



Open an Existing Workbook

Oracle Discoverer allows you to open existing workbooks to either re-run them as is, or to modify them before running them to create new workbooks based on the original. This saves you the trouble of having to create most new workbooks from scratch, since the new workbook you want may be similar in many respects to one that already exists.

All Discoverer workbooks are saved in the Database. When you choose to open an existing workbook, you will select from a list of all the database workbooks that have either been created by someone else and shared with you, or that you have created yourself.

There are two ways to open an existing workbook: immediately after you login, or while your Discoverer session is already open.

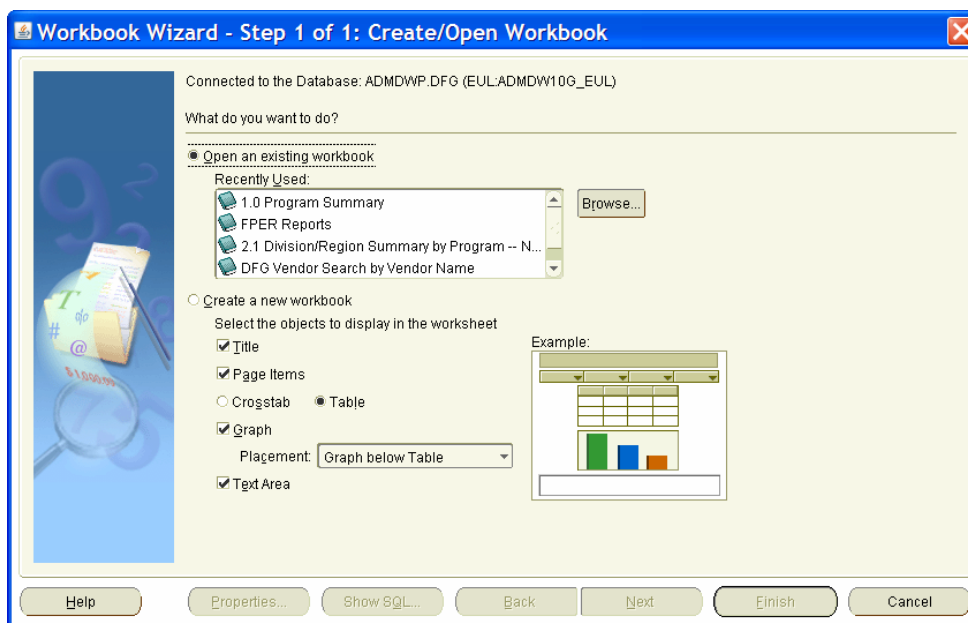
Open an existing Workbook immediately after login

The following steps will allow you to open an existing Workbook immediately after logging into the Data Warehouse:

From the Workbook Wizard


Step 1

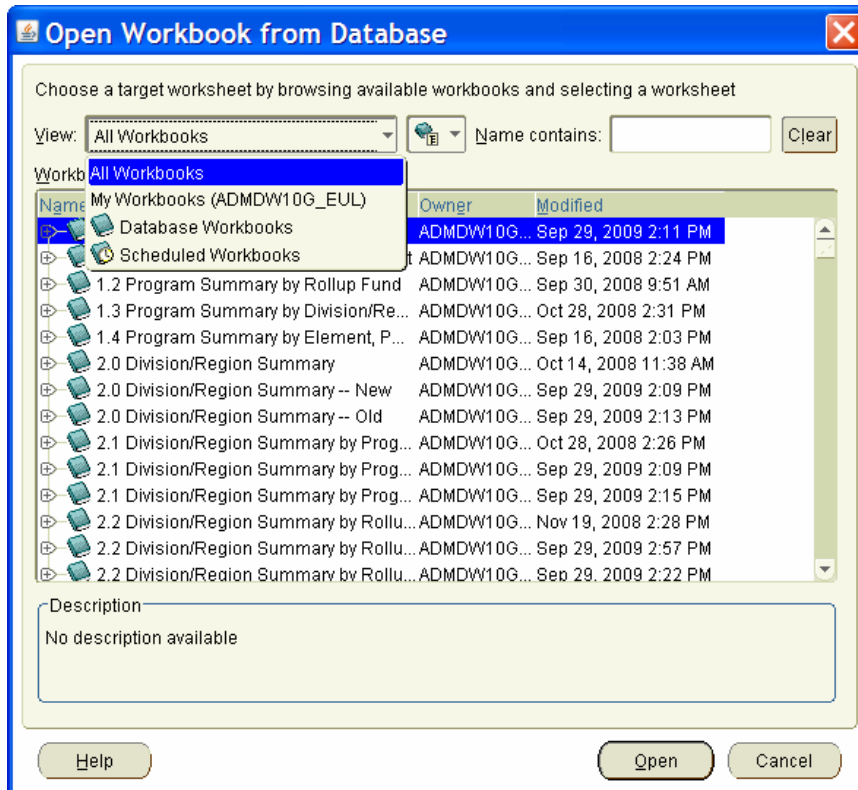
Select the “Open an existing workbook” option. See the example below.





