Using Discoverer to Export to Excel Pre-Defined Queries
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Purpose: The following are instructions for using the ad hoc reporting tool called Discoverer to retrieve Budget and Human Resources information from the Human Resources Datamart. 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).

Preparation: Read the Discoverer setup instructions on the Discoverer home page at www.hawaii.edu/dw. Follow the instructions on allowing a pop-up blocker exception for <dw2.hawaii.edu>. I have included specific instructions for allowing pop-ups in Internet Explorer on page 14 of this document.

1. Go to website: www.hawaii.edu/dw.
   1) Works with all versions of Windows including Windows Vista and Windows 7
   2) Works with Internet Explorer 7.x, Internet Explorer 8.x, Firefox 3.x, Safari 4.x and Safari 5.x web browsers
   3) No longer requires installation of Oracle Jinitiator 1.3.1.8. Discoverer now works with any Sun Java JRE at or above version 1.6.0_10.
2. Sign into Data Mart Central using your HR Datamart username and password. This may be different from the username and/or password that you use to get into email.
3. After clicking the Login button, you have finally reached Discoverer when the following page appears:

4. Click “Open an existing workbook” and then the “Browse” button.
5. A list of pre-defined queries will appear.
6. Double-click on the appropriate workbook, select the appropriate sheet (usually “Sheet1”) then hit the “OPEN” key.
7. Pop-up window will display. Answer “yes”.

8. While Discoverer is retrieving the data, you will see the following pop-up window.
9. 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.
10. To export your data to Excel for the first time, click “File / Export” on the Discoverer command line.
11. Ensure that “Current worksheet” and “Table” are marked. Click “Next”.

![Image of the Export: Select Objects dialog box with options to select objects to export, including Current worksheet and Table.](image_url)
12. Indicate the location where you want your Excel spreadsheet to be saved and click "NEXT".
13. 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.

16. Pop-up window will display progress of Export to Excel
17. The following window will appear after the export has been completed.

![Export Log Window]

18. Click “Save” to save the file at the indicated folder.

![File Download Window]
19. To run another query, click on the OPEN icon.

20. To quit Discover, on the Discoverer command line, click File / Exit. To run another query, on the command line, click File / Open.
Adding Pop-Up Blocker Exception for Internet Explorer ONLY:

1. On the command line, click Tools / Internet Options
2. Click the “Privacy” tab

3. In the “Pop-up Blocker” section, click the option for “Turn on Pop-up Blocker”. Click on “Settings”.
4. Type “dw2.hawaii.edu” in the “Address of website to allow:” and click “Add”
4. Web address “dw2.hawaii.edu” should be added to the list in the “Allowed sites” section. Click “Close”.

![Pop-up Blocker Settings dialog box](image)
5. Click “Apply”. If the “Apply” button is grayed out, unclick the “Turn on Pop-up Blocker” and click “Turn on Pop-up Blocker” again.

6. Click “OK”

7. Go back to www.hawaii.edu/dw to enter Discoverer.