

DISCOVERER REPORTS

QUICK USER GUIDE



This guide provides information for Discoverer Reporting available for administrative users of the Ascender HR system:

- Accessing Oracle Discoverer
- Running Reports
- Exporting to Excel
- Printable PDF reports

Terms and Conditions of Use

I acknowledge that I am being given access to the HR Discoverer Reports for the purpose of carrying out my duties as an employee of The University of Newcastle. I understand that these reports may contain information which may be sensitive or confidential. I accept the importance of confidentiality in the workplace and undertake not to disclose, discuss or distribute the information contained within the Reporting Tool except in accordance with the requirements of my duties as an employee of the University. I understand that maintaining such confidentiality is an essential part of my employment and a breach of that condition may, if sufficiently serious, entitle the University to terminate my employment immediately and/or to seek damages for breach of contract. I understand that if information is obtained for the purpose of presenting and/or publishing externally to the University, approval must first be obtained.

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Login to Oracle Discoverer

1. **Open** an *Firefox* (Recommended) or *Internet Explorer* **browser** >

2. **Go to** <https://hr.newcastle.edu.au/discoverer/viewer> >

3. **Wait** for the Discoverer login page to pop up >

4. **Login** with:

Username = your **Number Plate** (also known as your Uni ID)

Password = the **password emailed to you by HRIS**

Database = **hrprd**

End User Layer = **hrprod** (**Note the different spelling to database**)

Locale = Locale retrieved from browser

5. Click **Go**:

Connect Directly

Enter your connection details below to connect directly to Oracle BI Discoverer.

* Indicates required field.

Connect To

* User Name

* Password

* Database

End User Layer

Locale

6. **Wait** whilst the system loads >

7. The Worksheet List of reports will display:

ORACLE Discoverer Viewer
Business Intelligence

Connect >

Worksheet List

Search

Type in a search string to find a specific workbook or result set. Use the drop-down menu to choose between Database and Scheduled Workbooks.

Search All Workbooks

Result List

[Expand All](#) | [Collapse All](#)

Focus	Name	Description
▼ Discoverer Workbooks		
+	NHA.Appointments_Secondments	Report details appointment and secondments including date appointment entered in the HR system and date of acceptance of offer. Excludes senior management positions.
+	NHA.Casual_Academic_Appointments	Report detailing all current year Casual Academic Appointments in the HR system. Includes occupancy cost collector. Report information is current for all appointments processed up to midnight of the previous day
+	NHA.Staff_Contact_Details	Current staff email and phone contact details. Staff with current appointment details in the HR system. Report information is current for all appointments processed up to midnight of previous day.
+	NHA.Timesheet_Claims_by_Course_Code	Report details Timesheet total units claimed and equivalent hours by Employee No, Job No, Cost Collector and Course Code. Equivalent hours calculated as per the Enterprise Agreement hours of delivery and associated working time.

[Preferences](#) | [Exit](#) | [Help](#)

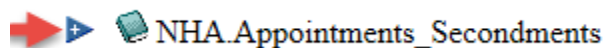
Copyright (c)2000, 2010 Oracle Corporation. All rights reserved.
[About Oracle BI Discoverer Viewer Version 11.1.1.6.0](#)
[Oracle Technology Network](#)

Running a Report

You will be provided with a list of reports which are available for your level of user access in the Result List.

Beside each report name is the report description which will provide a simple summary of the information provided in the report.

To run the report click on the expand icon beside the report name.



This will expand the report menu to show a link to open the information.

Result List

[Expand All](#) | [Collapse All](#)

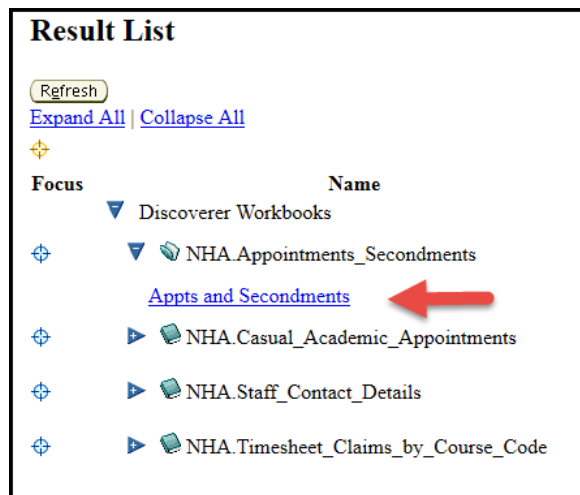
+

Focus	Name
▼ Discoverer Workbooks	
+	▼ NHA.Appointments_Secondments
	Appts and Secondments
+	▶ NHA.Casual_Academic_Appointments
+	▶ NHA.Staff_Contact_Details
+	▶ NHA.Timesheet_Claims_by_Course_Code

Alternatively, you can select the Expand All option to view all available report links.



