

Using Discoverer to Export to Excel Pre-Defined Queries

Date: August 23, 2011

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 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.

Human Resources Data Mart
Data Last Refreshed on August 21, 2011

LOGIN

HR Username:

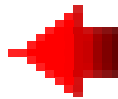
HR Password:

Need help logging in?

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

Related Links:

- [HR Data Dictionary](#)
- [Discoverer Setup Guide](#)
- [HR Data Mart FAQs](#)
- [Non-confidential Information](#)
- [Listing of Pre-defined queries](#)



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.

University of Hawai'i

Data Mart Central

Financial Data Mart

Data Last Refreshed on July 22, 2007

LOGIN

UH Username:

UH Password:

Need help logging in?

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

Human Resources Data Mart

Data Last Refreshed on July 23, 2007

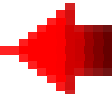
LOGIN

HR Username:

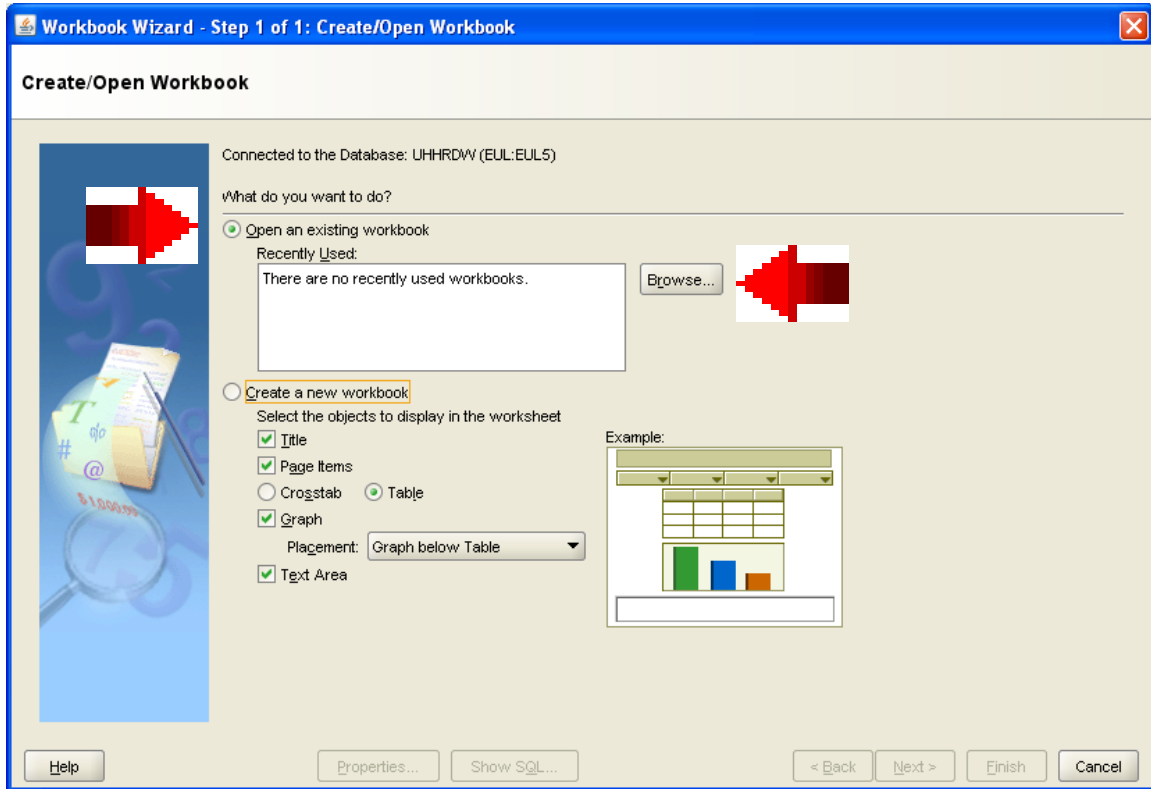
HR Password:

Need help logging in?

