DISCOVERER VIEWER TRAINING FOR HUMAN RESOURCES REPORTS

Discoverer Viewer - Cheat Sheet

1) URL: **http://www.ewu.edu/banner/secure/links/**
2) Click on link: **Oracle Discoverer Viewer [ODSP] ODSEUL.**
3) Connection: **Banner Username** and **password.** Click **GO**.
4) Scroll to **report name** desired and click on **Red** ▽ to expand to worksheet listing.
5) **Click on worksheet** to open.
6) **Enter Parameter(s)** if required. Click **GO**.
   - **a.** If Warning – Continue to run the query? – Review estimated time, Click **Yes**
   - b. Query Progress: If clock is advancing then report is running.
7) Results:
   - a. Report data is presented.
     - **i.** To print: Click **Printable Page,** click **Printable PDF**, click **PDF Icon.**
     - **ii.** To Export: Click **Export,** Select **Microsoft Excel Workbook (*.xls)** from the drop down list, Click **Export,** Click **To View or Save,** (data is generated), Click **Open with** Microsoft Office Excel**,** Click **OK.**
     - **iii.** If page setup errors occur contact functional user support for page setup review.
   - b. No Data
     - i. Are parameters correct?
     - ii. User security may be filtering out all records. Contact functional user support to review user security requirements.
   - c. Table or view does not exist.
     - i. User Security is not authorized for one or more of the underlying data views. Contact functional user support to review user security requirements.
8) To run report with new parameters or run another report Click **Workbooks**.

For more detailed instructions with screen shots please refer to the additional pages.

This training guide is designed to support several HR reports as an initial implementation of end user reports. Discoverer Viewer has other capabilities and options not covered in this guide. For additional training support please go to http://www.ewu.edu/bannerhelp . In addition a casual open workshop is held each Friday in Huston 219 from 10-11 AM (cancelled if a formal training session is booked). Anyone is welcome, any topic is welcome.

