



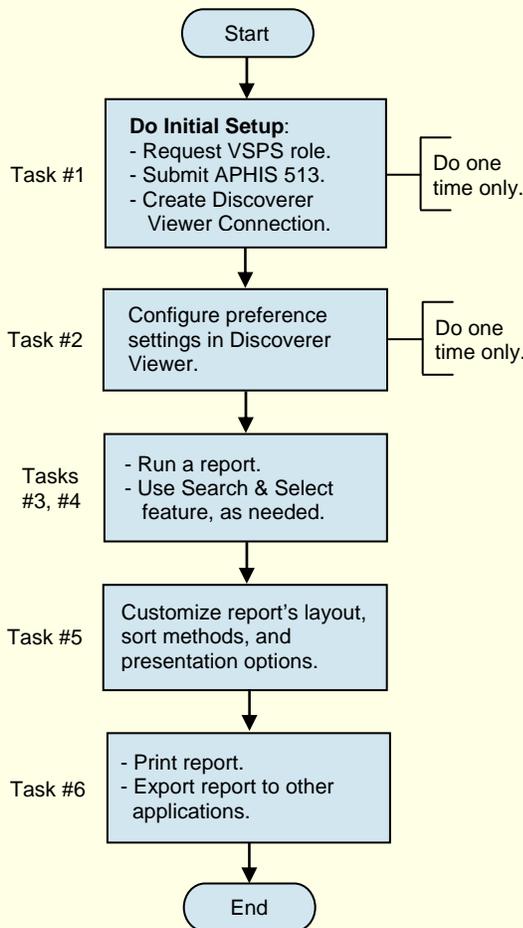
Veterinary Services Process Streamlining
Animal Import Module (AIM): Running Reports
— Job Aid for all VSPS AIM Users —

- **VS IT Help Desk Email:** atac@aphis.usda.gov
- **VSPS URL:** <http://vsps.aphis.usda.gov/vsps/public/Login.do>
- **Discoverer Viewer URL:**
<https://cowebforms.aphis.usda.gov/discoverer/viewer>

- **Scope:** To provide VSPS-Animal Import Module users with instructions on how to set up connections to Discoverer Viewer and to then use Discoverer to generate, customize, and export several preconfigured VSPS-AIM reports.

Process Flow

The process flow diagram below shows the sequence of events that you follow to generate VSPS-AIM reports using the Discoverer Viewer software application.



Task #1 – Do Initial Setup

(more)

A Request your VSPS user role.

1. Log into VSPS (see URL above).
2. In the left navigation pane, select the Personal Profile Module.
3. Select My roles; then click the Request a Role tab to request your VSPS user role.

B Obtain VSPS role & Discoverer Viewer account.

1. Fill out a paper **APHIS 513 Account Creation Request** form (available from your local APHIS IT Specialist). On this form, ask for both approval of the VSPS-AIM role that you requested and access to the Discoverer Viewer application.
2. Have this form approved and signed by your supervisor.
3. Scan this signed form, which converts it to an electronic document.
4. Email this electronic document to the APHIS Technical Assistance Center (ATAC) at: atac@aphis.usda.gov. In the Subject line of your email, enter **VS IT Systems**. In the email's body, briefly describe your request (i.e., **Please approve a VSPS role and create a Discoverer Viewer account for John Doe**).
5. ATAC creates a Remedy ticket from your email. The ticket includes the attached electronic APHIS 513. ATAC then forwards the ticket to the VS IT Applications Helpdesk.
6. The Helpdesk processes the ticket. The Helpdesk then emails you the details about your new role and account within 24-48 hours.

C Create your Discoverer Viewer connection.

1. Log into Discoverer Viewer (see URL above).
2. The Connect to Discoverer Viewer screen displays.
3. Click **Create Connection**.
4. The **Create Connection: Connection Details** screen displays. Fill it out, as instructed below:
 - **Connection Name** – Unique name for this specific Discoverer Viewer connection. (Examples: **My VSPS, Tom-AIM Reports**)
 - **Connection Description** – Explanation of what this connection does. (Example: **Connection to DV for VSPS-AIM Reports**)
 - **Locale** – Language setting based on your geographic location. Defaults to=Locale set in user's browser.
 - **User Name** – Your Discoverer Viewer account's user ID (see your email from the VS Applications HelpDesk).
 - **Password** – Your Discoverer Viewer account's password.
 - **Database** – The Discoverer Viewer database (**COVSAT_RAC**) containing the data for your reports.
5. *Optional...* In the table under the Details column, click **Show** to see your user profile. When done, click **Hide** to collapse it.

