



Accessing Your Reports

You will need to download and install the Crystal Reports runtime package available at on the Reports Web before you will be able to view your reports. This viewer does not require a license and you may distribute it to any and all locations where you may want to view or print reports.

Download Crystal Reports Runtime Package

1. Log into the Reports Web at <http://reports.nwea.org>.
2. After logging in, click the Crystal Reports Viewer item in the left-hand menu.
3. Download CRWRT.zip to your hard drive.

Setup Crystal Reports Runtime Package

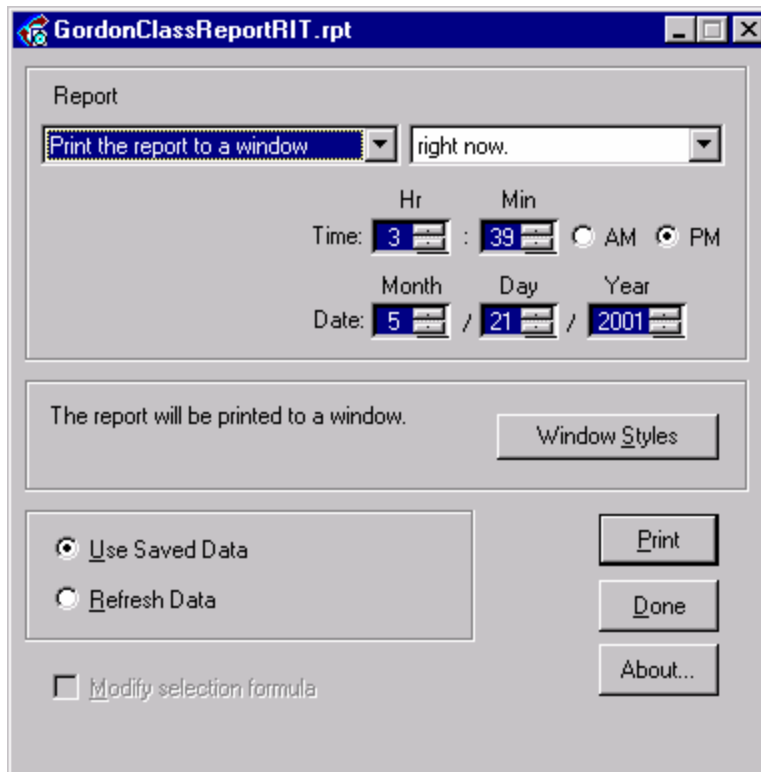
1. Unzip the CRWRT.zip file.
2. Run the Setup.exe to install the crystal runtime. Some of the system files already in use will not be updated. If you get a message asking you to retry/abort/ignore, select ignore.

View Your Reports

1. Unzip your report order files.

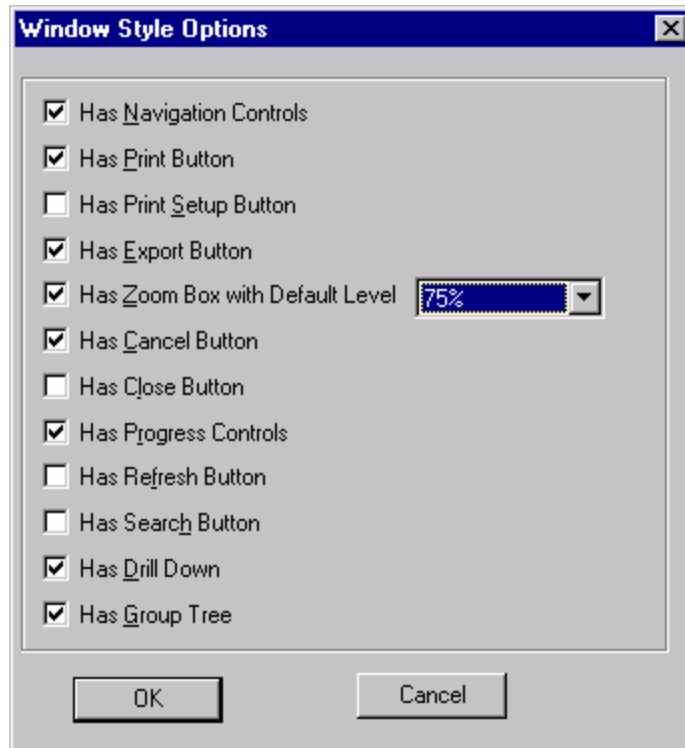
WARNING: The path to the location where you unzip your report order files cannot exceed 126 characters. This includes the directory path and the filenames. Crystal Reports Viewer will not open your report order files if the path exceeds 126 characters.

2. Double-click on each .EXE file to launch each report. You will be presented with the following dialog.



Accessing Your Reports

3. Click the Window Styles button.



4. Enable the desired options. It is recommended that you enable all of the options on the Window Style Options dialog.
5. Change the default zoom level to 100%.
6. Click the OK button on the Window Style Options dialog.
7. Click the Print button on the .rpt dialog to display your reports in the Crystal Reports Viewer.