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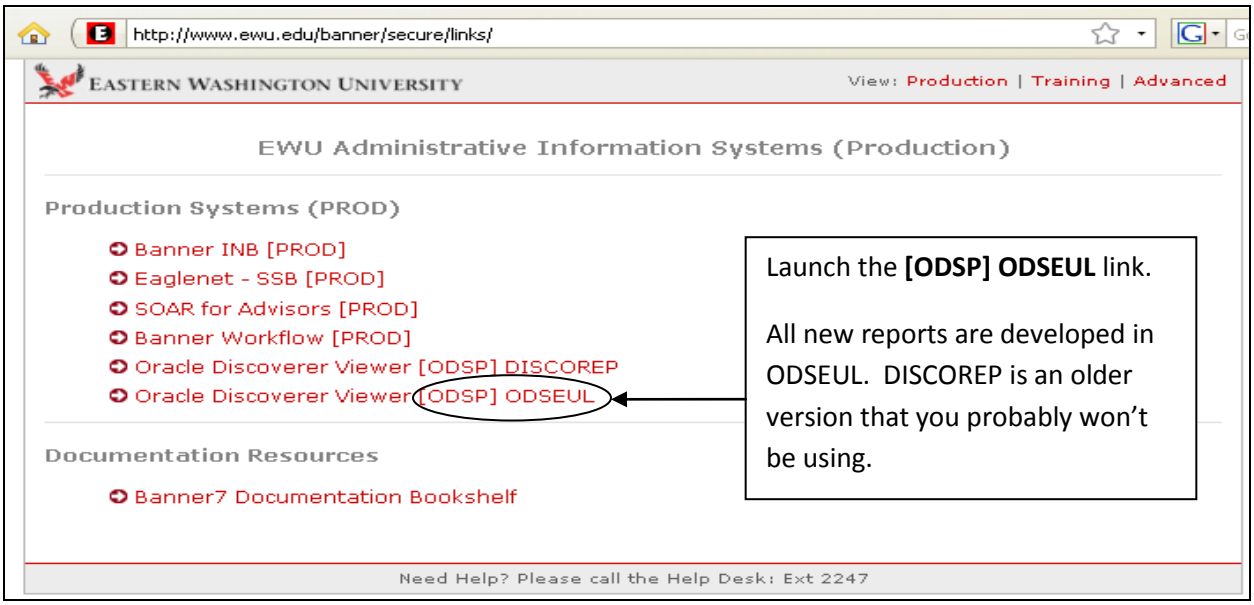
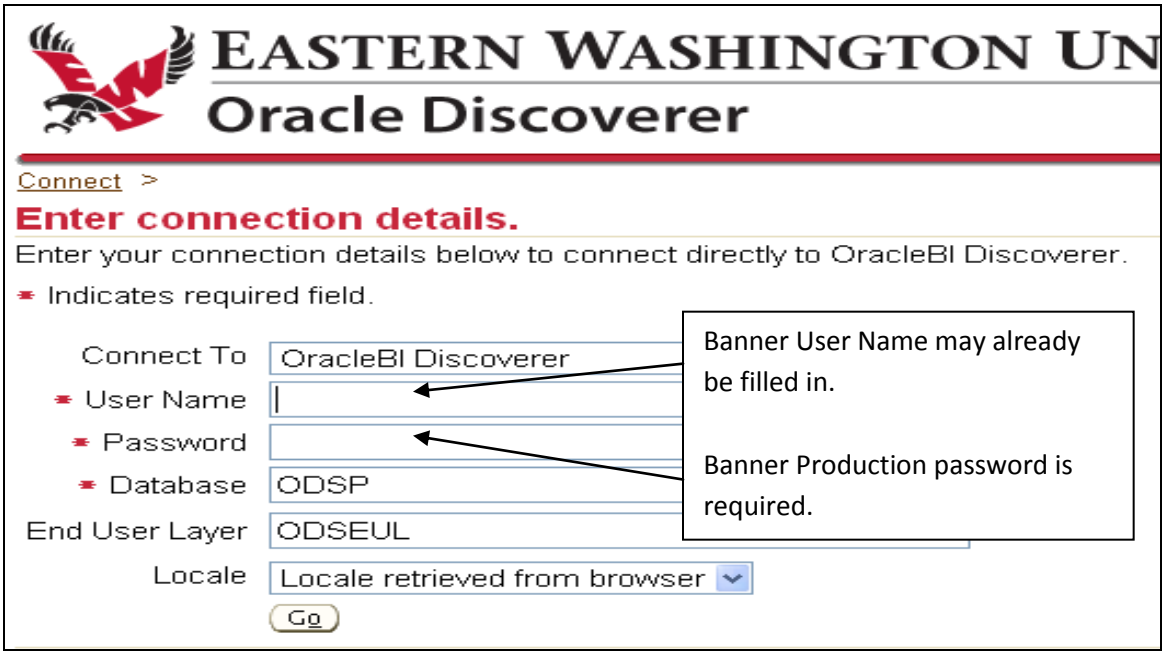
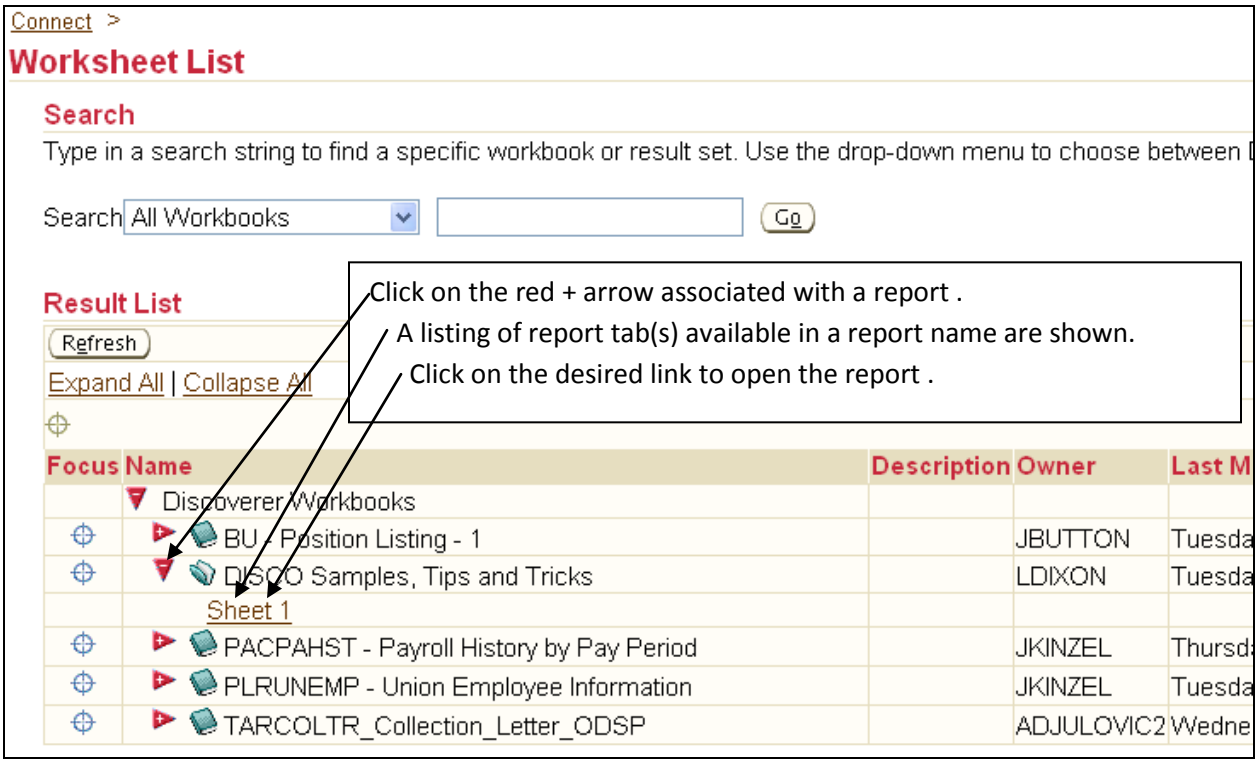
1) Launch the Discoverer Viewer Application



