

Running Discoverer Reports Guide

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1. Introduction

There are a range of reports utilizing information in Alesco that are available for users. There are two distinct types of reporting that can be requested:

- Reporting on a specific area – such as establishment reports, leave reports
- Reporting on a University wide basis – these reports are not generally available for self-service but can be requested from the HR Service Centre. A list of these reports forms an Appendix to this document.

1. Logging In

Discoverer reports can be run from the link on the web page

<http://www.csu.edu.au/division/hr/web-kiosk>.

1. Choose the link **Login to Web Kiosk Discoverer Reports** highlighted below.

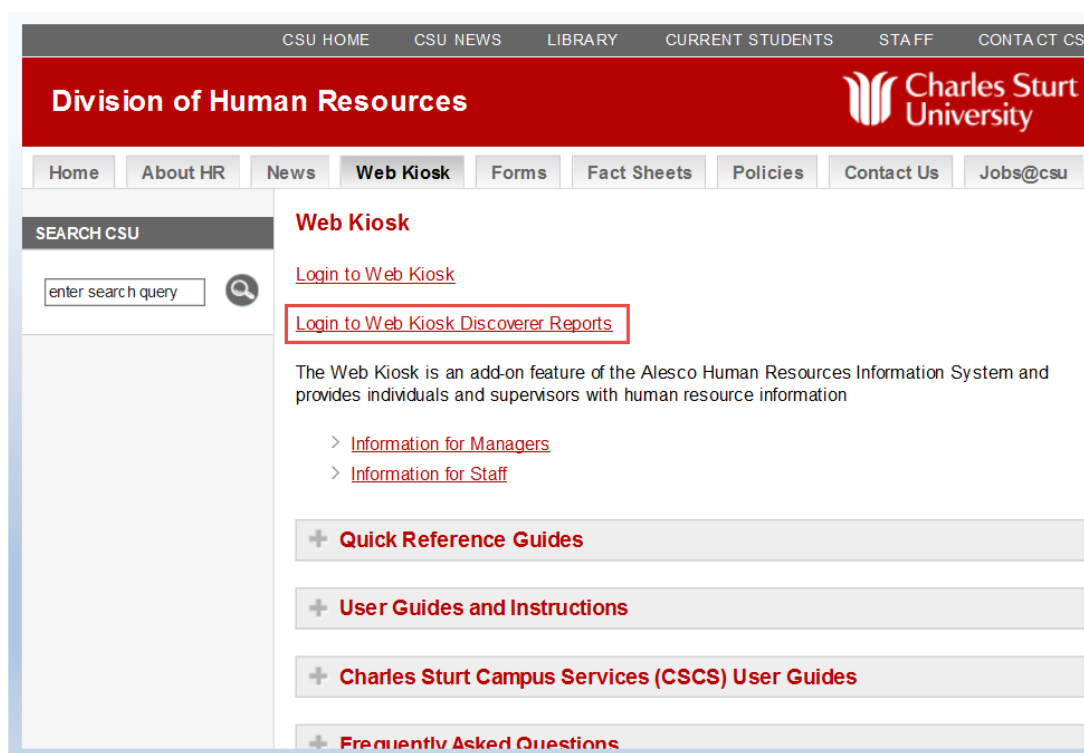



Figure 1: Human Resources Web Kiosk page

1. You will be presented with the following login screen:

Figure 2: Discoverer Viewer Connection Page

2. Enter your normal CSU login and password, and ensure the Database field is **prod_alesco**¹, before pressing the **Go** button.
3. Once the login is accepted you will see a list of workbooks available for your use. You will only be able to see the list of workbooks to which you have access.
 - a. Each workbook may have multiple worksheets available
4. To see the available worksheets for a workbook, open the  arrow immediately to the left of the workbook name

¹ This text should already be in the form.