Click on a blue Hyperlink to open the report.



A report may require parameters which are entered to filter results. When this is required you will receive a Parameters Needed message. This will display the format for the information required.

The screenshot shows a 'Parameters Needed' dialog box. It contains the text 'Select values for the following parameters.' and '* Indicates required field'. Below this, there is a list of parameters: '* Appointments' with a sub-parameter 'Commencing' followed by a text input field containing '01-JAN-2017'. Below the input field is the word 'From' and an example '(Example: 21-MAR-2017)'. At the bottom left, there is a 'Go' button.

Parameters Needed

Select values for the following parameters.
* Indicates required field

* Appointments
Commencing
From
(Example: 21-MAR-2017)

Click **Go** to continue

The report information will be displayed in a table.

Appointments and Secondments
Commencing From : 01-JAN-2017

Parameters

Select values for the following parameters.
* Indicates required field

* Appointments
Commencing From:
From:
(Example: 21-MAR-2017)

Table

Tools [Layout](#) [Sort](#) [Rows and Columns](#)

Page 1 of 1

Page Items: Fac - Div: Faculty of School - Unit: Employment Status: Casual Academic

Staff Name	Employee No	Job No	Commence Date	Occup Term Date	Position No	Occup Type	Position Title	Commence Reason	Entered HR	Offer Accepted
		03	01-JAN-2017	31-DEC-2017	63539	SUB	Casual Academic	Appointment	08-FEB-2017	09-FEB-2017
		05	01-JAN-2017	31-DEC-2017	63539	SUB	Casual Academic	Appointment	13-FEB-2017	14-MAR-2017
		02	01-JAN-2017	31-DEC-2017	63539	SUB	Casual Academic	Appointment	15-MAR-2017	16-MAR-2017
		01	01-JAN-2017	31-DEC-2017	65753	SUB	Casual Academic	Appointment	20-JAN-2017	25-JAN-2017
		04	01-JAN-2017	31-DEC-2017	63032	SUB	Casual Academic	Appointment	13-JAN-2017	03-FEB-2017
		03	01-JAN-2017	31-DEC-2017	63539	SUB	Casual Academic	Appointment	27-FEB-2017	28-FEB-2017
		22	01-JAN-2017	31-DEC-2017	63539	SUB	Casual Academic	Appointment	21-FEB-2017	22-FEB-2017
		07	01-JAN-2017	31-DEC-2017	63539	SUB	Casual Academic	Appointment	21-FEB-2017	01-MAR-2017
		24	01-JAN-2017	31-DEC-2017	66129	SUB	Casual Academic	Appointment	08-DEC-2016	16-DEC-2016
		25	01-JAN-2017	31-DEC-2017	63539	SUB	Casual Academic	Appointment	28-NOV-2016	01-DEC-2016
		24	01-JAN-2017	31-DEC-2017	63539	SUB	Casual Academic	Appointment	24-FEB-2017	27-FEB-2017
		06	01-JAN-2017	31-DEC-2017	63539	SUB	Casual Academic	Appointment	24-FEB-2017	14-MAR-2017

Filter options are available as “Page Items” with a drop down arrow beside each option. Where there is no applicable filter options, selecting the drop down arrow will only return the option shown.

Table

Tools [Layout](#) [Sort](#) [Rows and Columns](#)

Page 1 of 1

Page Items: Fac - Div: Faculty of Business and Law School - Unit: Newcastle Business School Employment Status:

Staff Name	Employee No	Job No	Commence Date	Occup Term Date	Position No	Occup Type	Position Title	Commence Reason	Entered HR	Offer Accepted
------------	-------------	--------	---------------	-----------------	-------------	------------	----------------	-----------------	------------	----------------

Casual Academic
Casual Professional
Fixed-term Academic
Fixed-term Professional
Ongoing Academic
<All>

