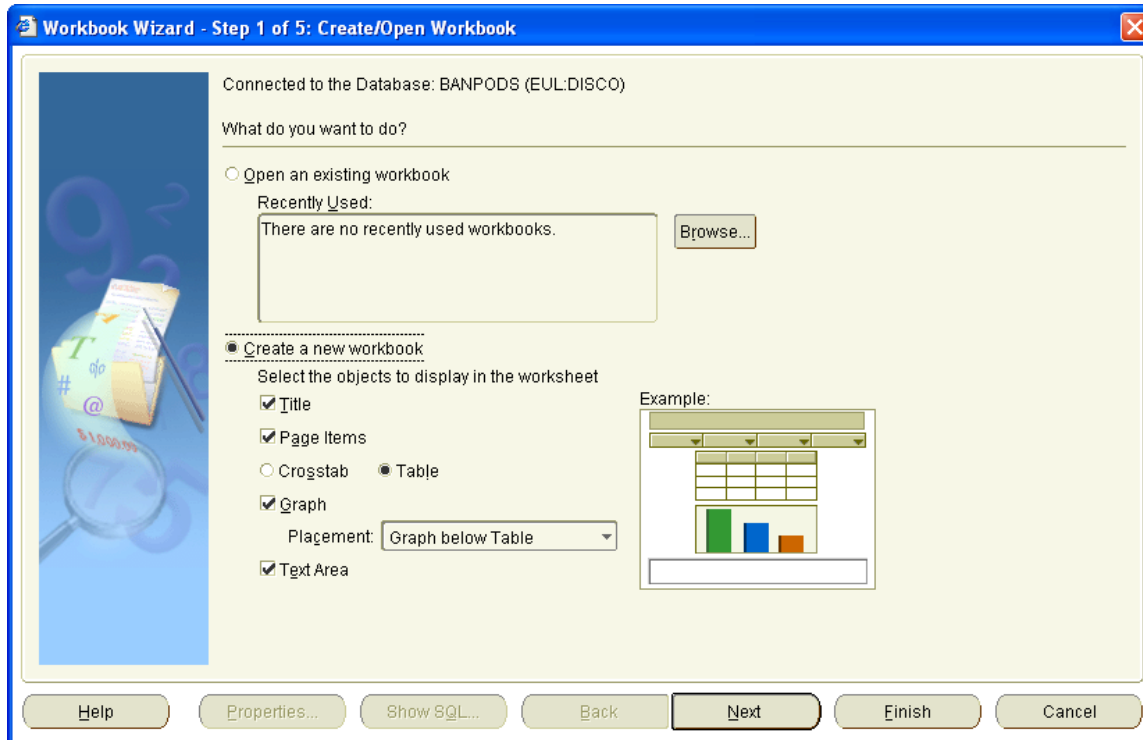


How to Run Reports through Discoverer

Oracle Discoverer is a reporting tool that people can use to get data out of Banner. It is primarily used for displaying lists of data such as students or courses. This document will show you how to log into Discoverer and run a report.