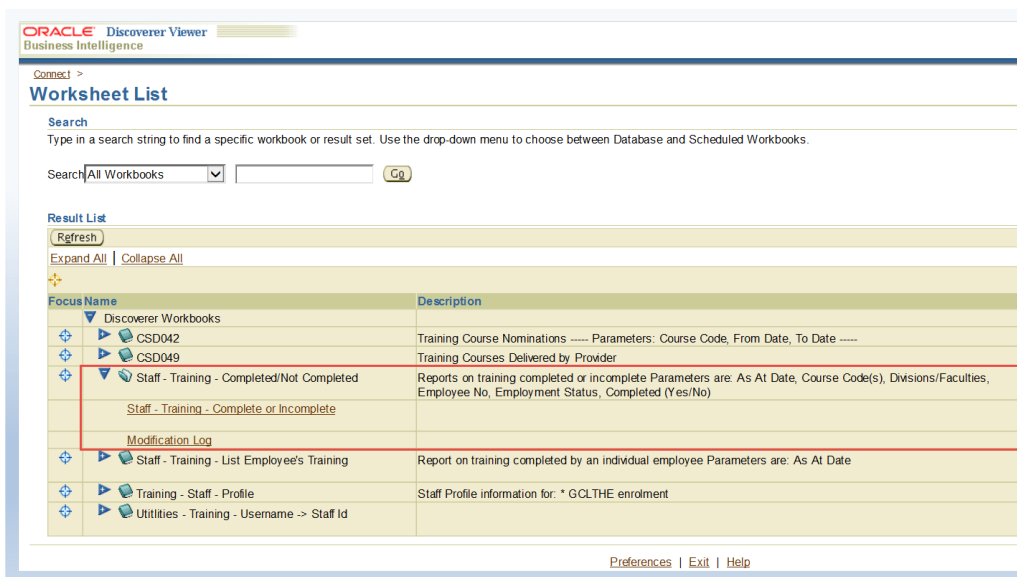


Figure 3: Worksheet List

2. Preferences

At this point it is worth setting at least one specific preference that can otherwise interrupt running of reports

1. Click on the **Preferences** link at the bottom of the page/report list.
2. Ensure that the Preference **Fan Trap Detection** (see below) is disabled (unticked)
3. Click on the **Apply** button to apply the change

