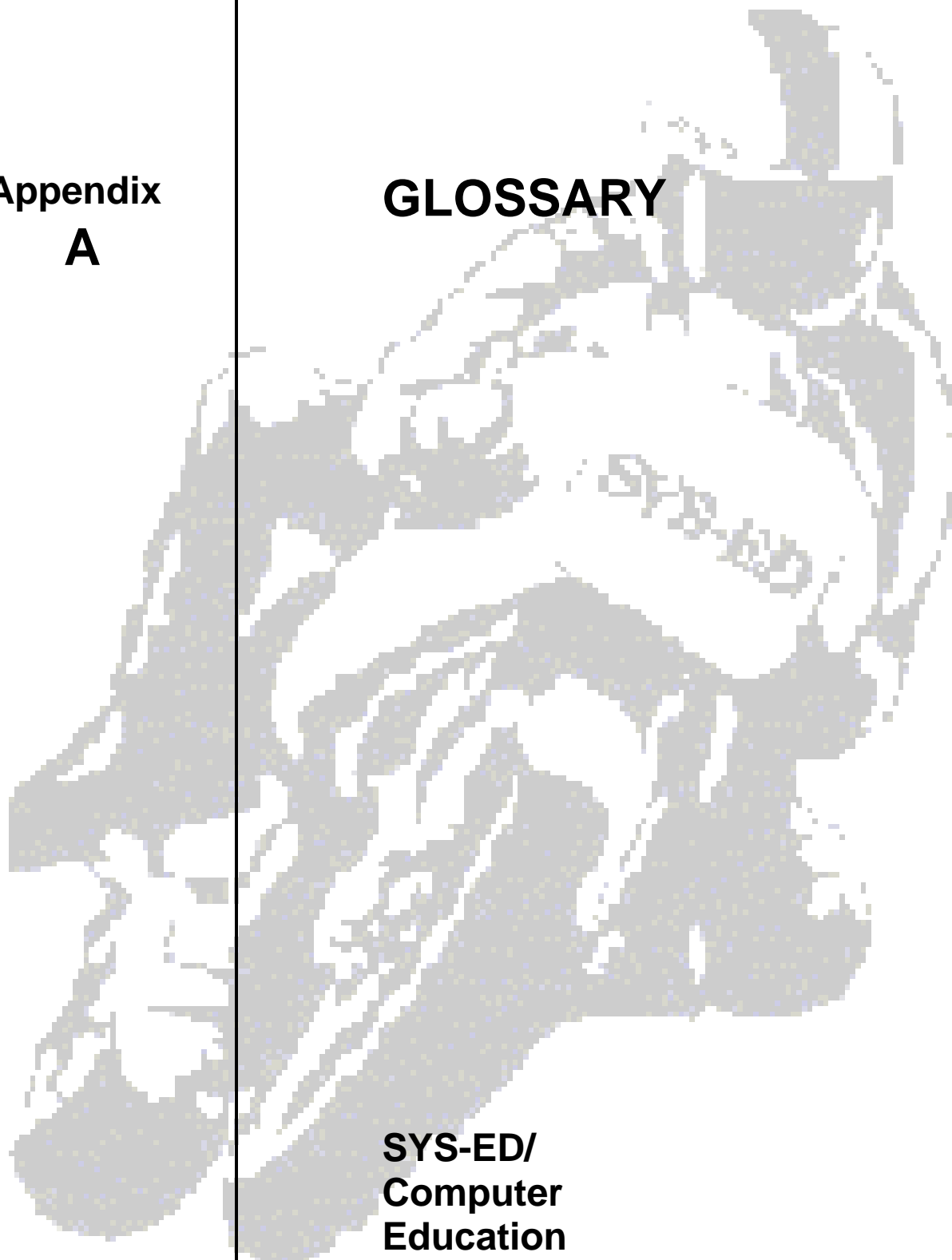


**Appendix
A**

GLOSSARY



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Term/Phrase	Description
Absolute formatting	Formatting that is always applied to an object.
Active database	Database that has been selected for use in a report.
Aggregate function	Operation that summarizes data - sums, calculates an average, identifies a maximum value, etc.
Alias	Alternative name assigned to a data source or a database table.
Area	Group of related sections that all share the same characteristics but can be formatted differently.
Argument	An item or one of a group of items that receives the action of a function. and provides information that the function needs in order to operate.
Attribute	A quality applied to an object.
Bitmap	Graphic file that can be added to a report.
BLOB field	A database field whose data consists of Binary Large Objects - bitmap, graphics, images, OLE objects, metafiles, etc.
Boolean	Formulas that return a Yes/No (TRUE/FALSE) value.
Boolean expression	An expression that defines a logical relationship between two or more items which is either TRUE or FALSE.
Calculated data field	A field that holds a value that comes from a calculation rather than coming directly from a database.
Case-sensitive	Differentiation between uppercase and lowercase letters when evaluating a text string.
Column	Display of data from a single field or formula.
Condition	In an If-Then-Else formula, the condition is the If part of the formula.
Conditional formatting	Formatting that applies only if certain situations occur.
Conditional formatting formula	An expression that applies specific attributes to objects or sections only if certain criteria are met.
Conditional property	Properties that are performed on an object only if a comparison statement returns a value of True.
Consequence	In an If-Then-Else formula, the consequence is the Then part of the formula and the action that takes place if the If condition is met.
Constant	Value that is fixed and unchanging; in contrast to a variable.
Container document	File that contains an embedded or linked OLE object.
Conversion interface file	It is the file in which the program saves the formatting and highlighting from the Document Import Tool. It has the .cif extension.
Cross-tab	Report that summarizes and presents data in a concise row and column format.
Custom function	Procedure created in Crystal Reports to evaluate, make calculations on, or transform data.
Database	Structure serving as a repository for related data comprised of records; each record is made up of one or more data fields.