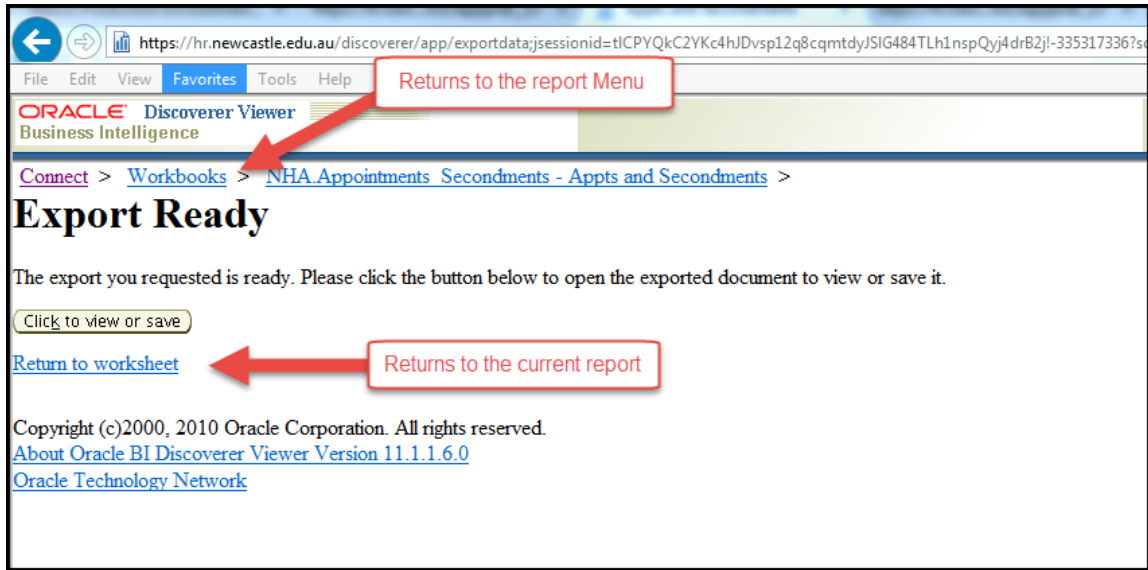
Navigating back to the Report Menu

Navigating through the Discoverer interface is managed via Hyperlinks. Select “Workbooks” at the top of the page to return to the Report Menu options.

Select the Name of the Report to return to the report.

Select “Return to worksheet” to return to the current report.

Hyperlinks available for Navigation back to Report menus.



Closing a Report

When closing a report you may receive a warning asking if you wish to save changes. This relates to any changes of your drop down selections or parameters. Please select NO.



Exporting Report Information

Report options are available from the menu on the right hand side of the screen. After running a report you may select to export the information to Excel or to PDF.

Export to Excel

Select Export from the menu option

Connect > Workbooks >

NHA.Appointments_Secondments - Appts and Secondments

Last run Tuesday, March 21, 2017 2:02:22 PM EST

Actions

- [Rerun query](#)
- [Save as](#)
- [Revert to saved](#)
- [Printable page](#)
- [Export](#)
- [Send as e-mail](#)
- [Worksheet options](#)

Worksheets

Appts and Secondments*

Parameters

Select values for the following parameters.
* Indicates required field

- * Appointments
 - Commencing
 - From

Table

Tools [Layout](#) [Sort](#) [Rows and Columns](#)

Page 1 of 1

Page Items **Fac - Div** Faculty of Business and Law **School - Unit** Newcastle Business

Staff Name	Employee No	Job No	Commence Date	Occu
------------	-------------	--------	---------------	------