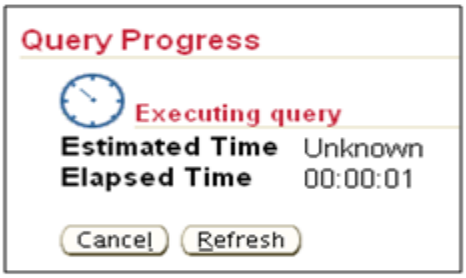
2) Sign into Discoverer Viewer



3) Select a report to run



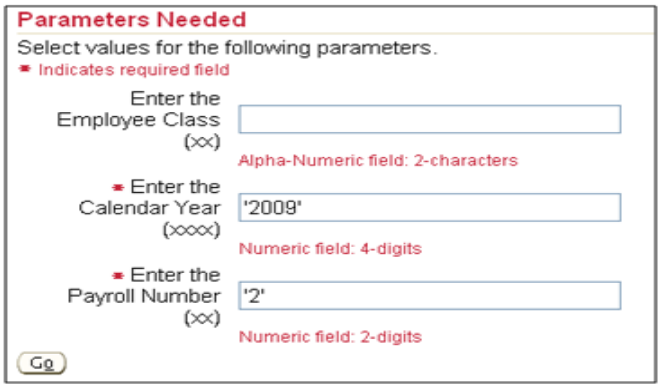
4) One or more of the following events may occur:



Report is running and clock is advancing.

Reports that have no parameter inputs will run automatically.

Some reports may take several minutes to run.



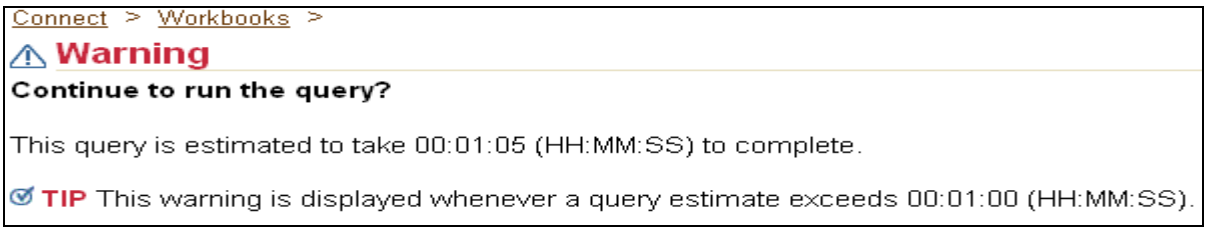
Some reports may have 1 or more user provided parameters.

Some fields are required.

Parameters will identify the input format required.

Some parameters may provide a list of values to select from (not shown here).

The Go button must be clicked.
Enter or return has no impact.



5) Report presented on screen:

Connect > Workbooks >

Information

This sheet currently contains no data.

Possible causes:

1) If parameters were entered they may have filtered out all data.
2) User security settings may have filtered out all records
3) Invalid or incorrect parameters entered.
4) No data available

Connect > Workbooks >

Error

Insufficient Privileges OR

Query execution was not successful.
- ORA-00942: table or view does not exist

Cause: User Security settings are not authorized for one or more of the data views that the report is built

Crosstab

Tools Layout Format Stoplight Rows and Columns

Page Items Organization 43000

Up 25 Rows Down

Reports may be in **Table** format or in **Crosstab** (Pivot table) format.

If **Page Items** is visible user may use the arrow button to dynamically filter data as desired.