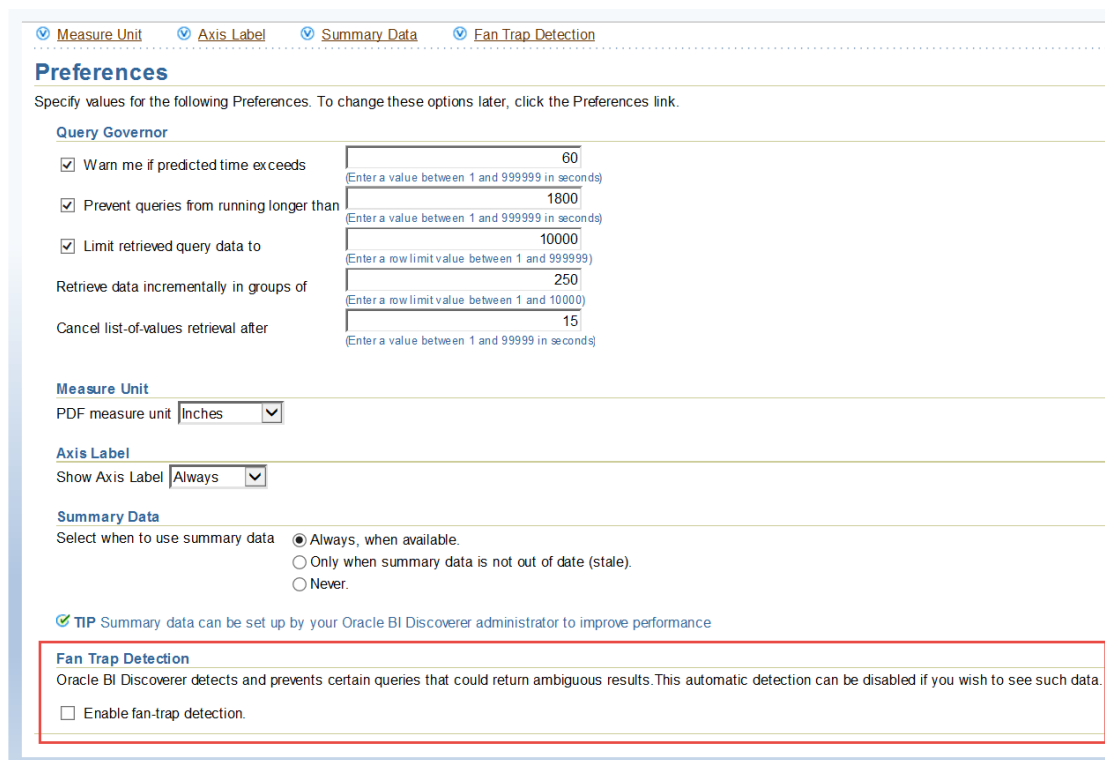


Figure 4: Preferences Page

3. Running Reports

To run the report (worksheet) of choice:

1. Click on the link for that worksheet.

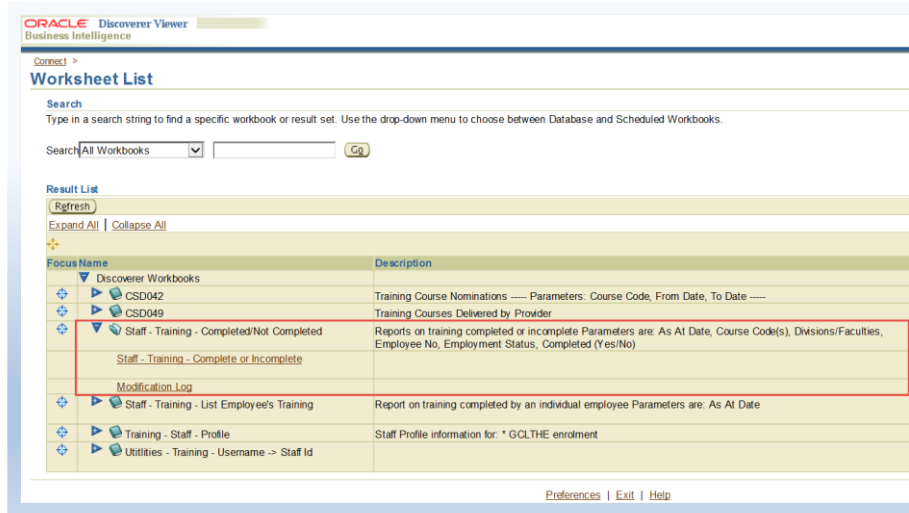


Figure 5: Worksheet List

2. If the worksheet has parameters, you will need to complete at least the required parameters² before running the report. The parameter page will look something like the following,