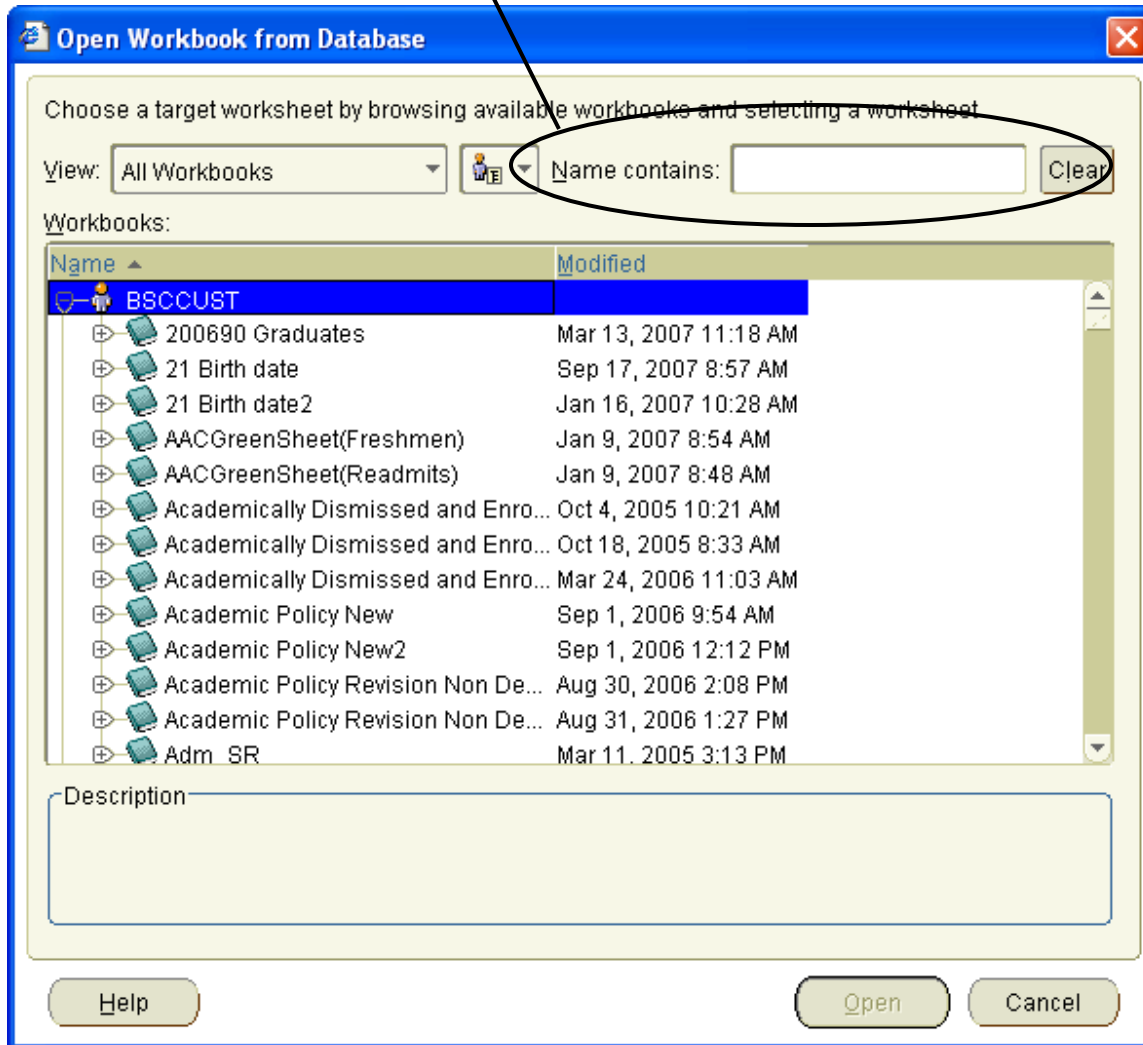
Log into Discoverer with your username and password. Upon login, the Workbook Wizard screen will come up. You can choose to open/create reports through this wizard or to close it and open or create them through the main menu.



