

Using Discoverer to Obtain Pre-Defined Queries

Date: July 24, 2007

o:\ssa\datawarehouse\documentation\discoverer.doc

Purpose: The following are instructions for using the ad hoc reporting tool called Discoverer to retrieve Budget and Human Resources information from the PeopleSoft Database. This instruction is for retrieving data using specific pre-defined queries. This instruction does not describe the detailed use of Discoverer (ie., creating and modifying ad hoc queries).

1. Go to website: www.hawaii.edu/dw. Discoverer executes using Internet Explorer. Discoverer will NOT work with Firefox or Netscape.
2. If you are a first time user to Discoverer, you must configure your workstation by clicking on the "Discoverer Setup Guide" link. Beware that if your access is through a departmental firewall, your firewall may disallow you from connecting to Discoverer. You need to work with your IT Specialist to allow Discoverer through your firewall.

If you require assistance, please contact Jon Omoto at 956-8951 or email at <jomoto@hawaii.edu>

Human Resources Data Mart
Data Last Refreshed on July 23, 2007

LOGIN

HR Username:

HR Password:

LOGIN

Need help logging in?

- [Instructions for Data Mart Access](#)
- [HR DM - Contact Lance Yonemoto](#)

Related Links:

- [Discoverer Self-service Tutorial](#)
- [HR Data Dictionary](#)
- [Discoverer Setup Guide](#)
- [JInitiator 1.3.1.8](#)
- [Discloseable Information](#)

3. After successfully, configuring your workstation, sign into Data Mart Central using your HR DataWarehouse username and password. This may be different from the username and/or password that you use to get into email.

Data Mart Central

Financial Data Mart

Data Last Refreshed on July 22, 2007

LOGIN

UH Username:

UH Password:

Human Resources Data Mart

Data Last Refreshed on July 23, 2007

LOGIN

HR Username:

HR Password:

Need help logging in?

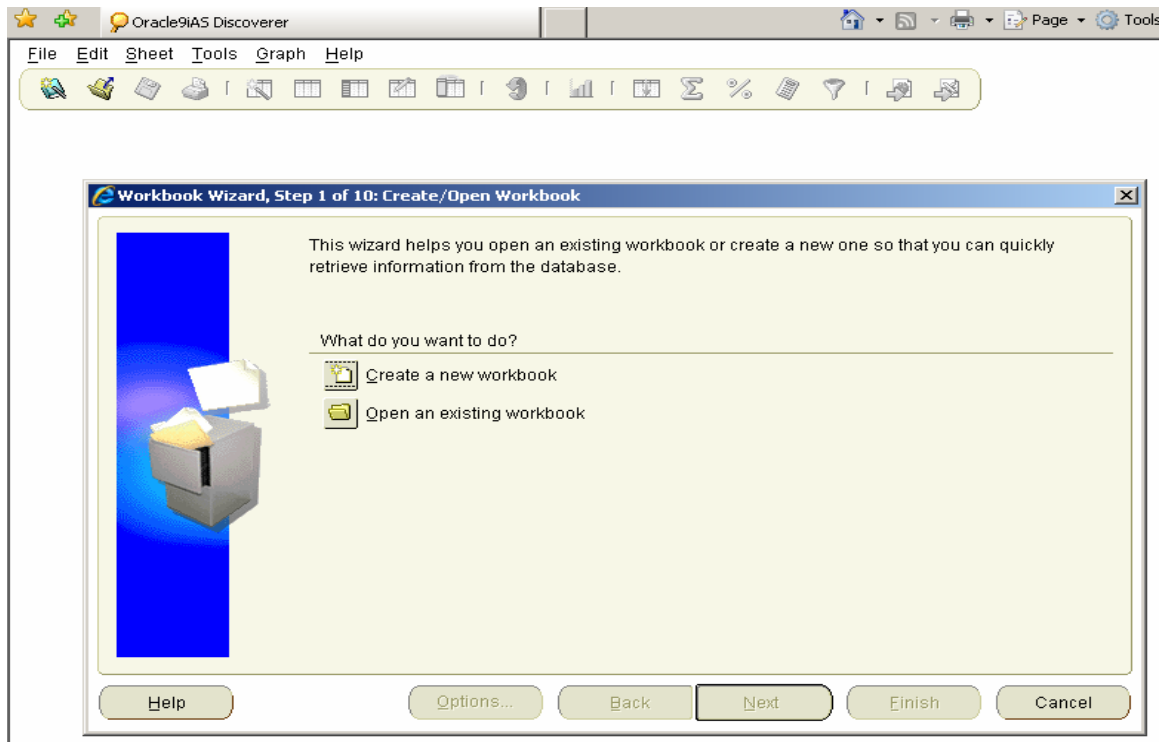
- [Financial DM](#) - Contact [Help Desk](#)

