

Using Alerts in Crystal Reports



Applies to:

SAP Crystal Report Design. For more information, visit the [Business Objects homepage](#).

Summary

This document deals with an introduction to Alerts in Crystal Reports and how to use them in reports.

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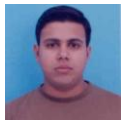
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What are Alerts?

Report Alerts are custom messages created in Crystal Reports that appear when certain conditions are met by data in a report. Report Alerts may contain information about report data or indicate action to be taken by the user.

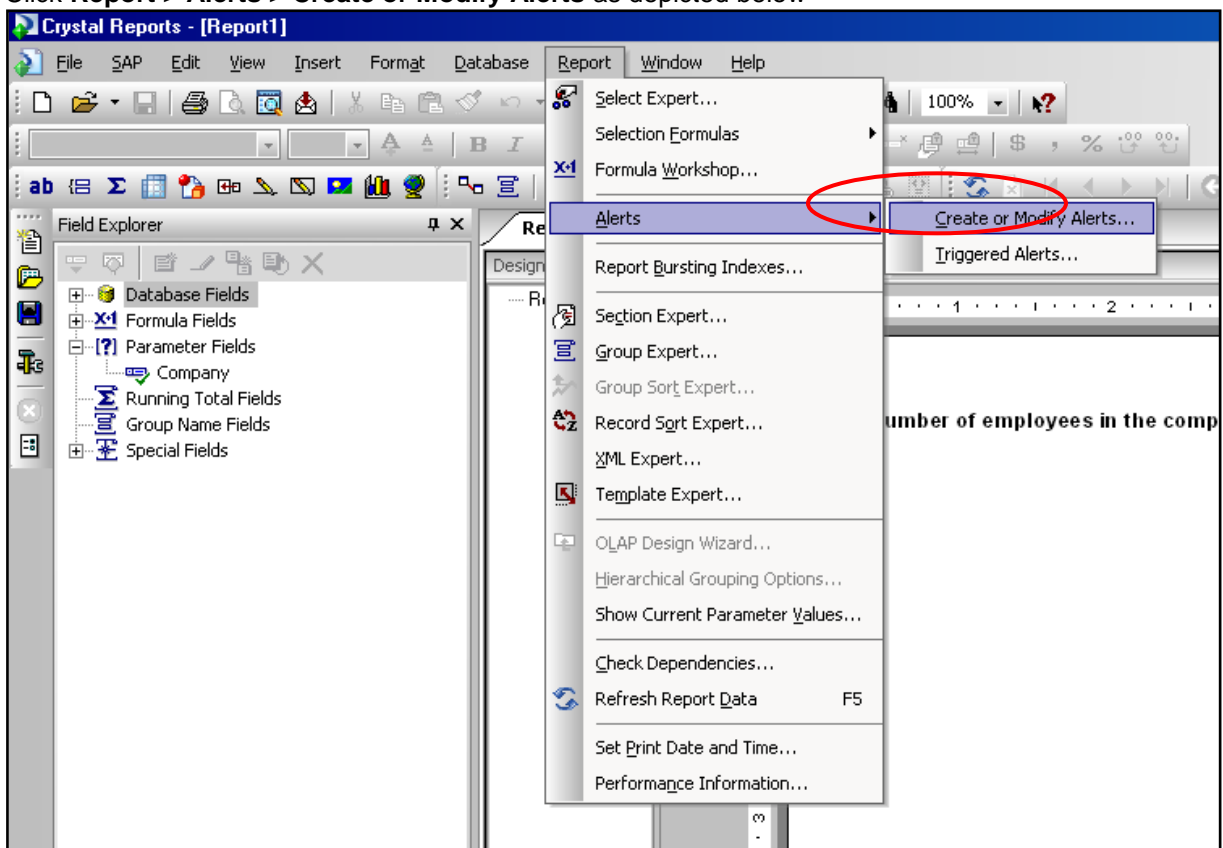
Report Alerts evaluate specified conditions. These are created by using formulas. If the condition given in the formula is true, the alert gets triggered and a user-defined message gets displayed. Both text and report fields can be used to create these messages.

