

## CRYSTAL REPORTS DEVELOPMENT

### COURSE DATE

**28 - 30 April 2010**

### COURSE DURATION

**3 days – 08:30 to 16:30 daily**

### COURSE FEES

**R9 850 (excl. VAT) per delegate**

**5% discount  
for enrolment 2 weeks  
prior to course date.**

### WHAT'S INCLUDED

Provision of the course by AstroTech includes:

- Dynamic & knowledgeable facilitators
- A quality folder, notepad & pen
- Training file & CD
- High quality training venue
- Parking
- A course attendance certificate
- Lunch and refreshments

### REGISTRATION DEADLINE

Your completed enrolment form must be received prior to the start of the scheduled course.

TEL 011 582 3200 / 0861 ASTROTECH  
FAX 011 582 3201 / 0861 ASTROFAX  
E-MAIL TRAINING@ASTROTECH.CO.ZA  
PRIVATE BAG X80500 HOUGHTON 2041

**0861 ASTROTECH**  
**WWW.ASTROTECH.CO.ZA**

### ★ COURSE OVERVIEW

Many companies have systems containing large amounts of data but the data is not used to produce useful information for the company. Also, many systems output reports for their users but the reports often do not suit the user's needs.

Crystal Reports addresses these system shortfalls and enables people to better serve their organisations by allowing custom reports to be developed which are ideally suited to the business needs of the organisation.

In order to assist companies to maximize the power available through Crystal reports, AstroTech is offering a training course which will cover the following key topics:

- Report design concepts.
- Introduction to reporting.
- Record selection.
- Sorting, grouping and totalling.
- Running totals.
- Multiple section reports.
- Formatting for professional reports.
- Linking (manual and automatic).
- Using formulas.
- Creating more complex formulas.
- Using crystal specific functions.
- Creating charts.
- Distributing and viewing reports.
- Parameters.
- Sub-reports.
- Text objects.

...AND MUCH MORE!



## COURSE INFORMATION

### ★ WHO SHOULD ATTEND

- Information Technology professionals
- Developers
- Business users
- Business analysts
- Software engineers
- Engineers
- Anyone affected by reports and business intelligence who would like to gain or improve their report design knowledge in Crystal reports

### ★ OUTCOMES

After attending this course attendees should:

- Learn how to convert raw data into intelligent business information
- Understand how to process data and perform functions on it so as to show only information of value
- Learn how to display information attractively and in a user friendly format for clear interpretation by users and management
- Learn how to produce custom reports ideally suited to meet the information needs of your company

### ★ TAKE HOME TOOLS

- Training file & CD
- A quality folder, notepad & pen
- Telephonic support relating to course content

### ★ SETA ACCREDITATION

The Services SETA has awarded AstroTech recorded status as a provider for the delivery of learning programmes.

This means that your company can claim back the applicable percentage of their skills levies if you make use of AstroTech courses.

### ★ THE VENUE

The AstroTech Conference Centre in Parktown, Johannesburg is in a gracious mansion in one of the most historic and beautiful areas of Johannesburg.

It is a high-end business focused conference centre with competitively priced packages, excellent facilities and top client service.

Close to major highways, airport and Johannesburg city centre, this state-of-the-art venue offers elegance, discretion, security and convenience with safe parking for 120 vehicles.

Should you require accommodation, the Sunnyside Park Hotel situated in close proximity offers AstroTech delegates a substantial discount on accommodation.

Please contact reservation on (011) 640-0431 or (011) 643-7226, quoting reference no. 4691 when booking with them.



### ★ BBBEE COMPLIANCE

AstroTech is BBBEE level 1 compliant. This means that we are a 135% contributor and companies investing money in training their staff through AstroTech can also improve their own BBBEE scorecard. Not only does it offer an opportunity to improve your company's Skills Development BBBEE category, but you can also improve your BBBEE Preferential Procurement category. In each case your company will benefit 135% of the spend made.

