




# Healthpac Crystal Reports Client Install Guide

## Introduction

Welcome to the *Healthpac Crystal Reports Install Guide*. This guide contains information to assist you during the installation of Healthpac Crystal Reports. All workstations you want to run Healthpac Crystal Reports require this installation. Please confirm with Healthpac Support that the server programming is complete.

Additionally, we use three different strategies to draw your attention to certain pieces of information. In order of how critical the information is to your system, these items will be marked as note, caution, or a warning. For example:

	<b>Note:</b> Installing Crystal Reports on Windows 98 and below will not work.
	<b>Caution:</b> Pressing the power button during install will cause problems.
	<b>Warning:</b> Certain actions will cause failure.

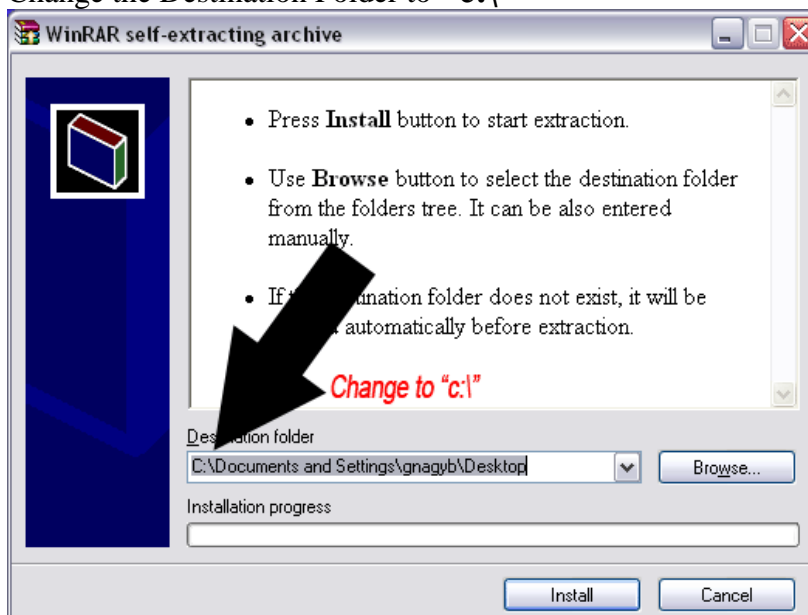


**Please note:** If your computer is not on the LAN (Local Area Network) where the Healthpac server resides, you will **NOT** be able to install and run Healthpac Crystal Reports.

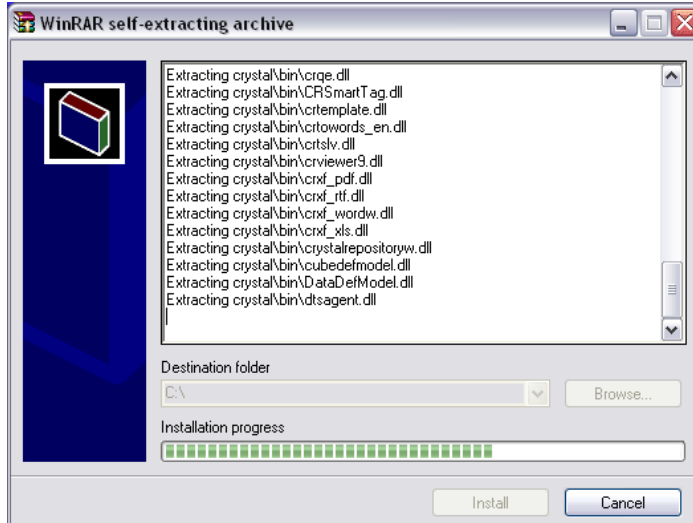
computer systems inc.