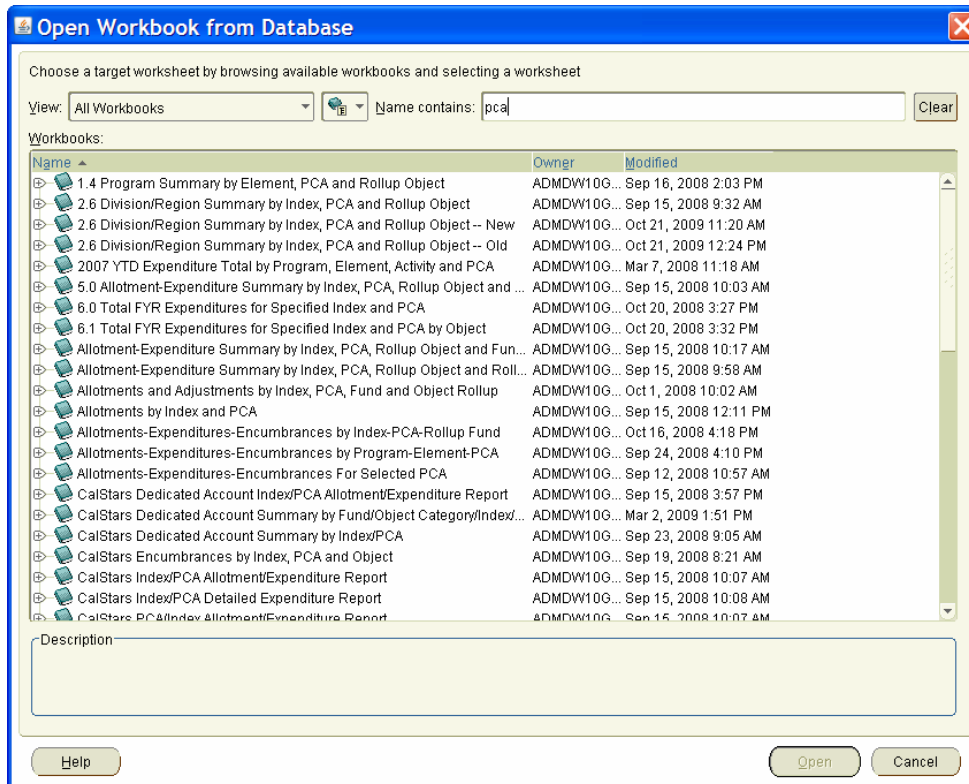
Step 2

Click on the  button to open a list of all the existing workbooks that you have available to you. You can then select which collection of workbooks you want to view: ones you've created ("My Workbooks"), ones that have been created by someone else and shared with you ("Database Workbooks") or both ("All workbooks").

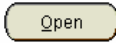




You can also search for workbooks containing a specific word in the workbook's name. To do this, enter a word in the title you are searching for into the "Name contains:" box. As you type, only those workbooks containing the text you enter will appear in the list (see image below in which the word "pca" was entered.)