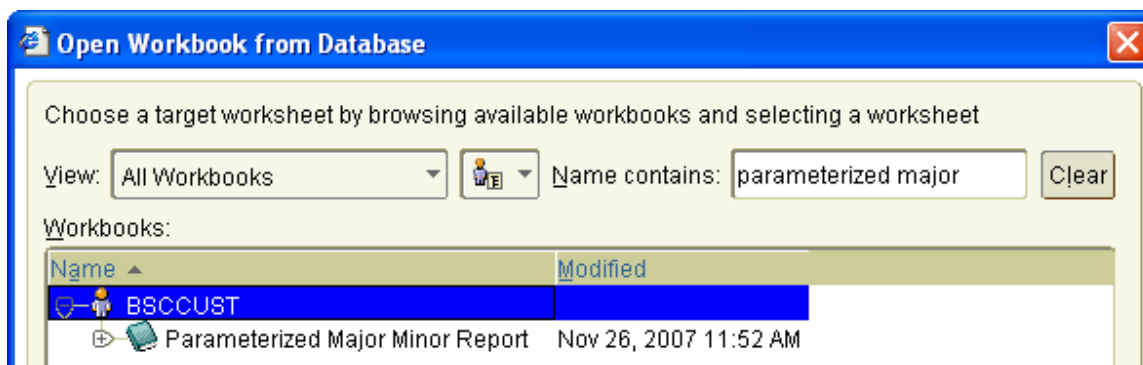
To run a report, simply click **open an existing workbook** and browse to the report you are looking for.

You will see a pop up box displaying a list of reports that you have access to. Scroll through the list and select the report you would like to run.

You can also use the **Name contains** box to narrow your search. In this box, just type in a word or two of the report name. Discoverer will automatically filter the list to show only those with a matching name.

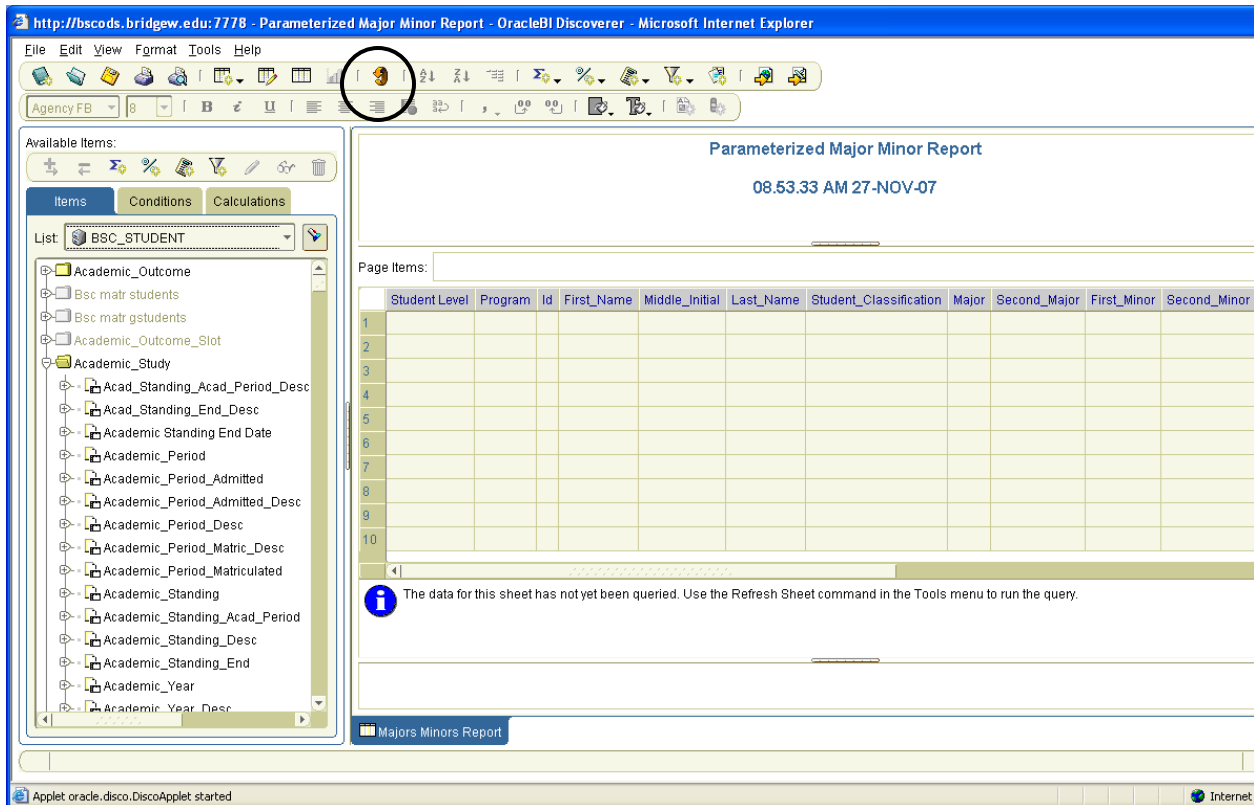


For our example, we'll open the **Parameterized Major Minor Report**.