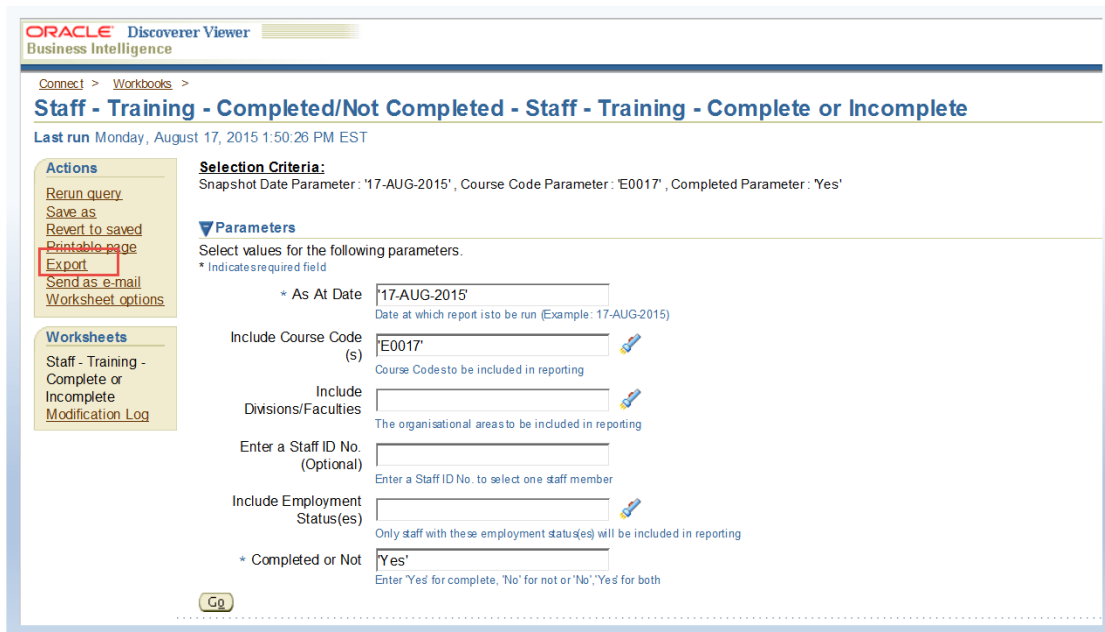


Figure 6: Parameters Page

3. Click on the **Go** button to process the report

² * indicates 'required' parameter

4. Lookups

Some parameters allow the use of a lookup or 'list of values' to choose the values you need for the parameter. These parameters are indicated by a 'torch' symbol to the right of the parameter, as below:

Parameters Needed
 Select values for the following parameters.
 * Indicates required field

- * As At Date Establishment current at date (Example: 04-JAN-2016)
- Include Division(s)/Faculty(ies)
- Include School(s)/Unit(s)
- Include Employment Status(es)
- Include Campus(es)/Location(s)
- Excluding Classifications

Go

Figure 7: Parameter List of Values

If you click on the symbol, you will bring up a selection page like the following:

Search and Select: Position Clevel2 Parameter
 This page enables you to select the parameter values Cancel Select

Search
 To find the value, select a filter in the drop down list and enter a word in the text field, then click the go button. To see a list of all values, clear the search box and click the go button

Search by
 Case Sensitive

Results

Available		Selected
Division of Student Administration	<input type="button" value="Move"/> <input type="button" value="Move All"/> <input type="button" value="Remove"/> <input type="button" value="Remove All"/>	
Division of Student Learning		
External Selection Panel Members		
Faculty of Arts		
Faculty of Business		
Faculty of Education		
Faculty of Science		
Office for Students		
Office of DVC (Research, Development & Industry)		
Office of Deputy Vice Chancellor, Academic		
Office of Deputy Vice Chancellor, Administration		
Office of the Vice Chancellor		
Transfer Clevel		
*Academic Senate		

Previous Next 25 Cancel Select

Figure 8: List of Values Selection

- The available values are in the left box.
- These can be modified by using the search functionality above the boxes.

- The appropriate values can be moved from left to right box (or back) using the Move and Remove functionality between the boxes
- The URL at the base of the left box (*Next 25* in the example shown above) will allow further values to be shown (if further values exist) and
- The **Cancel/Apply** buttons at the bottom right of the page allow your selections to be applied or cancelled for running the report.
- If you are unsure of which parameter values you need to use to achieve the reporting result you require, you should consult the appendix in this document for common parameter values, or consult the HR Service Centre if the appendix does not have the parameters you need to use.

5. Processing Page

The following is an example of the processing page that will be shown once you have selected **Go** to run the report:

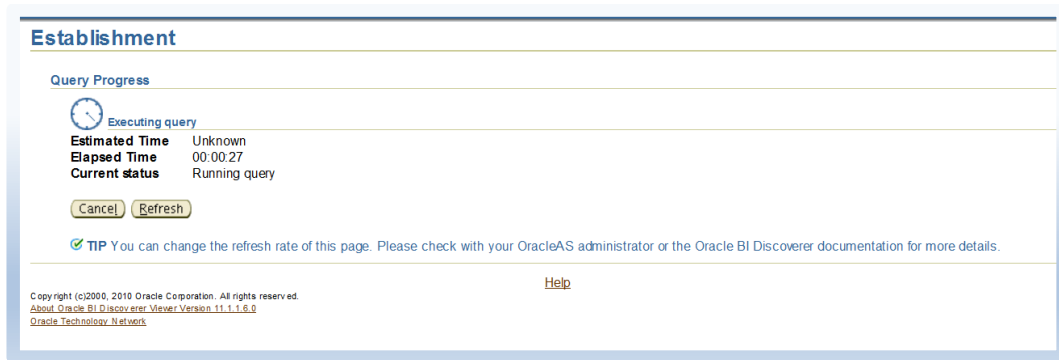


Figure 9: Processing page

The amount of time to run the report will be shown and will be refreshed periodically. Once the report is processed the processing page will be replaced by the Parameter page that should now include details of the information you selected.