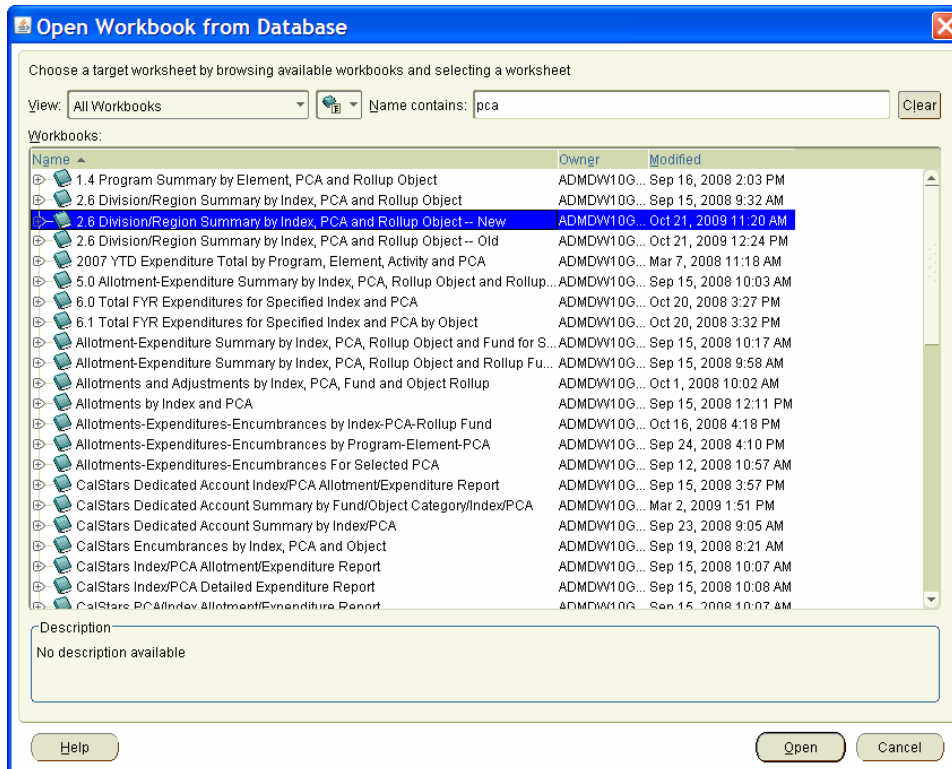


Step 3

Then simply highlight the workbook you want to run and click on the  button (see following page.)

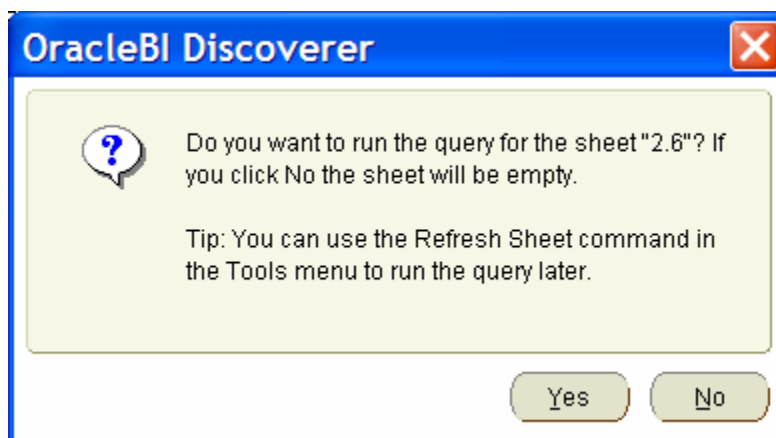


In the example below the Workbook “2.6 DivisionRegion Summary by Index, PCA and Rollup Object -- New” has been selected.




Step 4

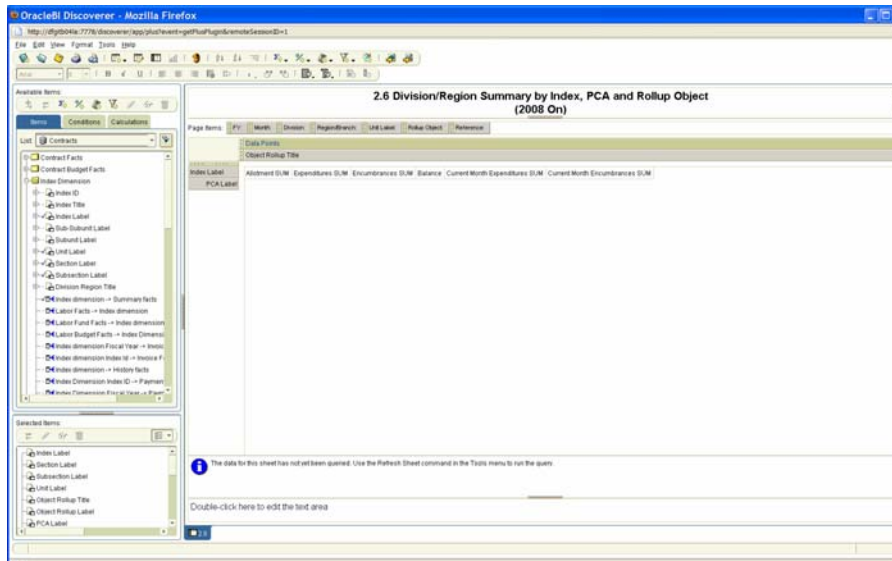
A dialog box will then be displayed asking if you want to run the query. If you want to run the query as is, click . If you want to modify the query first, or create a condition to narrow down the results before actually running the workbook, click .






