

## ORACLE DISCOVERER REPORTS

**Step 1:** Obtain Oracle access by contacting the Property Manager (users accessing PCard reports already have Oracle access)

**Step 2:** Access URL <http://jack.sfasu.edu:7778/discoverer/viewer>

**Step 3:** Create a connection, if needed (users accessing PCard reports have already created a connection; a separate connection for property is not necessary; however, you may need to request access to the Property Database from the Property Manager)

To create a connection (one time, if needed):

Click 'Create a Connection'

Tab and type

Name: (your name recommended)

Description: (Property recommended)

User Name: (MySFA login)

Password: (MySFA password)

Database: pora

(Note: If an additional screen requesting End User Layer information comes up, select A\_Discoverer)

Click 'Apply'

Connections are unique to the computer on which they are created.

**Step 4:** Click on the Connection Name just created

**Step 5:** Type your MySFA password

**Step 6:** Click Go

**Step 7:** Select the desired report

Available report currently include:

ComputerReplace-DeptList-Over4yrOld

ComputerReplace-DeptList-All

Department Property List

Once you access a report, additional pull-down selections, such as administrative division and/or department name, may be required.

**Step 8:** Output options:

View and/or print the report by clicking 'Printable Page' then 'Printable PDF'

Export the report to Excel or other options by clicking 'Export'

**Contact the Property Manager, Ann Foster, x4618 if you have any questions or need assistance. Requests for other reports may be made and will be accommodated when possible.**