

## NHS ESR - Discoverer

### Course Objectives

This course takes candidates through all the essentials of viewing reports, writing simple conditions and parameters.

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Who Should Attend	Prerequisites	Duration
<ul style="list-style-type: none"><li>• Sales Consultants</li><li>• Support Engineer</li><li>• Functional Implementer</li><li>• End users</li></ul>	<ul style="list-style-type: none"><li>• Basic PC Skills</li></ul>	2 Days

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### Course Contents

#### Familiarisation

- Navigation
- Creating Favourites
- Icons, Buttons and Generic Functionality

#### Existing Reports

- Look at Existing Reports
- Using Discoverer functionality within existing reports
- Worksheet Management
- Editing and Formatting Reports.
- Duplicating Worksheets
- Sharing Reports
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#### Exporting Reports

- Exporting Reports using various formats

#### Create a New Report

- Create a new report

#### Basic Conditions

- Create a Basic Condition

#### Basic Calculations

- Create a Basic Calculation

#### Percentages

- Creating Percentages

#### Totals

- Sub Totalling
- Grand Totalling

#### Parameters

- Set up Parameters based on report data item

#### Advance Conditions

- How to create various advance conditions

#### Conditional Stop Lighting

- How to create and manage conditional formats
- How to create and manage stop lighting

#### Advanced Parameters

- How to set up advanced parameters

#### Graphs

- Creating and Editing Graphs

#### Schedule Reports

- Scheduling Reports
- View Scheduled Reports
- Share Scheduled Reports