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

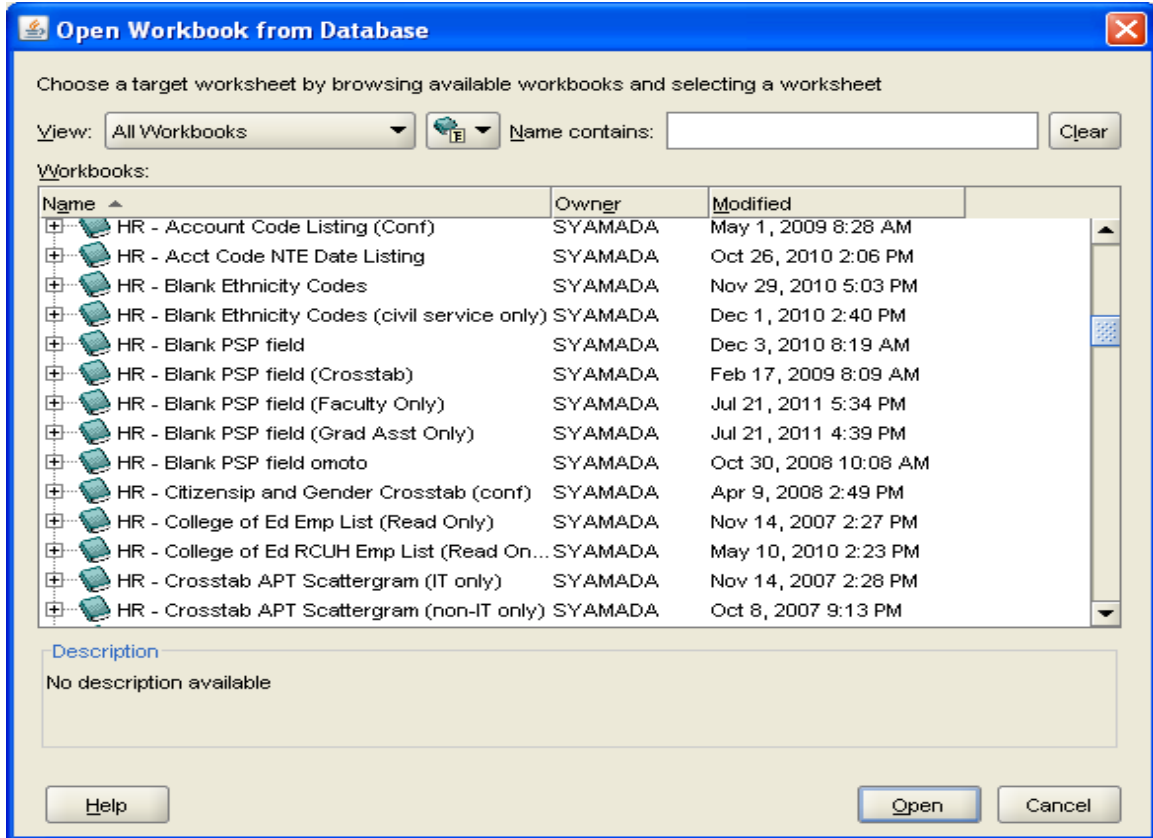


3. After clicking the Login button, you have finally reached Discoverer when the following page appears:

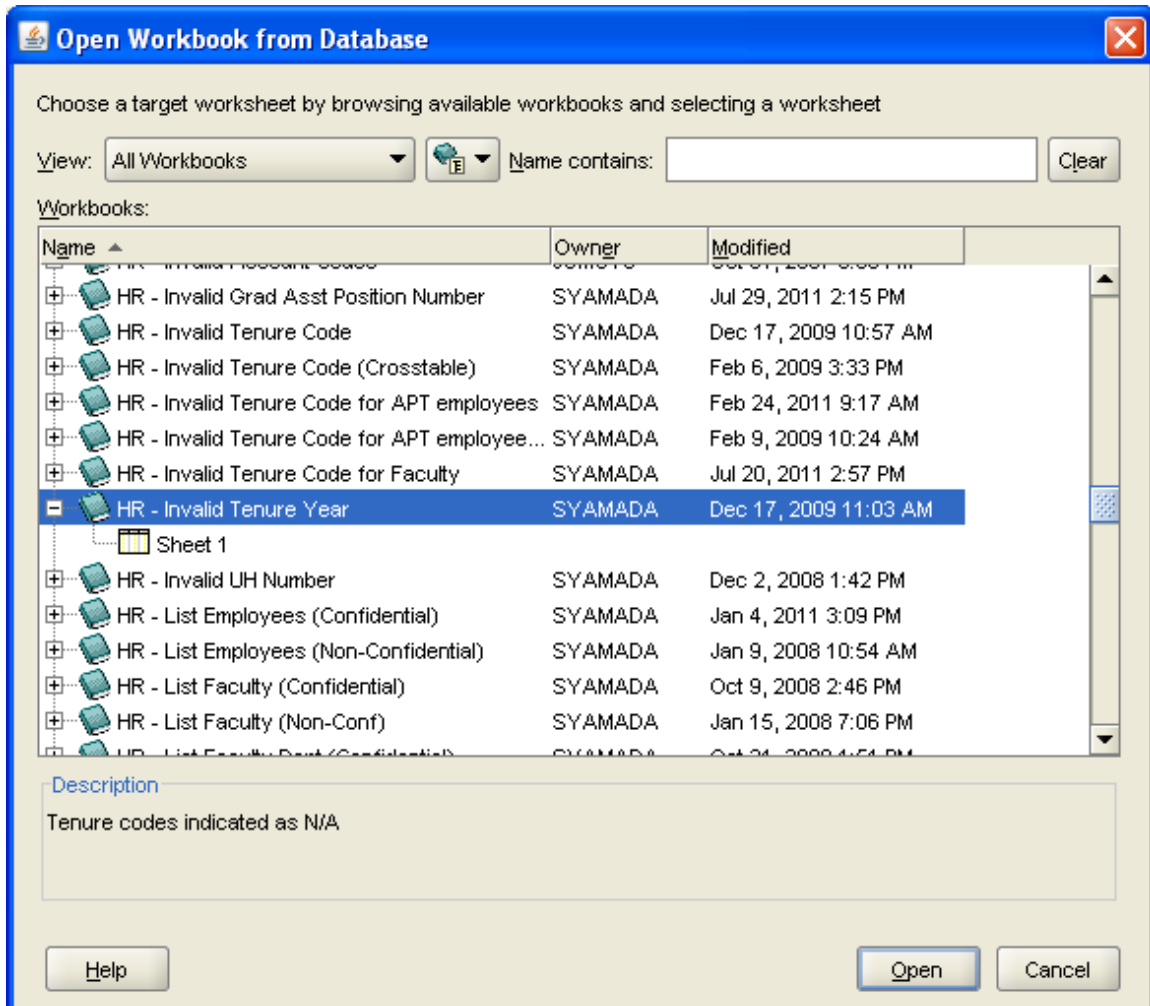


4. Click “Open an existing workbook” and then the “Browse” button.

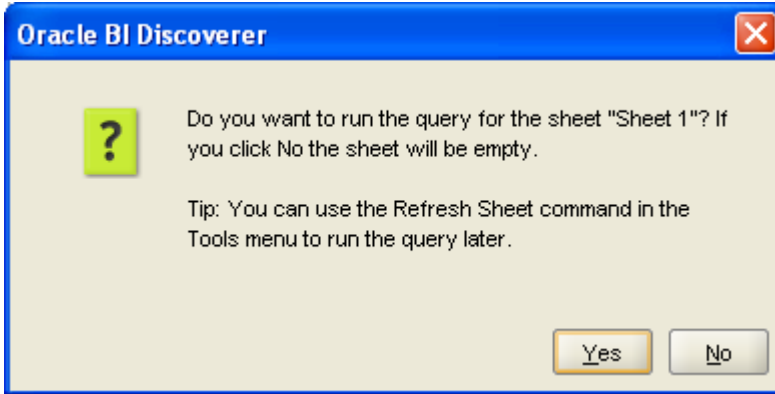
5. A list of pre-defined queries will appear.



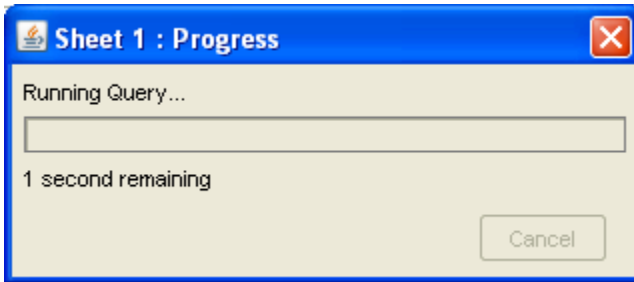
6. Double-click on the appropriate workbook, select the appropriate sheet (usually “Sheet1”) then hit the “OPEN” key.



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.

