

Veterinary Services Process Streamlining **NVAP 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 reports for National Veterinarian Accreditation Program (NVAP) Coordinators and Area Veterinarians In-Charge (AVICs). The reports include (1) Remedial Action Report (2) Vet Detail Report for Home (3) Vet Detail Report for Business (4) Vet Summary Report (5) Vet Mailing List

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

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

 **Required fields:** You must enter information into a field marked with a red symbol.

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

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, .

- **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 *COVS*NAT (upper or lower case).

Click, .

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, .

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

4 USE THE 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,  to access 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 field, and click .

Preliminary Steps (continued)

6 USE AVAILABLE LINKS



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.



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



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.Remedial Action Report-Sheet1*.
[Connections](#) > [Workbooks](#) > VSPS.Remedial Action Report - Sheet 1

Section #2 – Remedial Action Report

This report produces a list of veterinarians who received corrective action, along with the Code of Federal Regulations upon which the corrective action was based. The action could be suspension, dismissal, written warning, etc. Relevant dates, and relevant numbers (State license number, State Accreditation number, OIG case number) are also provided in the report.

1 ACCESS REPORT & ENTER PARAMETERS

Workbook

Click the link to the VSPS.Remedial Action Report workbook. Read the description to help you determine if it is the correct link.

Description

Since the workbook and the report are one in the same (some workbooks contain multiple reports), by clicking on the workbook, you are accessing the report.

- **State Code** is a required field.

Click the search icon to navigate to the *Search and Select: State Code* screen.

Remedial Action Report (continued)

- **Use Search Options for State Code** (optional):

If you want to search for a specific State, without going directly to the *Available Values* list, select from the *Search by* drop-down menu:

- Contains – If you enter the letter “C” in the text field, & click Go, the values returned in the Available Values list all begin, end, or contain the letter “C”.
- Starts with - If you enter the letter “C” in the text field, & click Go, the values returned in the Available Values list all begin with the letter “C”.
- Ends with - If you enter the letter “C” in the text field, & click Go, the values returned in the Available Values list all end with the letter “C”.
- Exactly matches - If you enter the letter “C” in the text field, & click Go, there are no values returned because each state has a two letter abbreviation. Instead, the message *No items found* is displayed.

Enter character(s) into the text field next to the *Search by* field, click .

Case Sensitive

Click in the *Case Sensitive* box, if you want the upper and lower case characters you type in the text field to be reflected in the list of available values. For example: If you type “C” in the text field, multiple State codes are displayed; if you type “c” in the text field, no State codes are displayed because all States have uppercase abbreviations (codes).

- **Select the appropriate available values:**

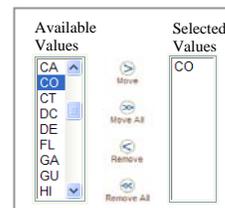
AVAILABLE VALUES

If you go directly to the *Available Values* list, you will notice that all of the values are highlighted in blue, meaning they are all selected. You might need to use the scroll bar, or click on *Next* to find the appropriate code(s).

Previous (Showing 1-50 of 63) Next

- To select just one State, left-click on it.
- To select more than one State (values are not next to each other), left-click on the first State you want, press Ctrl, and left-click for subsequent States.
- To select more than one State (values are next to each other), left-click on the first State you want, press Shift, and left-click for subsequent States.

To move the Available Values to the Selected Values, click on the *Move* button to move the values you selected, or the *Move All* button to move all of the available values.



SELECTED VALUES

If you want to remove all of the values in the Selected Values list, click on the *Remove All* button. If you want to remove some of the values, select them (refer to instructions for available value selection) and click on the *Remove* button.

Select Click, to select the *Selected Values*.

Apply Click, to proceed to the *Remedial Action Report*.

- **View information in the “AQUA BAR”**

Verify information is in line with what you intended to view.

Remedial Action Report
Report Date: 14-APR-08
State Code: CO,AZ

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Remedial Action Report (continued)

2 USE REPORT OPTIONS

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

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> .
Table Layout	
Edit Parameters	Click, if you wish to change the parameters you initially entered
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.
Presentation Options	Use the check boxes and radio buttons to hide or show various elements such as headers & footers, list of worksheets, etc.
Printable Page	Click, for a report format that is more printer friendly than printing directly from the browser. Click on <i>File > Print</i> . <i>Note: It does not work well for reports with numerous columns; some of the columns will be cut off.</i>
Rerun Query	Click, to run the same report & parameters again.

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

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

Sort Priority	Column	Direction	Sort Type	Hide Column
0	Last Name	Low to High	Normal	<input type="checkbox"/>
1	Final Action Dt	Low to High	Normal	<input type="checkbox"/>
2	State Lic Num	High to Low	Normal	<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 *Last Name* 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 State license number might have a value of CO123, and another State license 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.

