Accessing the "Sylabus+ - Enrolments and Drops" report in Discoverer.

Information about students new class/course enrolment changes can be found through the "Sylabus+ - Enrolments and Drops" report in the Student Records area of Discoverer. You can view enrolments/drops by Faculty or School. A new student course unit enrolment will often require you to associate students with specific activity groups within Syllabus+ and provides a useful shorthand way of working out which students/activities may need your attention in Syllabus+.

1) Gaining a discoverer account

If you don't already have a Discoverer account, please request one via:

http://www.campus.manchester.ac.uk/planningsupportoffice/SSO/WareHouse/

and ensure that you request a "Student Records " role.

2) What to do about problems

If you have any problems with the following instructions then please raise a support

call via the Remedy system -

https://remedy.manchester.ac.uk/arsys/shared/login.jsp?/arsys/ Calls should be

assigned to "Data Warehouse".

If you have not used Discoverer for some time and have forgotten your password,

then please complete the password reset document -

http://remedy.manchester.ac.uk/cgi-bin/sr.cgi?scid=127

If you would like to attend a Discoverer refresher course, then please use this link - http://www.staffnet.manchester.ac.uk/employment/training/it-systems/discoverer/

3) Accessing the report using Discoverer

- Discoverer is accessed using the following url : http://disco1.its.manchester.ac.uk:8090/discoverer/plus .

- If you haven't already created a connection, then follow the instructions in the "Discoverer Plus 11g Installation" section of this document
- If this is the first time you have run Disco on your machine, then you *may* be presented with a dialog box asking which version of Java you wish to run. If so, then you should select the option to run Discoverer with the 'latest' Java version.
- In addition, first-time users must make a number of small, once-only setting changes. These are detailed below.

    a.   Sign-in to Discoverer and click on "Tools" in the menu bar at the top

of the screen.

b.   Select "Options" from the drop down list, and a dialogue box will appear.

c.   In the first tab – "General" – set the "Workbooks in recently used list" to any value up to 9. This will allow you to access quickly your most commonly-used Discoverer reports.

d.   Click on the second tab - "Query Governor" - and you will see a list of options.

e.   The box next to "Limit retrieved query data to:" is probably ticked and a value of 10,000 entered.

f.   Click on the box to get rid of the tick against this option.

g.   Next, click on the "Advanced" tab. Among other options, you will see one saying "Disable fan-trap detection".

h.   If the tick box is not already ticked, then click on it so a tick appears.

i.   Click on "OK" to save your new settings.

·   To access the report, click File…Open on the menu bar with Discoverer. You will be presented with a screen like the one shown below.
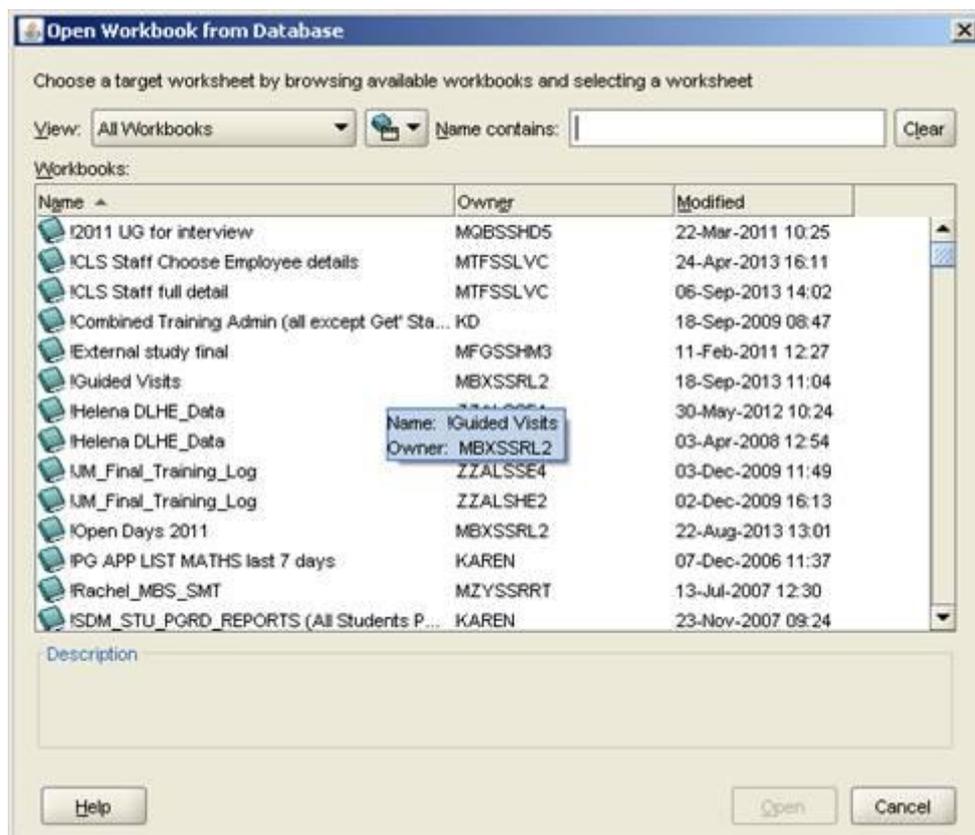
In the box which says "Name contains" type in "syl" (don't include the inverted commas) and hit return. A report called "Sylabus+ - Enrolments and Drops" should