Need help logging in?

- [Instructions for Data Mart Access](#)
- [HR DM](#) - Contact [Lance Yonemoto](#)

4. After clicking the Login button, your cursor will change into an hourglass. Patiently wait until the screen below appears. A blank screen will display for approximately 2 minutes or less during which messages such as “!Error on Page”, “Loading Java Applet”, “Oracle 9i AS Discoverer Plus” and “Loading” will appear at various locations on your screen. (Error messages may vary or not appear depending on your workstation configuration). Please wait until

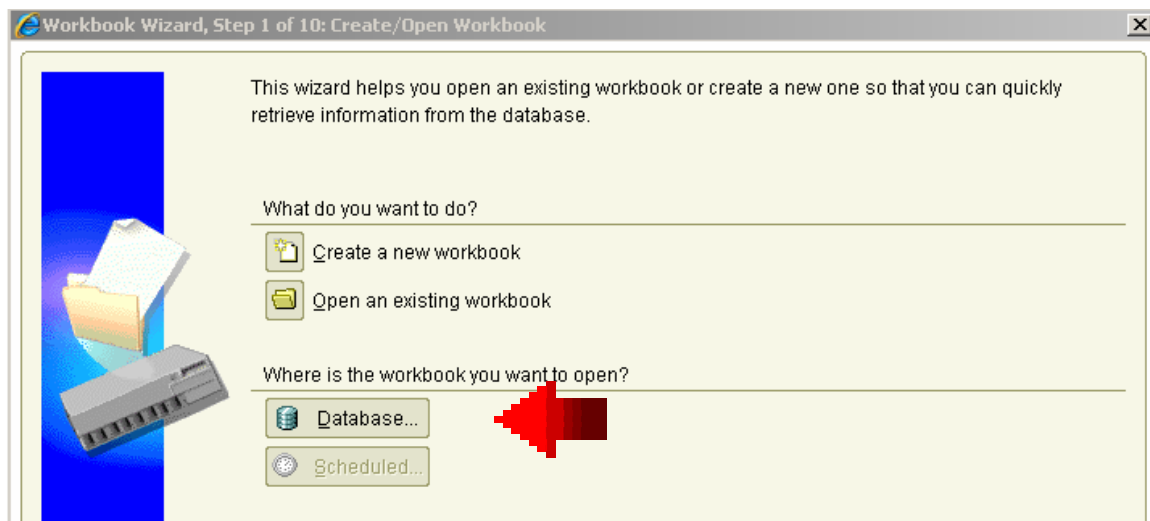
You have finally reached Discoverer when the following page appears:



5. Click the icon to the left of “Open an existing workbook” command

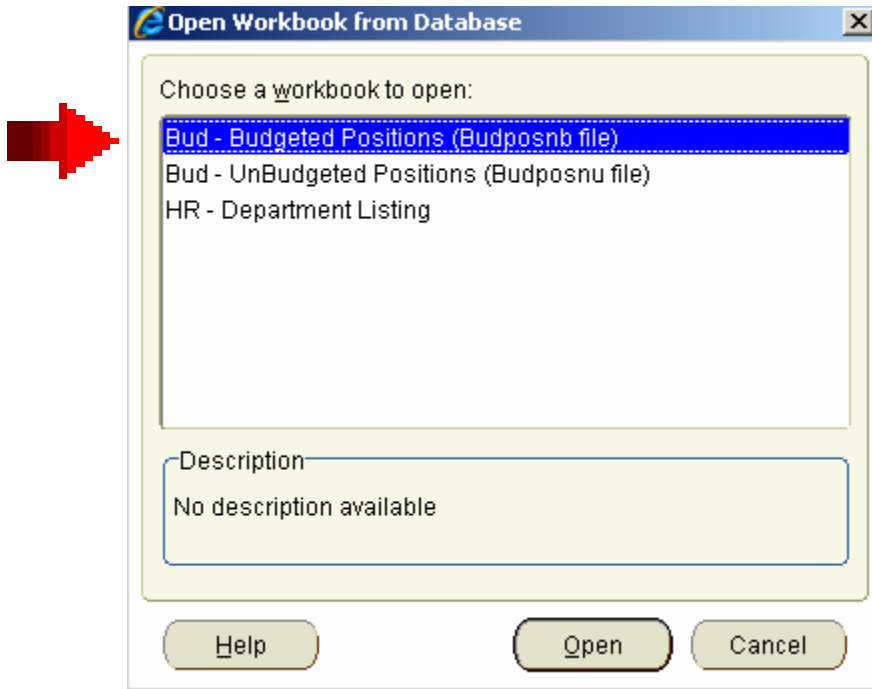


6. Click “Database” in response to the new question “Where is the workbook you want to open?”

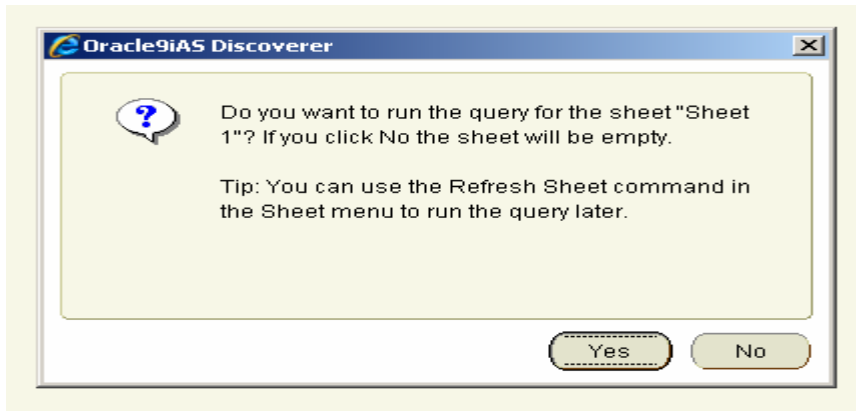


7. Pop-up window will display. Click on the appropriate workbook and hit the “OPEN” key.

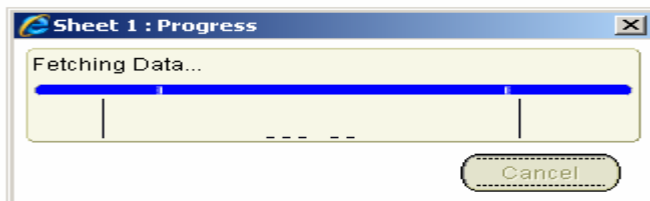
SYAMADA.Bud - Budgeted Positions (Budposnb file)
SYAMADA.Bud - UnBudgeted Positions (Budposnu file)
SYAMADA.HR - Departmental Listing