## Install

1. Double Click on Crystal.exe
2. Change the Destination Folder to “c:\”



3. Click the Install button.

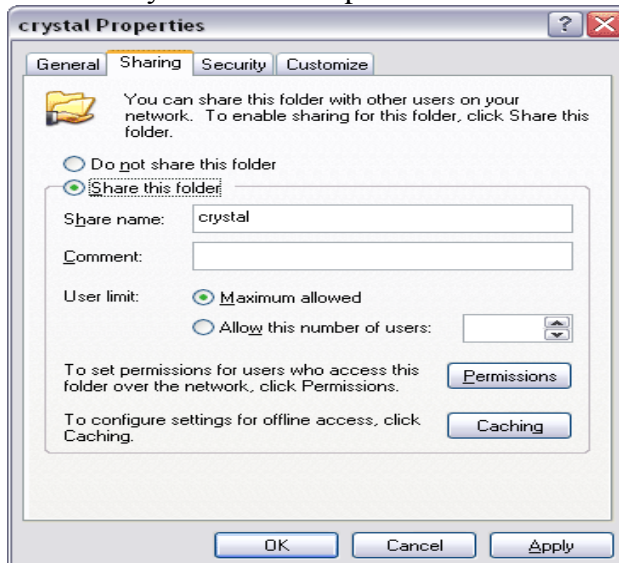


**Warning:** This installation adds two main folders to your C: drive. They are CRYSTAL and UPDATES. Please do NOT delete either of these folders.

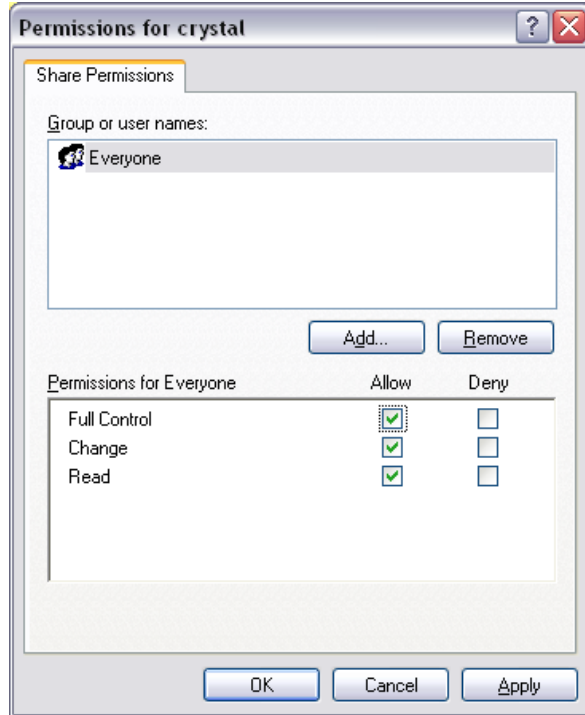


**Note:** The install program will automatically close once it has uploaded all files.

4. At this point you can browse to your C: drive and confirm that you have new CRYSTAL and UPDATES folders. If not, begin again. If this is the second install and you do NOT have the new folders, please contact your Systems Administrator or Healthpac Technical Support.
5. Now you will share the CRYSTAL and TEMP folders. To share the folders, browse to your C: drive. Right click on the CRYSTAL folder. Choose “sharing and security” from the drop down menu.



- Click “Share this folder” and use the default share name.
- Now Click the Permissions button and confirm that **Everyone** has **Full Control**.

