

INTRODUCTION TO THE DISCOVERER REPORTING SYSTEM

COURSE DESCRIPTION



Workshop time: 9:00 to 3:30

Prerequisites

It is required that:

- ☞ Each training participant has a valid and current OWCMS (SCOTI User) account and has basic computer skills

The Introduction To the DISCOVERER Reporting System workshop is an excellent foundation for all staff and One-Stop partners who want to manage their Labor Exchange and WIA information that is recorded in the Ohio Workforce Case Management System (OWCMS), formerly SCOTI Staff-Assisted.

This hands-on workshop covers the basics of accessing existing report formats and the ability to create ad hoc reports in the DISCOVERER system.

Upon successful completion of this workshop, attendees will:

- ☞ Have a basic understanding of the DISCOVERER Reporting System and its layout
- ☞ Create a connection to DISCOVERER
- ☞ Access the 'PLUS' version of DISCOVERER
- ☞ Set up 'QUERY GOVERNOR' and 'DATA SUMMARY'
- ☞ Successfully open a 'CANNED REPORT' and view it
- ☞ Successfully identify where in DISCOVERER 'PLUS' to select items to create a basic report
- ☞ Demonstrate the ability to create a 'CONDITION' to modify a basic report
- ☞ Demonstrate the ability to use a 'PARAMETER' to modify a basic report
- ☞ Use the 'SORT' option to sort the information on a report
- ☞ Use 'CALCULATIONS' tab to total and count information contained within a report
- ☞ Name a report and save format for future use
- ☞ Understand how to 'SHARE' a report with a coworker
- ☞ Understand the process on how to 'EXPORT A REPORT' to EXCEL

John R. Kasich, Governor

Michael B. Colbert, Director

An Equal Opportunity Employer and Service Provider