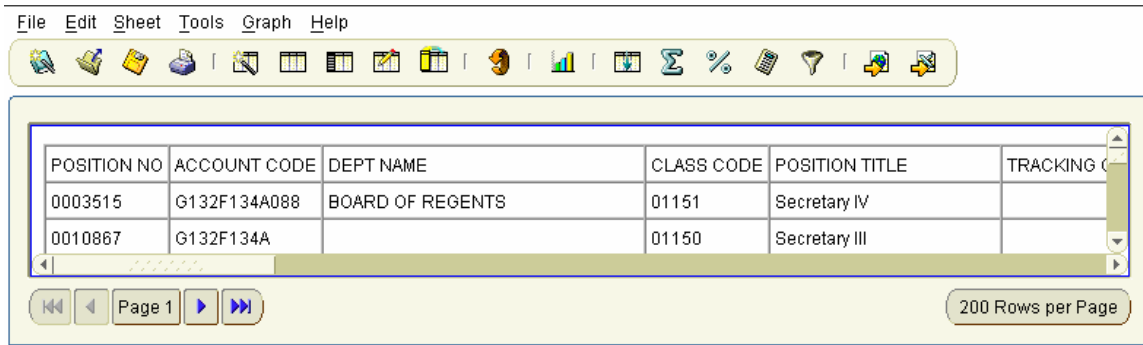
8. Pop-up window will display. Answer “yes”.



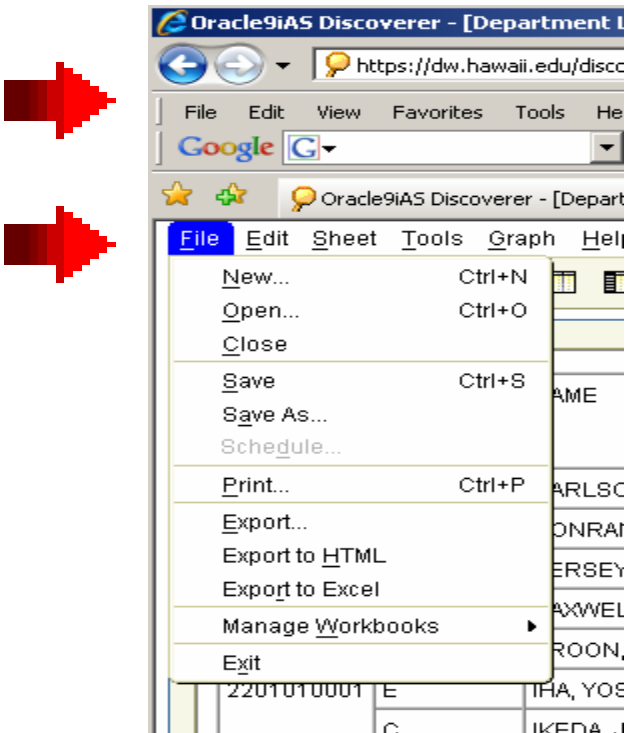
9. While Discoverer is retrieving the data, you will see the following pop-up window.



10. You will see your data displayed 200 rows at a time. Use the arrow keys at the bottom left corner to scroll through your rows.