Data field	Building block of a record with each record being made up of one or

Term/Phrase	Description
	more data fields, and each data field holding one piece of data known as a value.
Data source	A database, table, query, dictionary, Info View, Business View, or stored procedure result set that provides the data for a report.
Data type	A classification of the data that appears in a field or formula. Each piece of data used in a report or formula has one of the following data types: string, currency, number, date, date/time, time, or Boolean (TRUE/FALSE).
Debug	Eliminating errors that occur when you run a formula.
Default	A pre-loaded response to a software request for data. It is the response the computer accepts automatically if you do not enter different data.
Details area	A collection of one or more Details sections.
Details section	The Details section of a report is the core section of the report. You structure the report in this section by inserting data fields, formulas, and other report elements.
Dictionary	A ready-to-use source of data that is usually created for end users by computer professionals within the organization. The dictionary takes away the need for the end user to search multiple databases, struggle with links, build formulas, and decode cryptic field names.
Drag	To click an object and, while keeping the mouse button pressed, move the frame to a new position. The mouse button is released when the field is in the desired position.
Dynamic Link Library (DLL)	A special kind of file that contains Windows functions. DLLs are used by developers to extend the capabilities of Windows applications.
Element	Individual report components such as database fields, formulas, and group fields.
Evaluation time	Evaluation time refers to the stage in the reporting process when a formula gets evaluated.
Expert	Tools designed to take the developer through various aspects of report creation by using a series of tabs.
Export	Reports from Crystal Reports can be exported to a disk file or through email.
Field	The basic building block of a record. Each record is made up of one or more data fields, and each data field can hold one piece of data known as a value.
Field value	See value.
Field width	Size of the field in the originating database.
File	A collection of related data stored is under one name. In Crystal Reports, each report is stored as a single file.
Fixed property	Properties that will always be performed on the object.
Footer	The text that appears at the bottom of a report page. Footer text frequently includes page numbers.
Form letter	A letter that can be reproduced, personalized, and customized using the

