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# Introduction

As the Information Age dawns, the volume of information available to today's workforce is so immense, that employees need a mechanism to find and select the data they need to make important business decisions.

Finding the right information in databases that contain millions of pieces of information can be a daunting task.

Oracle Discoverer 3.1 is a tool used by business people to collect data for analysis in order to make sound business decisions. Discoverer retrieves information based upon the criteria set by the user which has several distinct advantages:

- The user can perform ad hoc queries without help from a system administrator, programmer etc.
- The user does not have to wade through enormous amounts of irrelevant data in order to collect useful information
- The data can be presented in various formats

The content of this course will teach you how to select and organize information, create calculations and conditions to be applied to the data and to present the information in a report.

During this course you will learn four major steps to accomplish your search for information in Discoverer 3.1.

The four major steps are as follows:

**B**uild the Workbook/Worksheet

**A**rrange the Data

**C**alculations and Conditions


**K**nowledge – Distribute Information Collected

Remembering the acronym **BACK** will help you use Discoverer 3.1 especially when you are not using a pre-defined workbook.




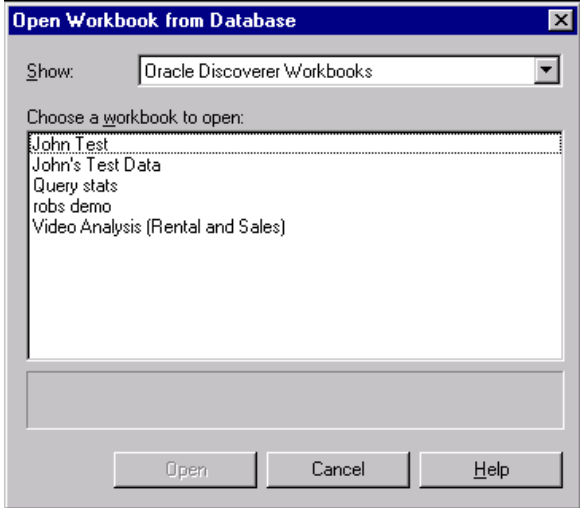
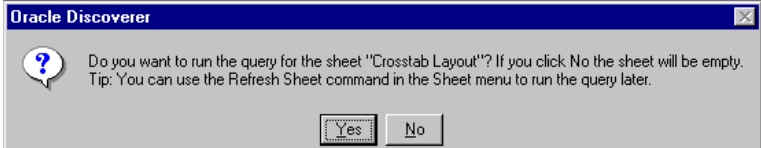
## Discoverer Components

Discoverer operates in a client/server environment and has three main components:

- **User Edition** – the component for end users which provides the graphical interface used to access and analyze data.
  - **Administration Edition** – the component used by the Discoverer administrator to design and present the subsets of data called **Business Areas** that end users access.
  - **End User Layer (EUL)** – the metalayer between end users and the database. Conceptually, the EUL resides between the database dictionary/table definitions and User Edition; physically, it comprises a number of database tables and views.
- Discoverer is a tool that generates an SQL query based on the information the end user picks on the graphical user interface. Thus, the end-user does not have to understand any SQL to access and retrieve data.