The screenshot shows the Oracle BI Discoverer interface for an HR Employee Listing. The browser title is "HR - Employee Listing - Oracle BI Discoverer - Windows Internet Explorer". The address bar shows the URL: <https://dw2.hawaii.edu/discoverer/app/plus?event=getPlusPlugin&remoteSessionID=1>. The interface includes a menu bar (File, Edit, View, Format, Tools, Help) and a toolbar with various icons. On the left, there is a "Available Items" pane with a tree view showing a hierarchy of HR-related items. The "Selected Items" pane shows a list of selected items: NAME, JOB TITLE, EMPL RECORD NO, FTE PERSON SUM, and FTE TOTAL SUM. The main area displays a table with the following columns: JOB TITLE, EMPLOYEE TYPE CODE, and EMPL RECORD NO. The table contains 200 rows of data, including various job titles and employee types.

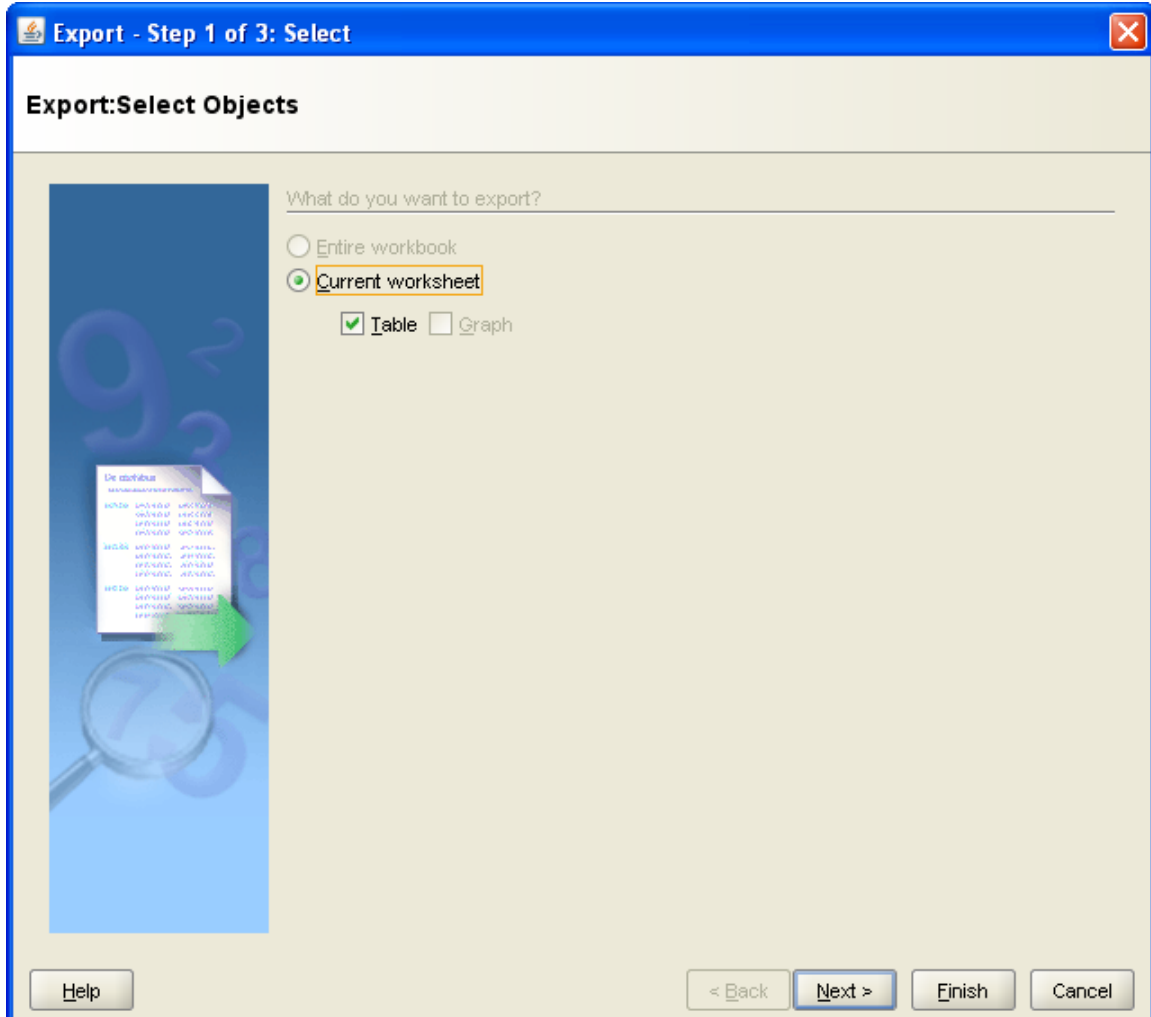
JOB TITLE	EMPLOYEE TYPE CODE	EMPL RECORD NO
A ASSISTANT CLINICAL PROFESSOR	NON-COMP	1
A INFO, EVENTS & PUBLICATIONS	APT	1
A LECTURER, CC, C	LECTURER	1
A LECTURER C, UHM & H&WD	LECTURER	2
A ASST PROF, MED, 11-MO	FACULTY	1
A AFFILIATE GRADUATE FACULTY	NON-COMP	1
A INSTR & STUD SUPP	APT	1
A ASST SPECIALIST, UHM, 11-MO	FACULTY	1
A ASST PROF, CC, 11-MO	FACULTY	1
A LIBRARIAN III, UHH&WD, 11-MO	FACULTY	1
A GRADUATE ASSISTANT, 9-MO	GRAD ASST	1
A GRADUATE ASSISTANT, 11-MO	GRAD ASST	1
A GRADUATE ASSISTANT, 9-MO	GRAD ASST	1
A PROFESSOR, CC, 9-MO	FACULTY	1
A ADJUNCT PROFESSOR - GERIATRIC	NON-COMP	1
A INFO, EVENTS & PUBLICATIONS	APT	1
A INT ASSOC DEAN, OUTREACH COLL	EXECUTIVE	1
A INSTITUTIONAL SUPPORT	APT	1
A RESEARCH SUPPORT	APT	1
A ASST PROF, MED, 11-MO	FACULTY	1
A JANITOR II	CIVIL SERVICE	1
A MEDIA DESIGN & PRODUCTION	APT	1
A GRADUATE ASSISTANT, 11-MO	GRAD ASST	1
A GENERAL LABORER I	CIVIL SERVICE	1
A GRADUATE ASSISTANT, 11-MO	GRAD ASST	1
A INFO, EVENTS & PUBLICATIONS	APT	1
A PROFESSOR, UHM, 9-MO	FACULTY	1
A GRADUATE ASSISTANT, 9-MO	GRAD ASST	1
A JANITOR II	CIVIL SERVICE	1
A RESEARCH SUPPORT	APT	1

