

Update Pick List Demo January 19, 2007

Case 1: The parameter is dynamic, so the parameter list is always up to date.

[Show [dynamic pick list.rpt](#)]

- 1- So why not always use a dynamic parameter?
 - a- If there are more than 1000 values, not all will appear in the list.
Solution: Use a command as the basis for the dynamic parameter list of values where you limit the number of values by adding filters
Problem 1 with solution: You cannot use any SQL expressions in the body of the report if you use a command.
 - b- There is a wait while the dynamic parameter list is populated. (Note the double career center ID prompts, fixed in Release 2).

Case 2: The parameter is a static parameter and values are available in the report.

- 1- [Show [update picklist 1.rpt](#)->?Local Office] Check how pick list was created. Go to the toolbar->view->field explorer->parameter->choose the parameter.
 - a) If the values are showing in the “Value Field” and “Description Field” boxes (NOT the value and description lists), you can go to actions->clear list and then click on “append all values.”
 - b) If the value is displayed in the “Value Field” box, but the Description Field box says “None”, and if there are no “0” and “None” values in the first row of the pick list, you can check the dropdown for the value box and note which table or command it is taken from and then search in the description dropdown box to find the matching table or command to select the description field. Then clear the current values and click on “append all values.” Note that the command might be renamed to say “List_of_Values” or “LOV” to help distinguish it’s purpose for the user.
 - c) [Go to ?Programs] If there is a “0” value and a “None” description in the first row of the pick list, this means the list has been amended after being added. In this case, you can append all values as in the previous steps, but it is important that you then add “0” to the value list and “None” to the description list—if you don’t, the record selection formula will not perform correctly.
 - d) Manually delete unwanted values, if you wish.

Case 3: There are no values in the value field or description field boxes, i.e., values are not available in the report.

- 1- Contact the report developer to request an update.
- 2- If there are only a few missing values, manually add the values (if you know them) and the corresponding descriptions to the lists and re-sort.

- 3- [\[Programs with LO Names picklist.rpt\]](#) Create a new pick list by running an existing Crystal Report designed for this purpose. (These could accompany reports appearing on the Crystal Reports Project page on www.massworkforce.org). After running the report, follow the steps below to create the new picklist.
- 4- Create a new pick list from scratch (assuming you know where the values should be drawn from):
 - a- [\[Programs w Abbrev LO Names-picklist\]](#) Start a new Crystal Report with the table containing the relevant fields. Add the value field to the report, and then add the description field, with a tab-length space between them. Remove all page headers. Insert a distinctcount on the value and check to make sure there are less than 1000 values. Run the report, and if there are more than 1000 values, add additional criteria to the record selection formula. Then remove the total from the report footer.
 - b- Run the report again.
 - c- Export the report by choosing “tab-separated text” and “application”.
 - d- Wordpad will automatically open with the pick list, but with quotes around some fields. Go to edit->replace and enter one double quote (“) in the find box, and leave the replace box empty. Choose “replace all”. Then save the wordpad document with a name that corresponds to the report, e.g., Career Center Specific picklist, in the same file folder where you are storing the Crystal Report that needs the picklist update.
 - e- [\[Update pick list_2\]](#) Open the original Crystal Report->go to view->field explorer->parameter->select the parameter->edit.
 - f- Note whether there are any custom values added at the beginning of the list, e.g., “None”. Then clear the existing pick list and click on “Actions”->import and select the picklist text document.
 - g- Add any custom values. If adding 0 and “None” as the description, insert a space so that it reads “ None”. Then click on the bar above the description list to order the list by description. “ None” will appear first because of the space. You can then remove the space.
 - h- Choose whether you want to display the value and the description or the description only.
- 5- To verify that all values were imported, export the list as a text file. Save it under a name, e.g., “chk no of progs” and then open it in WordPad (be sure to choose txt.files), copy it and paste it into Excel. Then insert a column, enter a 1 in the first cell, and then select the rest of the column by scrolling down to the end, and then go to edit->fill->series->OK.
- 6- Alternate reports could be set up for pick lists so that they only showed local values or so that they showed statewide values.
- 7- Please periodically review your career center specific programs list and inactivate programs you are no longer operating or reporting on so that the programs list is reduced below 1000.