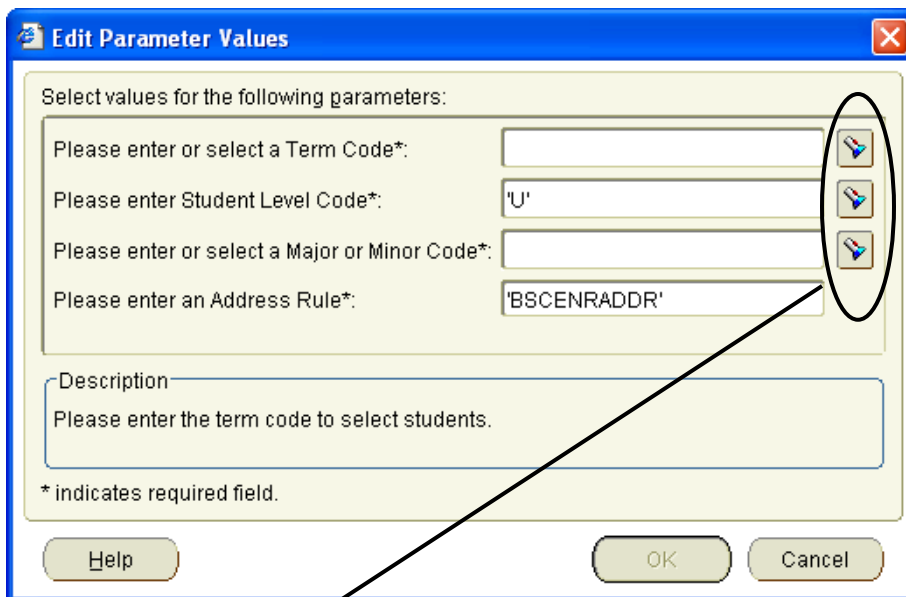
Click on the desired report and click **Open**.

When the report opens, you will see a blank report layout. To run the report, click on the **red arrow** at the top of the screen.

