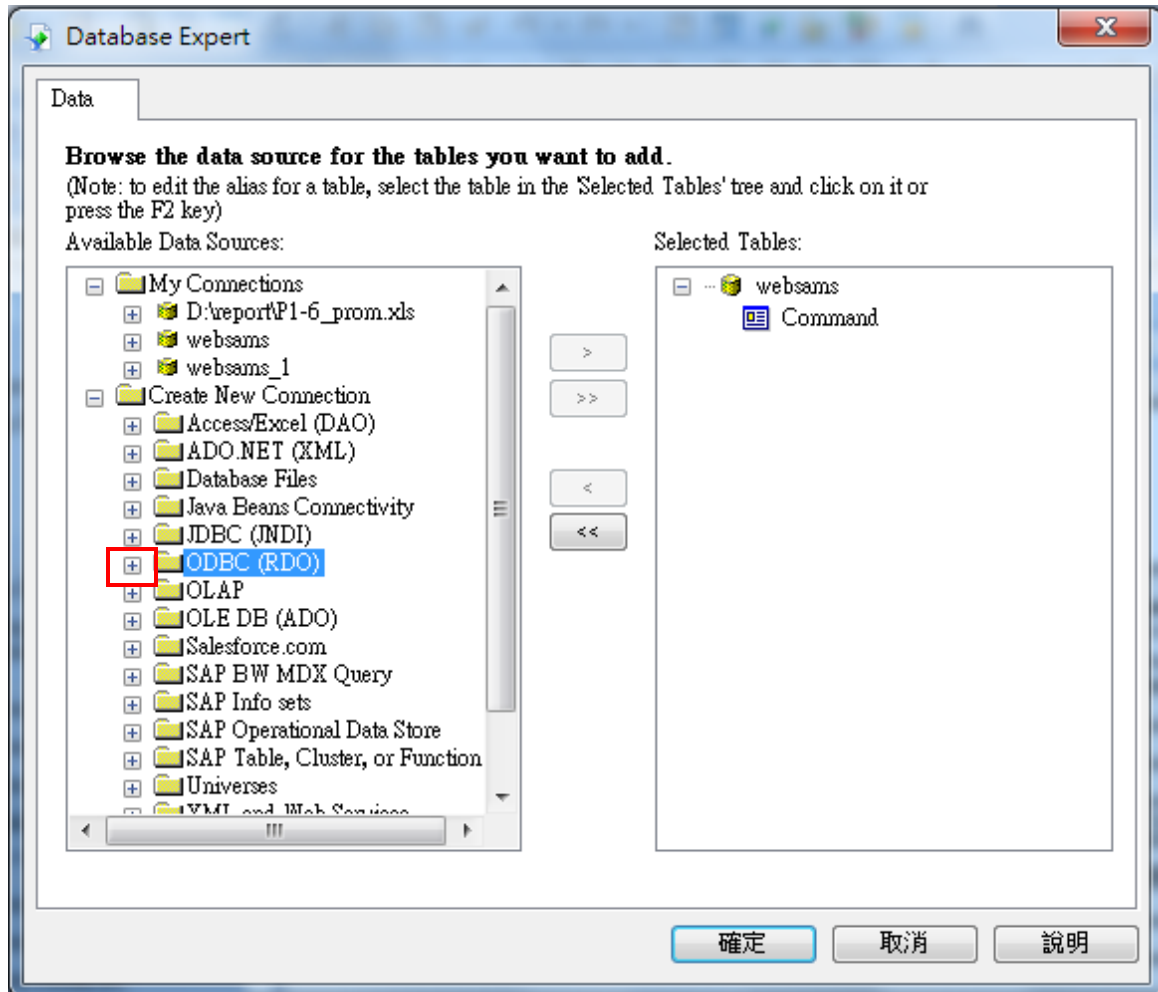
User can download both built-in templates and user-defined templates from CloudSAMS and then make amendments to the report template with the use of the Crystal Reports application. To edit a report template, user first downloads it and then uses the Crystal Reports application to open the template for editing.

