

Discoverer Wizard Flowchart

http://dawn12.state.nv.us:7778/discoverer/plus? jvm_name=un&db=proddw.state.nv.us&us=youruserid&eul=statewide_eul

Log In:



3. Table Layout

Allows users to arrange the order items appear in their report.

4. Sort

Allows users to select more than one sort for their query. The query will be sorted in the order items appear in the sort window.

5. Parameters

If you created prompts under the Conditions step, they will appear in the Parameters window for editing.

1. Create/Open Workbook

2. Select Items

Items-select items you want to use in your report.

Conditions-a filter placed on an item to restrict the information returned in the query.

Parameters-a condition that will appear before a report is run to ask the user if they wish to change conditions.

Calculations-to create percentages, sub-totals and grand totals with custom labels.

Item	Operator	Value	Retrieves
Fund Code	=	101	Funds equal to 101
Fund Code	>	101	Funds greater than 101
Fund Code	LIKE	2%	All funds that start with 2
Fund Code	IN	101, 201	All funds equal to 101 or 201
Fund Code	NOT IN	101, 201	All funds not equal to 101 or 201
Fund Code	BETWEEN	101 and 300	All funds between 101 and 300
Fund Code	!= or <>	101	All funds not equal to 101

To edit an existing worksheet: Click on Edit on your menu bar and go to worksheet.

To format an existing worksheet: Click on Format on your menu bar and go to Item Formats or Conditional Formats.

