

# INTRODUCTION TO THE DISCOVERER REPORTING SYSTEM

## COURSE DESCRIPTION



**Workshop time:**  
9:00 am to 3:30 pm

### Assumptions and Prerequisites

*It is required that:*

- ❖ Each training participant has a valid and current system 'User Account' and has the required basic computer skills.

The Introduction To the 'DISCOVERER' reporting system workshop is an excellent foundation for all staff and One-Stop partners who want to manage their Labor Exchange and WIA information.

This hands-on workshop covers the basics of accessing existing report formats and the ability to create ad hoc reports in the Discoverer system.

### During this workshop, attendees will:

- ☞ Receive an explanation of the 'DISCOVERER' Reporting System and its layout
- ☞ Create a connection to Discoverer
- ☞ Access the 'PLUS' version of Discoverer
- ☞ Set up 'QUERY GOVERNOR' and 'DATA SUMMARY'
- ☞ Select and open a 'CANNED REPORT' and view it
- ☞ Identify various tables in 'DISCOVERER PLUS' and select items to create a basic report
- ☞ Create a 'CONDITION' to modify a basic report
- ☞ Create a 'PARAMETER' to modify a basic report
- ☞ Use the 'SORT' option to sort the information on a report
- ☞ Use 'CALCULATIONS' tab to total and count information contained within a report
- ☞ Name and save reports for future use
- ☞ Will 'SHARE' a report with a co-worker
- ☞ Will receive a demonstration on how to 'EXPORT A REPORT' to Excel