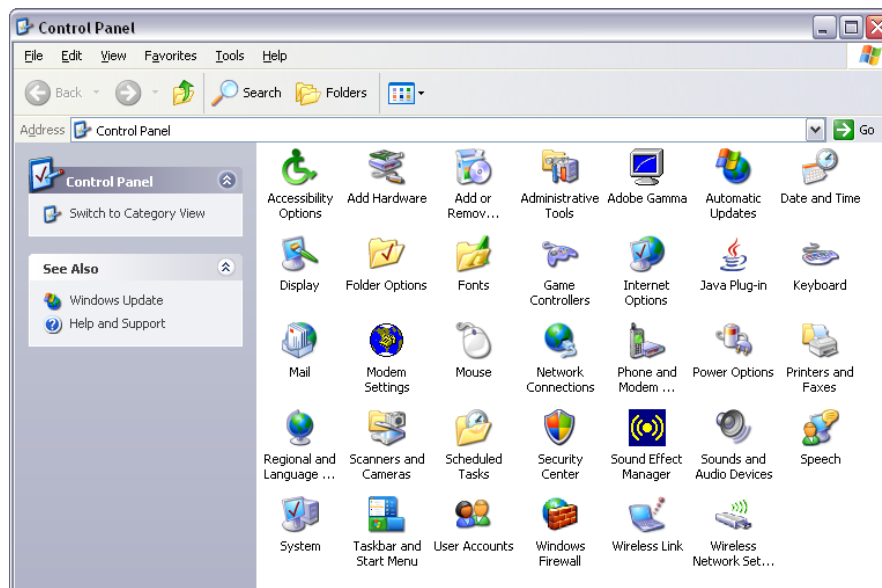


- Once this is complete, click OK on both windows.
- Repeat steps 5 through 8 for the TEMP folder.



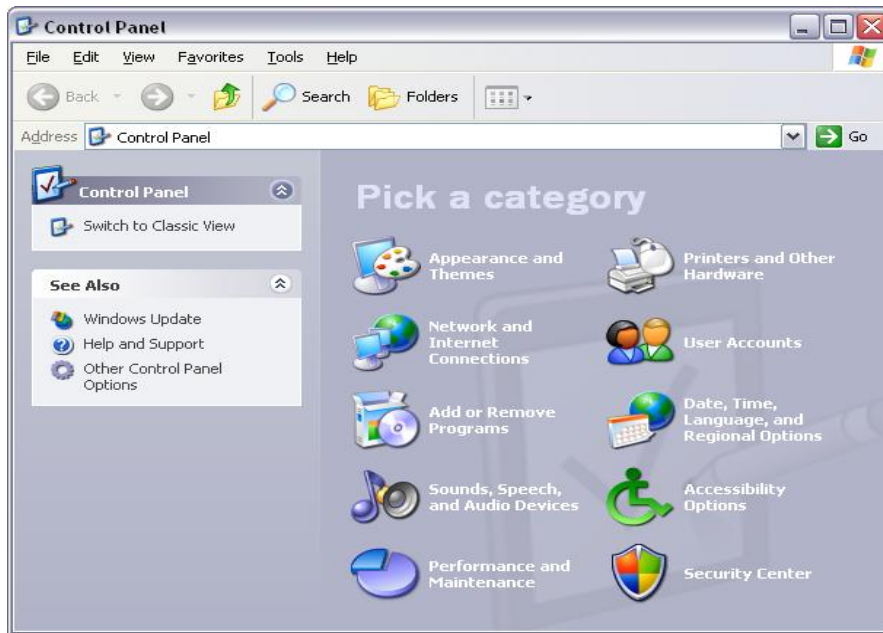
Note: The TEMP folder is located in the c:\crystal directory.

- Finally you will create a Data Source named Crystal2. Open your Control Panel by clicking START then choosing Control Panel.
- Now double-click on “ADMINISTRATIVE TOOLS”