Term/Phrase	Description
	program's powerful text object capabilities.
Formula	A symbolic statement of the modifications that are to be performed on certain data before it is printed on a report.
Formula Workshop	Used to create and edit formulas in Crystal Reports. It consists of a toolbar, a tree that lists the types of formulas that can be created or modified and an area for defining the formula.
Formula syntax	Grammar rules to be followed when creating formulas using the formula language.
Free form	Placement of objects is not limited to grids.
Function	Procedure or subroutine used to evaluate, make calculations on, or transform data.
Grand total	Summary of all values in a column for the entire report.
Grid	An underlying network of "lines" that are similar to the lines on graph paper which can be used for aligning fields and graphics.
Group	Set of records that are related to each other in some way.
Group Footer	Section created by the program whenever a group, a summary, or a subtotal is inserted. It is typically used to display the summary or subtotal.
Group Header	Section created by the program whenever a group, a summary, or a subtotal is inserted. It is typically used to display the name of the group or some other identifying information.
Guideline	Non-printing lines that can be used to align, move, and resize objects with precision. It serves to aid when working in a free form environment without a grid.
Header	Text that appears at the top of a report page, above the body of the report. It will typically contain items such as the report title, company name, date, range of dates covered by the report, etc.
Highlighting Expert	Provides a wide range of conditional formatting, including font color, background color, and border style.
Index	A small file that identifies the location of each record in a database. Is used by Crystal Reports to speed up the report generation process.
Indexed field	Fields in the database that are in a specific order to speed up the retrieval of particular records.
In-place editing	Ability to change an OLE object's properties while in Crystal Reports.
In-place ruler	Ruler that appears when editing a text object and which provides the capability for setting tabs and positioning objects with precision.
Insertion point	A vertical line that indicates the point at which Crystal Reports will insert any text that has been typed in.
Link	A field that is common to two or more databases and that serves as a connecting point between those databases.
Linked object	A linked object contains a presentation of the object, and a pointer to a defined part of the server document.
Live header	A header that changes dynamically with the content of a field.

Term/Phrase	Description
Map Expert	A tool for organizing of data by placing geographic maps on a report and which users can drill-down on to see the underlying data.
Nesting	Ability to use one construct inside another.
null	There is no value within a database field for a given record. It does not mean zero because zero is a value.
null string	An empty string which contains no characters.
Numeric	Data on which arithmetical calculations can be performed.
Object	Report elements that generally contain data and have specific properties which define behavior or appearance such as for a cross-tab, graph, subreport, picture, or OLE.
Object frame	Rectangular cursor that appears as an aid to placing database fields and formulas on a report.
ODBC	An interface that gives applications the ability to retrieve data in data management systems using SQL for accessing the data.
OLE	Object Linking and Embedding which provides the ability to create compound reports.
OLE container application	Application that can contain and process OLE objects created elsewhere.
OLE server application	An application that can create OLE objects which can be placed in documents created by container applications. Crystal Reports is a container application.
On-demand subreport	On-demand subreports appear only as hyperlinks in the main report. Only data for the on-demand subreport that is actually viewed will be retrieved from the database.
One-to-many	A situation occurring in linked databases in which one record in one database can be matched with many records in another database.
Operator	Special symbol that describes an operation or an action to take place between two or more values.
Order of precedence	Set of rules that determines the order in which arithmetic operations take place in a formula that involves multiple arithmetic operations.
Page Footer	Section that prints at the bottom of each page and which typically is used for page numbers, chapter names, and other identifying information.
Page Header	Section that prints at the top of each page. Page headers are typically used for titles and other identifying information.
Parameter field	Special kind of field that prompts the user for a value.
Paste	Retrieval and placement of data from the Clipboard into a report or formula.
Population	Entire set of values that can be tested statistically.
Population standard deviation	Statistical test of how the values in an entire population deviate from the mean or average value for that population.
Population variance	Square of the standard deviation which is a measure of the amount by which the values in an entire population vary from the mean value for