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

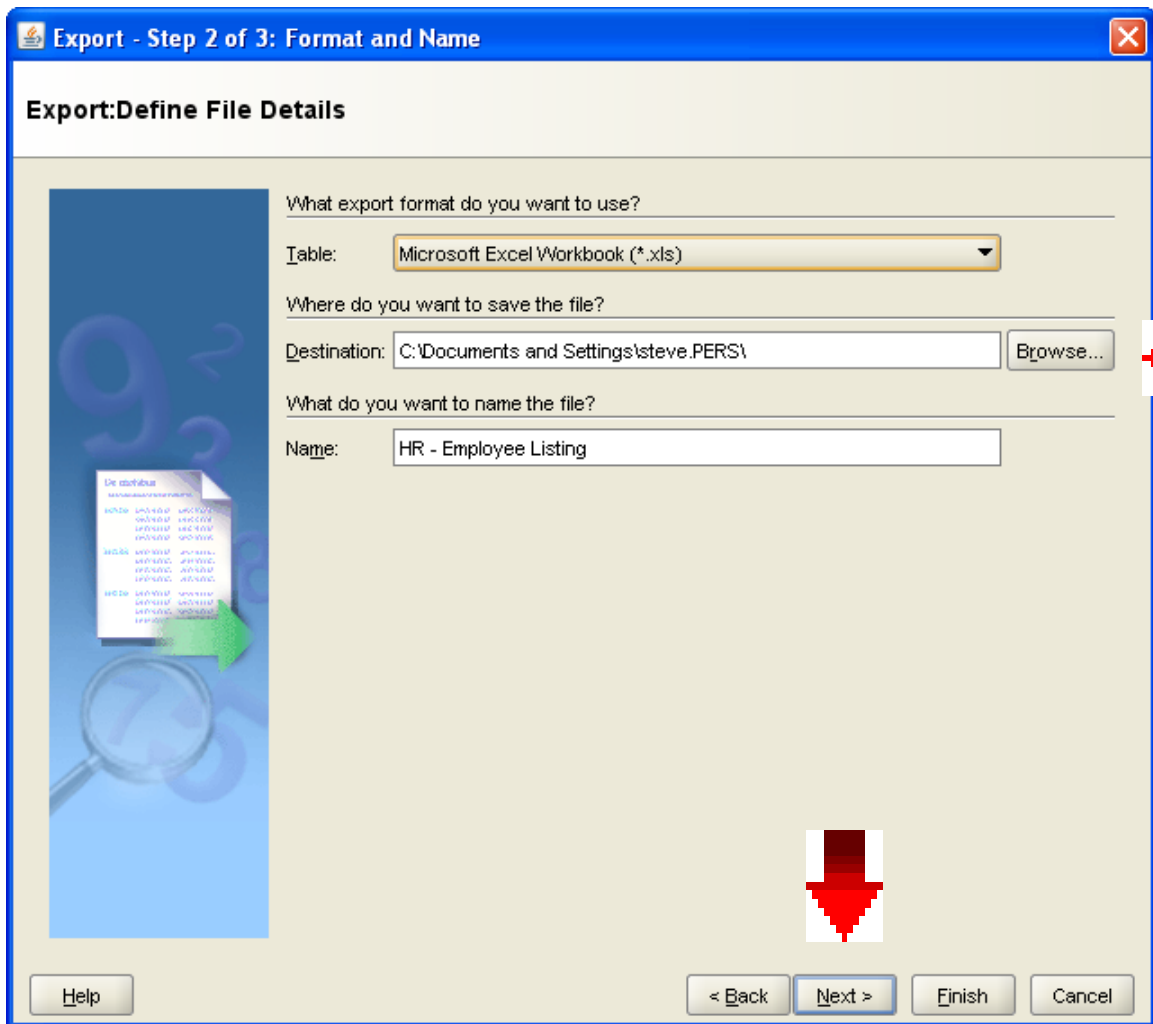
The screenshot shows the Oracle BI Discoverer interface within a Windows Internet Explorer browser. The browser title is "HR - Invalid Grad Asst Position Number - Oracle BI Discoverer - Windows Internet Explorer". The address bar shows the URL: "https://dw2.hawaii.edu/discoverer/app/plus?event=getPlusPlugin&remoteSessionID=1". The "File" menu is open, and the "Export..." option is highlighted. A red arrow points to this option. Below the menu, the "Selected Items" section lists various data fields: EAC, EAC DIVISION DESC, EAC BRANCH DESC, NAME, POSITION NO, HEAD COUNT, EMPL STATUS, (POSITION NO = '00GA11' OR POSITION NO, and EMPL STATUS <=> 'T'. The main content area displays a table with columns: POSITION NO, NAME, EAC, EAC DIVISION DESC, and EAC. The table is currently empty, with a message at the bottom stating "This sheet currently contains no data." The status bar at the bottom indicates "Done".

	POSITION NO	NAME	EAC	EAC DIVISION DESC	EAC
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

