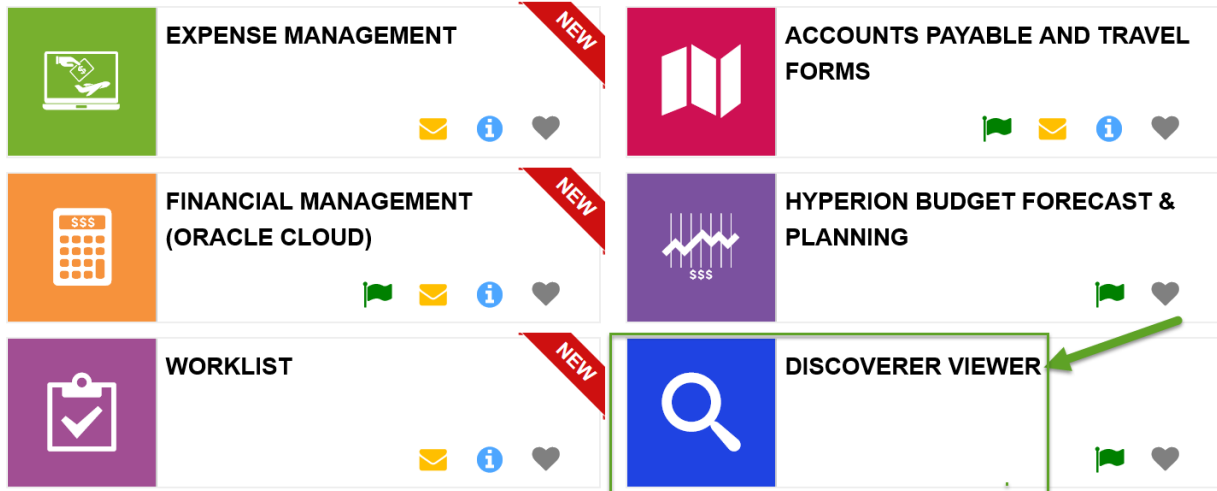


## Login to Discoverer

**Step 1** - Go to the my.rutgers.edu. Login in with your Net ID and Password.

**Step 2** - Under the Finance section, select the Discover Viewer tile.

### Finance



**Step 3** - Enter your NetID and password. Click on the **Login** button.

### Please Log In

You have requested access to a site that requires Rutgers authentication. This is not a public network and explicit authorization is required. For security reasons, please Log Out and Exit your web browser when authentication!

### Enter your Rutgers NetID and Password

NetID:

Password:

Ensure proper security — keep your password a secret

Authentication Type:

Notify me before logging me into other sites.

To protect your privacy, please logout and exit your browser when you are done accessing services that require authentication

Forgotten [NetID](#) or [password](#)? First-time users, [activate your NetID](#).

---

## Create a Connection

In order to access Oracle BI Discoverer (Reports) for the first time a connection must be created. Follow the steps below to create your connection.

**Step 1**- After you log in to Financial Management system, click on the Discoverer link. Click on the Create Connection button on the top right hand corner of the web page.

ORACLE Discoverer Viewer  
Business Intelligence

Logout Help

Connect Directly

Connect to OracleBI Discoverer

To connect to OracleBI Discoverer, click on a connection name or enter your connection details directly.

Choose Connection

Details	Connection	Description	Update	Delete
Show DW1				
Show T901				

Create Connection

Connect Directly

Enter your connection details below to connect directly to OracleBI Discoverer.

\* Indicates required field.

Connect To OracleBI Discoverer

\* User Name

\* Password

\* Database

End User Layer

Locale Locale retrieved from browser

Go

Return to Top

Copyright (c)2000, 2005 Oracle Corporation. All rights reserved.  
About OracleBI Discoverer Version 10.1.2.54.25  
Oracle Technology Network

**Step 2** - On the Create Connection screen fill in the following information:

- Connect To – keep the default OracleBI Discoverer
- Name – create a name for your connection
- Description - optional (can give a brief description of the connection)
- Locale – keep the default Locale retrieved from browser

**ORACLE Discoverer Viewer**  
Business Intelligence

**Create Connection**

Use this page to enter the details of the connection that you wish to create. Choose a name that is easy to remember, followed by an optional description and locale. Enter the account details for this connection before proceeding.

**Connection Details**

\* Indicates required field.

Connect To: OracleBI Discoverer

\* Name:

Description:

Locale: Locale retrieved from browser

**Account Details**

\* User Name:

\* Password:

\* Database:

**TIP** You will be prompted to select an End User Layer and/or an Applications Responsibility if more than one exists.

Copyright (c)2000, 2005 Oracle Corporation. All rights reserved.  
About OracleBI Discoverer, Version 10.1.2.2  
Oracle Technology Network

**Step 3** - In the Account Details section type in:

- a. NetID
- b. NetID Password
- c. Database – type in DW1

**Step 4** - Click on the Apply button on the bottom right of the screen to save the settings.

**Step 5** - Another window appears stating “more than one End User Layer exists for the account you have chosen”. Keep the End User Layer to DW\_DSC and select Continue.

**ORACLE Discoverer Viewer**  
Business Intelligence

**Account Details: Select End User Layer**

More than one End User Layer exists for the account you have chosen. Please select the one you wish to use below.

**End User Layer**

Select an End User Layer.

Connection Name: **Nicole's Connection**

Connection Description:

Locale: **Locale retrieved from browser**

Database User Name: **nicomino**

Database: **DW1**

Connection Type: **RELATIONAL**

End User Layer: **DW\_DSC**

**Step 6** - You will be taken back to the Login screen where the connection you created is displayed. The next time you login on to Discoverer, you will only have to click on the connection you created to get to the reports screen.

The screenshot displays the Oracle Discoverer Viewer interface. At the top, it says "ORACLE Discoverer Viewer Business Intelligence" with "Logout Help" links. Below this is a "Connect Directly" section with a "Connect to OracleBI Discoverer" heading. A sub-section "Choose Connection" contains a table with columns "Details", "Connection", "Description", "Update", and "Delete". The table lists three connections: "Show DW1", "Show nicomino-DW1" (with description "test for DW1"), and "Show TB01". A blue box highlights the "Details" and "Connection" columns. Below the table is a "Connect Directly" form with fields for "Connect To" (OracleBI Discoverer), "User Name", "Password", "Database", "End User Layer", and "Locale" (Locale retrieved from browser). A "Go" button is at the bottom of the form. Footer text includes "Copyright (c)2000, 2005 Oracle Corporation. All rights reserved." and "About OracleBI Discoverer Version 10.1.2.54.25 Oracle Technology Network".

Details	Connection	Description	Update	Delete
Show DW1				
Show nicomino-DW1		test for DW1		
Show TB01				