Select Microsoft Excel Workbook (*.xls) from the drop down selection

ORACLE Discoverer Viewer
Business Intelligence

Connect > Workbooks > NHA.Appointments_Secondments -

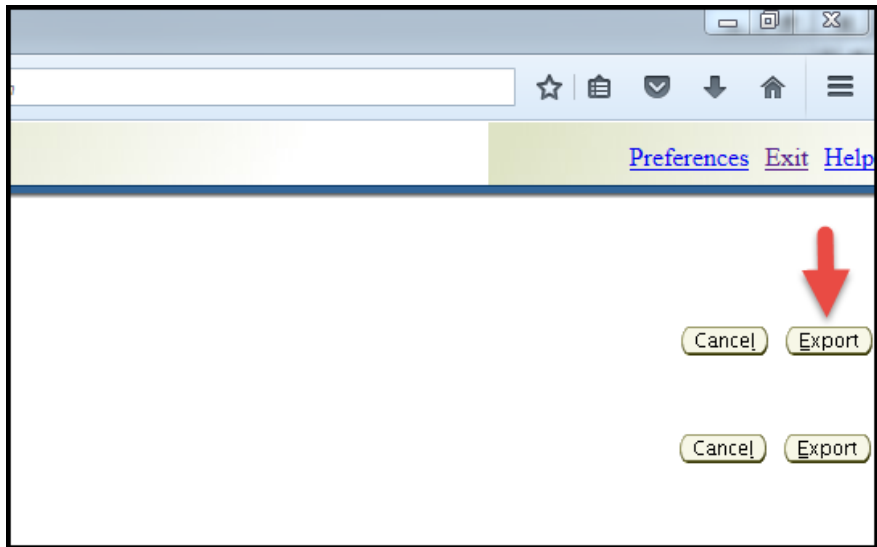
Choose export type

Use the drop-down list to specify the export file format.

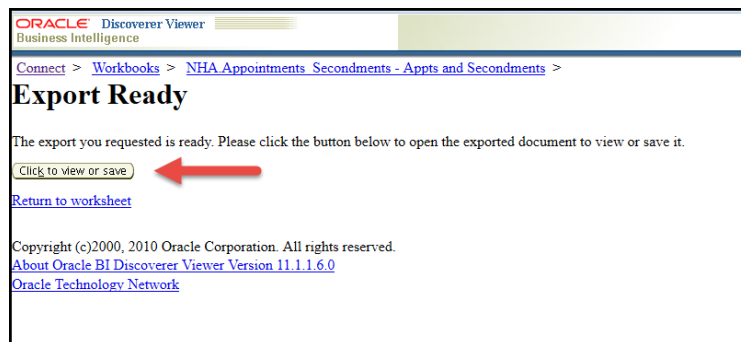
- CSV (Comma delimited) (*.csv)
- CSV (Comma delimited) (*.csv)
- DIF (Data Interchange Format) (*.dif)
- Formatted Text (Space delimited) (*.prn)
- GIF Image (*.gif)
- Hyper-Text Markup Language (archived) (*.zip)
- Microsoft Excel Workbook (*.xls)
- Oracle Reports XML (*.xml)
- PNG Image (*.png)
- Portable Document Format (PDF) (*.pdf)
- SYLK (Symbolic Link) (*.slk)
- Text (Tab delimited) (.txt)
- Web Query for Microsoft Excel 2000+ (*.iqy)
- WKS (Lotus 1-2-3) (*.wks)

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1.1.6.0

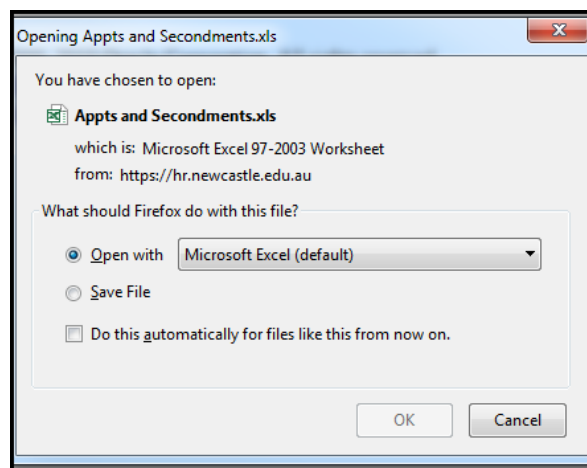
Select Export from the right hand side of the screen



The report will return a message advising that your requested report is ready. Click the button to view or save.



A dialog box will open asking if you wish to open or save the file.