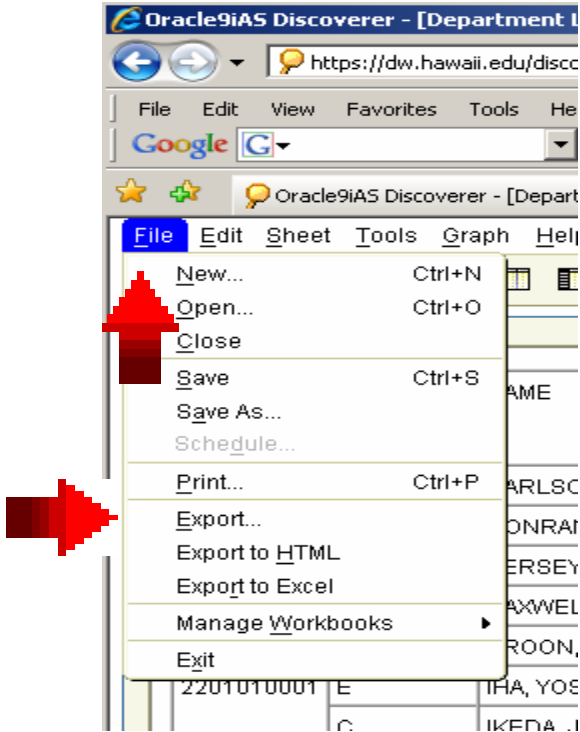


NOTE: Beware that there are 2 command lines when using Discoverer. The top command line is for your Internet Browser (eg., Internet Explorer, Firefox, Netscape, etc.). The bottom command line is the Discoverer command line. Please ensure that you use the bottom command line for Discoverer as the options in each command line are different.

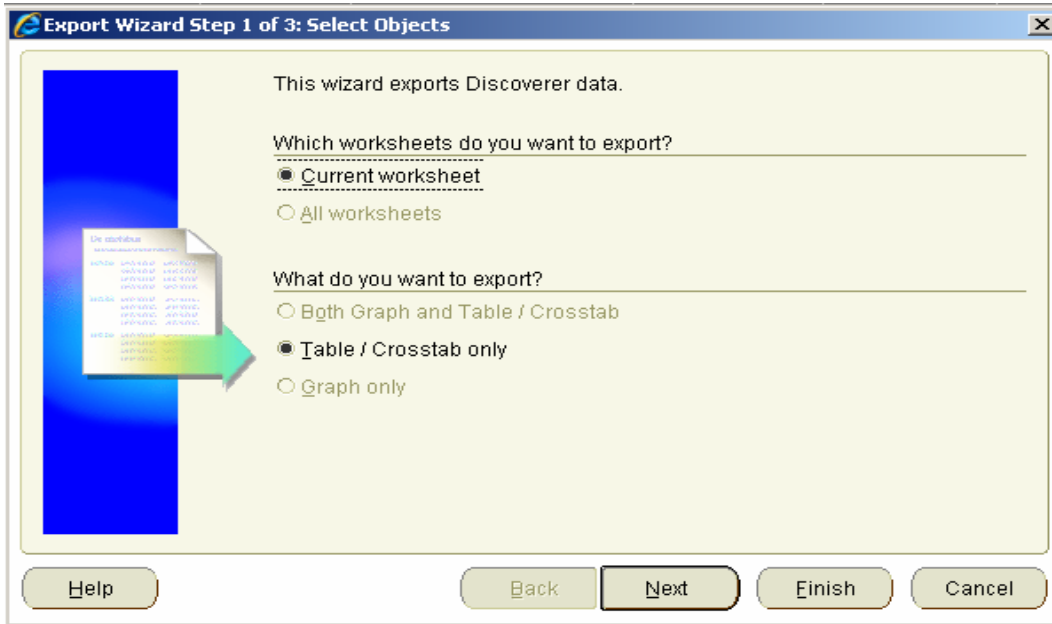


11. If this is not your first time to export data, go to step 15.

To export your data to Excel for the first time, click “File / Export” on the Discoverer command line.

