

Veterinary Services Process Streamlining **Interstate Reports in Discoverer**

URL: <http://cowebforms.aphis.usda.gov/discoverer/viewer>

Help Desk:

- Phone: 1-877-944-8457 Option 3, then Option 2
- Email: vsithelp@cofcs18.aphis.usda.gov
- Website: <http://vsithelpdesk.aphis.usda.gov>

Purpose & Scope: This job aid provides a quick reference for process steps & field definitions associated with Interstate reports for State Regulatory Officials (SROs) and Federal Area Veterinarians In Charge (AVICs). The workbook for your state provides four reports dealing with issued CVIs & permits, two detail reports, and a summary report. This job aid is organized by report type.

Assumptions: You have an eAuthentication login that can be used to access any of the VSPS modules.

Required fields: You must enter information into a field marked with a red asterisk (*).

Pop-up blockers: Before logging into a Veterinary Services Process Streamlining (VSPS) module, turn off/disable your web browser's pop-up blocker function.



Flapping Flag: If the flag in the top-right corner of the screen is flapping, the system is processing

Section #1 - Preliminary Steps

1 LOG INTO DISCOVERER VIEWER

Discoverer Viewer

Log into the reporting tool using the URL provided above along with your login and password. You can mark the URL as a *Favorite* in your internet browser for ease of access to the reports. Discoverer Viewer allows you to view reports that have been predesigned; you cannot modify or create reports in Viewer.

A list of your current connections is displayed in alphabetical order when you login. To create a new connection, follow the instructions in step 2 below.

2 CREATE A CONNECTION

Click, [Create Connection](#) to connect to the VSPS Interstate reports.

- **Connection Name** – Enter a meaningful & memorable name.
- **Connection Description** – Enter a description that lets you know what reports are available through this connection (optional field).
- **Locale** – Use the default *Locale set in user's browser*.
- **Database Account Details:**
 - User Name - Enter your user name.
 - Password - Enter your password.
 - Database – Enter *COVSNAT*.

Click, [Apply](#) .

Note: Connections are stored locally on your computer's hard drive. If you use a different computer to access the reports, you must re-create the connections.

3 CREATE END USER LAYER

An End User Layer (EUL) screen is displayed only if you have more than one type of connection (example: one for Scrapie, and one for VSPS).

- **Connection Name, Connection Description, Locale, User Name, and Database** are all displayed on this screen.
- **End User Layer** – Select VSPS from the drop-down menu. (DISCO_ADMIN is used for Scrapie reports).

Click, [Apply](#) .

The list of your connections is displayed again. This time, you should see the new connection you just created in the list.

4 USE THE CONNECTION

[Connection](#) ▾ Click the appropriate link in the Connection column to proceed with report access.

Note: There are other activities you can perform on the *Connect to Discoverer Viewer* screen. If any of the icons are a light-gray color, it means they are not available for edits.

| | | |
|------------------------|--|---|
| Details | | You can show or hide details for a specific connection. |
| Show | | Click, to show user name, database, end user layer, connection type, locale, and whether the user is an Oracle Applications User. |
| Hide | | Click, to hide all of the info listed above. |
| Update | | Click, to change the connection name, description, locale, and database password. Continue Click, to save changes. |
| Delete | | Click, to delete the connection. |

5 CONNECT to OracleAS DISCOVER

- **Connection Name** - The selected connection name is displayed.
- **Password** – Enter your account password.
- **Language** – The language defaults to English (United States). Select another language from the drop-down menu if necessary.

Click, [Connect](#) to connect to the list of workbooks. You will only see workbooks you have permission to access. Most people will only see workbooks for their State.

Note: A workbook search function is provided; however, most people will not feel a need to use it since their workbook list will be short. If you have a long list of workbooks, select Database Workbooks (there are currently no scheduled workbooks) and enter search details in the field next to Database Workbooks, and click [Go](#) .

Preliminary Steps (continued)

6 USE AVAILABLE LINKS



Preferences

You can change pre-set values using the Preferences link. Pay special attention to the values listed below.