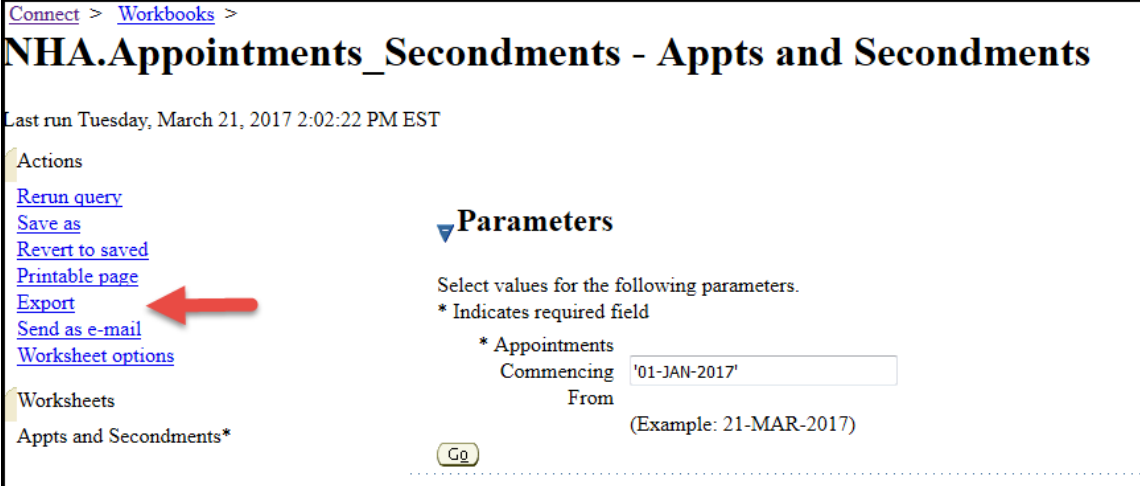


Click **OK** to open the file in Excel. This will open the file in Excel. You may then save the file to your computer.

Printable Reports

Export to PDF

From the menu in the left-hand side select **Export**



[Connect](#) > [Workbooks](#) >

NHA.Appointments_Secondments - Appts and Secondments

Last run Tuesday, March 21, 2017 2:02:22 PM EST

Actions

- [Rerun query](#)
- [Save as](#)
- [Revert to saved](#)
- [Printable page](#)
- [Export](#)
- [Send as e-mail](#)
- [Worksheet options](#)

Worksheets

- Appts and Secondments*

Parameters

Select values for the following parameters.

* Indicates required field

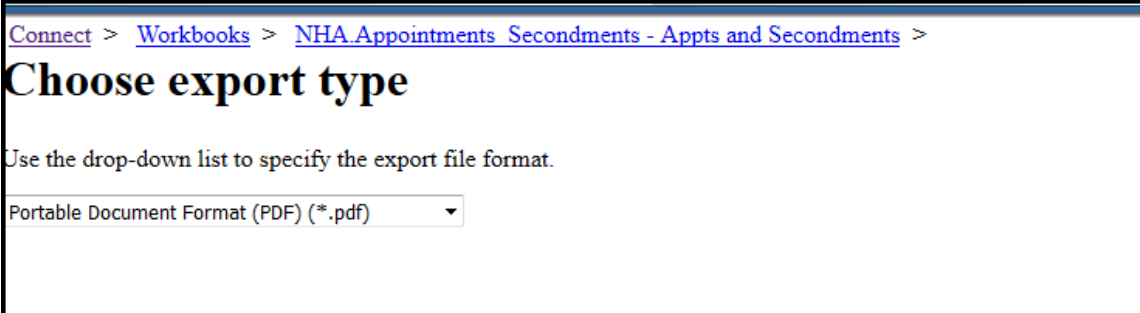
- * Appointments

Commencing

From

(Example: 21-MAR-2017)

Select **Portable Document Format(PDF)(*.pdf)** from the drop down list



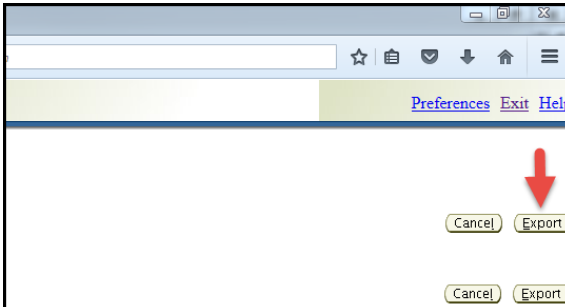
[Connect](#) > [Workbooks](#) > [NHA.Appointments_Secondments - Appts and Secondments](#) >

Choose export type

Use the drop-down list to specify the export file format.

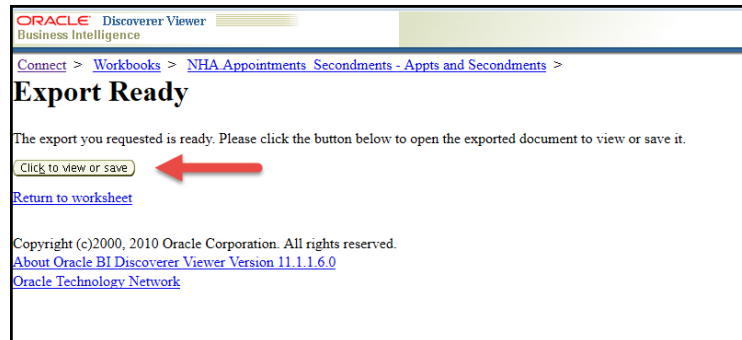
Portable Document Format (PDF) (*.pdf) ▾