Task #1 – Do Initial Setup

This task helps you:

- Obtain VSPS and Discoverer Viewer accounts by submitting an **APHIS 513 Account Creation Request** form.
- Request your VSPS user role(s).
- Create your Discoverer Viewer connection.

Task #2 - Configure Discoverer Preference Settings

The first time you connect to Discoverer Viewer, you should adjust its preference settings to avoid possible errors when running reports.

1. In a web browser window, enter this URL for Discoverer Viewer: <https://cowebforms.aphis.usda.gov/discoverer/viewer>
2. The Connect to Discoverer Viewer screen displays.
3. Click  (the [Preferences](#) link).
4. The Discoverer Viewer Preferences screen displays.
5. Configure the settings on this screen as shown below:

Query Governor	
Warn me if predicted query time exceeds	a. Check this box. b. Enter 60
Prevent queries from running longer than	a. Check this box. b. Enter 1800
Limit retrieved query data to	a. Check this box. b. Enter 10000
Retrieve data incrementally in groups of	Enter 250
Cancel lists-of-values retrieval after	Enter 1500
After opening a worksheet	Select Run query automatically.
Worksheets	
Number of rows per page	Enter your choice. (Note: The more rows you specify, the longer it will take to load a report's page.)
Show null values as	Leave this value as NULL.
Show values that cannot be aggregated as	Leave this field blank.
Summary Data	
When do you want to use summary data	Select Always, when available.
Fan-Trap Detection	
---	Select Disable fan-trap Detection.
End User Layer	
Select the default EUL.	Select VSPS.
Locale Selection	
Select a locale.	Enter your choice.

6. If you have questions about the settings, click  (the [Help](#) link) to see Oracle-provided online help topics. Or contact your IT Administrator.
7. Click .
8. You return to the previous Discoverer Viewer screen.
9. The first time you generate a view a report, you should verify that these preferences were successfully applied.

Note: You cannot configure the timeout setting. After 20 minutes of inactivity, Discoverer Viewer displays a message asking if you want to continue working in it. If you answer **No** or do not reply, Discoverer terminates your connection. You then need to log back in.

Task #3 – Run a Report

This task describes how to run the following four preconfigured VSPS-AIM reports using Discoverer Viewer:

- **DISCO_VSPS_ADMIN.Animal released or refused with animal details** – A report that allows users to query the number of animals released or refused by a port.
- **DISCO_VSPS_ADMIN.Animal Totals by Port** – A report that shows the total number of animals released at a specific port during a specific timeframe.
- **DISCO_VSPS_ADMIN.Data Quality Check** – A report that allows users to ensure the data entered (including numbers released and purpose of importation) are correct.
- **DISCO_VSPS_ADMIN.Query Seal Numbers** – A report that allows users to determine which seals were used at a port.

1. In a web browser window, enter this URL for Discoverer Viewer: <https://cowebforms.aphis.usda.gov/discoverer/viewer>
2. The Connect to Discoverer View screen displays.
3. In the table under the Connection column, click your connection link (which you created earlier in Task #1).
4. The You are connecting to OracleAS Discoverer screen displays.
5. Enter your password. Click the  button.
6. The List of Workbooks screen displays. This screen has two sections in it: Search and Results.
7. If the Results section does not list any workbooks in it:
 - a. Search section, **Search** field – Select **Database Workbooks.**
 - b. Click .
8. The Results section displays a table containing the four VSPS-AIM reports.
9. In the Workbook column, click the link for the report you want to run.
10. Fill out the Edit Parameters form for this report.
 - ~ A required field is marked with the  symbol.
 - ~ A field with a  symbol next to it must be completed by using the *Search and Select* feature (see Task #4 below).

Note: Your parameter form will contain some, but not all, of these fields.

- **Country of Origin** – Country that the animals came from.
 - **Destination State** – Final location that the animals are being delivered to.
 - **Entry Date From** – First day in a date range during which the animals entered the U.S.A.
 - **Entry Date To** – Last day in a date range during which the animals entered the U.S.A.
 - **Importation Purpose** – Reason why the animals are being brought into the U.S.A.
 - **Port Name** – Name of the port that the animals arrived at.
 - **Port State** – Name of the port that the animals arrived at.
 - **Release Date From** – First day in a date range during which the animals were released by a port.
 - **Release Date To** – Last day in a date range during which the animals were released by a port.
 - **Species** – Species of the animals being brought into the U.S.A.
 - **Unit Type** – Description of the animal, sample, or specimen.
11. Click .



