

1 Meeting Logistics – 3/30/2007

Item	Description
Date	3/30/07
Time	8:30 am to 10:00 am
Location	Library 333

2 Agenda - 3/30/2007

Topic
➤ Review of previous Meeting
➤ Welcome to Arlene MacPherson
➤ Update from BIG Meeting
➤ Discoverer Report Training (special notes on page 3)

3 Attendees from 3/16/2007 Meeting

Role	Names																		
Facilitator	Luanne Webb																		
Committee Members	<table> <tr> <td>Amanda Brommenschenkel</td> <td>Jackie Kellerman</td> </tr> <tr> <td>Joe Barrs</td> <td>Arlene MacPherson</td> </tr> <tr> <td>Jodi Chesboro</td> <td>Cindy Merkel</td> </tr> <tr> <td>Georgiana Cox</td> <td>Suzette Olson</td> </tr> <tr> <td>Stella Deplonty</td> <td>Bob Parry</td> </tr> <tr> <td>Sara Devaprasad</td> <td>Carolyn Rajewski</td> </tr> <tr> <td>Sue Fitzpatrick</td> <td>George Rye</td> </tr> <tr> <td>Karen Fornicola</td> <td>Jerry Stephens</td> </tr> <tr> <td>Cheri Hoornstra</td> <td>Theresa Weaver</td> </tr> </table>	Amanda Brommenschenkel	Jackie Kellerman	Joe Barrs	Arlene MacPherson	Jodi Chesboro	Cindy Merkel	Georgiana Cox	Suzette Olson	Stella Deplonty	Bob Parry	Sara Devaprasad	Carolyn Rajewski	Sue Fitzpatrick	George Rye	Karen Fornicola	Jerry Stephens	Cheri Hoornstra	Theresa Weaver
Amanda Brommenschenkel	Jackie Kellerman																		
Joe Barrs	Arlene MacPherson																		
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Sara Devaprasad	Carolyn Rajewski																		
Sue Fitzpatrick	George Rye																		
Karen Fornicola	Jerry Stephens																		
Cheri Hoornstra	Theresa Weaver																		
Special Guest																			
Members not in Attendance	Jackie Kellerman, Cindy Merkel, Sara Devaprasad, Sue Fitzpatrick																		

4 Minutes

Topic	Owner	Minutes
Review of Last Meeting Minutes	Luanne Webb	Calendar of Events Discoverer Training Workflow Form Fusion
Discoverer	Luanne – All	Discover Packets <ul style="list-style-type: none"> ○ IT recommendations to getting started in Discoverer ○ All need to look over calendar of training – what training do you need? ○ Next meeting bring issues not addressed to be added – Feedback

		<p>strongly encouraged.</p> <p>Discoverer Views:</p> <ul style="list-style-type: none"> ○ Broader the better ○ Security – blanket access for some users? Current practices not cost effective – BIG needs to address ○ Reports not immediate ○ Security is a hindrance ○ Discoverer access is not the same as INB ○ Once a report is shared, users with access may not understand what they are looking at ○ General list of all reports created in Discoverer would be helpful to users.
Data Standards	Luanne – All	<ul style="list-style-type: none"> ○ Data Standards needs to be revisited ○ 1 page guide may be helpful to data entry offices ○ Naming Conventions for Pop Sels needs to be consistent

5 Tip of the Week

Topic	Minutes
Using the wildcard ‘%’ in the ‘Go To...’ field	If you are unsure of all the alpha characters for a BANNER form, you can use the ‘%’ wildcard in the ‘Go To...’ field; any where in the form name to call forms. E.g. for SPAIDEN, enter ‘SPA%’ and a list of all the forms beginning with ‘SPA’ will list. If you only remember the last three characters of a form you could use ‘%DEN’ and all the forms ending in ‘DEN’ will list.

The format of our regular meetings will be modified for the following dates:

Dates: Friday, March 30th
Friday, April 27th
Friday, May 25th.

Place: Library Room 333

Time: 8:30 am – 10:00 am

We will be combining the above meetings with Discoverer Reports Training with Sara Devaprasad. All other meetings will remain the same; every other Friday, at 9:00 a.m. in the Administration Conference Room, Administration Building.

Our recommended reading prior to the training session is “Chapter #3 – Getting Started in Discoverer” from the Discoverer Handbook. If you do not have a copy of the Discoverer Handbook, please let me know...

Our March 30th Training Agenda is:

Getting Started Using Discoverer

Learn the basics of working with Discoverer. This session would cover the following topics:

Highlights of using Discoverer

Introduction to Discoverer

1. Data sync. With Banner data every night/morning
2. Discoverer connection

Creating a Query

1. Create a report
2. Editing the query
3. Deleting a workbook
4. Sharing a workbook
5. Viewing the SQL statement of the worksheet
6. Modify the report

Customizing Display Properties

1. Formatting headings
2. Formatting data
3. Creating conditions
4. Creating parameters
5. Creating and using sorts
6. Creating graphs

Exporting reports to other applications