Crystal Reports Design Usability Checklist

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| **Query Design** | |
| Run Time is Acceptable |  |
| Query runs on codes, not descriptions (few exceptions) |  |
| Results are correct and have been validated against an appropriate resource |  |
| Report meets user requirements and has required fields |  |
| Do the parameters change the results correctly? |  |
| Does changing the view/ grouping return the same results (When it should) |  |
| Does the report run without any parameters being entered, except for org id |  |
| Formulas have logical names |  |
| SQL expressions are only used when required |  |
| SQL Commands are only used when required |  |
| **Report Format Document** | |
| Report is in line with the Report Format Document |  |
| Page Margins are correct |  |
| All text is in Arial font |  |
| Banner is the correct size and in the correct location |  |
| Headings in the banner are the correct size and location |  |
| All text in the parameters section is 9pt and correct colour |  |
| Data Selected via Parameters is underneath the banner |  |
| Parameters are in correct locations and spaced to aesthetically pleasing |  |
| The solid line is underneath the report parameters |  |
| Column headings are black, same size as data aligned to data |  |
| Text Values are left aligned and numeric values are right aligned |  |
| The correct Footer is used and is aligned to the banner |  |
| **Additional Formatting** | |
| Ensure Fields and Parameters are in a logical order |  |
| Ensure unused blank sections are hidden i.e. no unnecessary white space. |  |
| Space between data columns is used appropriately |  |
| Report is in the most appropriate orientation (Portrait by default and landscape due to wide columns of many columns) |  |
| Nothing overlaps |  |
| All different views and groupings of the report format correctly |  |
| Parameters are correct for the selection (Use lists for finite results and text boxes when options are imprecise) |  |
| column headings and parameters have logical names |  |
| Report displays correctly in Business Objects and PDF |  |
| **Other** | |
| Report has an appropriate Title and filename |  |
| CMC username and password are entered |  |
| Report is saved with data purged |  |
| Access is applied to the report through org ids and confirmed |  |