Once a Report Alert is triggered, it is not evaluated again until the report data is refreshed.

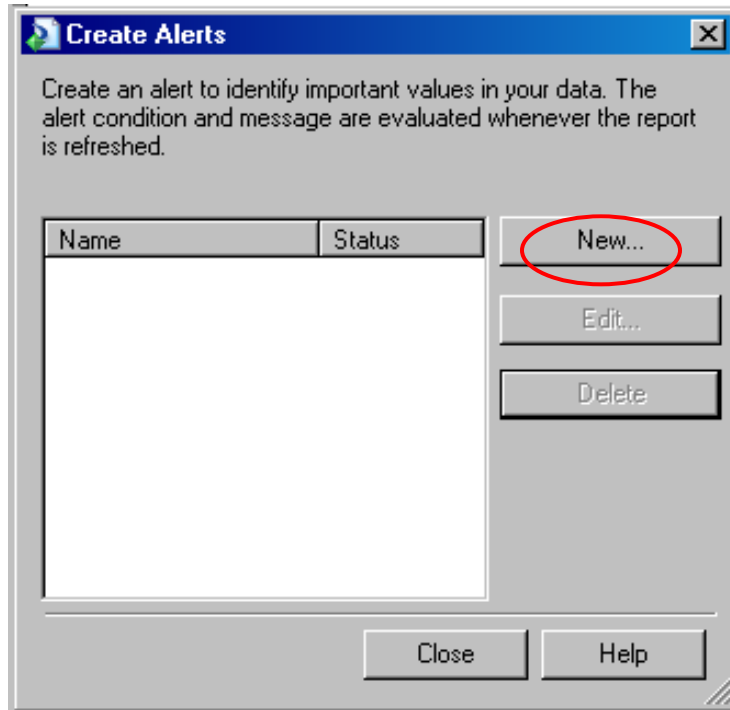
Report Alerts are specific to each report. Hence, the user has to decide when and where to use them. Report Alerts can be used to get the user's attention towards important data. For instance, Company Expenses falling above a specified limit.

Creating an Alert

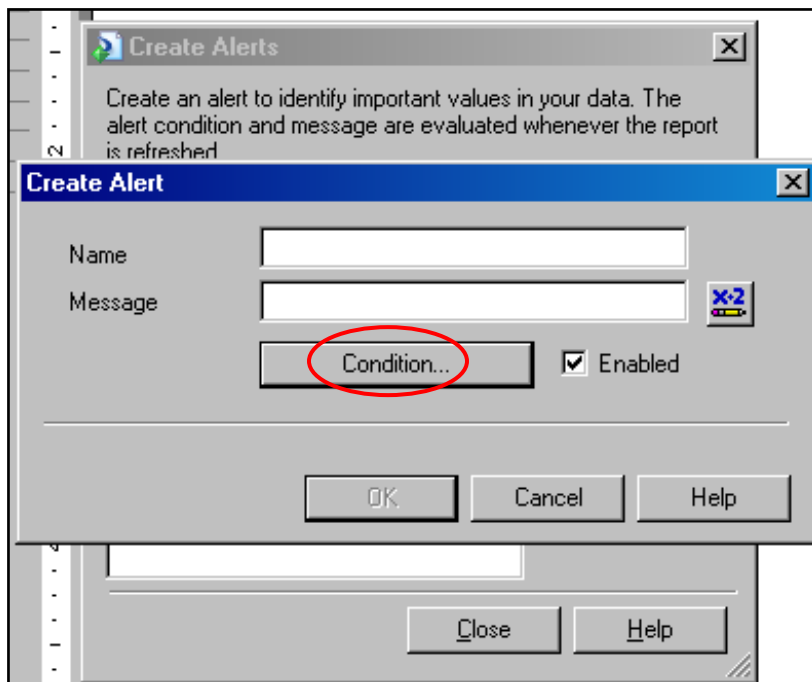
1. Click **Report > Alerts > Create or Modify Alerts** as depicted below