11. Ensure that “Current worksheet” and “Table” are marked. Click “Next”.

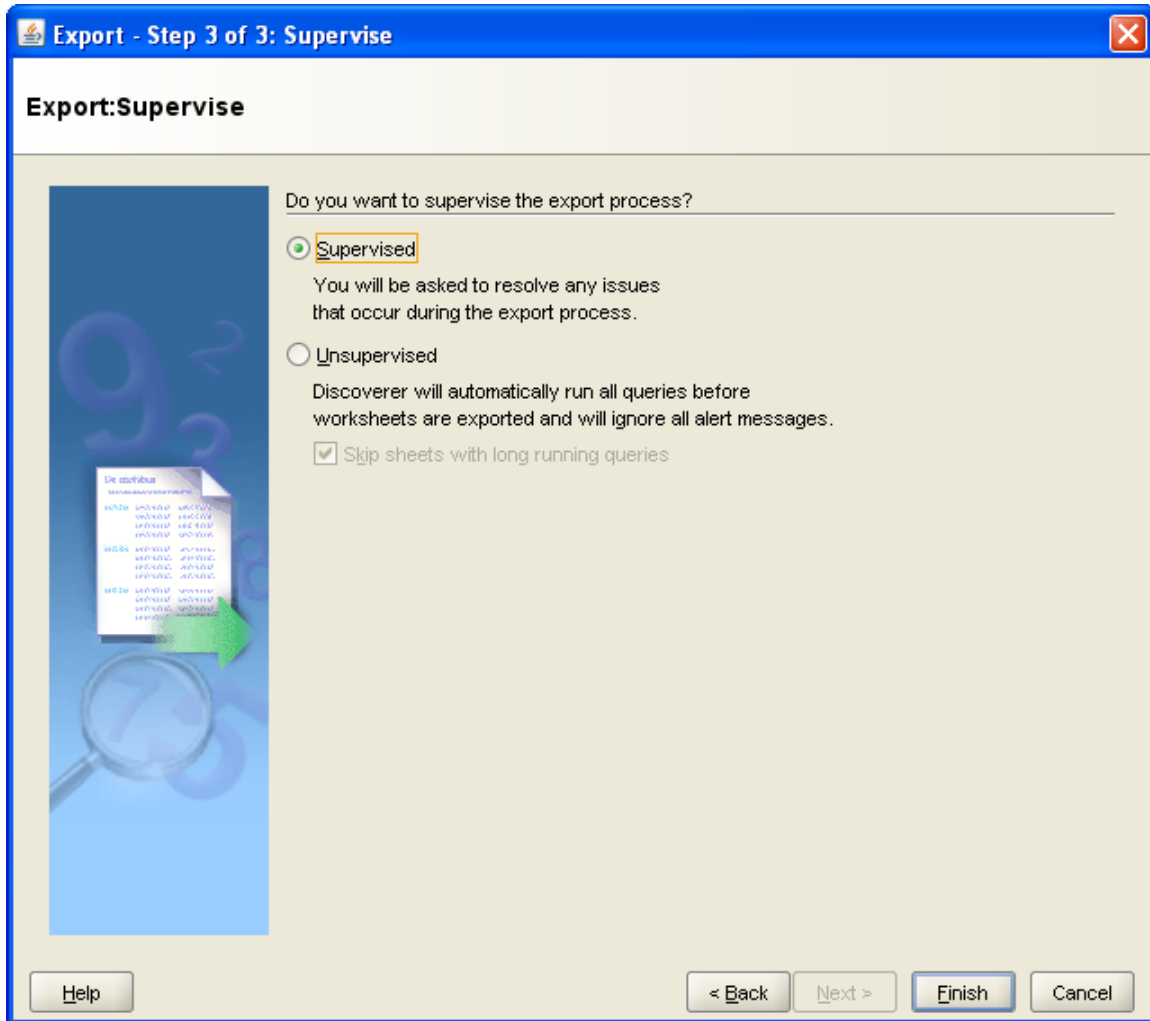


12. Indicate the location where you want your Excel spreadsheet to be saved and click “NEXT”.

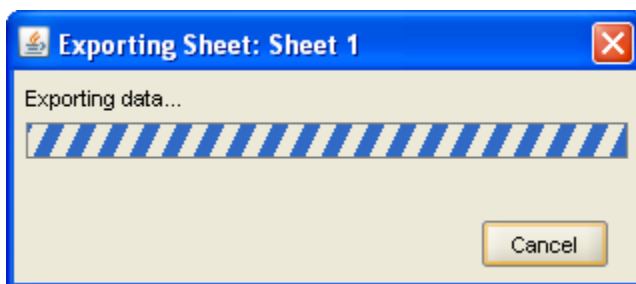


13. Choose “Supervised”. Supervised mode will periodically ask you if you want to continue on long running queries. You may choose “Unsupervised” if you do not want to periodically be asked if you want to continue with the query. There is no way to stop a query once you execute it without terminating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

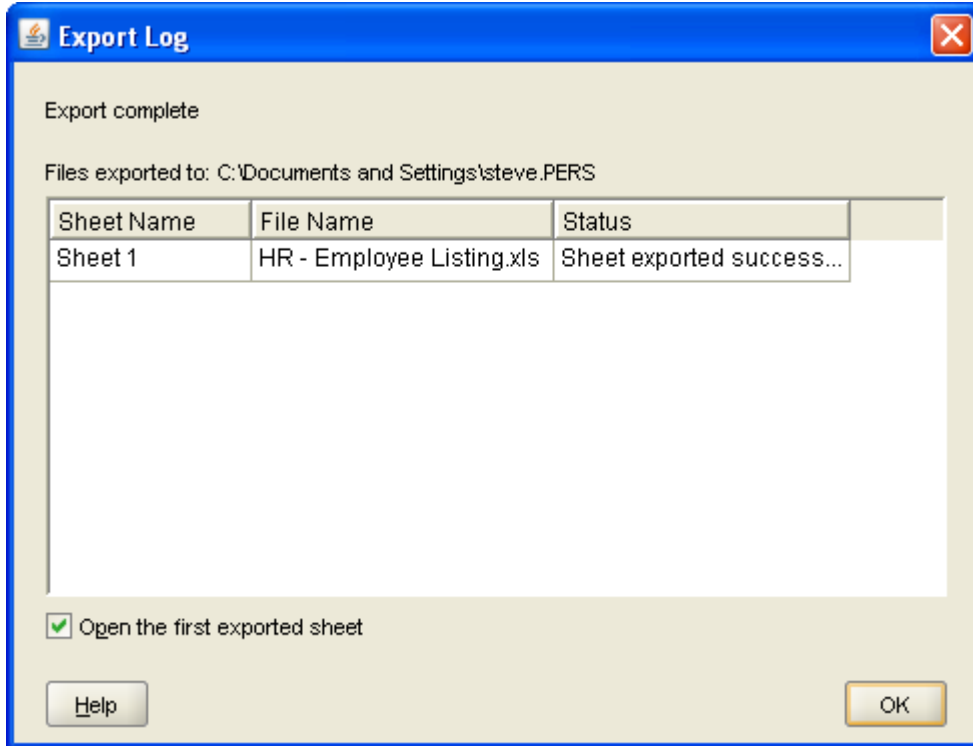
Click Finish.



