

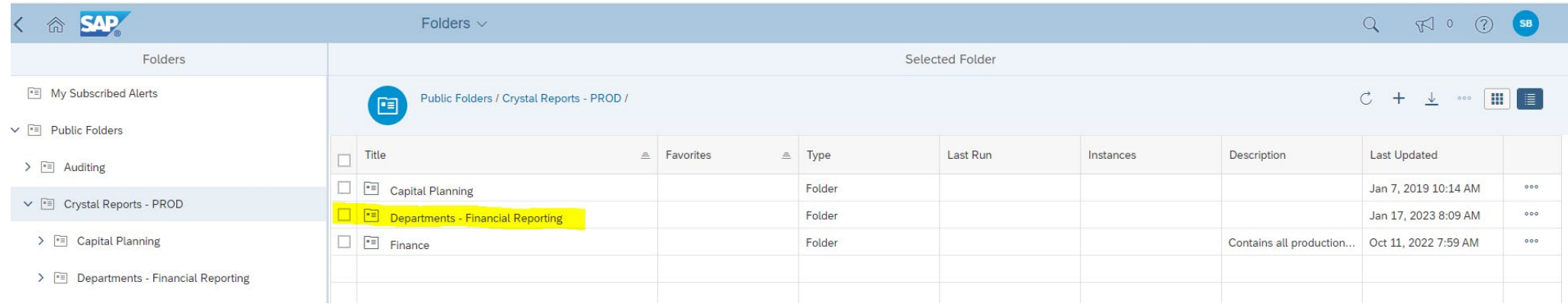
CRYSTAL REPORTS---Schedule Reports

To access Crystal Reports: type crystal.fitchburgstate.edu into a new browser

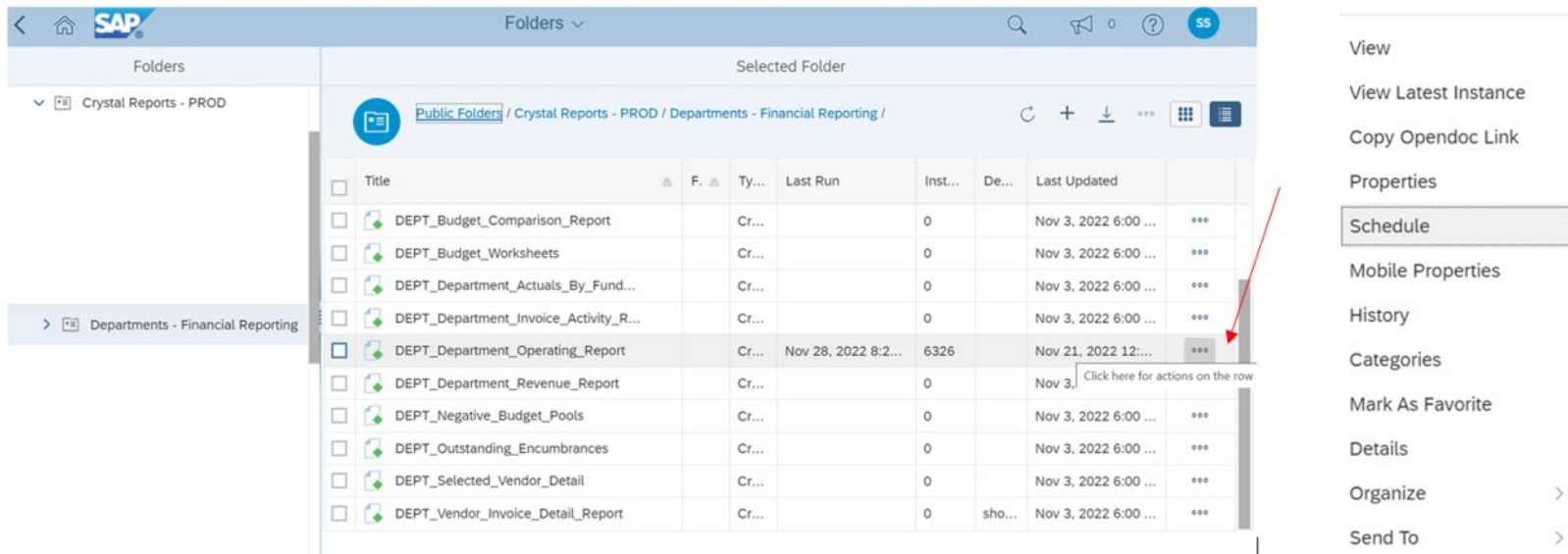
Log in using your University credentials