• Report data (dynamic filters)

The dynamic filters provide appropriate choices from one field to the next. For example, if you select *Dismissed* as the *Name* of the remedial action, and view the drop-down menu for *Cfr Name*, you will see that the choices for selection are limited, compared to the list of choices if you select *Letter of Information* as the *Name* of the remedial action.

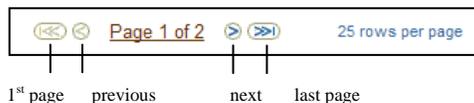
- Name – The type of remedial action taken. You can select *All* or pick a specific action:
 - Dismissed
 - Letter of Information
 - Letter of Warning
 - Revoked
 - Suspended for 6 months or longer
 - Voluntary Surrender
- Cfr Name – The title of the Code of Federal Regulations, or section of the code, on which the remedial action is based. For example, if the type of remedial action is a Letter of Warning, the Cfr Name could be 161.3(d) Fraudulent Lab Submissions, or 161.3(f) Not reporting animal disease . . .

3 VIEW REPORT RESULTS

Information below is presented in table format.

- **Last/First/Middle Name** – Legal name of veterinarian.
- **Vet Address** – Official residential address of veterinarian.
- **City** – City in which veterinarian resides.
- **Mail State Code** – Abbreviation of State in which vet resides.
- **CFR** – Code of Federal Regulations.
- **State Code** – ?????
- **Oig Case Number** – Unique number for the remedial action case, assigned by the Office of Inspector General .
- **Entry Date** – Date information was entered into the report.
- **Final Action Date** –
- **Eligible Date** – Date vet is reinstated as an accredited vet???
- **State Acrod Number** – ?????
- **State License Number** – Unique number assigned to a license granting a veterinarian the right to practice veterinary medicine in a specific State.

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.



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.



Section #3

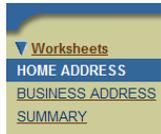
VSPS Veterinarian Detail - Home, Business, and Summary Reports

This workbook contains 3 reports (worksheets): Veterinarian Detail Home Address, Veterinarian Detail Business Address, and Veterinarian Summary.

Click, [VSPS.Veterinarian Detail Home Business](#) workbook link.

1 HOME ADDRESS REPORT

This report contains a veterinarian's residential address, as well as other personal information, such as phone & fax numbers, email address, accreditation information, license number & education information. It also includes the name of the business with which the vet is associated.



- Click, the *Home Address* link.
- Select **Accreditation State** parameter.
Click the search icon to navigate to the *Search and Select: Accreditation State* screen. Select one or more States. Refer to Section #2, step 1 for details.

- **Enter the date parameters**

For data retrieval, establish the timeframe when the veterinarian was approved for accreditation.

From Accred Date – Use the format dd-mon-yyyy (e.g. 28-Sep-2007).

To Accred Date – Use same format (month is not case sensitive).

- Click on .

- **View information in the “AQUA BAR”**

Verify the report name, the Accreditation State(s), and the date range are all in line with what you intended to view.

Veterinarian Detail Home Address
Report Date: 14-APR-08
Accreditation State: CO,AZ, From Accred Date:
01-jan-2007, To Accred Date: 01-jan-2008

Refer to Section #2, step 2 for information regarding the reporting option buttons (*Rerun Query, Presentation Options, Export, Printable Page, Edit Parameters, Table Layout & Sort*).

- **Select report data (dynamic filters)**

Select the data you want to use for your search. Note: The choices in the drop-down menus vary per data selected in other fields.

- Professional Activity – Select one activity, all activities, or NULL from the list that includes veterinary public health, surgery, small or large animal practice to mention a few.
- Vet Status – Select from a list that could include Active, Inactive, Oriented, or All.
- State License Status – Select from a list that could include A (active), I (inactive), or All (both A & I).
- Specialty Name – A veterinarian's area of interest, such as Johnes Certified, Trichinae Accredited, etc. Can also select N/A. (not applicable).
- Accred State Name – The State in which the vet is accredited.
- Active Practice – Select Y (yes) or N (no).
- Mail County Name – Select one county, or all counties.

- **View report results**

The results are displayed automatically, in table format, after the report data are selected.

- Last Name/First Name/Suffix – The veterinarian's legal name.
- Business Name – The business establishment with which the vet is associated.
- Address1 – The vet's residential street address.
- Address2 – Additional address information such as bldg#, suite #, apartment #, etc.

- City – Name of city in which vet resides.
- Mail State Code – The 2 character State abbreviation.
- Postal Code – The zip code in which the vet resides.
- Phone – The vet's phone number, prefixed with area code.
- Fax – A facsimile number used to send exact copies via phone.
- School Name – The name of the college from which the vet graduated.
- Grad School Year – The year in which the vet graduated.
- Accred State Code – The abbreviation of the State in which the vet is accredited.
- State License Number – The unique number assigned to a license granting a veterinarian the right to practice veterinary medicine in a specific State.
- Primary Email – The email address most commonly used to contact the veterinarian.
- Accred Approval Date – The date the veterinarian was approved for accreditation in a specific State.

