

# DISCOVERER MENU OPTIONS

## 1.1 Menu Options

Discoverer utilizes a basic drop-down menu structure. Each item on the menu line includes specific options available to users. Within the FMC business area, menu options are limited.

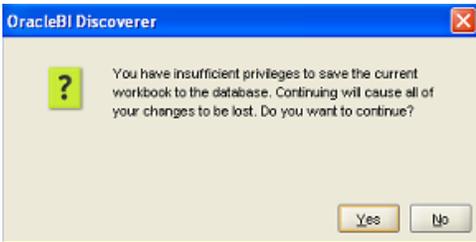
The following sub-sections provide an overview for each menu option available to FMC users.

### 1.1.1 File Menu

The File menu options enable users to open and close Oracle Discoverer workbooks. Print capabilities are also included, but not recommended as it creates a graphic image of each page. Discoverer provides the ability to export to various formats, including spreadsheets, HTML, etc. Users are encouraged to download the data to other applications using the Export option for printing purposes. The File menu also provides shortcuts when exporting to Excel or HTML. The Manage Workbooks option provides users to view properties associated with the workbook which includes a description and created/revised dates.



The following chart provides a brief description of each option available in the FMC business area for this menu bar item:

<i>Menu Option/Icon</i>	<i>Description</i>
Open 	This selection will allow a user to display the Open Workbook dialogue box.
Close  Exit	This selection will allow a user to close or exit the current workbook where the following message is displayed as FMC business area users do not have the ability to save changes:  

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<i>Menu Option/Icon</i>	<i>Description</i>
Export	This selection will allow a user to export data from the current workbook/worksheet to other applications; users are guided through the export process based on responses on various screens.
Export to HTML 	This selection will allow a user to export directly to HTML.
Export to Excel 	This selection will allow a user to export directly to Excel.
Page Setup	This selection will allow a user to displays a dialogue box that gives them the ability to set up the page to be printed in a certain way.
Print Preview 	This selection will allow a user to open a new window showing how the document would print out.
Print 	This selection will allow a user to print the current workbook/worksheet.  <i>Note: Not recommended as it creates a graphic image of each page.</i>
Workbook Properties	This selection will allow a user to display information applicable to the current workbook/worksheet, such as name, owner and description.

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## 1.1.2 Edit Menu

The Edit menu options have expanded capabilities in Oracle version 10g. The menu options may change to be selectable depending upon whether items within the workbook/worksheet are selected.

The following chart provides a brief description of each option available in the FMC business area for this menu bar item:



The image shows a screenshot of the 'Edit' menu in Oracle Discoverer. The menu is open, displaying various options. The options are grouped into sections: Undo/Redo, Copy/Paste/Delete, Select All, Worksheet actions, Worksheet Properties, and Find. The 'Duplicate Worksheet' option is highlighted with a mouse cursor.

Menu Item	Shortcut
Undo	Ctrl-Z
Copy	Ctrl-C
Delete	
Select All	Ctrl-A
Remove from Worksheet	Delete
Worksheet...	
Worksheet Layout...	
Table...	
Graph...	
Title...	
Text Area...	
Add Worksheet...	
Delete Worksheet...	
Move Worksheet...	
Rename Worksheet...	
Duplicate Worksheet	
Worksheet Properties...	
Find...	Ctrl-F
Find Next	F3
Find Previous	Shift-F3