Fund	Account No.	Trans Date	EmpName	EmpID	EmpPosition			
120149	61100	01/09/2009	Habegger, Toni C.	00141246	E99820			120.00
		01/26/2009	Habegger, Toni C.		E99820			176.00
		Total of Account						
	64200	01/09/2009	Habegger, Toni C.		E99820			56.00
		Total of Account						
	66200	01/26/2009	Smith, Ashley M.		NWS899	309.35	0.00	28.75
	Benefit	-	-		-			-
		Total of Account						
	Total of Fund							
133021	63100							
		01/26/2009	Brown, Matthew J.		C99743			176.00
			Fitzpatrick, Burke A.		C99856			88.00
		Total of Account						

User security settings may MASK out values that are not allowed

User security fine grained access may completely remove lines of data.

Connect > Workbooks >

FPAORGDA - Orga

Last run **Wednesday, Feb**

Actions

Rerun query
Save
Save as
Revert to saved
Printable page
Export
Send as email
Worksheet options

Worksheets

Table
Crosstab

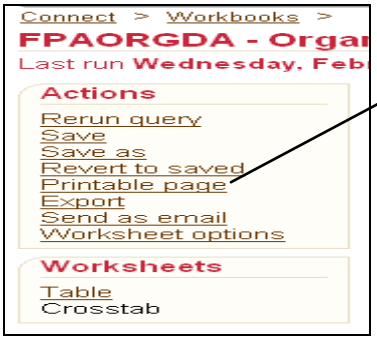
Use the Workbooks link at any time to select another report to run. Use this option to re-select a report to input new parameters

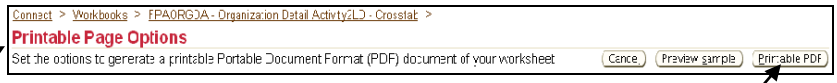
Rerun query **does not** launch the parameters screen

Print and Export will be used for most reports

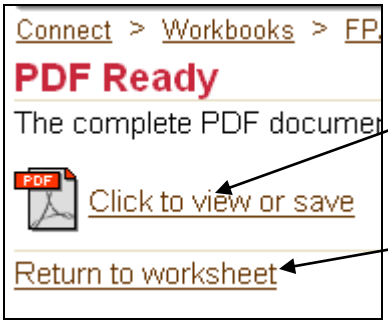
When a report has multiple tabs they are listed as worksheets and user can move between them as needed with these links.

6) Actions: Print a report.





Preview Sample generates a PDF for the first 50 records of a report
Printable PDF generates all available records to a PDF.

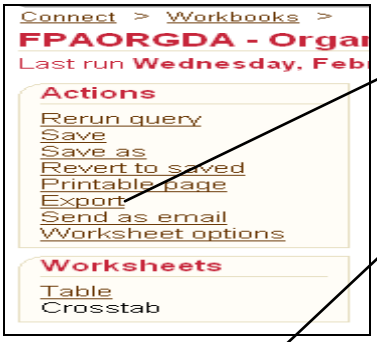


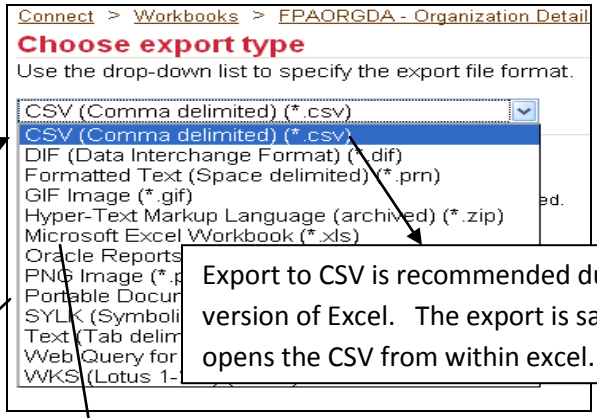
The sample or full report is generated to a PDF.

Click the PDF link to open the report in PDF format. **Print from the PDF.**

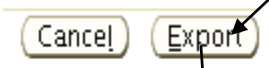
Use the return to worksheet link to go back to the report view.

7) Actions: Export a report.

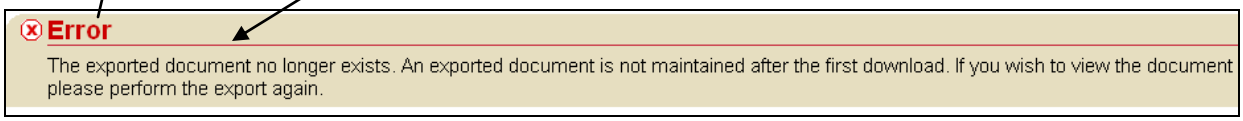




Export to CSV is recommended due to user PC differences in the version of Excel. The export is saved to CSV and then user opens the CSV from within excel.



Exporting to Microsoft Excel Workbooks (*.xls) may give multiple tabs on large data files or an extra tab named Macro.

Click on the button to **view or save**.

The export can be viewed only once.
A second attempt will generate an export error. Return to the worksheet