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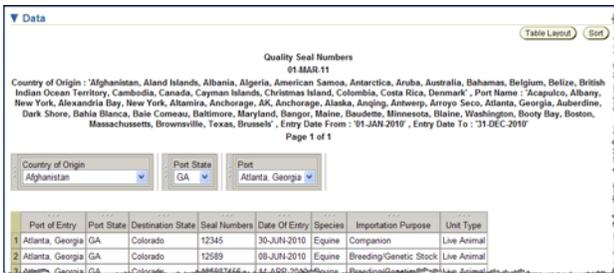
Task #3 - Run a Report (more)

12. The initial version of the report displays with two sections in it: Parameters and Data.

- The Parameters section is a two-column display of all the parameters you selected earlier in the Edit Parameters form. (See partial example below.)



- The Data section is an unformatted, tabular spreadsheet containing the report's results. (See partial example below.)



13. You can now do any of the following options with this report:
- Customize it to show different views, layouts, and data (described in Task #5 below).
 - Print it (see Task #6 below).
 - Extract its data into various file formats for manipulation in another software application, such as Microsoft Excel (see Task #6 below).

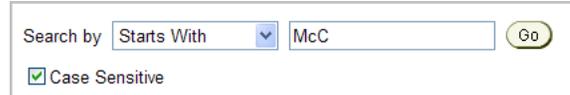
Task #4 – Search and Select

To fill out a data field tagged with a  symbol, do the following:

- Click the  symbol. The Search and Select screen displays.
- Does the Available Values list contain the values you want for your report?
 - Yes – Immediately go to Step 3 below.
 - No – Continue with Steps 2a-2e below (the **Search** feature):
 - Search by** (first field) – Select the method (**Contains**, **Starts with**, etc.) to apply to your search value.
 - Search by** (second field) – Enter the fully- or partially-spelled search value.

Task #4 – Search and Select (more)

- Case Sensitive** – Check this box if uppercase or lowercase letters are important in your search value. See example below:



- Click .
- The Available Values list now shows only the values that match your search criteria.

- Use the following commands to select and transfer your values from the Available Values list to the Selected Values list:

Selecting a Value	
	Click to see a different screen of values that is not currently visible.
SHIFT + value	Hold SHIFT down while selecting multiple values that are next to each other in the list.
CTRL + value	Hold CTRL down while selecting several values that are not next to each other in the list.
Transferring a Value Between Lists	
	Click to copy <u>one or several</u> highlighted values from the Available Values list to the Selected Values list.
	Click to copy <u>all</u> highlighted values from the Available Values list to the Selected Values list.
	Click to remove <u>one or several</u> highlighted values from the Selected Values list.
	Click to remove <u>all</u> highlighted values from the Selected Values list.

- When the Selected Values list shows all the values you want to use in your report, click .
- On the Edit Parameters screen, these values now appear in the data field.

Task #5 – Customize a Report

Optional... This task helps you do any of the following:

- Arrange the table layout (physical location of each item in the Data Area of the generated report).
- Specify the sorting methods of the data in the generated report.
- Customize the generated report's presentation options to determine its onscreen look. (These options do not apply to printed reports.)

A Arrange the Table Layout.

- Run the report (refer back to Task #3 for help). The generated report displays onscreen.
- In the Data Area, click . A Table Layout screen appears.
- Use the Page Items and Top Axis drop-down menus to specify the position of each item in the Data Area of the generated report.
- Click . A new report is generated that shows your changes.

Task #5 – Customize a Report

(more)

B Specify the Sort method of the report's data.

1. Run the report (refer back to Task #3 for help). The generated report displays onscreen.
2. In the Data Area, click **Sort**. A Sort Table screen appears.
3. Configure this screen to meet your needs:

Column	Arrange the items in order of priority (0 being most important; the highest number being least important).
Direction	<ul style="list-style-type: none"> ▪ Low to High = A to Z...or...low number to high number...or...smallest to largest...or...oldest to newest. ▪ High to Low = Z to A...or...high number to low number...or...largest to smallest...or...newest to oldest.
Sort Type	<ul style="list-style-type: none"> ▪ Group = Displays the first of each new set of values. ▪ Normal = Displays all values.
Hide Column	Check to sort by, but not to display, an item in the table shown in the Data Area of the onscreen report.

4. Click **Apply**. A new report is generated that shows your changes.

C Customize the Presentation Options.

1. Run the report (refer back to Task #3 for help). The generated report displays onscreen.
2. Click **Presentation Options**. A Presentation Options screen appears.
3. On the Presentation Options screen, there are two ways to change the look of the onscreen report:
 - Click the link for one of the predefined formats (**Check All**, **Uncheck All**, or **Corporate Look**). (*Note: If you choose **Uncheck All**, you cannot re-access the Presentation Options screen. You may need to exit Discoverer Viewer, log back in, and generate the report again to see this screen.*) (*Note: Selecting **Hide** keeps, but does not display, an item in the report. Selecting **Off** removes that item from the report completely.*)
 - Check (to display onscreen) or uncheck (to hide) the box next to each option. Refer to the illustration below for the location of each option. (*Note: The **Drill Icons**, **Pivot**, and **Chart Area** options are not available for VSPS-Animal Import Module reports.*)
4. Click **Apply**. A new report is generated that shows your changes.