Approve your Duo notification

Go to the Departments-Financial Reporting Folder



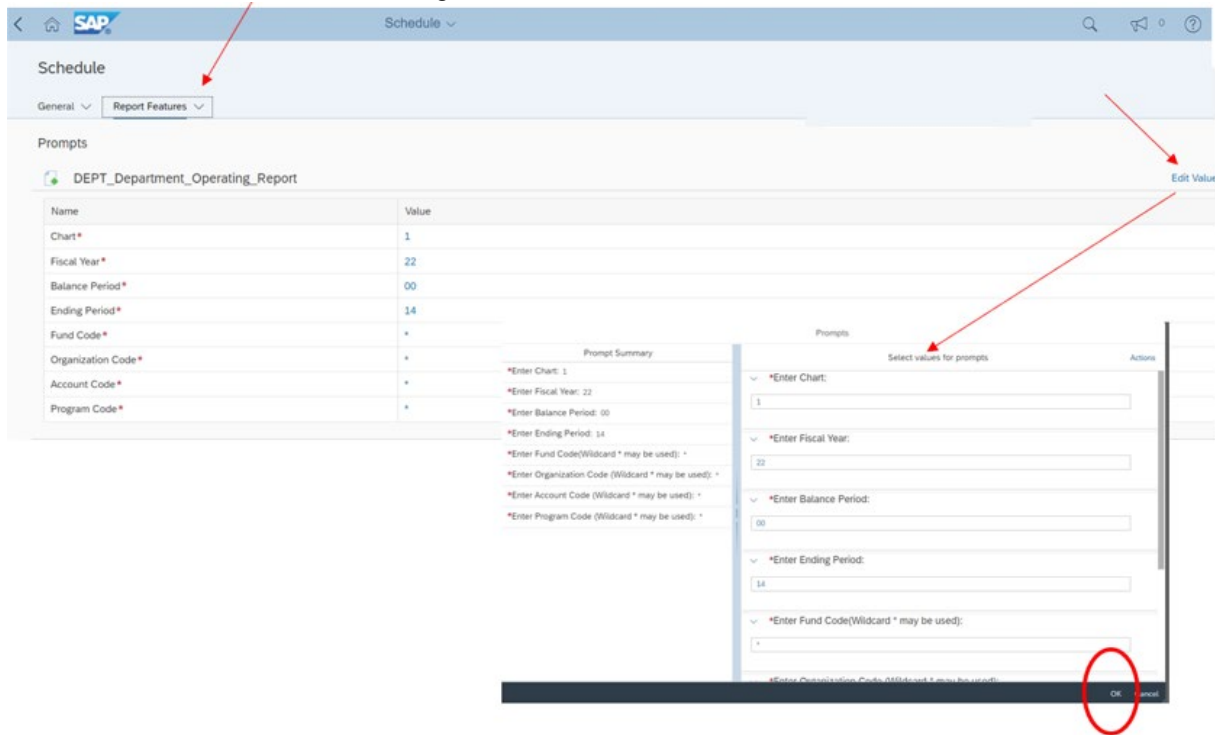
1. Click on the 3 dots to the far right of the report.
2. At the prompt, click 'Schedule'



NEXT PAGE:

3. Click on 'Report Features'
4. Click 'Edit Values' Click 'OK' when done entering values. Upper case characters are required. The asterisk * is the wildcard in Crystal Reports.

5. Scroll down to 'Database Logon'



6. Scroll down to 'Database Logon'. Enter username and password (known as that 2nd password). For first-time log-in, your temporary password is FSUbanner-last 8 of Banner/OneCard ID Ex: FSUbanner00000000 ****This password needs to be renewed every 90 days~you will not receive a reminder****



7. Click 'Schedule' at bottom right.

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The status of the report will appear, eventually it should come up with the "Success" status.

Instance Title: DEPT_Department_Operating_Report

| Title | Status | Instance Time | Created By | Type | Locale | Parameters | |
|----------------------------------|---------|-----------------------|------------|-----------------|--------|---------------------------|-----|
| DEPT_Department_Operating_Report | Running | Dec 9, 2022 11:20 AM | ssmit115 | Adobe Acrobat | | 1; 22; 00; 14; *; *; *; * | ... |
| DEPT_Department_Operating_Report | Success | Nov 28, 2022 8:27 AM | ssmit115 | Adobe Acrobat | | 1; 22; 00; 14; *; *; *; * | ... |
| DEPT_Department_Operating_Report | Failed | Nov 21, 2022 3:02 PM | ssmit115 | Adobe Acrobat | | 1; 22; 00; 14; *; *; *; * | ... |
| DEPT_Department_Operating_Report | Success | Nov 14, 2022 12:50 PM | ssmit115 | Adobe Acrobat | | 1; 22; 00; 14; *; *; *; * | ... |
| DEPT_Department_Operating_Report | Success | Oct 27, 2021 10:33 AM | ssmit115 | Microsoft Excel | | 1; 22; 00; 14; *; *; *; * | ... |

*To update/change your 2nd password go to Banner PROD and type in Password

The screenshot shows the SAP Welcome screen. On the left is a vertical navigation bar with icons for Home, Grid, Search, Favorites, Help, Star, Back, and Profile. The main content area has a 'Welcome' header and two radio buttons: 'Search' (selected) and 'Direct Navigation'. Below these is a search input field containing the text 'Password'. A dropdown menu is open below the search field, showing a search result: 'Oracle Password Change (GUAPSWD)' with a star icon to its right.

Enter your current password in Oracle Password and your new password into New Oracle, then Verify Password and hit Save.

Oracle Password Change Form GUAPSWD 9.3.15 (PROD) ✕

| | | | |
|-------------------|---------------------------------------|-----------------|--------------------------|
| Oracle User ID | <input type="text" value="SBOUDR17"/> | New Oracle | <input type="password"/> |
| Oracle Password * | <input type="password"/> | Password | <input type="password"/> |
| Database | <input type="text"/> | Verify Password | <input type="password"/> |