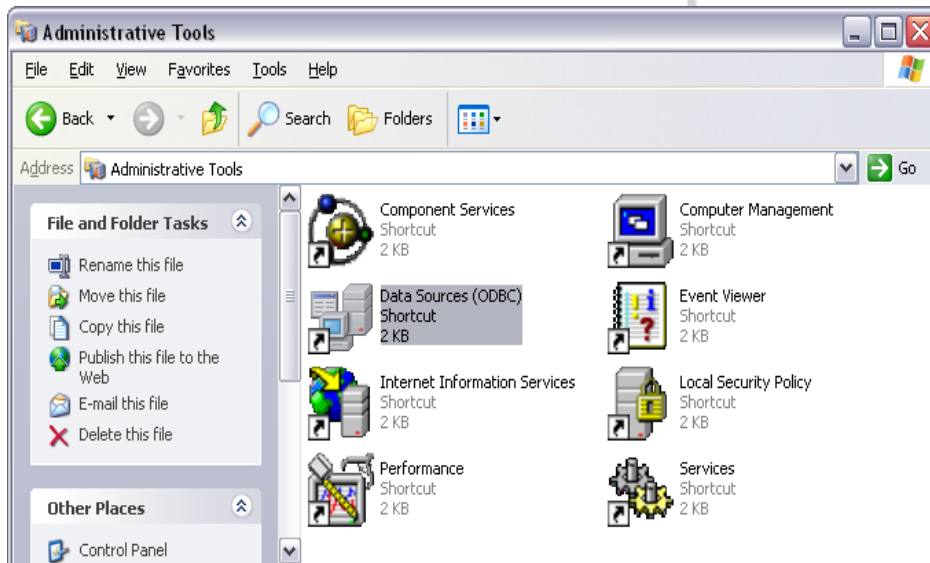




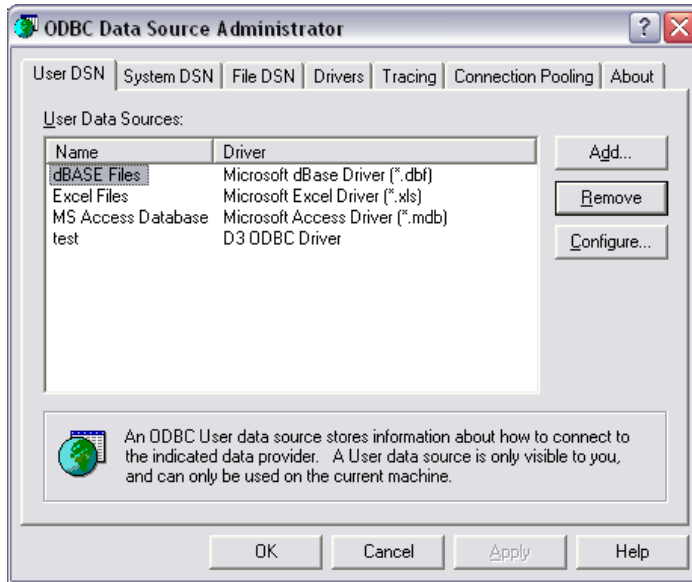
Note: Your Control Panel may look like the following image. If so click the link at TOP LEFT “Switch to Classic View.” This will change the look of the Control Panel.



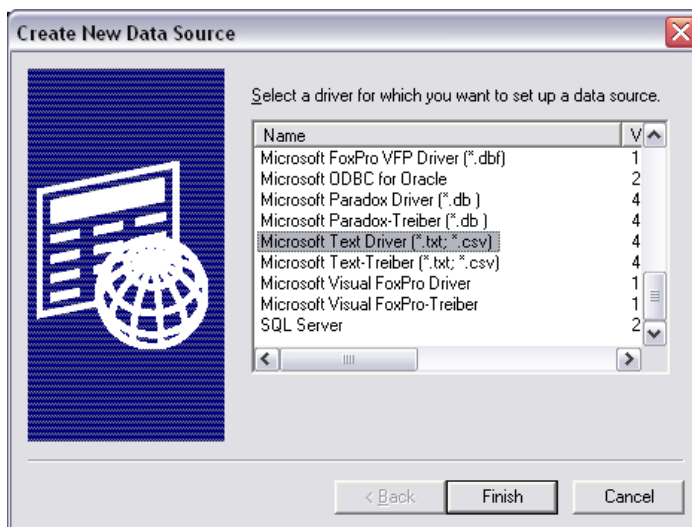
12. In Administrative Tools, double-click “Data Sources (ODBC)”



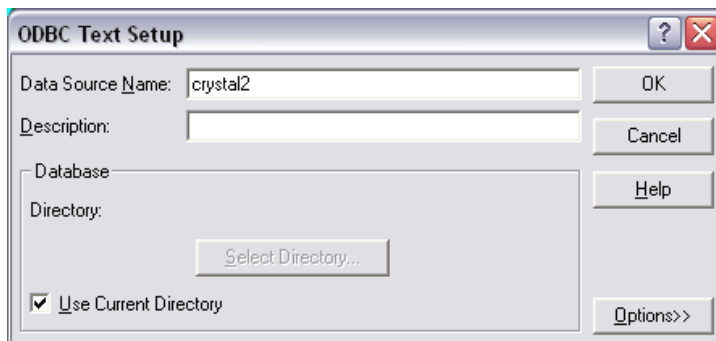
13. Now click the Add button at the top right.