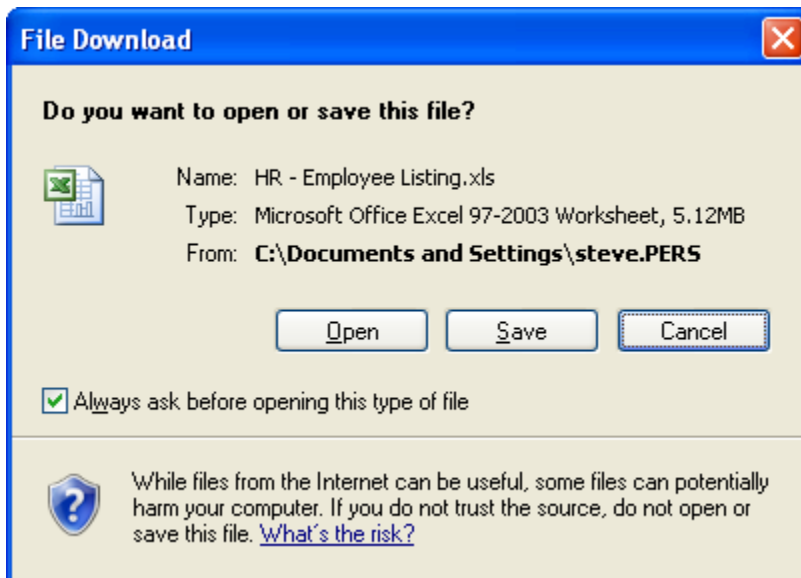
16. Pop-up window will display progress of Export to Excel



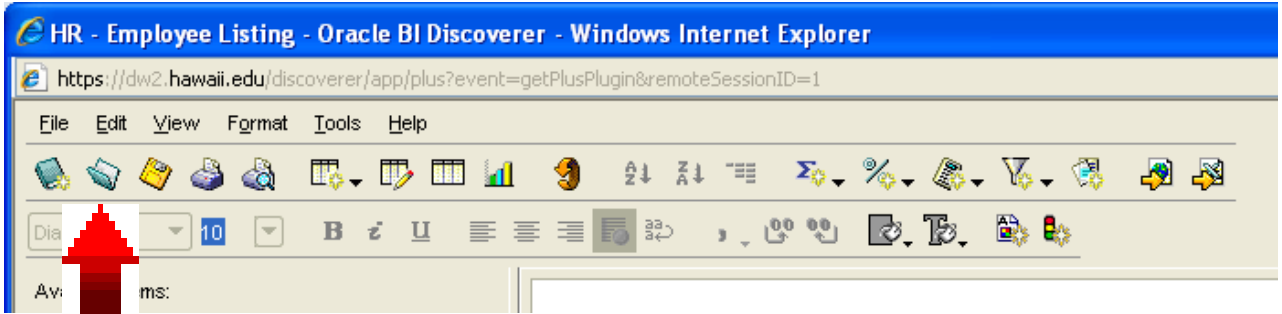
17. The following window will appear after the export has been completed.



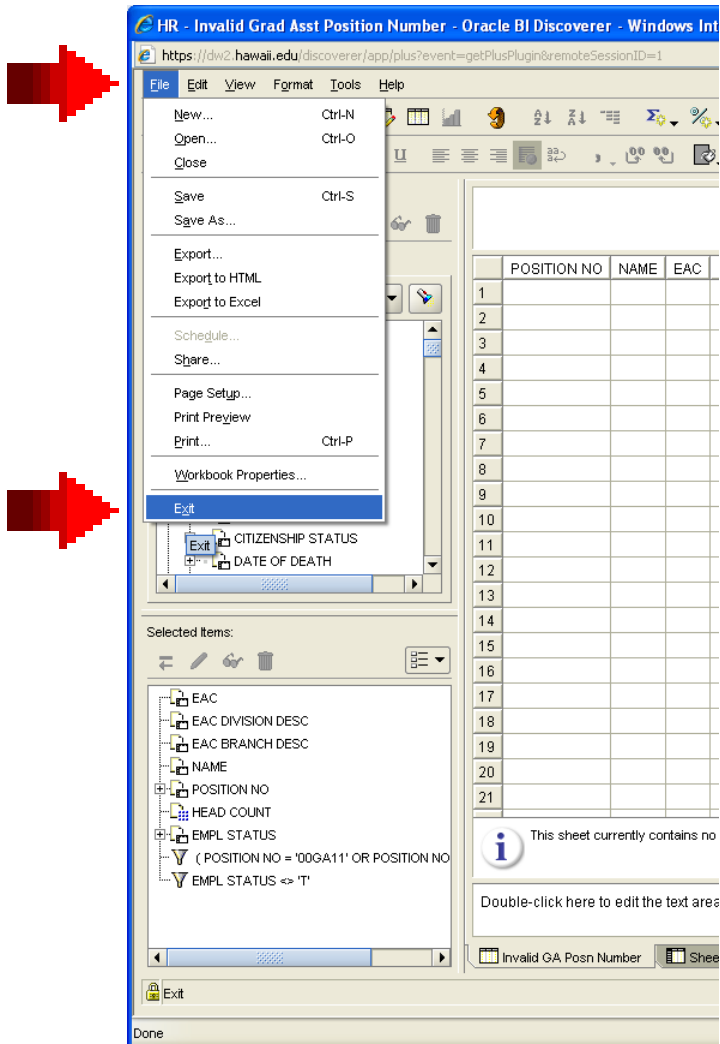
18. Click “Save” to save the file at the indicated folder.