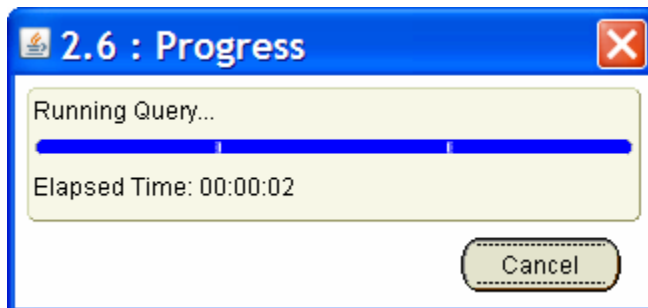
Note: Most of the standard reports produce data for the entire Department. If you are interested in a subset of this data—either for a single region, limited Indexes, limited PCAs, etc.—then select “No” and create a condition to retrieve only the data you want before running the query.

Clicking  will produce the “empty” window shown below.



Step 5

To run the query at this point, click on the Refresh icon,  on the tool bar. A Progress Bar will appear. This progress bar keeps track of the time it takes the query to actually return the requested data. The actual time displayed for the return of a query can be different than stated. Use caution when relying on the progression time.



The query you selected returns the data below ...

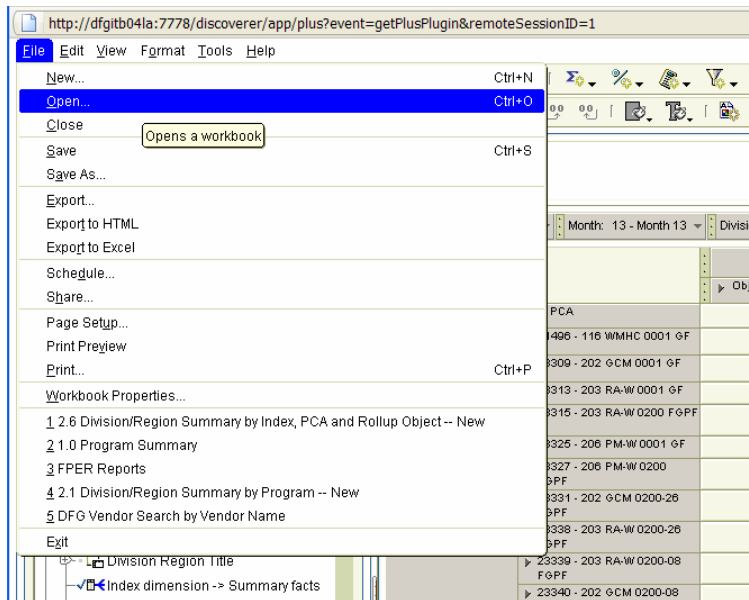


Open an existing Workbook while Discoverer session is open

In addition to opening a Workbook when you first login, you can also open a Workbook at any time while your Discoverer session is open

