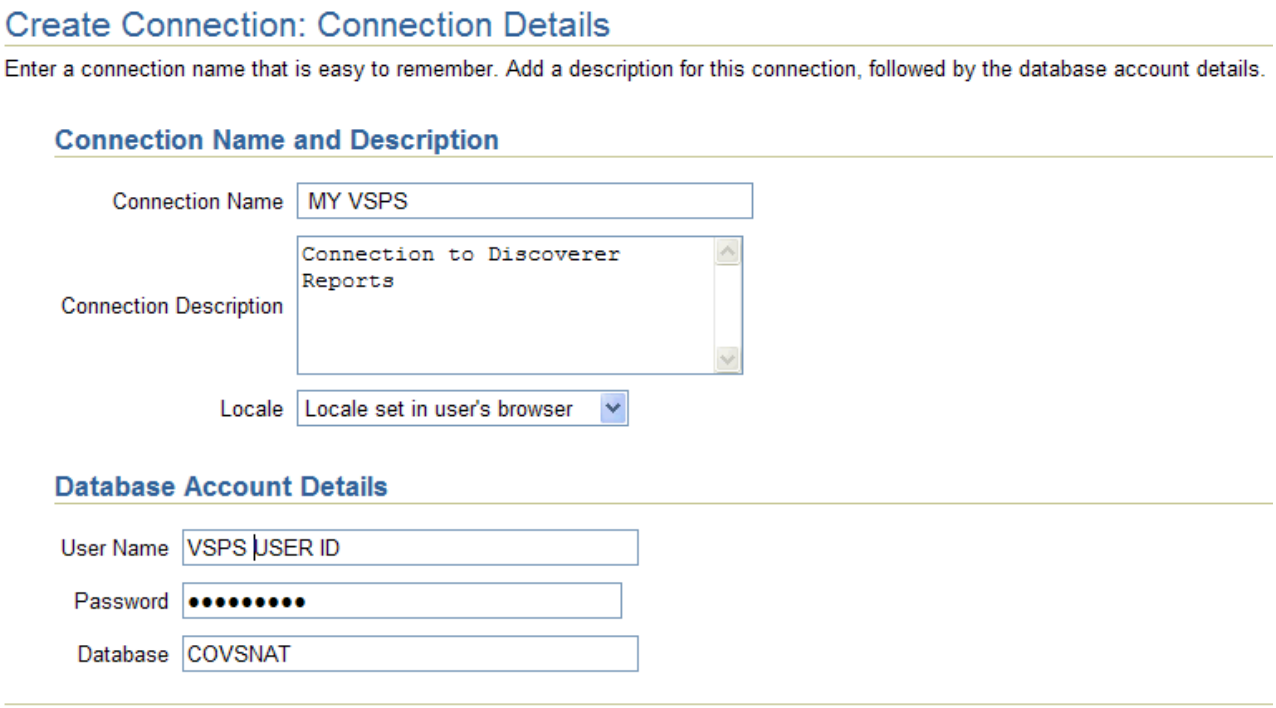
Working with Discoverer Viewer
Overview

Oracle's Discoverer Viewer software is used to view reports written against the data available in the VSPS Product Import Facilities Tables. These reports are unformatted and appear as a tabular spreadsheet. The data can be viewed, printed, or extracted into various file formats for manipulation in another application, such as Excel.

To view reports in Discoverer Viewer, you must be granted access to a specific data area and tables and establish a connection to those tables.

Log in to Discoverer Viewer and Create a Connection

1. Open an Internet Browser Window and type the following URL http://cowebforms.aphis.usda.gov/discoverer/viewer
2. Click on the "Create Connection" button
3. (Optional) Enter a name for the connection and a description in the Connection Name and connection Description
4. Type your VSPS User ID in the user Name field, VSPS Password field, and COVSNAT in the Database field.
5. Click Apply (You will be taken to the original Viewer page).



6. You will see MY VSPS as one of the connections

7. Click on MY VSPS link
8. Type your VSPS Password and click Connect.

If you do have a connection:

Go to http://cowebforms.aphis.usda.gov/discoverer/viewer

The Discoverer connection window will open. If you previously created a connection on your workstation, you may select the connection link under "Choose Connection," then enter your User name and password and select "Go."