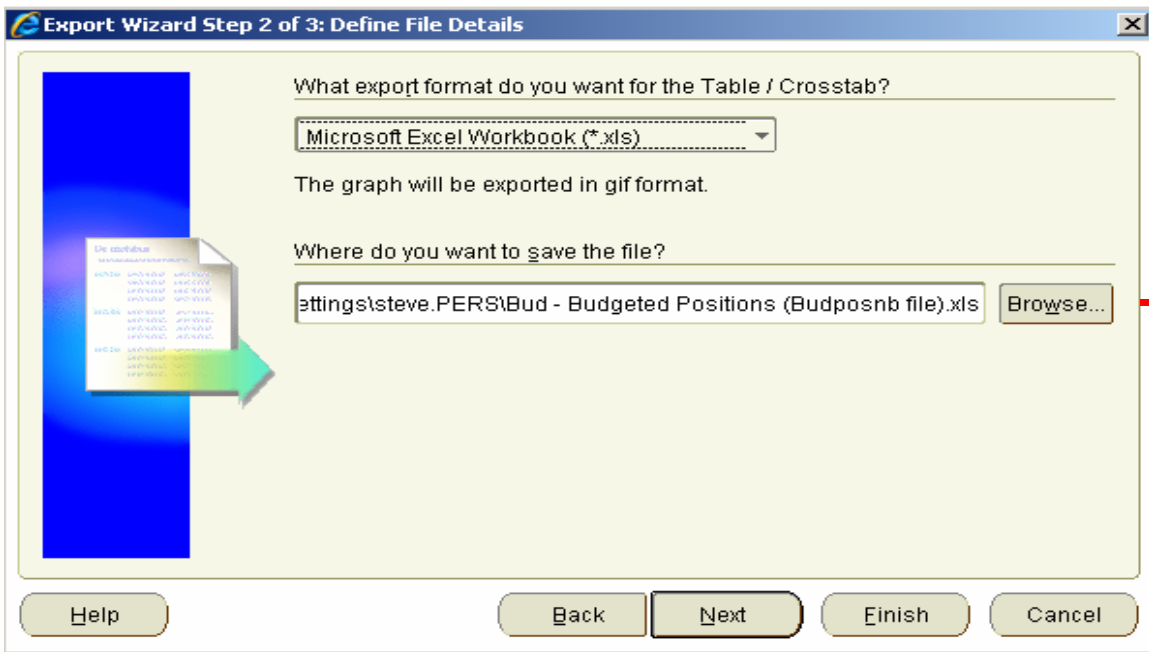


12. Ensure that “Current worksheet” and “Table / Crosstab only” are marked. Click “Next”.



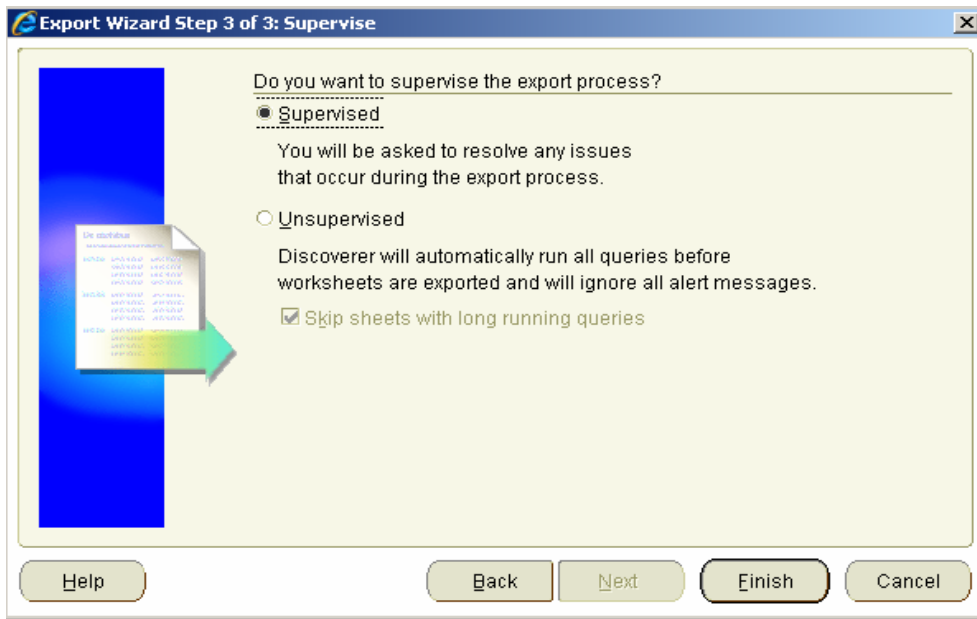
13. Indicate the location where you want your Excel spreadsheet to be saved and click NEXT.