be displayed. Highlight this report and click the Open button. The report will now open and either run automatically, or you may have to click the Tools…Refresh Sheet option from the menu bar.

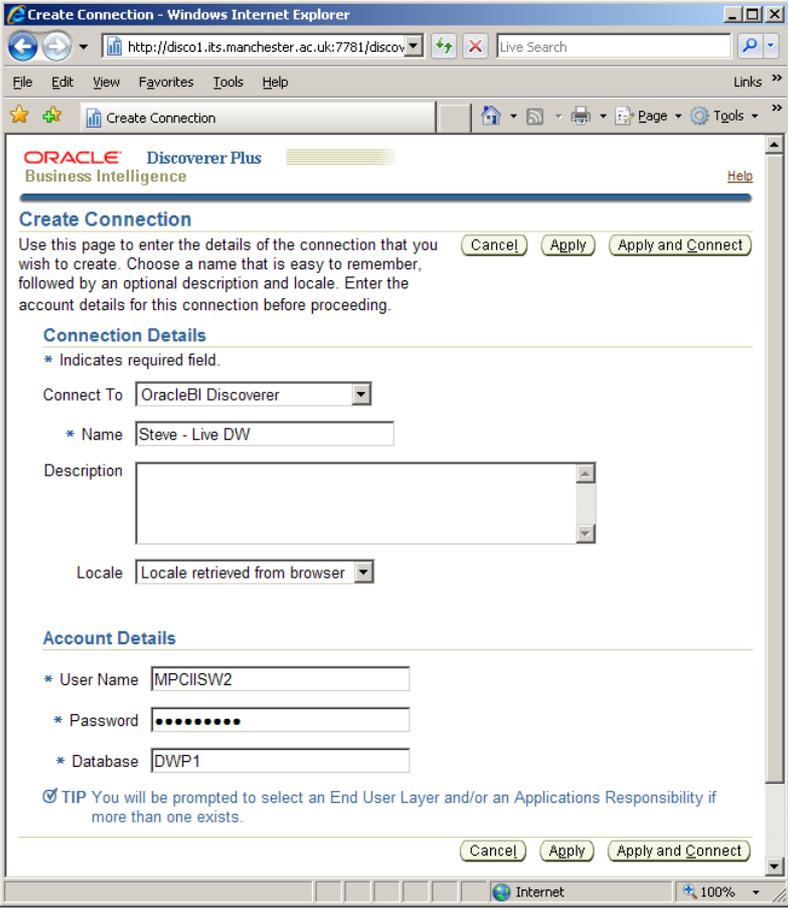## 4) Discoverer Plus 11g Installation

4.1) Pre-requisites

- You must have a valid Discoverer account to perform the installation.
- Any Pop-Up blockers must be disabled for the Discoverer URL.
- Discoverer will not run if the Google Toolbar is installed. You must disable this add-on.