Set Preferences
The first time you connect to Discoverer Viewer, you should modify your preference settings to avoid possible errors when running certain reports. Select "Preferences" in the upper, right corner of the screen.

The Preferences screen will appear. It is recommended that you set your preferences to match the following screen shot. When you have mirrored your settings, click "Apply".

Select a Report Workbook
Once you have successfully logged in, the Worksheet List will appear, showing the report workbooks that have been shared with you. Each workbook may contain one or more worksheets. Select the Expand icon (green triangle) to the left of a workbook to see the worksheets it contains, and then select the name link for the worksheet you wish to view. You may be prompted to enter parameters before viewing the worksheet data.

Results: 8 workbooks

Workbook
VSPS.Accredited Vet Mailing List
VSPS.Administrative Report
VSPS.Detail Horse Movement
VSPS.Detail Horse Movement Backtag
VSPS.Elabs
VSPS.Remedial Action Report
VSPS.SAHO
VSPS.Veterinarian Detail Home Business

Enter Parameters
Parameters may be optional or required. You must specify a value for all required parameters (preceded by *). If a search light icon appears to the right of a parameter field, you may select the icon to view a list of values. The "Search and

Select” window will open. In some cases, you may choose multiple values, while in other cases; you may choose only one value for a parameter.

If multiple values may be selected, you will be presented with a list of “Available” values on the left and “Selected” values on the right. Choose one or more values from the Available list on the left, and click the Move link to place those values in the selected list on the right. Once all desired values appear in the selected list, click the “Select” button at the top or bottom of the search window.
If a single value must be selected, click the “Select” option to the left of the desired value so that it appears black, then click the yellow “Select” button at the top or bottom of the search window. Once all required parameters have been specified, select the “Go” button to view the worksheet data.

View Worksheet Data
The worksheet window has several sections.
• The “Actions” box in the upper, left area provides a list of actions that could be preformed on this worksheet, such as Rerun query, Save, and Export.

• The “Worksheets” box allows you to quickly view other worksheets in the current workbook.

• The “Parameters” section shows the currently selected parameter values and allows you to change the current selections.

• The “Table” section provides formatting options for viewing the worksheet data. Select the “Rows and Columns” link in the Table section to adjust the number of rows and columns that display, or select the navigational links (Up, Down, Left, Right) to view additional rows and columns of data.

Drill to Link
Some worksheets have drill links that allow you to navigate to a related worksheet containing more detail about a particular aspect. Drill links are identified by a green triangle to the left of a data value. Click on the green triangle to display the worksheet link, then click on the worksheet link to display the worksheet data.

NOTE: Any changes made to the worksheet display (such as changing the number of rows or columns displayed) will disable the drill links, causing an error to occur when trying to load the linked worksheet. If you click a drill link and encounter a warning message that prompts you to save your changes, select “Cancel” to return to the worksheet, then select “Revert to saved” from the Actions box to fix the drill links.

Page Items
Some worksheets use page items that allow you to filter the worksheet data by specific column values. Page items appear with a drop-down list just above the worksheet. A worksheet may have page items for multiple columns, which will

appear as multiple drop-down lists across the top of the worksheet. Each page item typically defaults to the first value in the list; you must select <All> to include all values in the output.

Export Worksheet Data

Select the “Export” link in the Actions box to save the data as a file for further manipulation in another application, such as Word or Excel. On the “Choose export type” page, select the desired export format from the drop-down list, then select the “Export” button. On the “Export Ready” page, select “Click to view or save.” You will then be prompted to either open the file in an appropriate software application or save the file to your local workstation or network drive. Select the “Return to worksheet” link to return to the worksheet page in Discover.

Print Worksheet Data

To print a formatted copy of the worksheet data, select “Printable Page” from the Actions box. The print options will display. Select the “Page Setup” tab to adjust page orientation, margins, scale, or column widths, then select “Preview sample” to view the PDF output before sending it to your printer.