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

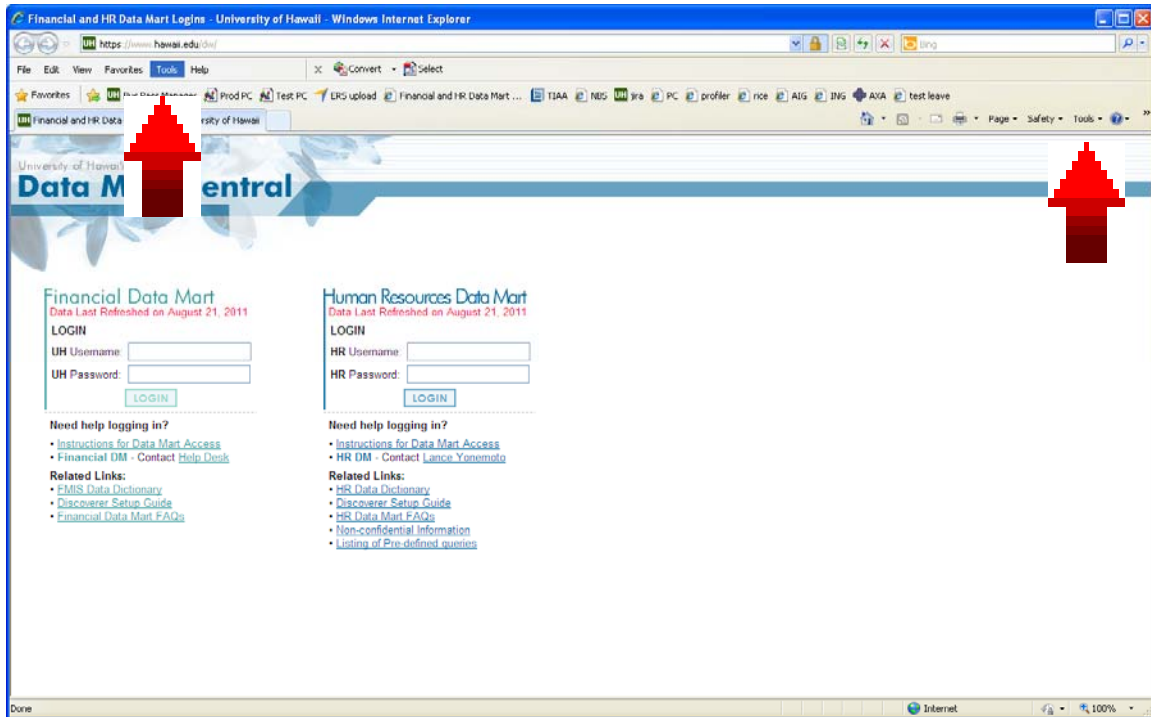


20. To quit Discover, on the Discoverer command line, click File / Exit. To run another query, on the command line, click File / Open.

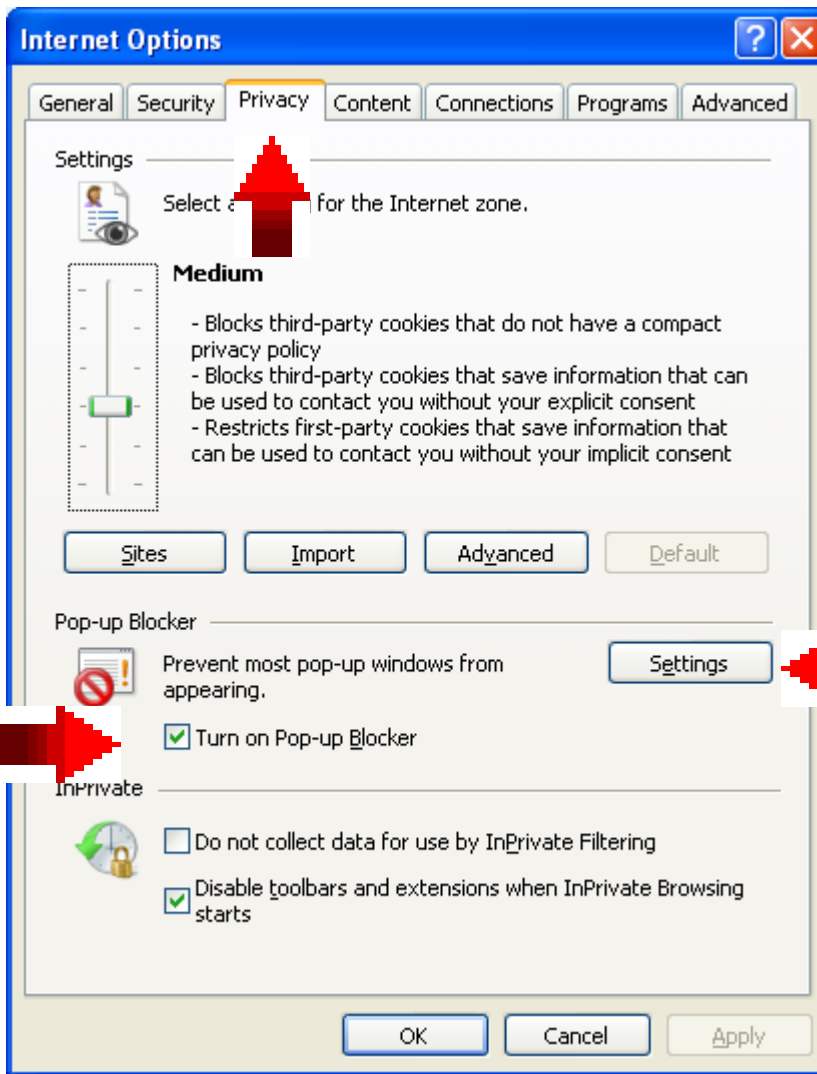


Adding Pop-Up Blocker Exception for Internet Explorer ONLY:

1. On the command line, click Tools / Internet Options

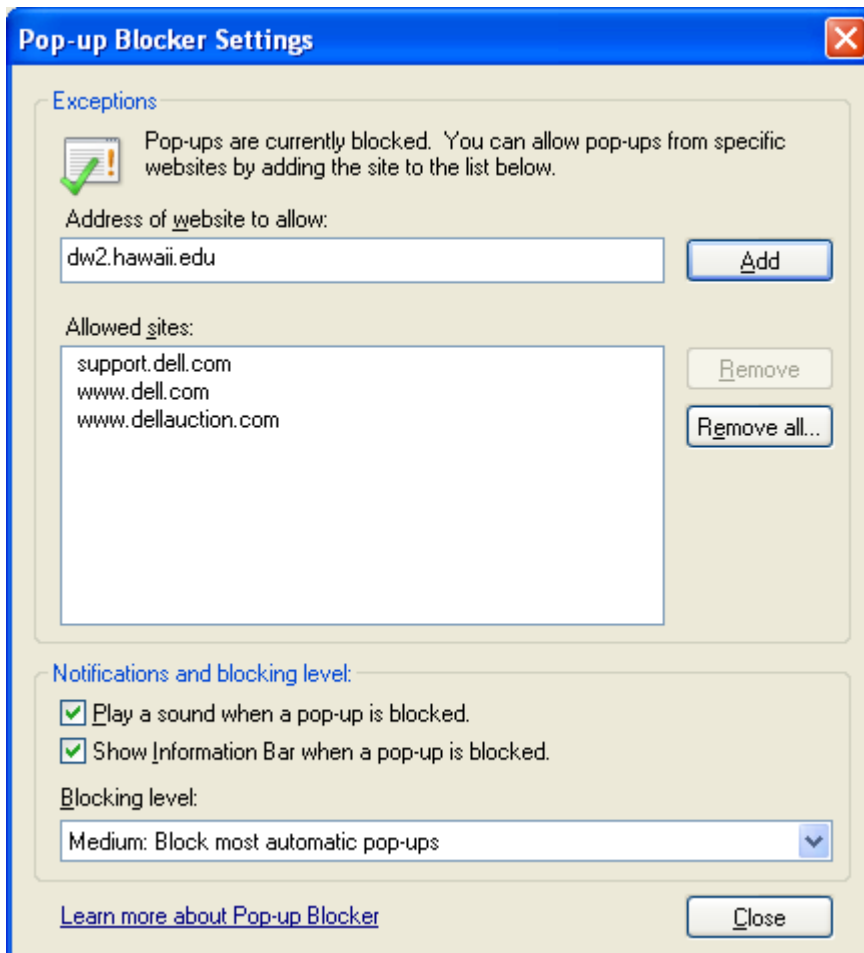


2. Click the "Privacy" tab

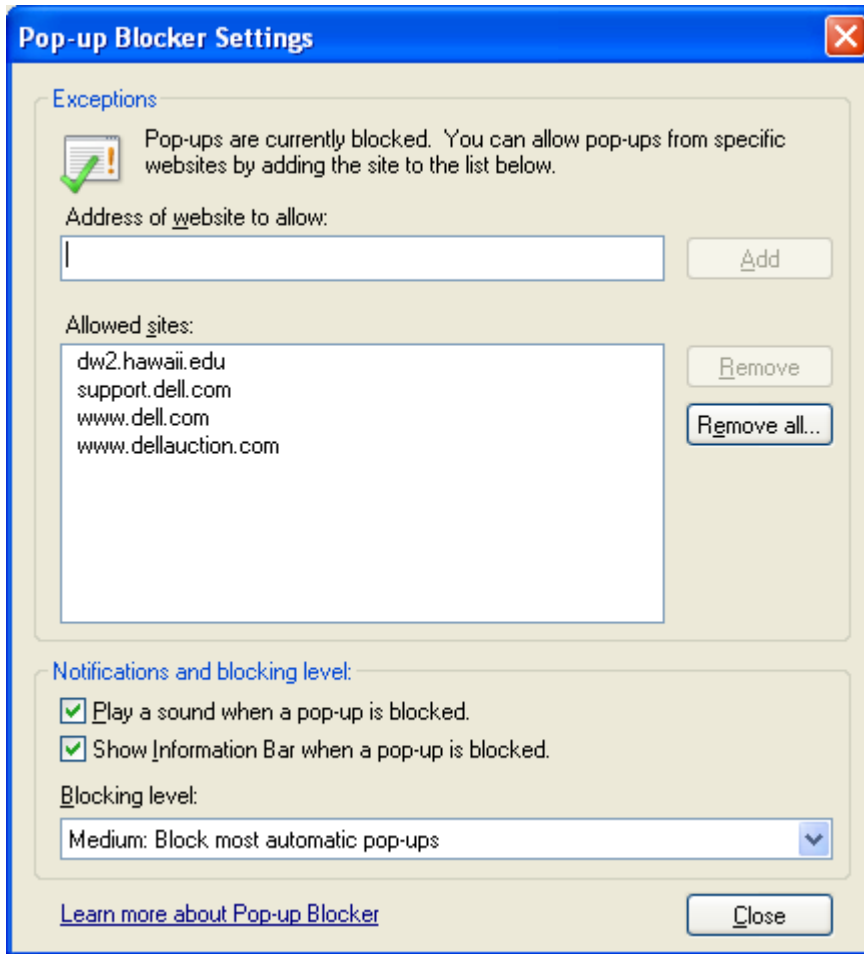


3. In the "Pop-up Blocker" section, click the option for "Turn on Pop-up Blocker". Click on "Settings".

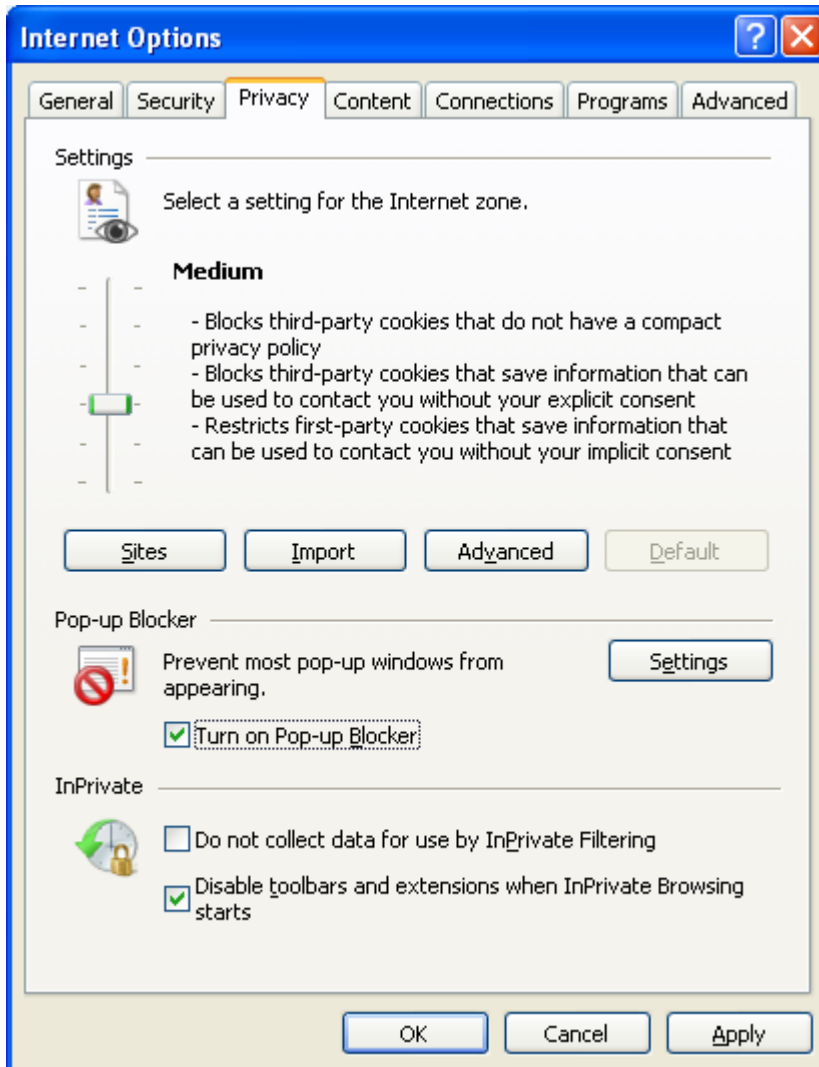
4. Type "dw2.hawaii.edu" in the "Address of website to allow:" and click "Add"



4. Web address “dw2.hawaii.edu” should be added to the list in the “Allowed sites” section. Click “Close”.



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.