The following dialog box appears:

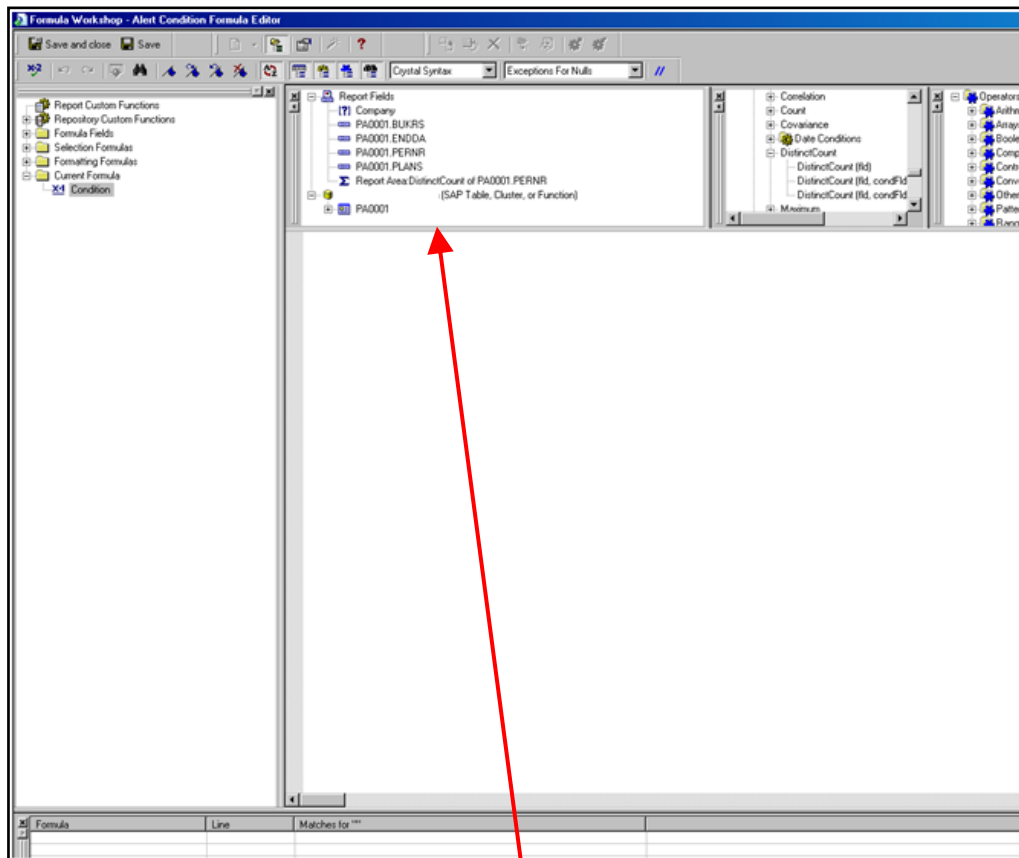


2. Click **New**. The following dialog box appears.



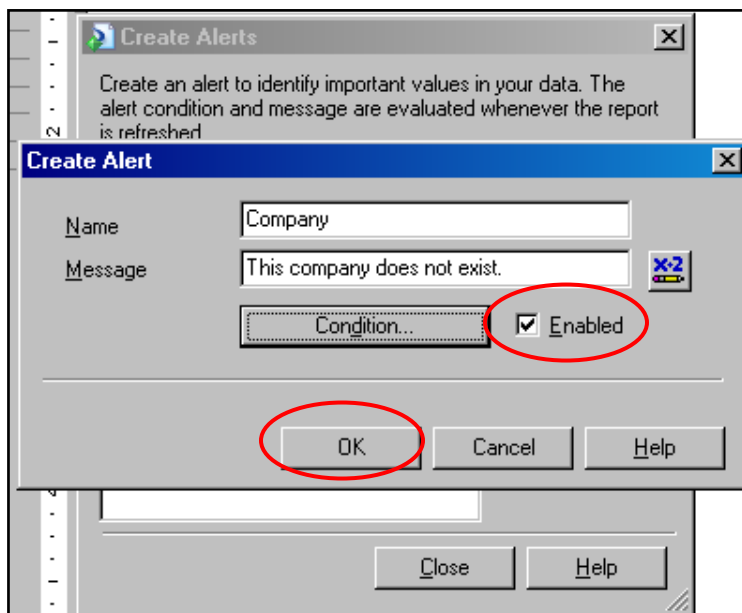
3. Enter a name for the alert and the message that you want should appear when certain conditions are met. Click **Condition**.

The **Alert Condition Formula Editor** appears.

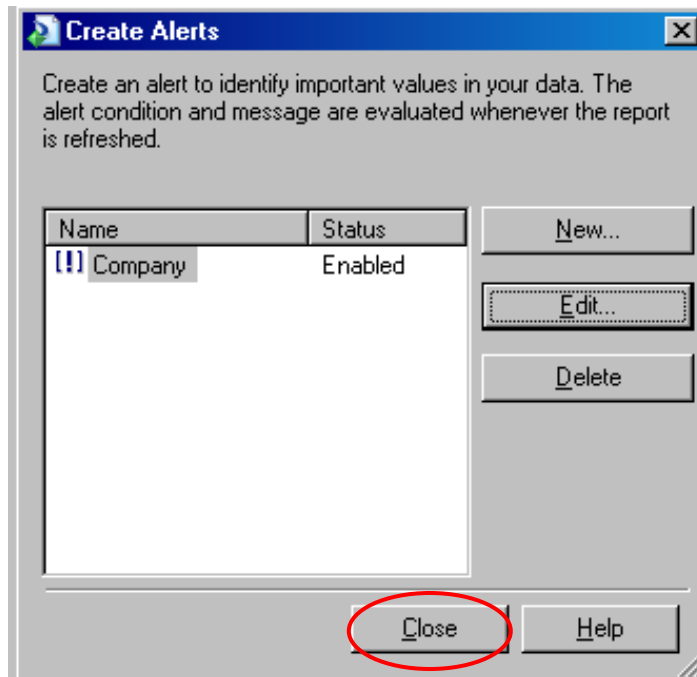


The condition for the alert should be entered here.

