

Crystal Prompts

Purpose

The purpose of this document is to provide step by step detailed directions for interaction with some of the different prompts on Crystal Reports.

Prompt Types

Every Crystal report within the Business Objects repository has a unique set of prompts. These prompts determine the information that will be retrieved for the report generation. Each report will have a combination of different prompts. Every report will have mandatory prompts. These prompts must have values selected for the report to generate. Reports may also have optional prompts. Optional prompts can be used to narrow down the data that is compiled in the report. Optional prompts create more efficient and effective reports. Each type of prompt has an indication labeling it as a mandatory or optional.

Mandatory prompts are identified by a **red asterisk** at the beginning of the prompt. Once values are selected for the prompt a **green circle with a check mark inside** appears before the red asterisk.

Optional prompts are identified with the phrase **(Optional)** at the end of the prompt.

Prompts

Organization Unit

The Organizational Unit prompt selects the organizational unit that compiles the report data. Follow the steps below to complete the Organizational Unit prompt.

Step 1. Select the Organizational Unit Prompt.

Step 2. Click the LOV icon.

Image

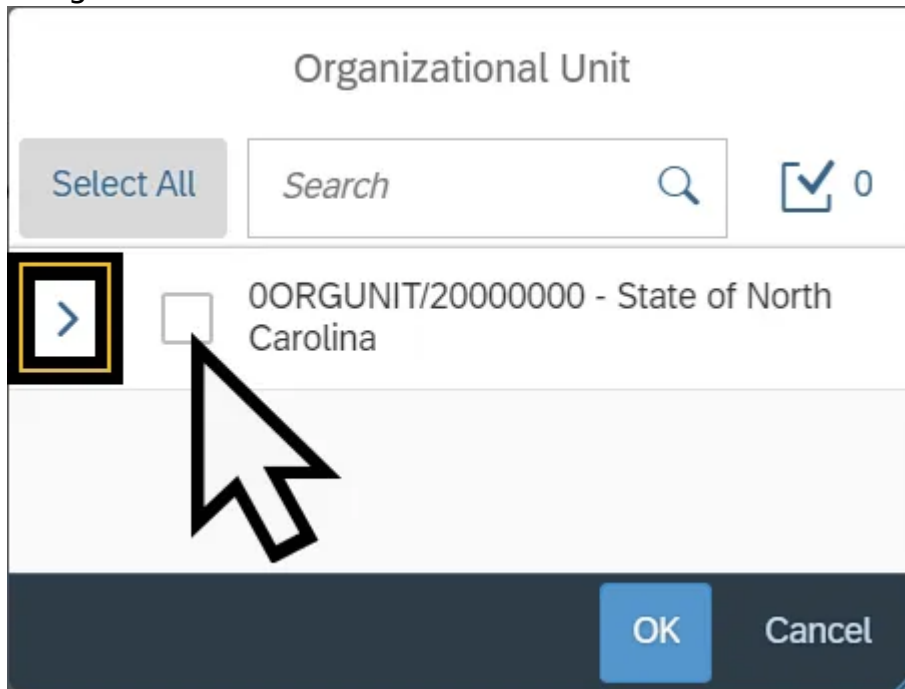
The screenshot displays the Oracle APEX Prompts page. On the left, the 'Prompt Summary' pane lists several prompts: '*Organizational Unit no va', '*Years to Retirement with Sick Leave', 'Personnel Area(s) - (Optional)', 'Employee(s) PersNo. - (Optional)', and 'Job(s) - (Optional) no value'. The first prompt, '*Organizational Unit no va', is highlighted with a red box. On the right, the 'Select values for prompts' pane shows the same prompts. The '*Organizational Unit' prompt is expanded, showing a text input field and a small square icon with a magnifying glass (the LOV icon) to its right. A red box is drawn around this icon, and a large black mouse cursor is pointing at it. Below the input field, there are expandable sections for 'Personnel Area(s) - (Optional)', 'Employee(s) PersNo. - (Optional)', and 'Job(s) - (Optional)'. At the bottom right of the page, there is a 'Run' button.

Step 3. Click the Expand node icon.

Step 4. Drill down to the desired Organizational Unit.

Step 5. Select the checkbox next to the desired Organizational Unit.

Image



Step 6. Select the OK button.

Calendar Month/Year

The Calendar Month/Year (Single Value) prompt selects a single month and year that compiles the data in the report. Follow the steps below to complete the Calendar Month/Year prompt.

Step 1. Select the Calendar Month/Year Prompt.

Step 2. Click the LOV icon.

Image

Prompts

Prompt Summary	Select values for prompts	Actions
*Calendar Month/Year (Single Value)	▼ *Calendar Month/Year (Single Value, Mandatory)	
*Organizational Unit no value	Enter a value	
Personnel Area(s) - (Optional) no value	▼ *Organizational Unit	
Employee(s) PersNo. - (Optional) no value		
	> Personnel Area(s) - (Optional)	
	> Employee(s) PersNo. - (Optional)	

Run

Step 3. Scroll down to the calendar month and year.

Step 4. Select the desired calendar month and year. The values are formatted by the year and month (YYYYMM) and by the month and year (MM/YYYY).