6. Output Page

The output page allows for a number of options:



Figure 10: Output page

You can (from the **Actions** on the left side of the page):

- Print the current page
- Export the result to a spreadsheet or other output file type
- Change the options on the worksheet

You can also change to a different worksheet to run (assuming there is more than one worksheet in the workbook), by choosing a different worksheet under **Worksheets**.

You can also make changes to the layout using the **Table** and **Tools**, including:

- Moving columns
- Displaying extra columns
- Changing column width
- Changing sorting

among other options.

7. Print and Export Options

Choosing the **Printable Page** option gives access to further options regarding the printing of data, including page setup options and content options as per the below:

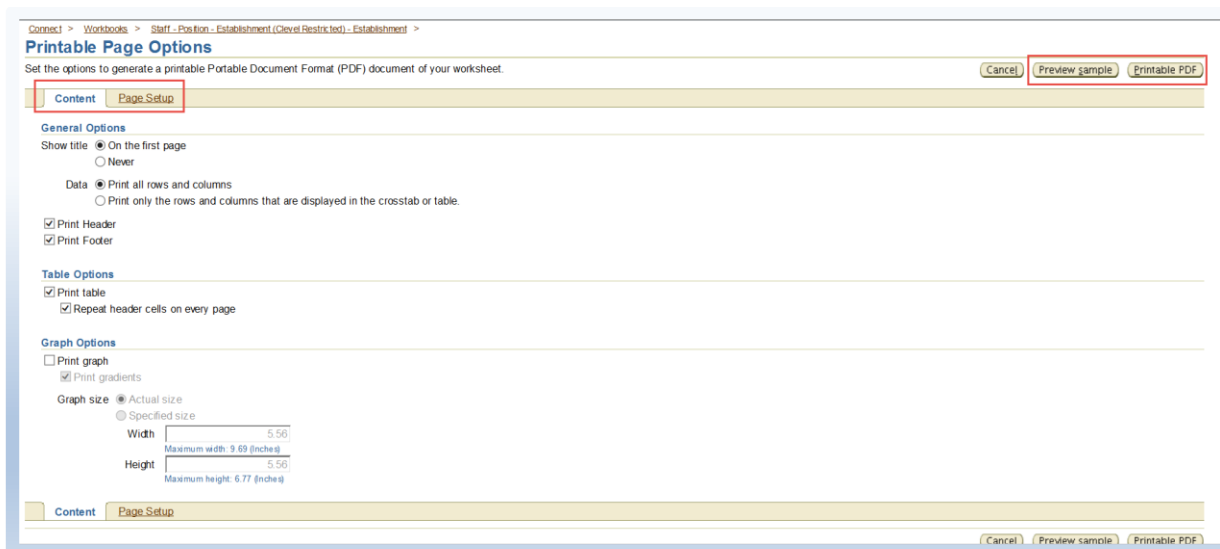


Figure 11: Printable Page Options

Once you have reviewed the available options, you can choose to print the report, or preview using the applicable buttons for **Preview Sample** and **Printable PDF**. In the top right and bottom right corner of the page. You can also **Cancel** if none of the options work for you. **Note: this method of output produces a printed page that is viewable, but will not give you the ability to work with the data.**

Exporting the report will allow you to export the report to one of a number of output formats, though the most useful for normal purposes is the **Microsoft Excel Workbook (*.xls)** option

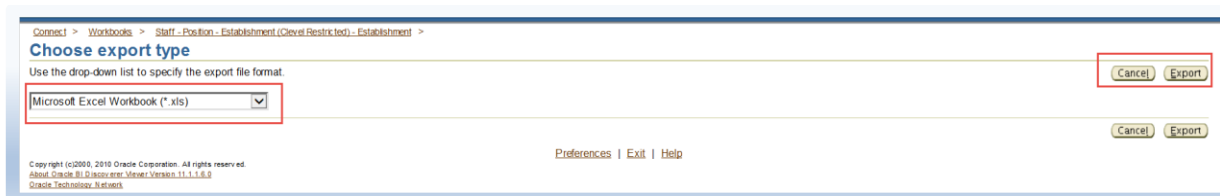


Figure 12: Export type

Once the export type is chosen, click on the **Export** button to continue, or the **Cancel** button to return to the report.