4.2 Installation

Open your web browser under the following URL:

http://disco1.its.manchester.ac.uk:8090/discoverer/plus

Click on the '*Create Connection*' button. You will then be required to enter your account details.

Under the '**Connection Details'** section, leave the '**Connect To'** box as the default value (OracleBI Discoverer)

Under '**Name**' enter the name you would like for this connection. This can be anything you like to identify it in the connections list.

Ignore the '**Description**' and '**Locale**' boxes. Under the '**Account Details**' section enter your Discoverer user name (same as Novell username) and password (as provided by the Data Warehouse team). Under '**Database**' enter DWP1 (D W P one).

Click '*Apply*'. If your details are accepted, your connection will be created. If you are unable to remember your password, you will be required to create a request for a new password using the Remedy system. Requests should be submitted to the 'Data Warehouse' assignee.
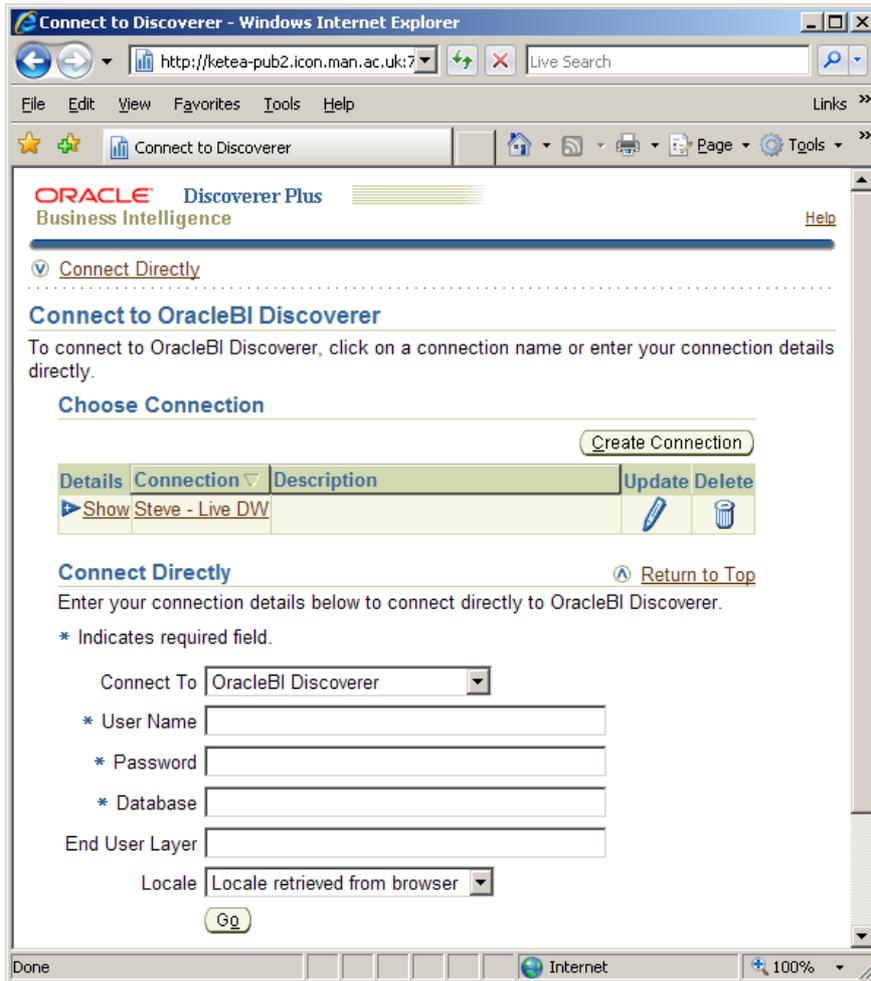
Click on your connection name to log in. This will automatically start the installation process (this only happens during the first log in). You may optionally choose to enter the same account details under the '**Connect Directly'** section (ignoring the '**End User Layer'** box). This method does not store account details which would need to be entered upon every subsequent login. Neither method stores password information.

(N.B. Connection details are stored in a cookie on the PC. Deleting cookies will remove all your local connections.)