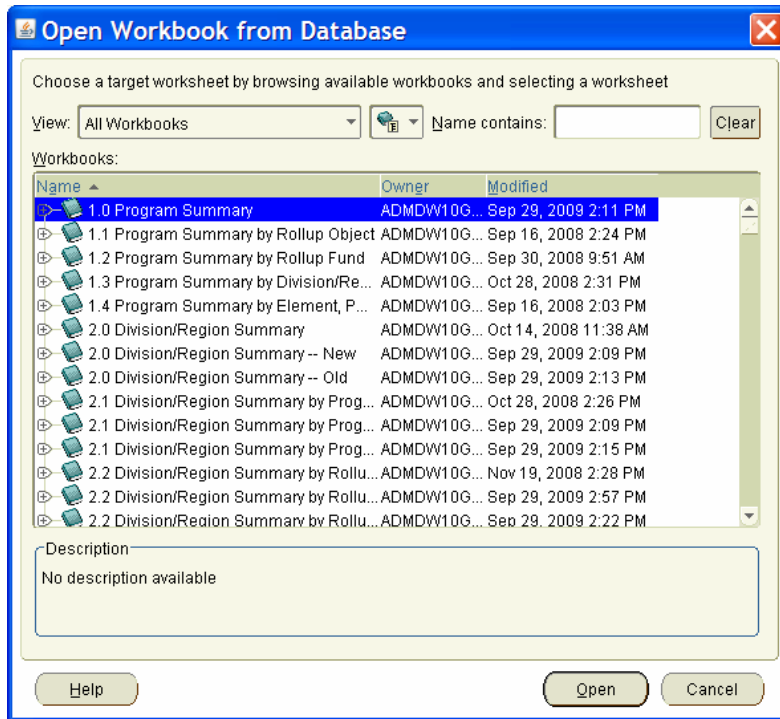
Step 1


From the menu bar select File/Open as shown below





This will open a dialogue box similar to the one displayed previously.



Select the report you want to run, then click on the  button and follow the process as previously described above.

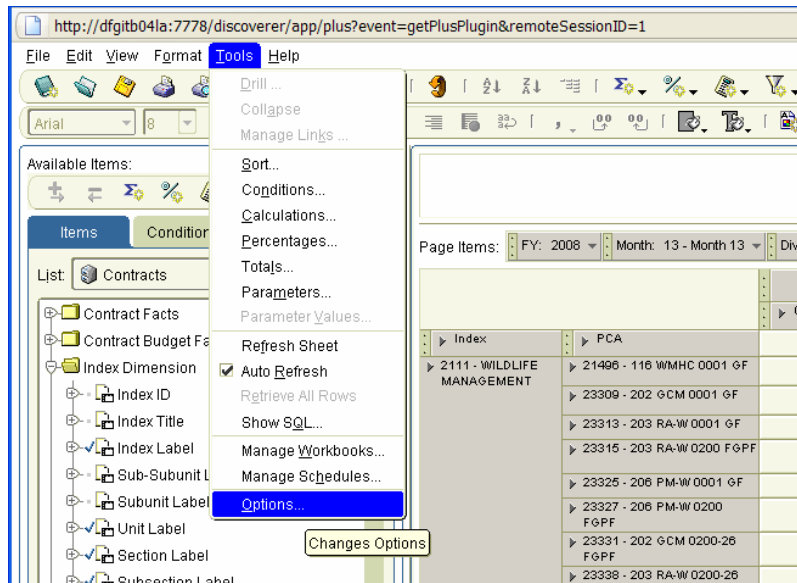


Setting up additional options

There are a couple of default options you will need to set up the first time you run a report. Unlike the options discussed in Chapter II you will need to have a Workbook open before you can set these options.

Step 1

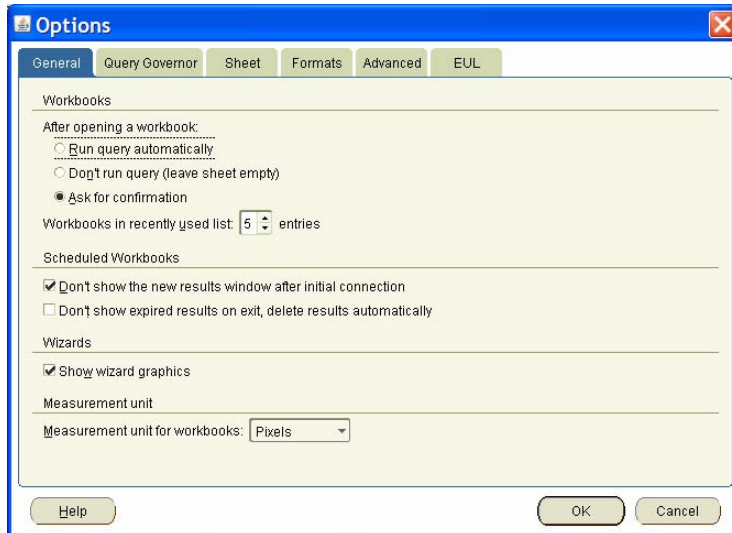
From the menu bar select Tools/Options as shown below





Step 2

The options dialogue will then open.



Step 3

Under the “Sheet Format” tab in the “Table Headers” section select “Show column headings” in the “Crosstab Headers” section select “Show item labels” select “Show heading gridlines” select #D heading gridlines choose “Inline” for the “Crosstab style” in the “Table and crosstab data area” section select “Show vertical gridlines” select “Show horizontal gridlines” in the “Sheet content” area select “Show title” select “Show text area” set “Show null values as:” empty or blank