2 BUSINESS REPORT

This report provides ...



- Click, the *Business Address* link.
- Edit the **Accreditation State** parameter.
Click the search icon to navigate to the *Search and Select: Accreditation State* screen. Select one or more States. Refer to Section #2, step 1 for details.

- **Enter the date parameters**

For data retrieval, establish the timeframe when the veterinarian was approved for accreditation.

From Accred Date – Use the format dd-mon-yyyy (e.g. 28-Sep-2007).

To Accred Date – Use same format (month is not case sensitive).

- Click on .

- **View information in the “AQUA BAR”**

Verify the report name, the Accreditation State(s), and the date range are in line with what you intended to view.

Veterinarian Detail Business Address
Report Date: 14-APR-08
Accreditation State: CO,AZ, From Accred Date:
01-jan-2007, To Accred Date: 01-jan-2008

Refer to Section #2, step 2 for information regarding the reporting option buttons (*Rerun Query, Presentation Options, Export, Printable Page, Edit Parameters, Table Layout & Sort*).

- **Select report data (dynamic filters)**

Select the data you want to use for your search. Refer to Section 1 – *Home Address Report* for field descriptions. All fields & descriptions are the same with the exception of *Mail County Name*; in the *Business Address Report*, it is replaced with *Business County Name* which is the county in which the business is located.

- **View report results**

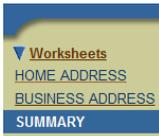
The results are displayed automatically, in table format, after the report data are selected. Refer to step 1 – *View report results*, for column descriptions. Of course, the focus of this report is on the business information rather than the home information (e.g. Business Address1, Business Address2, Business City, Business State Code, Business Postal Code).

Veterinary Services Process Streamlining NVAP Reports in Discoverer

Section #3 (continued)

3 SUMMARY REPORT

This report provides the total number of veterinarians in a specific State, along with a breakdown by State License status (active or inactive), and specialty fields (if applicable).



- ▼ Worksheets
- HOME ADDRESS
- BUSINESS ADDRESS
- SUMMARY

- Click, the **Summary** link.
- View information in the "AQUA BAR"
Verify the information is in line with what you intended to view.

Veterinary Summary
Report Date: 14-APR-08

Refer to Section #2, step 2 for information regarding the reporting option buttons (Rerun Query, Presentation Options, Export, Printable Page, & Table Layout).

- **Select report data (dynamic filters)**

Select the data you want to view in your report.

- Professional Activity – Select one activity, all activities, or NULL (none) from the list that includes veterinary public health, surgery, small or large animal practice to mention a few.
- Accred State Code – The abbreviation of the State in which the vet is accredited.

- **View report results**

The results are displayed automatically, in table format, after the report data are selected. The table below reflects the professional activity of *Bovine Practice (Exclusive)*, and the Accred State – *California*.

	Data Point(s)	Vets			
	Specialty Name	N/A		Qualified Trichinae Accredited Vet	Total Vets Per State
	State License Status	A	I	A	
Accred State Name					
California		127	19	1	147

Section #4 – VSPS Accredited Veterinarian Mailing List

1 ACCESS LIST & ENTER PARAMETERS

Workbook

Click the link to the VSPS.Accredited Veterinarian Mailing List workbook. Read the description to help you determine if it is the correct link.

Description

Since the workbook and the report are one in the same (some workbooks contain multiple reports), by clicking on the workbook, and selecting parameters, you are accessing a mailing list.

- **State Code** is a required field.

Click the search icon  to navigate to the *Search and Select: State Code* screen. Refer to Section #2, step 1 for search details.

- **Select one or more Federal Statuses**

- Active
- Deceased
- Inactive
- Not Accredited
- Oriented
- Revoked
- Suspended – Long Term
- Suspended – Short Term

- Click on 

- **View information in the "AQUA BAR"**

Verify the information is in line with what you intended to view.

Accredited Veterinarian Mailing List
Report Date: 14-APR-08
State Code: AZ, CO Federal Status: Active, Not Accredited

Refer to Section #2, step 2 for information regarding the reporting option buttons (Rerun Query, Presentation Options, Export, Printable Page, Edit Parameters, Table Layout, and Sort).

- **Select Vet Status and Mail County Name**

If you selected more than one Federal Status and/or State Code, you have a few options for Vet Status and Mail County Name:

- Option #1: Select a specific value from the list of values.
- Option #2: Select the *All* value which is located at the bottom of the list.

If you get an error message related to all rows not showing, click on *Preferences > Query Governor > Limit retrieved query data to*, and click on the to remove the checkmark; click on *Apply*.

- **Create a mass mailing list, or print labels**



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 Section #2, step 4 for process details. Manipulate the file to meet your needs.

- End of Instructions -