Note: Crystal Reports is required to be installed on your machine to amend the report template.
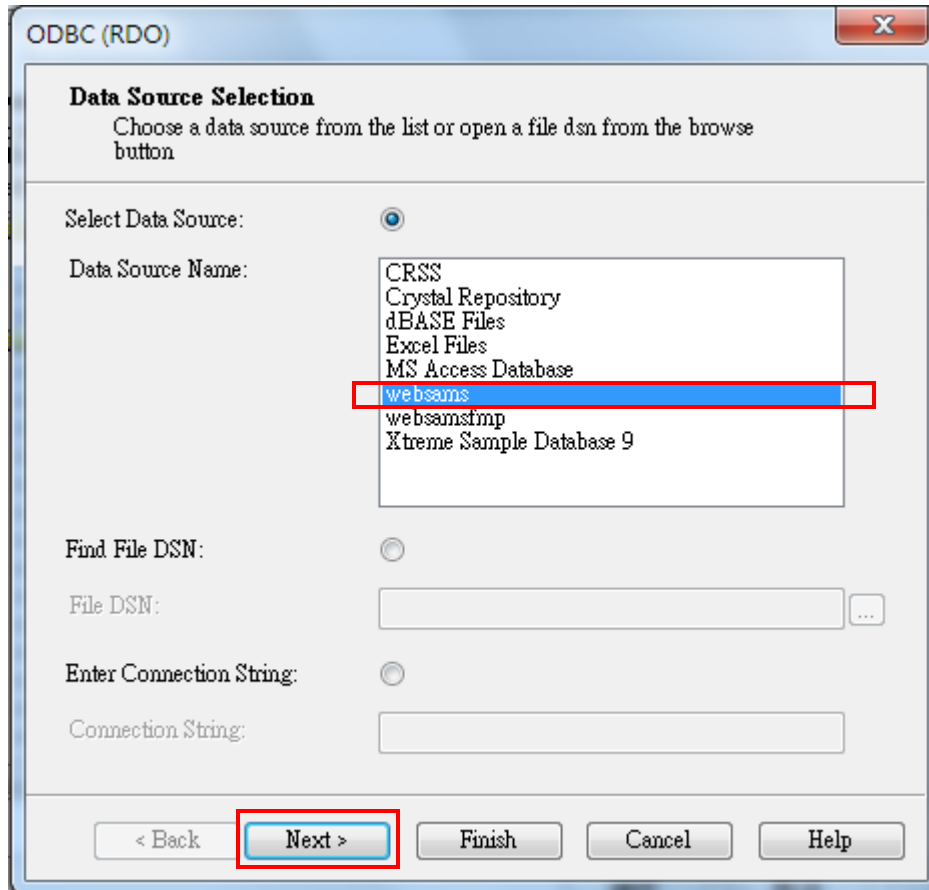
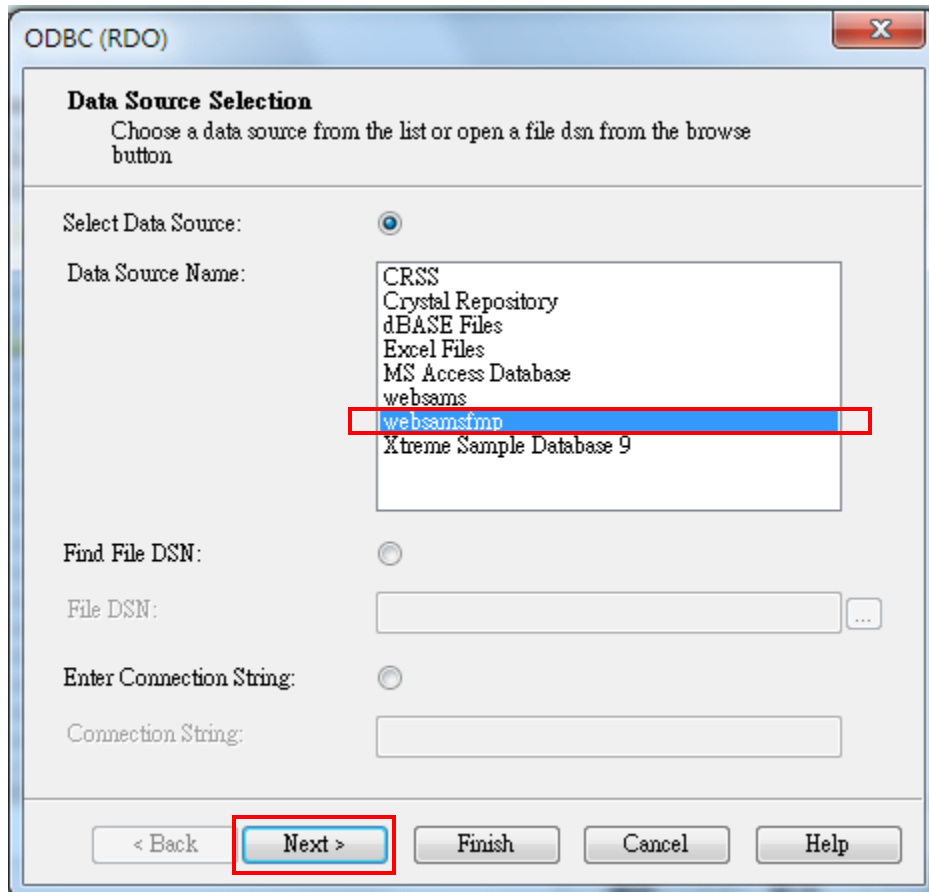1. Open the report template with Crystal Reports application. Then, go to Database -> Database Expert.

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.

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