4. Click **Save and Close** at the top left corner of the **Alert Condition Formula Editor** window. The following screen appears.



Make sure that **Enabled** has been checked. Otherwise, the alert will not work. Click **OK**.

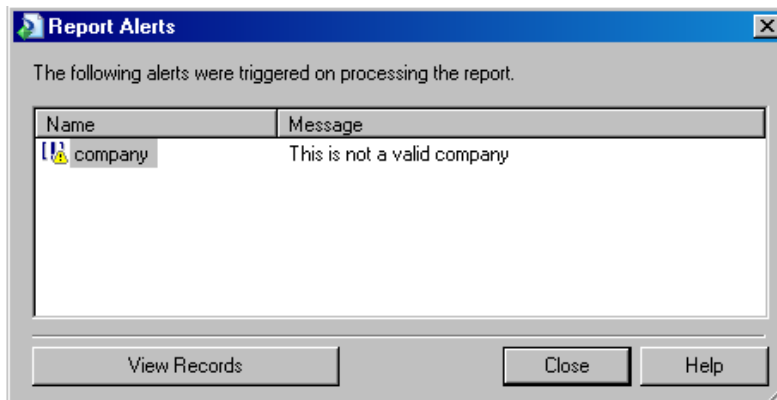


5. Click **Close** button. The alert has been set. Alternately, the **Edit** button can be used to edit an existing alert.