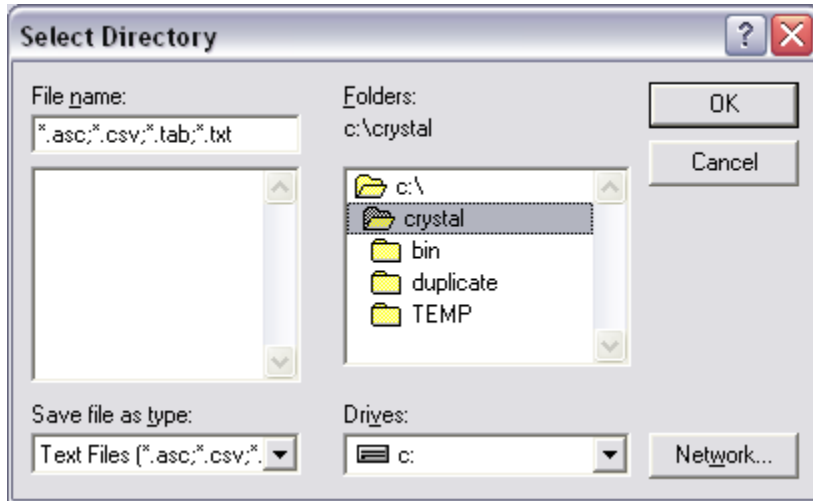
14. Scroll to the bottom of the “Create New Data Source” window and choose the “Microsoft Text Driver” and click Finish.



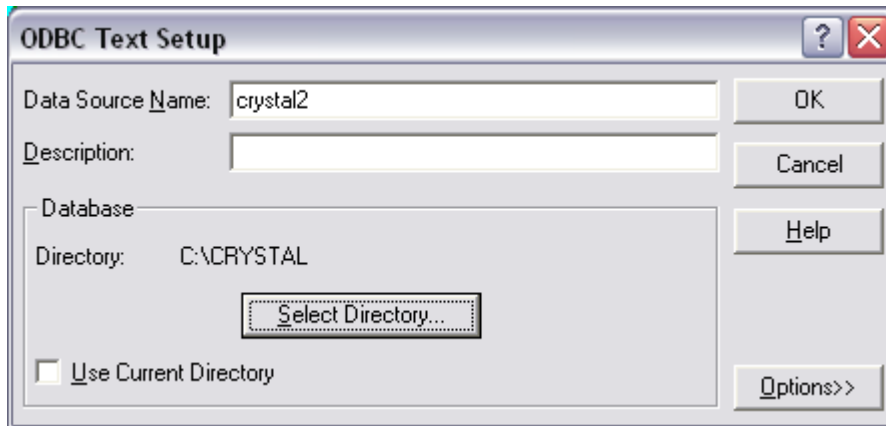
15. Type “crystal2” as the Data Source Name. Then **uncheck** the Use Current Directory box and click the Select Directory button.



16. Now choose the C:\Crystal and click OK.



17. Your ODBC Text Setup window should look like this...



If it does, click OK and close the Data Source Administrator window. If not, go back to 10 and start over.

18. Your Crystal Reports Client Install is complete. Please read the next two sections before running Crystal Reports for the first time.