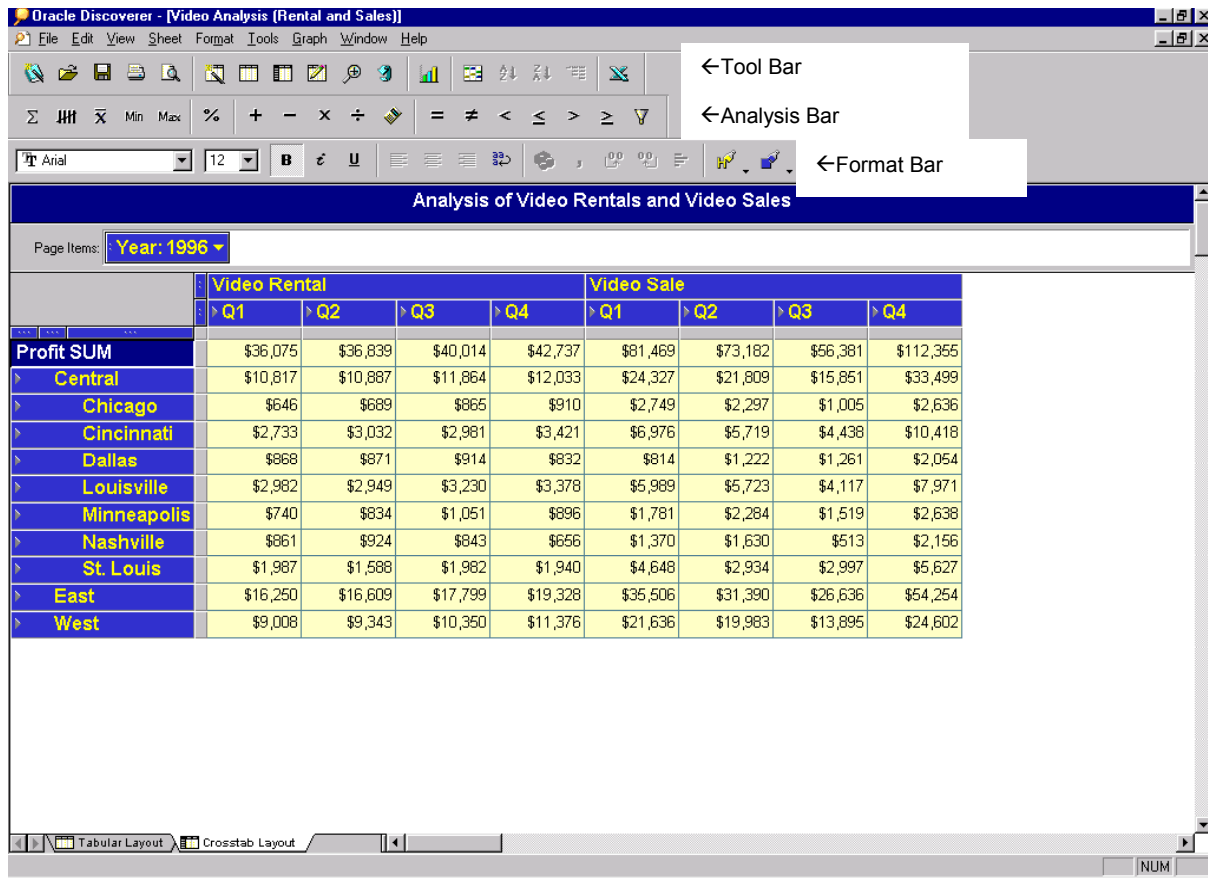
<p>Key Concept #1</p>  <p><b>Business Area</b></p>	<p>Business Areas are where you look for information.</p> <p>A Business Area is a set of folders containing related information with a common business purpose. Business Areas can be set up for each application that an organization uses (i.e. Accounts Payable, Project Accounting, General Ledger etc.).</p> <p>Using Discoverer, select the data needed for an ad hoc query, decision support, and presentation of results (report).</p>
<p>Business Areas:</p> <ul style="list-style-type: none"> <li>• Meet the specific data needs of the users</li> <li>• Usually contain data from several different tables or views</li> <li>• Have tables or views and their associated columns mapped to "folders" and "items" respectively</li> <li>• Can contain many simple folders and complex folders</li> <li>• May contain folders from one or more physical databases</li> <li>• Include conditions, joins, calculations, formatting, hierarchy structures, and other custom features</li> <li>• May be accessible to one or many user IDs or roles; also, a user ID or role may be granted access to many Business Areas</li> <li>• Let users access data, without having to understand the database structure</li> </ul>	

# Opening a Pre-Existing Workbook

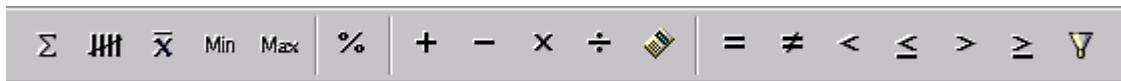
<p>Start Discoverer</p> <p>Programs -&gt; Oracle Discoverer 3.1-&gt; User Edition</p>	
<p>Sign-On</p> <p>1. Enter the following in appropriate fields:</p> <p>Username = <b>Your User name</b>          Password = <b>Your Password</b>          Connect = <b>Database</b></p> <p>2. Click on <b>Connect</b></p>	
<p>Open an existing workbook</p> <p>1. Click on <b>Open an existing workbook</b></p> <ul style="list-style-type: none"> <li>The system prompts you to specify the location of the workbook</li> </ul> <p>2. Click on <b>Database</b></p>	
<p>Select the workbook you want to open</p> <p>1. Double click the worksheet you wish to open</p> <p><i>(You will be prompted to run the database query associated with the workbook)</i></p>	
<p>Run the query for the worksheet</p> <p>1. Click on <b>YES</b> to run the query for the worksheet</p> <ul style="list-style-type: none"> <li>The desired workbook opens</li> </ul>	

# The Workbook Window

The workbook window displays the data in the workbook.



**Tool Bar** functions include opening a new workbook, editing a worksheet, drilling data, or sorting data. Placing the cursor on the icon displays the icon's function.



**Analysis Bar** displays data analysis tools such as adding two sums together or finding the maximum value in a column. Placing the cursor on the icon displays the icon's function.



**Formatting Bar** functions are used to change the format of the data on the screen including font, alignment etc. Placing the cursor on the icon displays the icon's function.

*Note: The functions controlled by these icons are also available from the menus. Button availability depends on the type of selected item. If a button is grayed, the function is not available.*