

For introductory information on running Discoverer reports, refer to the **EHS Discoverer Reports** quick reference card.

## Report name

The name of the report selected will display at the top left of the results window. The below title is an example.

**EHS Incident Mgt Rpt - EHS Coord - Sheet 1**

## Report details

The report title, parameters specified and effective date for the information will display under the report name. **Note:** in most cases the report details section is centered and you may need to scroll across the page to view this information.

**Generated:** 27-MAY-2008, 01.05.33 PM

**Shows incidents reported between:** Report start date : '01-JAN-2007' , Report end date : '01-DEC-2007'

## Report Parameters (if applicable)

The report parameters will display above the results data.

**Parameters**

Select values for the following parameters.

\* Indicates required field

\* Enter Start Date for report in format DD-MMM-YYYY

Creation date of the first Incident Report in this Management Report (Example: 27-MAY-2008)

\* Enter End Date for report in format DD-MMM-YYYY

Creation date for last Incident Report in this Management Report (Example: 27-MAY-2008)

- If you do not wish the parameters to display on the result page, click on the **Parameters** icon. The parameters will be removed and the icon will change to **Parameters**.
- To return the parameters to the screen, click on the **Parameters** icon again.

## Navigating multiple report pages

If there are multiple pages of results (either by row or column), page navigations will display above and below the results.

Up  Down

Left  Right

- To view additional rows select the number of rows to view from the drop-down list and click on the **Up** or **Down** arrows, or use the **Up** or **Down** hyperlinks
- To view additional columns select the number of columns to view from the drop-down list and click on the **Left** or **Right** arrows, or use the **Left** or **Right** hyperlinks

## Viewing information displayed

In most cases, the results retrieved will expand beyond the active window. Use the scroll bars located at the bottom and right of the screen to view the data that is off the page.

**Table**

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

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Up  Down

Left  Right





	Incident Report Number	Creation Date	Nature of Report	Are you the injured person ?	Reporter Full Name	Reporter Phone No
1	20074180	02-JAN-2007	Injury or illness	No		
2	20074222	04-JAN-2007	Property loss or damage	N/a		
3	20074240	04-JAN-2007	Environmental damage	N/a		
4	20074461	12-JAN-2007	Injury or illness	No	MONTALTO, MR SALVATORE (SAM)	

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## How to specify the results layout

This function enables you to organise how the information is displayed in the results worksheet.

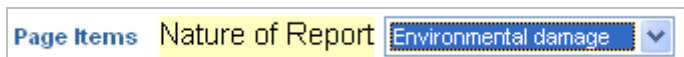
- 1 Click on the **Layout** hyperlink located in the Tools menu.
- 2 Click on the **More** hyperlink to display the Table Layout screen.
- 3 Use the arrows to reorder the columns as required then click on the **Apply** button.
  - click on the  arrow to move the selected column to the page items
  - click on the  arrow to return the page item to the column display
  - click on the  arrow to move the column to the left
  - click on the  arrow to move the column to the right

## Page Items

The Page Items allows you to view the report via specified groupings (e.g.: you may have access to an entire faculty, but may wish to sort/view the report by the Organization Name/Department).







The Page Items will appear as a drop down list above the results table. To change the information displayed in the results table, select the appropriate value from the drop down list.



**Note:** When exporting results only the active Page Item (grouping) will export. If multiple groupings exist you will need to export each group separately.

## How to format the results appearance

This function enables you to format the appearance of the information displayed in the results worksheet.

- 1 Click on the **Format** hyperlink located in the Tools menu.
- 2 Use the format buttons to format the selected column as required.
  - click on the  button to apply bold to the text in the selected column
  - click on the  button to apply italics to the text in the selected column
  - click on the  button to apply underline to the text in the selected column
  - click on the  icon to change the colour of the background and/or font in the selected column then click on the **Go** button.

## How to sort the results

This function enables you to sort the data in the results worksheet based on selected criteria.

- 1 Click on the **Sort** hyperlink located in the Tools menu.

**Note:** if you wish to sort by a single column only, enter your sort information in the fields that display then click on the **Go** button.
- 2 Click on the **More** hyperlink to display the Multiple Sort screen.
- 3 Specify your criteria for first, second and third sort then click on the **Apply** button.

## How to alter the number of rows or columns displayed

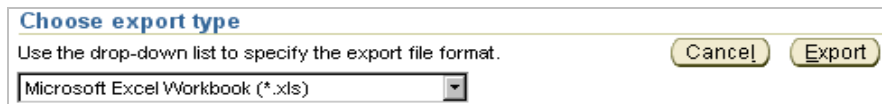
This function enables you to specify the number of row and columns you wish to display on each page of the results worksheet.

- 1 Click on the **Rows and Columns** hyperlink located in the Tools menu.
- 2 Specify the maximum number of rows and/or columns to display on each page, then click on the **Go** button.

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## To export report results

- 1 Click on the **Export** hyperlink located in the Actions menu on the results page.
- 2 Select the export file format from the drop-down list and click on the **Export** button.



The Export Ready screen will display, advising that the file is ready to be exported.

- 3 Click on the **Click to view or save** button to begin the export.

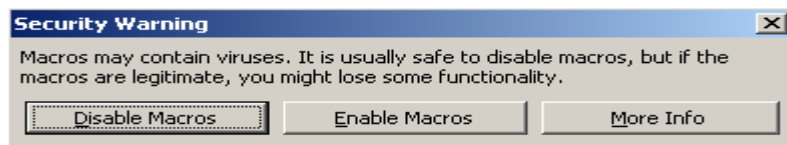
A file download dialogue box will display. Select whether you wish to OPEN or SAVE the file. If you select SAVE you will need to name the file and specify a location.

## To open results file in Excel

- 4 Click on the **Open** button in the download complete dialogue box.

If the dialogue box does not display, navigate to the location where the file was saved and select **File > Open** from the menu bar.

A security warning regarding macros will display. **Important:** The macro security settings for your computer must be set to *Medium* to enable a workbook to be opened. If security is set to *High* or *Very High* you will need to change this by selecting **Tools > Macros > Security** on the menu bar.



- 5 Click on the **Enable Macros** button.