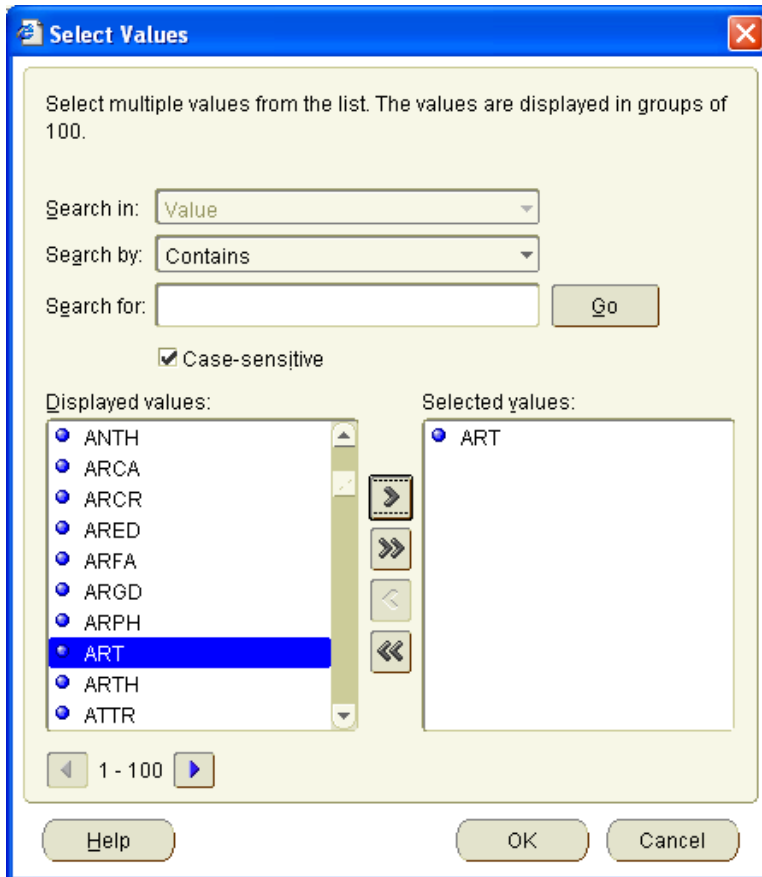


If the report has parameters, a box will pop up, prompting you for more information. In this report, there are parameters for term code (or academic period), student level, major or minor code and address rule.

Enter the values you would like to run this for and click **OK**.

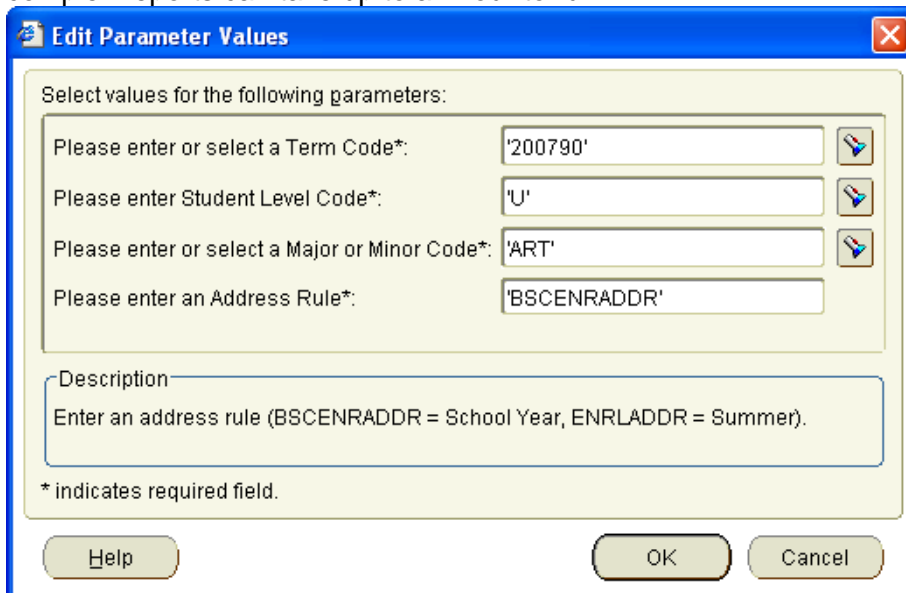


Note: The flashlights on the right of the screen indicate that there is a drop-down list for you to select from if you are not sure which value to enter. An example of this is shown on the next page:



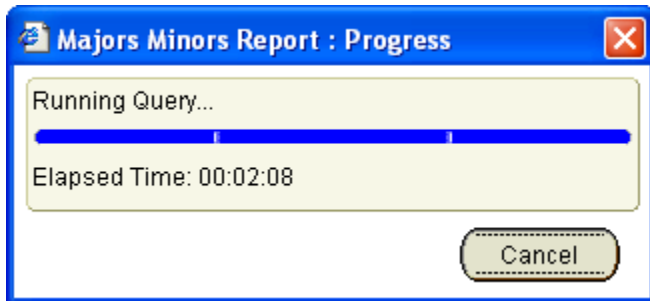
Depending on how the report was created, you will be able to choose multiple values or sometimes just one value. In the example above, the user can choose multiple major/minor codes to run the report on. Use the arrows to move values from the displayed to selected columns.

When all of the parameters have been selected, click **OK** to run the report. Depending on the data Discoverer is searching for, the report can take a few seconds to minutes and some very complex reports can take up to an hour to run.

