

Crystal Report Worksheet

Report's purpose _____

| | |
|----------------------------|--|
| RH Report Header | Report title, date and time of report, logos, other things that should appear once at beginning of report _____ |
| PH Page Header | Items that need to appear at the top of each page _____ |
| GH1 Group Header | If data is grouped by in some category such as state, group headings go here. _____ _____ |
| Details | The bulk of the report goes here. Each field in this section is printed once per record. List all the fields that will supply data for the report. _____ _____ |
| GF1 Group Footer | If data is grouped, summary data for each group goes here. _____ |
| RF Report Footer | Grand totals, charts, and other items that appear only once at the end of a report should be placed here. _____ |
| PF Page Footer | Put page numbers and other items that go at the bottom of each page here. _____ |