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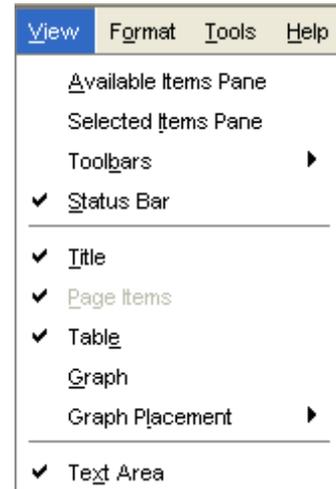
<i>Menu Option/Icon</i>	<i>Description</i>
Undo/Redo	<p>This selection will allow a user to undo or redo the last condition (format, etc) that was performed.</p> <p>The option name will also change to Undo “XYZ” (i.e. Undo Edit Sheet)  OR  The option name will also change to Redo “XYZ” (i.e. Redo Edit Sheet)</p>
Copy	This selection will allow a user to copy the data selected on the Workbook/Worksheet and then paste it into another format (i.e. Word, Excel)
Select All	This selection will allow a user to select all the data and column headings on the worksheet.
Worksheet Layout	This selection will take a user to the Worksheet Wizard window at the Worksheet Layout tab where they may select or deselect items listed on window to display in the worksheet.
Table	This selection will take a user to the Edit Worksheet window at the Table Layout tab where they may manipulate page items to column headings and vice versa.
Graph	This selection will take a user to the Edit Graph window to the Type tab where they can define how a graph should appear on the worksheet.
Title	This selection will take a user to the Edit Title window where they can add or change how the Title appears on the worksheet.
Text Area	This selection will take a user to the Edit Text Area window where they can make changes to the text area below the data on the worksheet.
Worksheet Properties	This selection will take a user to the Worksheet Properties window to the General tab that allows them to view the main properties for the worksheet, such as name, description, whether or not column headings and/or gridlines appear on screen.
Find	This selection takes a user to the Find window that allows them to search for specific information that may be contained in the data on the Worksheet.

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## 1.1.3 View Menu

The View menu is a new feature in Oracle version 10g. These menu options give the user the quick ability to hide or bring back specific panes, toolbars, or items for the Workbook/Worksheet.

The following chart provides a brief description of each option available in the FMC business area for this menu bar item:



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<i>Menu Option/Icon</i>	<i>Description</i>
Available Items Pane	This selection allows a user to display or not to display the Available Items Pane. This pane shows the items, conditions and calculations available to the worksheet.
Selected Items Pane	This selection allows a user to display or not to display the Selected Items Pane. This pane shows the items that have been selected to be used in the worksheet.
Toolbars	This selection allows a user to display or not to display various toolbars on the screen. The two sub-options available are: <ul style="list-style-type: none"> <li>✓ Standard Toolbar</li> <li>✓ Formatting Toolbar</li> </ul>
Status Bar	This selection allows a user to display or not to display the status bar found at the bottom of the screen that displays specific information for the area/item selected on the worksheet.
Title	This selection allows a user to display or not to display the Title Area found at the top of the screen. The default Title Area displays the basic information and parameter fields/values for the worksheet.
Table	This selection allows a user to display or not to display the Table (Data Items).
Graph	This selection allows a user to display or not to display a graph representative of the information contained in the table.
Graph Placement	This selection will only appear if Graph has already been selected and showing on the screen. This selection allows a user to place the graph: <ul style="list-style-type: none"> <li>✓ Right of the table</li> <li>✓ Left of the table</li> <li>✓ Below the table</li> <li>✓ Above the table</li> <li>✓ Separate Window</li> </ul>
Text Area	This selection allows a user to display or not to display the text area found at the bottom of the worksheet. This text area allows a user to enter data specific to the data on the screen.

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## 1.1.4 Format Menu

The Format menu is a new feature in Oracle version 10g. These menu options give the user the quick ability to format specific things within the Workbook/Worksheet.