Note: The name of the file that will be saved will be the same as the name of the workbook you chose.

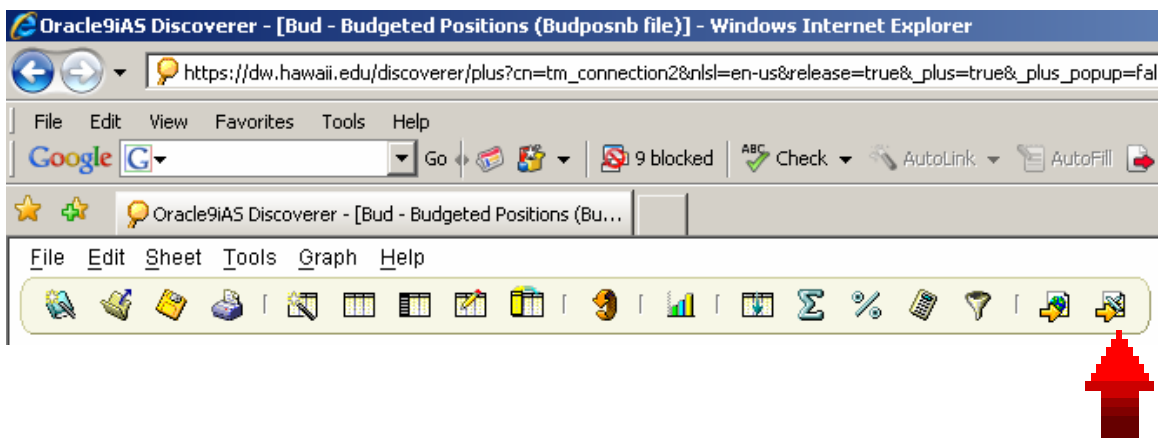


14. Choose “Supervised”. Supervised mode will periodically ask you if want to continue on long running queries. You may choose “Unsupervised” if you do not want to periodically be asked if you want to continue with the query. There is no way to stop a query once you execute it without terminating your browser completely.

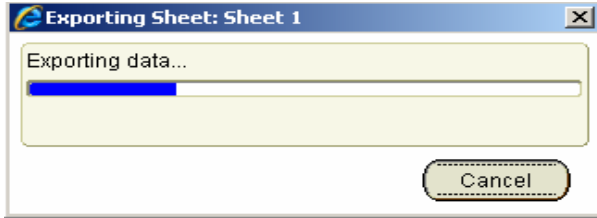
Click Finish.



15. After doing steps 10 through 12 have been done for the first time, you may directly export to excel by clicking on the Discover icon line the choose “Export to Excel” icon, to quickly export your data to excel at the location indicated on step 13.



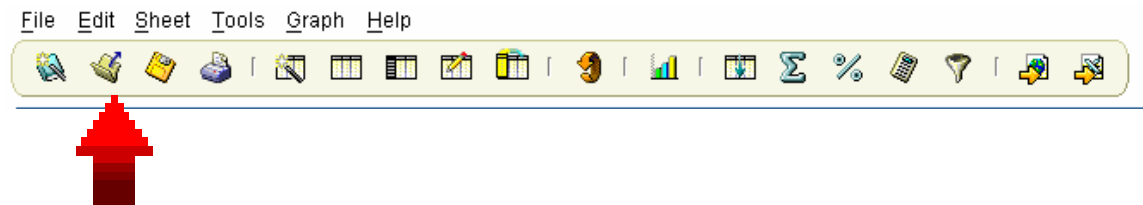
16. Pop-up window will display progress of Export to Excel



17. Pop-up window will display the location of the Excel file and that Export has been successful. Click "OK".



18. To run another query, click on the OPEN icon.



19. To quit Discover, on the Discoverer command line, click File / Exit. To run another query, on the command line, click File / Open.