When the export is complete, click on the **Click to view or save** button to continue. Choose one of the actions (**Open, Save or Save as**) to continue (depending on the browser you are using, and if you have chosen the Excel format, the report should be shown in Excel.

There should be a warning at the top of the Excel window about a disabled macro. This macro simply attempts to format the report in the same way it would be shown in Discoverer or in a PDF report and can be run safely.

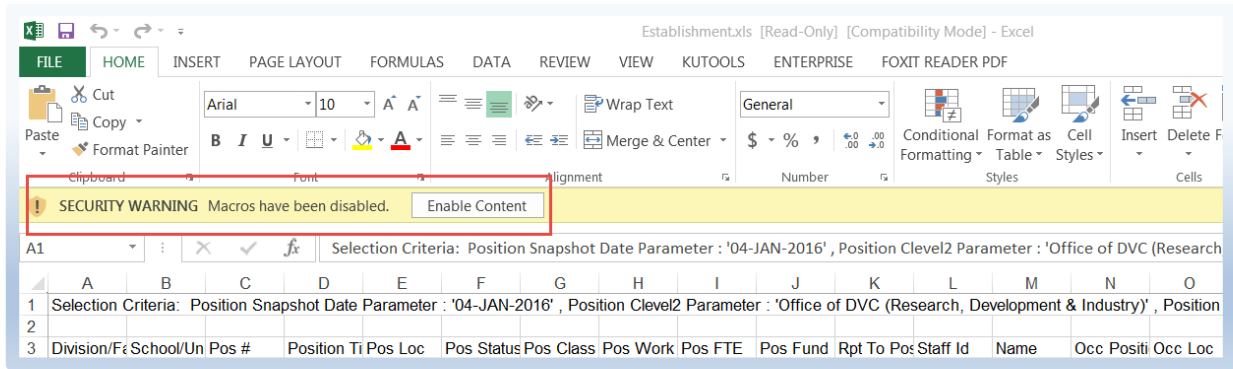


Figure 13: Excel macro warning

Appendix A

Employment Status

Employment Status will often be represented by codes, rather than text in a report lookup or report body, for a number of reasons: more compact, quicker filtering.

Code begins with	Employment Status Type
P	Continuing (Permanent)
F	Fixed Term (Contract)
CAS	Casual (CASG = General Casual, CASAC = Academic Casual)
U	Unpaid, including Adjuncts, Emeritus, Partner Institution, Visitors
CS	Charles Sturt Campus Services staff (CSONG = Ongoing, CSFIX = Fixed Term, CSCAS = Casual)

Category

Category may also be represented in report lookups and the report body by codes:

Code	Category
ACAD	Academic
ACSRP	Academic, Strategic Research Professors
DEAN(A-S)	Deans, (A)ssociate Deans, (D)eputy Deans, (S)ub Deans
EXEC	Senior staff (not including VC, DVC)
GENL	General/Professional
HOS	Heads of School

Award

Code	Award
110	Academic staff
220	Associate Teachers
CSU	General/Professional staff
DENT	Dentists
EXAM	Exam Invigilators
EXEC	Senior Remuneration Staff
VET	Veterinary staff

Appendix B – Discoverer Report List

Report Name	Description	Availability
Payroll – Timesheet – Period Payments	Reporting on timesheet units and amounts paid by pay period and employee	Self Service
Staff – Position – Establishment	Reporting on positions and occupants for selected areas at a specified date	Self Service
Self Service – Leave – Bookings	Reporting on leave bookings made in a selected date range	Self Service
Self Service – Leave – Between Dates	Reporting on leave taken in selected date range	Self Service
Self Service – Leave – Leave Liability	Reporting on current leave liability	Self Service