The following chart provides a brief description of each option available in the FMC business area for this menu bar item:

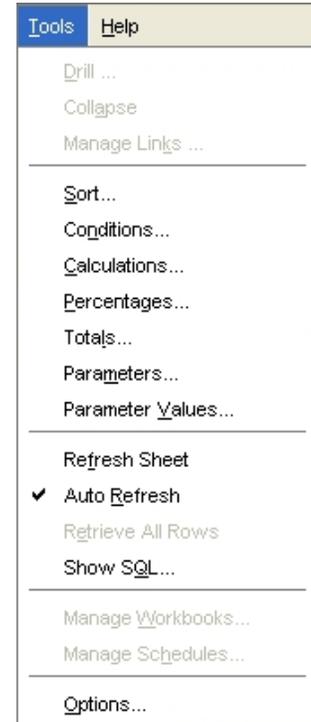
<i>Menu Option/Icon</i>	<i>Description</i>
Columns	This selection allows the user to format the column by width or letting the system auto size it. This selection will only work if a column heading or multiple ones are selected.
Item Formats	This selection will take a user to the format window that will allow them to edit a heading name and/or format data or headings.
Conditional Formats	<p>This selection will take the user to the Conditional Formats window that will allow them to create either a conditional format or a stoplight format.</p> <p>A conditional format will allow a user to highlight exceptional data for a worksheet item. For example, the ability to highlight figures greater than 100,000 by displaying them with a blue background.</p> <p>A stoplight format will allow a user to categorize numeric worksheet values as unacceptable, acceptable, and desirable using different colors. The default stoplight format uses the familiar red, yellow, and green color scheme to represent unacceptable, acceptable, and desirable values.</p>

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## 1.1.5 Tools Menu

The Tools menu options have expanded capabilities in Oracle version 10g. Users can make changes to how the data is sorted on screen, change sheet format, query governor and general options. User can also view conditions, totals, percentages, calculations and parameters applicable to the current worksheet.

The following chart provides a brief description of each option available in the FMC business area for this menu bar item:



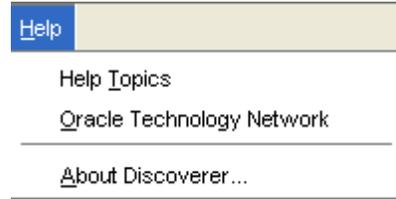
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<i>Menu Option/Icon</i>	<i>Description</i>
Sort	This selection will take a user to the Edit Worksheet screen, Sort tab which will allow them to change the sort type and sort order of the worksheet.
Conditions	This selection will take a user to the Edit Worksheet screen, Selected Items tab which will allow them to view the selected conditions for the worksheet.
Calculations	This selection will take a user to the Edit Worksheet screen, Selected Items tab which will allow them to view the selected calculations for the worksheet.
Percentages	This selection will take a user to the Edit Worksheet screen, Selected Items tab which will allow them to view the selected percentages for the worksheet.
Totals	This selection will take a user to the Edit Worksheet screen, Selected Items tab which will allow them to view the selected totals for the worksheet.
Parameters	This selection will take a user to the Edit Worksheet screen, Parameters tab which will allow them to view the available parameters for the worksheet.
Parameter Values 	This selection will take a user to the Edit Parameter Values screen where they can change the values in the fields.
Refresh Sheet 	This selection will take a user to the Edit Parameter Values screen where they can change the values in the fields.
Auto Refresh	This selection is automatically selected and should not be changed.
Show SQL	This selection will take a user to the SQL Inspector screen where they can view the Structured Query Language (SQL) for this worksheet, which may be copied but cannot be modified.
Options	This selection will allow a user to change sheet format, query governor, and general options.

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## **1.1.6 Help Menu**

The Help menu has been updated in Oracle version 10g. The user can now look up information pertaining to Oracle 10g by the contents, index or by searching. It also has a link to Oracle Technology Network and gives information pertaining to this version of Discoverer.



The following chart provides a brief description of each option available in the FMC business area for this menu bar item:

<i>Menu Option/Icon</i>	<i>Description</i>
Help Topics	This selection will allow a user to find assistance by contents, index or searching for something specific. This Help Navigator can remain open while still in a Workbook/Worksheet.
Oracle Technology Network	This selection will allow a user to open up a new window to the Oracle Technology Network webpage.
About Discoverer	This selection will allow a user to view a new window that contains technical information pertaining to Discoverer.