The '**Delete**' button can be used to delete an existing alert.

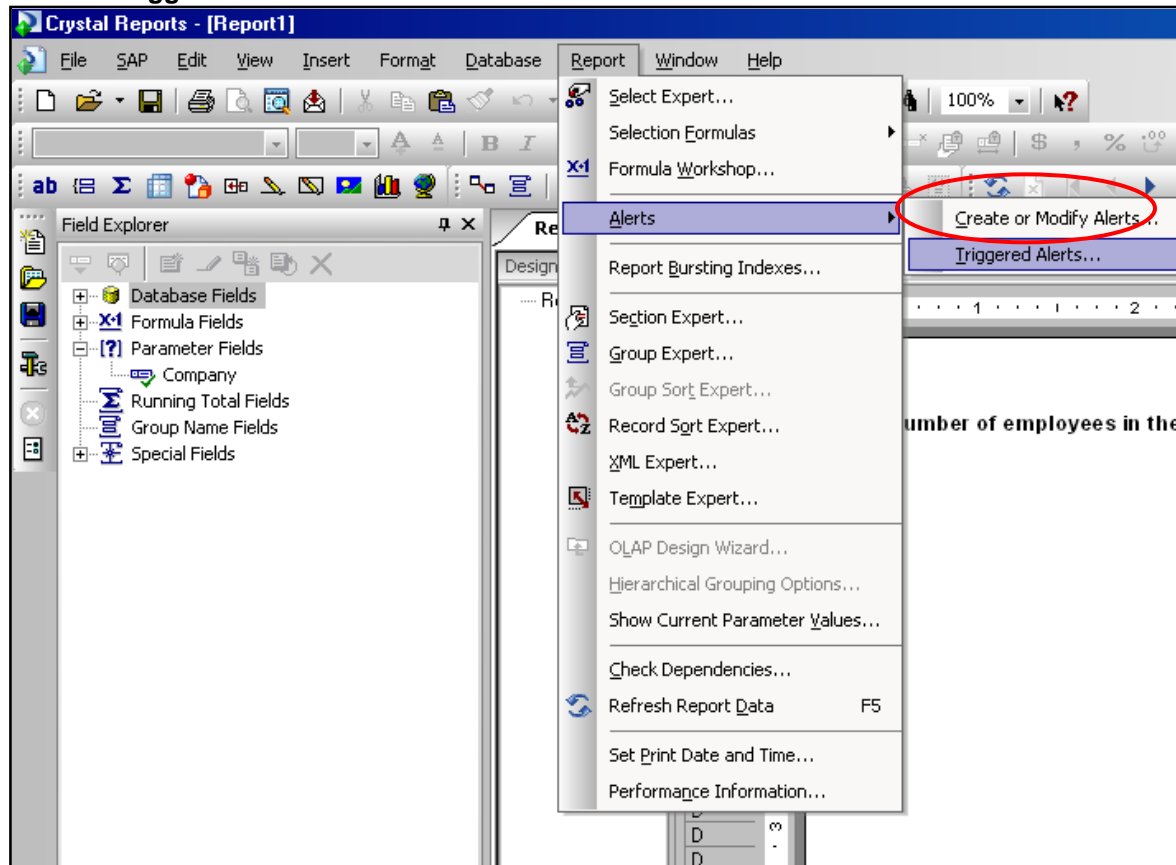
The alert will work whenever the report is refreshed.

This is what an alert window looks like when the condition for the alert is true:



Triggered Alerts

All the alerts that have been triggered during the execution of a report can be viewed through **Report > Alerts > Triggered Alerts**. This is illustrated below.



Related Content

[SAP Crystal Reports Design](#)

[Crystal Reports for Eclipse](#)

[RSS Test](#)

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