Select **Export** from the right hand side of the screen

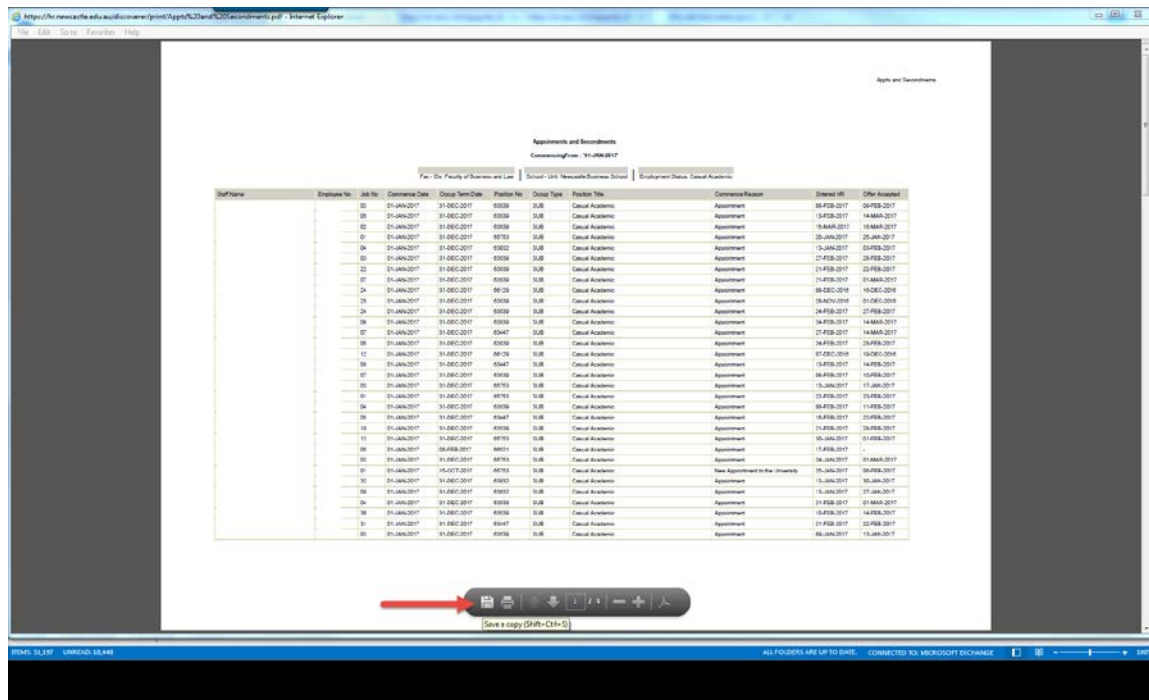


[Preferences](#) [Exit](#) [Help](#)

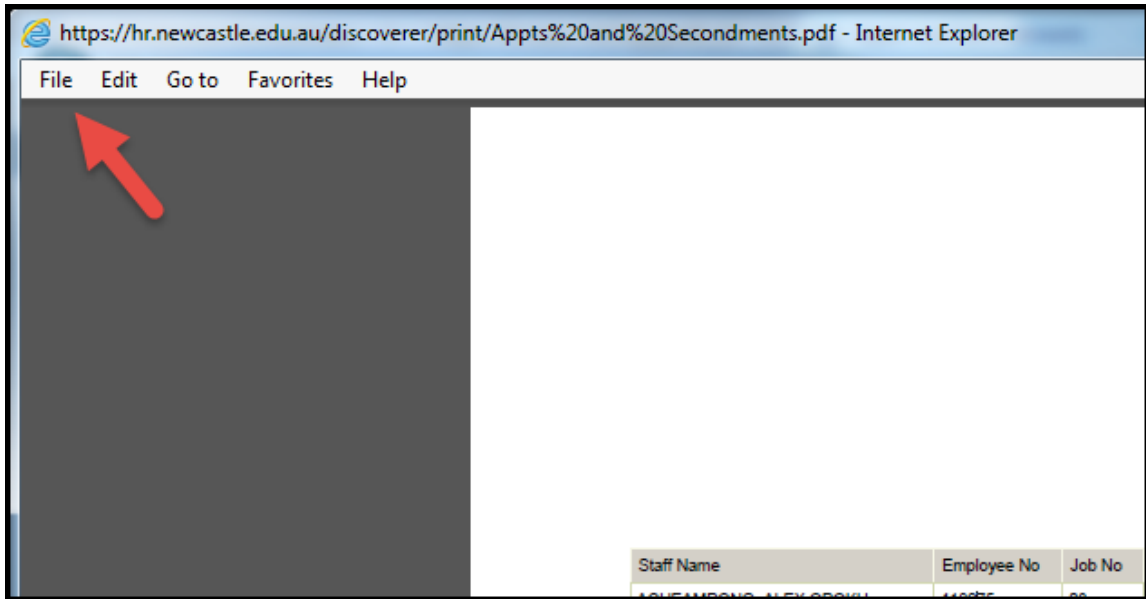
The report will return a message advising that your requested report is ready. Click the button **Click to view or save**.