- **Query Governor > Limit retrieved query data to:** It is pre-set to 10,000 rows. If you get an error message, or notice only 10,000 rows of data have been exported, click on the to remove the checkmark.
- **Worksheets > Number of rows per page:** It is pre-set to 25 rows. Increase or decrease the number based on your needs.
- **Worksheets > Show null values as:** If the field is empty, the null value (when no data is returned) in reports will be displayed as blank. If *NULL* is displayed in the field, it will also appear in reports. It is advisable to show null values as blank fields if you are planning to export the report to a spreadsheet.



Help

The Help link is context sensitive, providing help specific to the current page.



Exit

The Exit link takes you back to your list of connections.

Breadcrumbs: Other links that are handy to use are called breadcrumbs. An example is shown below. Click on any of the links (*Connections*, or *Workbooks*) in the “trail” to navigate to that page. In the example below, the current page is *VSPS.Interstate_CA-SUMMARY*.

[Connections](#) > [Workbooks](#) > VSPS.Interstate_CA - SUMMARY

7 SELECT VSPS INTERSTATE WORKBOOK

Workbook

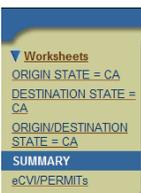
Click the link to the VSPS Interstate workbook for your state. Read the description to help you determine the correct link.

Description

Section #2 – Summary Report

The summary report provides information about animals moving into or out of your state. For example, you can select a specific accredited veterinarian’s name to view the number and type of animals to which they issued health certificates within a specific timeframe, or you can select all veterinarians to view a list of total number of animals moved from origin states to destination states within a specific timeframe.

1 ACCESS REPORT & EDIT PARAMETERS



- **Click, the Summary link.**
- **View information in the “AQUA BAR”.** Verify the report name & description are in line with what you intended to view.
- **Select report criteria.** Use the dynamic filters to define your report. You can select ALL records for each filter option, or you can select specific criteria from the drop-down menus.

Summary Report (continued)

Report parameters (dynamic filters)

The dynamic filters provide appropriate choices from one field to the next. For example, if you select a specific accredited veterinarian, and view the drop-down menu for Species, you will see that the species in the list changes depending on the veterinarian selected.

- Accredited Vet – Veterinarians by name.
 - Issue Year – Year in which Certificate of Veterinary Inspection (CVI) was issued.
 - Issue Month – Month in which CVI was issued.
 - Certificate Number – CVI inspection number.
 - Species – For example, Bovine, Equine, etc . . .
 - Purpose - Reason for animal movement. For example, breeding, show, sale. Choices vary per species.
- Click on **Rerun Query** if report did not run automatically.

2 VIEW REPORT RESULTS

Information is presented in table format, as shown below. Note: In the example below, California is my state, and it is either the origin state or destination state.

- **Origin State** – State in which the animal originally resided.
- **Destination State** – State to which the animal moved.
- **Number of Animals** – Quantity of animals that moved.

| Origin State | Destination State | Number of Animals |
|--------------|-------------------|-------------------|
| CA | AZ | 1442 |
| | CO | 160 |
| | TX | 1719 |
| CO | CA | 1 |

3 USE REPORT OPTIONS

There are several buttons available that can change the look, export, or print the report, depending on your needs.

| | |
|-----------------------------|--|
| Presentation Options | Use the check boxes and radio buttons to hide or show various elements such as headers & footers, list of worksheets, etc. |
| Crosstab Layout | The crosstab or table layout enables you to reposition any of the axis items on your worksheet. Each possible location on the crosstab is represented by a drop-down list. To reposition axis items, select appropriate items, or leave an axis item blank, then click on <i>Apply</i> . To restore the original values in the drop-down lists, click <i>Reset</i> . |
| Printable Page | Click, for a report format that is more printer friendly than printing directly from the browser. Refer to step 5. <i>Note: It does not work well for reports with numerous columns; some of the columns will be cut off.</i> |
| Export | Click, to export the report as it is displayed. You can choose from a list of format types; the most commonly used types are XLS, XML, and CSV files. Refer to step 4. |
| Rerun Query | Click, to run the same report & parameters again. |

Veterinary Services Process Streamlining

Interstate Reports in Discoverer

Summary Report (continued)

4 EXPORT REPORT

- Click, **Export** to begin the export process.
- Select an export file format.
- Click, **Export** again.
- Save** the file to a location on your computer (can simply **open** it also).
- After the download is complete, open the report (enable macros).
- Manipulate the report as needed. Click **Exit** to leave export option.