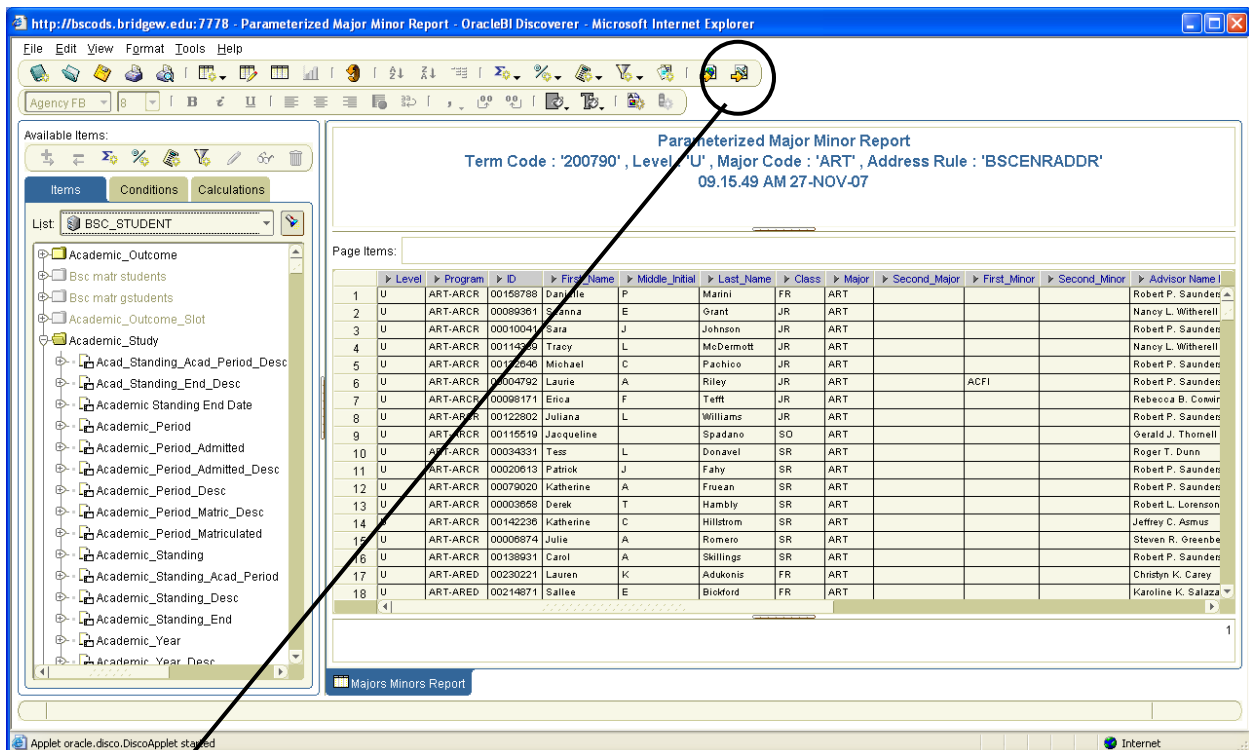


If the report is going to take longer than a minute or so to run, Discoverer will predict the end time and ask you if you would like to run, cancel or schedule the report. Choose the option you would like and click **OK**.

A progress screen will pop up, showing the user how close the report is to being finished.



When the report is finished running, the first 250 rows of data will be displayed in Discoverer's report window. To see the next set of rows, scroll to the bottom of the report and click where it says **Click here to see the next 1000 rows**.



If you are doing more analysis or using the data for a mail merge document, Discoverer has many export options. The most popular is exporting the data to Excel. To do this, click on the **Export to Excel** icon. Discoverer will automatically convert the report to an Excel file and save it to the path shown below:

C:\Documents and Settings\[Your Username]

Discoverer will save the Excel file using the same name as the workbook.

To access this new Excel file, just open it with Microsoft Excel.