The PDF report will open in a new browser window. If you hover your cursor over the report at the bottom of the screen, the PDF menu option will appear. From here you can select Save or Print.



Alternatively select **“Save a copy”** from the File Menu at the top of your browser window.

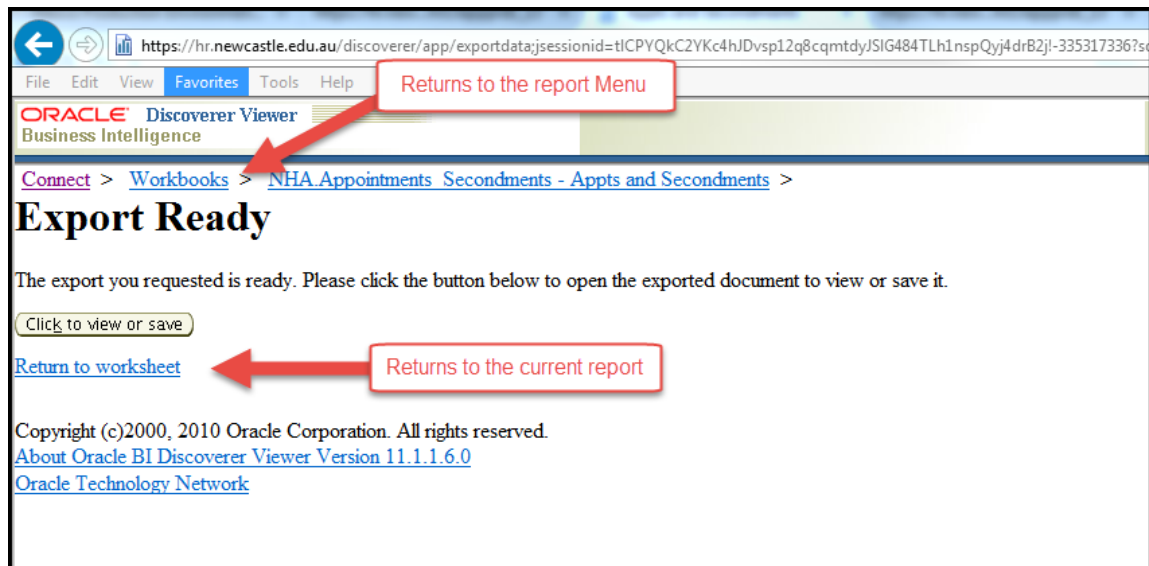


File – Save As

Choose the location you wish to save the file.

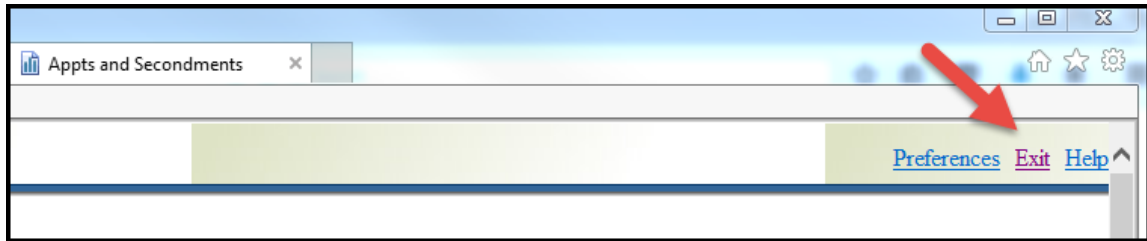
Return to Report Menu

Select the **Workbooks** hyperlink to return to the Report Menu List



Log Out

Select **Exit** from the top right hand corner of the screen.