The screenshot shows the Discoverer Viewer interface with various UI elements annotated with labels and arrows:

- Exit, Help, Preferences, Help**: Points to the top right corner icons.
- Logo**: Points to the Discoverer Viewer logo.
- Blue Bar**: Points to the top navigation bar.
- List of Worksheets**: Points to the 'Worksheets' tab.
- Worksheet Heading**: Points to the 'DISCO_VSPS_ADMIN.Query Seal Numbers - Sheet 1' heading.
- Edit Parameters**: Points to the 'Parameters' section.
- Query Parameter Values**: Points to the 'Country of Origin', 'Port Name', and 'Entry Date' fields.
- Sort**: Points to the 'Sort' button in the 'Data' section.
- Data Area**: Points to the main data table area.
- Page Item Menus**: Points to the 'Country of Origin', 'Port State', and 'Port' dropdown menus.
- Row Numbers**: Points to the row numbers in the data table.
- Rerun Query, Presentation Options, Export, Printable Page**: Points to the bottom right action buttons.
- Oracle Copyright**: Points to the footer text.

The data table shown in the screenshot is as follows:

Port of Entry	Port State	Destination State	Seal Numbers	Date of Entry	Species	Importation Purpose	Unit Type
1 Atlanta, Georgia	GA	Colorado	12345	30-JUN-2010	Equine	Companion	Live Animal
2 Atlanta, Georgia	GA	Colorado	12589	08-JUN-2010	Equine	Breeding/Genetic Stock	Live Animal
3 Atlanta, Georgia	GA	Colorado	125987456	14-APR-2010	Bovine	Breeding/Genetic Stock	Live Animal
4 Atlanta, Georgia	GA	Colorado	125987456	14-APR-2010	Bovine	Transit	Live Animal



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Task #6 – Print or Export a Report

A Print a hardcopy of a report.

1. Run the report (refer back to Task #3 for help). The generated report displays onscreen.
2. Click **Printable Page**. A printer-friendly version of the report appears. (See example below.)

Port State: FL Port: Miami International Airport Destination State: CO Country Name: Belize										
	Port Name	Port State	Destination State	Document Number	Animal Id	Identifier Type	Release Date	Released From Group	Refused From Group	Importation Purpose
1	Miami International Airport	FL	CO	11MIA00015	62777	Call Name	21-SEP-2010		2	2 Sale
2	Miami International Airport	FL	CO	11MIA00015	62779	Call Name	21-SEP-2010		2	2 Sale
3	Miami International Airport	FL	CO	11MIA00015	62780	Call Name	21-SEP-2010		2	2 Sale
4	Miami International Airport	FL	CO	11MIA00015	62778	Call Name	21-SEP-2010		2	2 Sale

3. If this version of the report does not show the data you want in the report, click the browser window's **Back** button to re-display the generated version of the report.
4. On the generated report screen, you can change the various parameters in the Page Items drop-down menus. As soon as you change a value, Discoverer Viewer generates and displays a new report.
5. Once the generated report contains the data you want, click **Printable Page** again.
6. Use the browser window's print commands to make hardcopies of the report.

B Export a report into other software applications.

1. Run the report (refer back to Task #3 for help). The generated report displays onscreen.
2. Click **Export**. An Export Options screen appears.
3. **Export Format** – Select the file format you want to convert the generated report into.
4. This file format determines what you need to do next:

For this file format...	Do these steps...
CSV (Comma delimited)	a. Click Export .
DIF (Data Interchange Format)	b. You may see a warning that downloading files was blocked. Click any option that enables you to start the download process.
Microsoft Excel Workbook	c. A File Download window appears.
Microsoft Excel Workbook with Pivot Table	d. Click Save . A Save As window appears.
SYLK (Symbolic Link)	e. Use this window to specify where the converted file should be saved. Click Save . A Download Complete window appears.
WKS (Lotus 1-2-3)	f. Click Open to open the exported report within the appropriate external application.
Web Query for Microsoft Excel 2000+	i. A Web Query Prompts form appears. ii. Make your selections in the Page Items and Parameters blocks on this form. iii. Click Export . iv. Do Steps b-f shown in the table cell directly above this cell.
Formatted Text (Space delimited)	A. Click Export .
Hyper-Text Markup Language	B. The exported file opens in a web browser window.
Oracle Reports XML	
Text (Tab delimited)	