

# Retail Pro 9 Reports Professional (RPRP) Certification Exam

## Study Guide

### SKILLS MEASURED

The examination competencies listed below are the competencies being addressed in the written examination and/or practical assessment. Additionally, this list includes the specific tasks (and sub-tasks) you should be able to accomplish for each competency.

Use this list to help you prepare for the certification exam.

#### ***Understanding Database Fundamentals***

- Defining the terms used in association with an Oracle RDBMS, including their functions, purposes and characteristics
  - DBMS
  - RDBMS
  - Database
  - Oracle
  - Stored Procedure
  - PL/SQL
  - PL/SQL Package
  - Parameter
- Identifying the general structure of a relational database
  - Column
  - Table
  - Row
  - Data value

#### ***Filtering and Viewing Reports in Report Viewer***

- Understanding the “general” rules/guidelines/concepts/strengths of Report Viewer
  - How/when is Report Viewer installed
  - How/when does an update of the Delta table occur within RV
    - When is the best time to schedule an update and why
    - What subsidiaries are updated
  - How do the Access Level rights assigned to a report affect the viewing of a report (are they hierarchical)
  - Strengths vs. weaknesses
- The mechanics of filtering a report
  - What is a parameter and when does it become active
  - Know the different types of parameters and how they are represented on the Filter Criteria screen
    - Date Range
    - Numeric Range
    - Lookup

- And/Or
  - What kind of search will Report Viewer conduct on given filter criteria, i.e. exact search, pattern search, case sensitive, etc
  - Know how to navigate through the displayed pages of a report
- Functionality while Viewing a report
  - View and print the output of a report from designated report categories
  - Know how to navigate through the displayed pages of a report
  - Create a new report from a snapshot of an existing report and view at a later time
  - Know how to export the output to other formats
  - Locate specific data from within the viewed output of a report
- Registering/Un-registering a report
  - Register a custom report for viewing in Report Viewer
  - Remove a custom report from the available reports for viewing in Report Viewer

### ***Using Crystal Reports to Enhance Reports***

- Understanding the “general” guidelines/purposes/strengths of Crystal Reports and its report designer tools/objects
  - What is meant by ODBC
  - Know the purposes and how to use the Design Tab and the Preview Tab
  - Know when and how to use the following tools available in Crystal Reports
    - Workbench
    - Field Explorer
      - √ How can you tell what fields are currently part of the report’s layout
      - √ What categories of fields are contained within the Field Explorer
    - Report Explorer
    - Start Page
    - Record Sort Expert
    - Section Expert
    - Group Expert
    - Select Expert
    - Verify Database
    - Format Painter
    - Format Editor
  - Be able to define the following objects, know whether they can be added to a report’s layout, and what kind of data they typically display:
    - Field objects
    - Report objects
    - Parameter fields
- Working in the Design tab’s different report sections
  - Know the purpose, general usage, and basic functionality of the different report sections
    - Report Header and Footer sections
    - Page Header and Footer sections
    - Details section
    - Group Header and Footer sections
- Viewing/changing the report’s data source
  - View the current datasource connection
  - What kind of information will the Set DataSource Location window display
- Filtering and previewing a report
  - What is the purpose of the Oracle Server Connection window and when does it display

- Know what parameters always require an entry when previewing predefined reports
- Drill-down into the detail of a group while previewing
- What does the parameter list contain and what type of formatting, if any, is required for entry of values
- How/when is data refreshed
- Is there a full-screen mode while previewing
- Know the purpose of the Group Selection Tree and the tabs where it is available for use
- Preview a report
- Creating and formatting a new custom report from a Retail Pro pre-defined report
  - Modify a custom report with basic formatting features
    - Insert/delete various object types
    - Position, move, resize, and align various types of objects
    - Create groups, summary fields (subtotals)
    - Change formatting options
    - Apply formatting to an entire section
  - What Crystal Report features/tools are available for enhancing an existing report
  - Understand the reason(s) why changes should never be made directly to a Retail Pro predefined (core) report but only on copies of those reports
  - Know when to use the Verify Database option
    - Why should this be run on each custom report after applying a Retail Pro maintenance pack
  - Know what formatting options are available for the different object types
  - What are “sizing handles”, when do they appear (for one object, for multiple selected objects)
  - Know the different methods of accessing the Format Editor
  - Know the different methods of selecting multiple objects for the purpose of moving those objects
  - Know how the Field Explorer indicates which fields are displayed on the report
  - Understand what modifications can be made in preview mode and in Design mode
  - Know when you would use the following formatting options:
    - Lock Position and Size
    - Suppress If Duplicated
    - Suppress (No Drill-down)
- Selecting Records
  - Know how to specify various criteria for selecting records using different comparison operators
  - Know how to use wildcards in pattern searches
- Sorting a report
  - Understand the concept of sorting
    - In what ways is sorting similar to grouping; different from grouping
    - When will you not see a sorted field listed in the Record Sort Expert
    - Establish a sorted order
- Grouping a report
  - Understand the concept of grouping and reasons why groups are created
  - In what ways is grouping similar to sorting; different from sorting
  - What report sections are automatically created when a group is created
  - Understand the primary purpose(s) for creating groups
  - Create a group
- Summarizing data on the report

- Understand the concept of Summary Fields and Running Totals and the differences between the two
- Know the steps that must be followed to create a Summary Field or a Running Total field
- Why is proper placement of a Running Total field so important
- What section of the report will a Summary Field be placed
- Create Summary Fields and Running Totals

### ***Distributing Custom Reports***

- Understanding the mechanics of distributing reports with or without an associated custom package
  - Understand all the information you must specify when registering a report in Report Viewer
    - Report Registration Information
    - Lookup names for all Lookup type parameters
  - Understand the association between a custom report and a custom PL/SQL package that it references
    - What will occur when a remote location tries to run a registered custom report in Report Viewer without having added and compiled its associated custom package
    - What must be done to remotely compile a custom package in a remote database
      - √ Know what modifications need to be made on the tnsnames.ora file
      - √ Know how to establish a connection to the remote server, i.e. a VPN connection
      - √ Understand how to use PL/SQL Developer (or other similar tool) to connect to the remote Retail Pro database and accomplish the compilation
- Using the Retail Pro Tools to automatically register a report
  - Understand what the two tools provided by Retail Pro will accomplish, where they reside, and when to execute them
    - ReportRegExtractor.exe
      - √ What naming convention will the generated registration script use
    - RunReportScript.exe
      - √ Identify the different methods for running this tool
  - Know what files must be at the remote site in order to use the tools
  - Know the different methods you can use to move the necessary files to a remote location for report registration