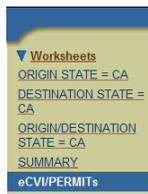
5 PRINT REPORT

- Click, **Printable Page**.
- The report name, date, & criteria are displayed with the report results.
- Click on **File > Print**.

Section #3 – eCVI/PERMITS Report

The eCVI/PERMITS report provides total number of electronic Certificates of Veterinary Inspection and total number of permits that were issued during a specific timeframe, along with the Origin State & Destination State information.

1 ACCESS REPORT & EDIT PARAMETERS



- Click, the **eCVI/PERMITS** link.
- View information in the "AQUA BAR"**. Verify the report name & description are in line with what you intended to view.
- Select report criteria**. Use the dynamic filters to define your report. The default is ALL records for each filter option. You can select specific criteria from the drop-down menus.

Report parameters (dynamic filters)

The dynamic filters provide appropriate choices from one field to the next. For example, if you select Issue Year 2008, and view the drop-down menu for Issue Month, you will see there are only 4 months available for selection, yet all 12 months are available if you select Issue Year 2007.

- Issue Year – Year in which CVI or permit was issued.
- Issue Month – Month in which CVI or permit was issued.

2 VIEW REPORT RESULTS

The results are displayed automatically, in table format, after the criteria are selected. See example below (Issue Year 2007, Issue Month 03).

| Origin State | Destination State | eCVI | Permits |
|--------------|-------------------|------|---------|
| CA | KS | 1 | 0 |
| | OK | 2 | 0 |
| TX | CA | 4 | 2 |

3 USE REPORT OPTIONS

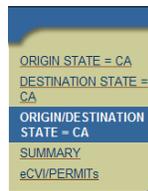
Refer to Section #2, step 3 for reporting option instructions such as export, printable page, layout, presentation, etc.

Section #4 Origin/Destination State Report

The Origin/Destination State Report provides an enormous amount of information about interstate animal movement. Refer to step 2 for the type of information included in this report.

1 ACCESS REPORT & EDIT PARAMETERS

- The date parameters are required fields to establish a timeframe (beginning and end date) for data retrieval.



- Click, the **Origin/Destination State** link.
- Enter Beginning Date** - Use the format dd-mon-yyyy (Example: 28-Sep-2007)
- Enter Ending Date** - Use the format dd-mon-yyyy.
- Click on **Apply**.

- Edit Parameters** Click, if you wish to change the parameters you initially entered.

Select report criteria

You can select ALL records for each filter option or select specific criteria from the drop-down menus.

- Accredited Vet – Veterinarians by name.
- Issue Date Month – Month in which CVI or permit was issued.
- Issue Date Year – Year in which CVI or permit was issued.
- Species Name – For example, Bovine, Equine, etc . . .
- Animal Class - For example, livestock, horse, etc. Choices vary per species.

2 VIEW REPORT RESULTS

The following information is presented in table format.

- eCVI Number** – A number, unique in the State, that is assigned to a Certificate of Veterinary Inspection.
- Permit Number** – A number, unique in the State, assigned to a permit to let the animal enter the state.
- Origin State** – The state from which the animal came.
- Origin Premises ID** – The identification of the facility from which the animal came.
- Destination State** – The state to which the animal moved.
- Destination Premises ID** – The identification of the facility to which the animal moved.
- eCVI Status** – The status of the Certificate of Veterinary Inspection of an animal.
- Issued Date** – If the eCVI status is issued, the issue date is the date on which it was issued.
- Inspection Date** – The date an animal was inspected by a vet.
- Estimated Ship Date** – The approximate date the animal is expected to travel.
- Consignee** – The person receiving the animal.
- Consignor** – The person sending the animal.
- Number of Animals** – The quantity of animals in the shipment.