### ★ TERMS & CONDITIONS

Should course expectations not be met for any reason, delegates are given the opportunity to leave before lunch on the 1st day and receive a full refund of the course fee.

#### ➤ CANCELLATIONS

A cancellation can only be confirmed if we are advised in writing at [training@astrotech.co.za](mailto:training@astrotech.co.za) For cancellations received more than one week prior to the course:

0% cancellation fee will apply.

For cancellations received less than ONE WEEK prior to the course:

50% cancellation fee will apply.

For cancellations received within 24 hours of the course:

100% cancellation fee will apply.

Substitutes are welcome at no additional charge at any time prior to the course.

#### ➤ POSTPONEMENTS

Requests to postpone course attendance must be received in writing at least three full working days prior to the course commencement. Should we not receive written confirmation within this period; the postponement will be subject to an additional fee of R 1,270 (excl VAT) per delegate. All course postponements or programme exchanges need to be utilized within 6 months of the original course booking or the course fee will be forfeited. Cancellations on postponements or exchanges are subject to the full course fee.

#### ➤ ABSENT DELEGATES

In the event that a delegate does not arrive for the course and no written cancellation has been received and confirmed, the full course fee will be payable.

#### ➤ PRESENTERS

Should it be necessary, AstroTech reserves the right to substitute the presenter.

#### ➤ COMMUNICATION

When a person registers on AstroTech's website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise by AstroTech and/or its business partners.

#### ➤ DISCLAIMER

AstroTech wish to advise that they will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.

Please book your place on the course by emailing or faxing this enrolment form. Your place is confirmed on receipt of the completed enrolment form.

Fax to 011 582 3201 or E-mail training@astrotech.co.za

## SALES CONTRACT

COURSE NAME: **Crystal Reports Development**

COURSE DATE: **28 - 30 April 2010**

COURSE CODE: **CRD 280410**

**TOTAL NUMBER OF DELEGATES TO BE ENROLLED**

### > DELEGATE DETAILS [Please print clearly]

#### 1 First Name and Surname

Position

E-mail

Cell No.

#### 2 First Name and Surname

Position

E-mail

Cell No.

Special Dietary Needs

No. of Kosher  No. of Halaal  Other \_\_\_\_\_

Special Needs (e.g. wheelchair)

TO REGISTER ADDITIONAL DELEGATES, PLEASE COMPLETE THE INFORMATION ON THE PAGE OVERLEAF.

### > COMPANY DETAILS

(Please include your company details & VAT No. as required on the invoice before submitting your enrolment form)

Full Company Name

Postal Address

Postal Code

Company VAT Registration No.

Telephone No.

Fax No.

### > INVOICE DETAILS

Invoice Contact Person

Telephone No.

E-mail

Purchase Order No (if applicable)

Do you require separate invoices for each delegate? YES  NO

NB: Please include your AstroTech invoice number as a reference on your deposit when making payment.

### > AUTHORIZATION

Name

Position

Telephone No.

E-mail

Fees

Surcharge per Halaal meal

Surcharge per Kosher meal

**R9 850.00 (excl. VAT) per delegate**

**R 65.00 (excl. VAT) per person per day**

**R 175.00 (excl. VAT) per person per day**

Signature

Date  /  /

A 5% discount is applicable for all registrations received two weeks prior to course commencement (14 April 2010). Upon receipt, a tax invoice will be processed and payment is required prior to the start of the scheduled course.

You will receive course confirmation via Facsimile or E-mail. If you have not received your confirmation five (5) days prior to the scheduled date of the course, please contact Michelle or Samantha on 0861 ASTROTECH/011 582 3200.

If the course is not held for any reason, AstroTech's liability is limited to the refund of the full course fee. Substitutions may be made at any time prior to the start of a training course. Submission of this enrolment form constitutes acceptance of AstroTech's terms and conditions.