Term/Phrase	Description
	that population.
Property	Qualities that define the appearance or action of an object or a section. There are two kinds of properties: On/Off and attribute.
Range	Set of values that fall between and include a defined upper and lower limit.
Record	A complete unit of related information for a given entity. Each record contains one or more fields that contain the specific pieces of data of interest.
Report Footer	The last section of a report in the Design Tab.
Report Gallery	Dialog box that appears when the New button is clicked on the Standard toolbar or the New command is chosen from the File menu.
Report Header	First section of a report in the Design Tab which includes the title or any data that should appear on the first page of the report in this section.
Report Part	Hyperlink definitions that point from a home report object to a destination object.
Repository	Central location for storing and managing a report objects. These objects can then be accessible to users and report developers.
Request	Set of criteria that specifies the subset of data that are required for a report.
Returns	Result of a function, an operator, or a formula.
Row	Display of data from a single record; rows run horizontally across a page.
Ruler	Visual reference for positioning and resizing fields, graphs, lines, boxes, and bitmaps.
Running total	Total displayed on a record by record basis. It totals all records in the report, in the group, etc. up to and including the current record.
Sample	Subset of a population used to represent the entire population.
Scroll bars, scrolling	When a window can display only a portion of a document it will contain, scroll bars will become visible that can be used for moving other parts of the document into the window.
Section	The design environment is divided into several sections, each of which has different printing characteristics.
Select	Ability to identify and choose those records of interest while disregarding all others.
Selection formula	Formula that specifies the records or groups of records that need to be included in a report.
Server document	File that stores the original OLE object.
Server-side processing	Feature that can be set up for reports in order that the majority of its processing can be performed on the server.
Shortcut menu	Dynamic menu available in the Design and Preview Tabs which is accessed by highlighting an object and right-clicking.
Snap property	Whenever an object is moved close to a guideline or a grid coordinate, the program snaps it into position for accurate placement and

Term/Phrase	Description
	alignment.
Sort-and-group-by field	A field that triggers the printing of a subtotal or a group field value whenever its own value changes.
Sort direction	Describes the way records or groups are printed in a report: ascending or descending.
Sort field	A data field on which the sort procedure is based.
Sort order	An indicator of the direction in which the data needs to be presented once it is sorted: ascending or descending.
Sorting	Method of organizing the order in which data appears on the report.
SQL	Structured Query Language is a system for managing, organizing, and retrieving data stored on a computer database.
SQL pass-through	Ability to have SQL Server process the data retrieval criteria in order to pass the smallest possible result set back to Crystal Reports for final processing.
Standard deviation	Statistical test of how various values in a set of values deviate from the mean or average value for that set.
Static OLE object	Picture of an object that is stored in a document when it is saved.
String	A series of connected characters - letters, numbers, symbols, spaces - stored and used as text.
Subreport	A report within a report. Subreports can be freestanding or can be linked to the data in the primary report.
Substring	A part of a larger string.
Subtotal	A partial total or limited group of data in a field.
Summary	Value generated as the result of an evaluation, tally, or a calculation performed on data from a single group.
Summary field	Field which determines the sum of the values, the average value, the maximum value, the minimum value, or count of values in a group of values in a given field.
Suppress	When an object is suppressed, it does not appear.
Syntax	Set of rules used to make a correct formula.
Template	Copy of a report used as the starting point for creating a new report or a new report created in the Standard Report Creation Wizard.
Text object	An object containing text, database fields, and formula fields.
Toolbar	Bar at the top of a Crystal Reports application window which contains a buttons that can be clicked to activate commands.
Total	A sum of values.
Two pass formula/function	A formula requiring two passes through the data for completion. The first pass a calculation or selection and the second pass performs a calculation or selection that uses the result generated by the first pass.
Underlay	Ability of an object to print beneath multiple sections which follow the section in which it was placed.
Value	Data found in a field.

Term/Phrase	Description
Variance	Measure of the amount by which all values in a group vary from the mean value in the group. Square of the standard deviation.
Verify	Ability to have the report understand the changes made to the database structure.
Wildcard	Character that represents any character (?) or any group of characters (*) in a search string.
Wizard	An integrated series of screens and instructions used for creating reports with step-by-step instructions.