Origin/Destination State Report (continued)

- **Species** – The type of animal in the shipment (Bovine, Equine, etc.)
- **Breed** – Further defines the species (Holstein Bovine).
- **Gender** – Sex of animal (Castrated Male, Intact Male, Female, etc.)
- **Purpose** – The purpose of transport (Sale, Breeding, Slaughter, etc.)
- **Disease** – Name of disease prompting testing.
- **Test Method** – Name of test to be run on specimen taken from animal.
- **Test Results** – Lab results of the test.
- **Diag Lab Name** – Name of diagnostic laboratory that performed the tests.
- **Min Age** – The low estimate of the animal's age.
- **Max Age** – The high estimate of the animal's age.
- **Age Unit** – the measure of the age (months, years, etc.)

Note: If the report is more than one page, you can navigate to the next page or previous page, or the first page and last page by using the navigation tools displayed below. If you click on Page_of_, you can enter a page number and immediately go to that page.



1st page previous next last page

3 SORT RESULTS

The sort function can be very useful since there are so many columns of information in this report.

Sort Click, to access the sort screen. An example of a partial sort screen is shown below.

| Sort Priority | Column | Direction | Sort Type | Hide Column |
|---------------|--------------------|-------------|-----------|--------------------------|
| 0 | Certificate Number | High to Low | Group | <input type="checkbox"/> |
| 1 | Permit Num | Low to High | Group | <input type="checkbox"/> |
| 2 | Origin State | Low to High | Group | <input type="checkbox"/> |

- **Sort Priority** – Top priority for sorting is 0, meaning which ever column is next to the 0 in the sort screen will be sorted first. In the example above, the *Certificate Number* is top priority.
- **Column** – This is a list of all of the column headings in the report.
- **Direction** – Select High to Low (value) or Low to High (value). A certificate number might have a value of CO123, and another certificate number might have a value of CO124. If you sort High to Low, the CO124 will display at the top of the list.
- **Sort Type** – Select Group or Normal. Normal displays all values, group displays the first of each new set of values. Use Normal when exporting the report.
- **Hide Column** – Place a checkmark in the box, if you do not want the column to appear on the report.

Click, **Apply** to save your sorting choices.

4 VIEW REPORT OPTIONS

Refer to Section #2, step 3 for reporting option instructions (export, printable page, layout, and presentation functions).

Section #5 – Origin State Report

The Origin State Report is the same as the Origin/Destination State Report, EXCEPT in this report your State is ALWAYS the Origin State.

1 ACCESS REPORT & EDIT PARAMETERS

EDIT The date parameters are required fields to establish a timeframe (beginning and end date) for data retrieval.

- Click, the **Origin State** link.
- Enter **Beginning Date** using format dd-mon-yyyy (Example: 28-Sep-2007)
- Enter **Ending Date** using format dd-mon-yyyy.
- Click on **Apply**.

Edit Parameters Click, if you wish to change the parameters you initially entered.

2 VIEW REPORT RESULTS

Refer to Section #4 for information about the report results and the sorting function.

3 REPORT OPTIONS

Refer to Section #2, step 3 for reporting option instructions (export, printable page, layout, and presentation functions).

Section #6 – Destination State Report

The Destination State Report is the same as the Origin/Destination State Report, EXCEPT in this report your State is ALWAYS the Destination State.

1 ACCESS REPORT & EDIT PARAMETERS

EDIT The date parameters are required fields to establish a timeframe (beginning and end date) for data retrieval.

- Click, the **Destination State** link.
- Enter **Beginning Date** using format dd-mon-yyyy (Example: 28-Sep-2007)
- Enter **Ending Date** using format dd-mon-yyyy.
- Click on **Apply**.

Edit Parameters Click, if you wish to change the parameters you initially entered.

2 VIEW REPORT RESULTS

Refer to Section #4 for information about the report results and the sorting function.

3 REPORT OPTIONS

Refer to Section #2, step 3 for reporting option instructions (export, printable page, layout, and presentation functions).

- End of Instructions -