

Banner Handout:

INSTALLING CRYSTAL REPORTS 8

Document: c8inst.wpd

Created: 1/14/2002 RDL; Last Modified 1/14/2002

Purpose:

This document will step the reader through installing Crystal Reports 8.5 on their local (office) P.C.

Process:


1. From the "Start" menu, select "Admin Computing".

NOTE: If the "Admin Computing" folder does not appear on the start menu, it means that you are not in the "Banner Group". Call the Banner Hotline (x2888) to have your Novell username added to this group.

2. From the "Admin Computing" folder, select "Microsoft Data Access 2.1".

When asked whether you wish to install Data Access, click the "Yes" button. This install takes a minute or so. Please do not run any other programs while this install is taking place.

NOTE: If the "Microsoft Data Access 2.1" application does not appear in the "Admin Computing" folder, it means that you already have this installed. Skip to step 4.

3. On the Windows task-bar, right click the "Application Explorer" icon and select "Refresh" from the menu. 

4. From the "Start" menu, select "Admin Computing" again.

5. From the "Admin Computing" folder, select "Crystal Reports 8.5". This install takes about five to ten minutes. Please do not run any other programs while this install is taking place.

6. To (optionally) create a desktop shortcut, right-click the "Start" menu and select Explore. From Windows Explorer, find the "Crystal Reports" program in the "Programs" folder. While holding down the Control key (Ctrl), drag the program to your desktop.