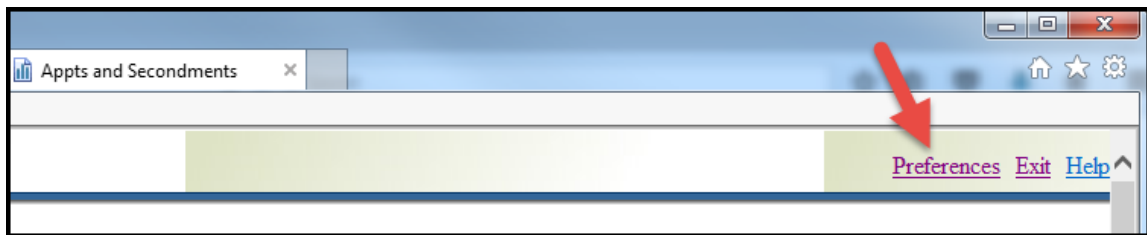


Set Preferences

Fan Trap Error Message

Alesco users should uncheck the fan-trap detection in preferences. This is only required the first time you run an EO Discoverer report.

Set preferences by selecting **Preferences** from the top right hand corner of the browser window.



Scroll to the bottom of the page and Uncheck the **Enable fan-trap detection** checkbox.



This setting is maintained and will not need to be altered.

NEED MORE HELP?

Please read the below to make sure you contact the correct team!
Contacting the correct team saves time and ensures your question is answered quickly.

AREA	CONTACT
Payslips	Payroll Services Telephone: (02) 4033 9999 > Option 1 Email: payrollservices@newcastle.edu.au
Payment Summaries	Payroll Services Telephone: (02) 4033 9999 > Option 1 Email: payrollservices@newcastle.edu.au
Tax	Payroll Services Telephone: (02) 4033 9999 > Option 1 Email: payrollservices@newcastle.edu.au
Superannuation	Superannuation Telephone: (02) 4033 9999 > Option 1 Email: superannuation@newcastle.edu.au
Leave	Leave Specialist Telephone: (02) 4033 9999 > Option 1 Email: leave@newcastle.edu.au
Staff Directory Updating HRonline information.	HR Support Telephone: (02) 4033 9999 > Option 6 Email: hrrsupport@newcastle.edu.au
Staff Directory HRonline is correct but it has not updated the Staff Directory on the website.	Web Team Email: web@newcastle.edu.au
Approvers Who is my timesheet approver?	HR Support Telephone: (02) 4033 9999 > Option 6 Email: hrrsupport@newcastle.edu.au

<p>Approvers My timesheet approver isn't in my HRonline list.</p>	<p>HR Support Telephone: (02) 4033 9999 > Option 6 Email: hrsupport@newcastle.edu.au</p>
<p>Training</p>	<p>Discover Website</p>
<p>Recruitment I can't see the progress of an application.</p>	<p>Recruitment Team Telephone: (02) 4033 9999 > Option 2 Email: employment@newcastle.edu.au</p>
<p>Qualifications Information about adding qualifications.</p>	<p>HR Support Telephone: (02) 4033 9999 > Option 6 Email: hrsupport@newcastle.edu.au</p>
<p>Qualifications Qualifications are correct in HRonline but my Research Profile is not updated.</p>	<p>Research Performance and Systems Unit Email: rps@newcastle.edu.au Website</p>
<p>Alesco / Ascender Report requests</p>	<p>HR Information Systems Telephone: (02) 4033 9999 > Option 3 Email: hris@newcastle.edu.au</p>
<p>Alesco / Ascender System access</p>	<p>HR Information Systems Telephone: (02) 4033 9999 > Option 3 Email: hris@newcastle.edu.au</p>
<p>ECG System access</p>	<p>HR Information Systems Telephone: (02) 4033 9999 > Option 3 Email: hris@newcastle.edu.au</p>
<p>Discoverer System access</p>	<p>HR Information Systems Telephone: (02) 4033 9999 > Option 3 Email: hris@newcastle.edu.au</p>

Further HRonline assistance is available through the following:

About Your Contract or Appointment

Contact your Supervisor / Timesheet Approver or HR Support

HR Support

Telephone: (02) 4033 9999
Email: hrsupport@newcastle.edu.au

PRD Online

Email: prdonline@newcastle.edu.au

HR Information Systems

Email: hris@newcastle.edu.au

General IT Help

Telephone: (02) 4921 7000

Email: 17000@newcastle.edu.au