Step 5. Select the OK button.

Image

Calendar Month/Year (Single Value, Mandatory)

Search ☒ 0

202407 - 07/2024

202408 - 08/2024

202409 - 09/2024

OK Cancel

Step 6. The selected values will display in the selected value field.

Years to Retirement with Sick Leave

The Years to Retirement with Sick Leave prompt filters the report data to compile the employees who are a specific number of years away from retirement when their sick leave is added to the calculation. Follow the steps below to complete the Years to Retirement with Sick Leave.

Step 1. Select the Years to Retirement with Sick Leave Prompt.

Step 2. Enter the number of years including the accumulated sick leave into the direct entry field.

Image

Prompts

Prompt Summary	Select values for prompts	Actions
✓ *Organizational Unit 00RGUNIT/20000000	✓ *Organizational Unit	
✓ *Years to Retirement with Sick Leave 1	00RGUNIT/20000000 - ... x	
Personnel Area(s) - (Optional) no value	✓ *Years to Retirement with Sick Leave	
Employee(s) PersNo. - (Optional) no value	1	
Job(s) - (Optional) no value	> Personnel Area(s) - (Optional)	
	> Employee(s) PersNo. - (Optional)	
	> Job(s) - (Optional)	

Run

Personnel Area(s)

The Personnel Area(s) prompt selects personnel areas to compile the report. Follow the steps below to complete the Personnel Area(s) prompt.

Step 1. Select the Personnel Area(s) Prompt.

Step 2. Enter the Personnel Area directly into the Enter a Value field.

Step 3. Click the Add icon.

Image

Prompts	
Prompt Summary	Actions
✓ *Calendar Month/Year (Single Value, Mandatory)	> *Calendar Month/Year (Single Value, Mandatory)
✓ *Organizational Unit 00ORGUNIT/200	> *Organizational Unit
✓ Personnel Area(s) - (Optional) no	✓ Personnel Area(s) - (Optional)
Employee(s) PersNo. - (Optional) no	

Selected Values

> Employee(s) PersNo. - (Optional)

Run

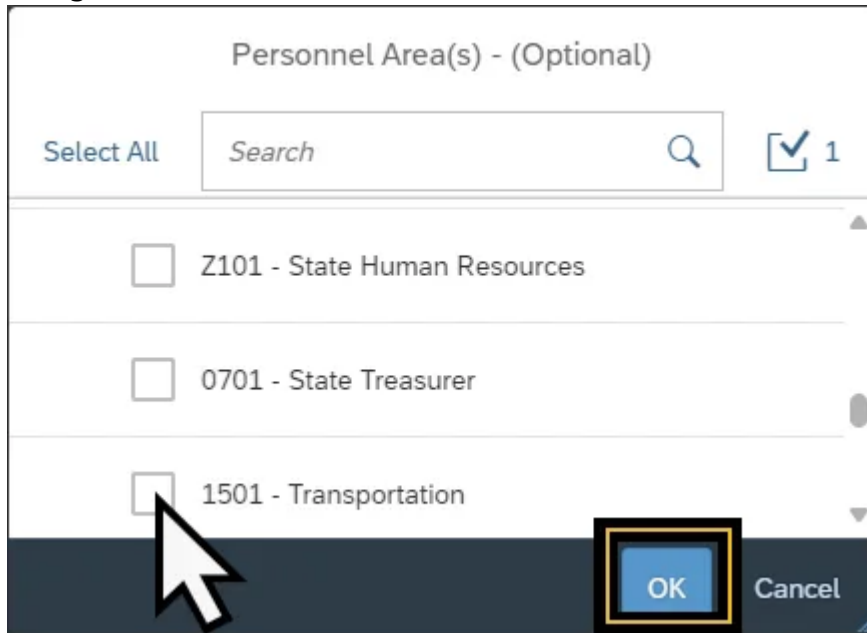
Step 4. Or click the LOV icon.

Step 5. Scroll down to the desired Personnel Area(s).

Step 6. Select the desired Personnel Area(s).

Step 7. Select the OK button.

Image



Step 8. The selected values will display in the Selected Values field.

Employee(s) PersNo.

The Employee(s) PersNo. prompt selects the employee whose data is used to compile the report. Follow the steps below to complete the Employee(s) PersNo. prompt.

1. Select the Employee(s) PersNo. Prompt.
2. Enter the Employee's Personnel Number directly into the Enter a Value field.
3. Click the Add icon.

Image

Prompts

Prompt Summary	Select values for prompts	Actions
*Calendar Month/Year (Single Value, Mandatory)	> *Calendar Month/Year (Single Value, Mandatory)	
*Organizational Unit no value	> *Organizational Unit	
Personnel Area(s) - (Optional) no value	> Personnel Area(s) - (Optional)	
Employee(s) PersNo. - (Optional)	Employee(s) PersNo. - (Optional)	

Enter a value

Selected Values

Run

4. The LOV icon can be used however an error notice may appear if the number of values returned from the LOV picker exceed the configured maximum display.
5. The selected values will display in the Selected Values field.

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