# Accessing the Crystal Reports Menu

1. From the Employee Security Code screen you type "CRYSTAL"



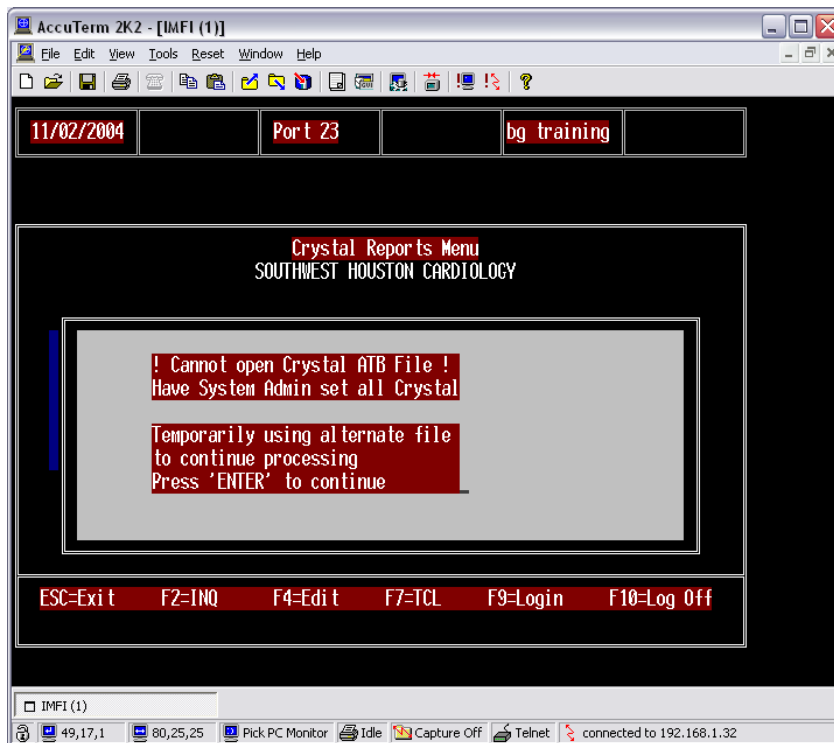
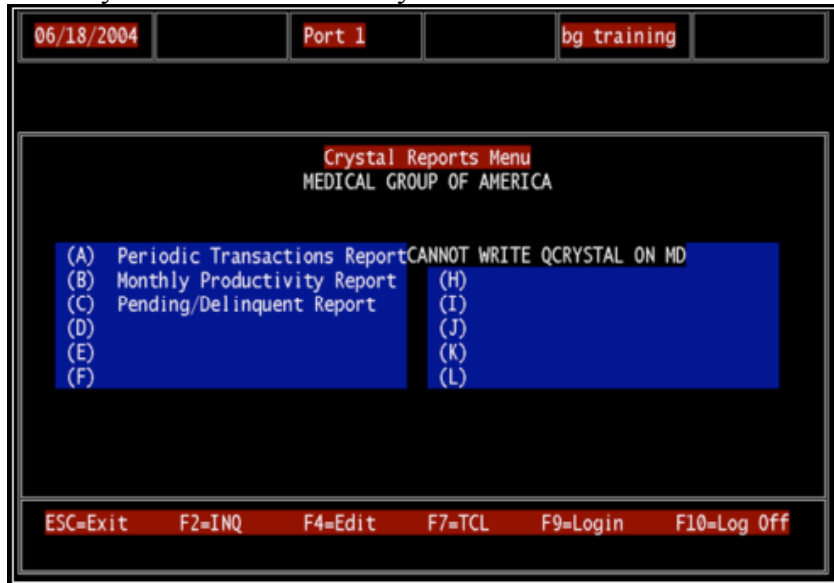
2. This will take you to the Crystal Menu.



3. From here you can run your Crystal Reports. 😊

## Trouble Shooting

1. Healthpac Crystal Reports uses network permissions to send report files. If your system is not setup properly, you will get one of the following messages  
“CANNOT WRITE QCRYSTAL ON MD” or “! Cannot open Crystal ATB File !  
Have System Admin set all Crystal.”



If you receive this error, have your systems administrator check security / permissions for the Crystal and Temp folders that you shared. After that call or email Healthpac Technical Support. 800-831-9419 option 1 or [support@healthpac.net](mailto:support@healthpac.net)