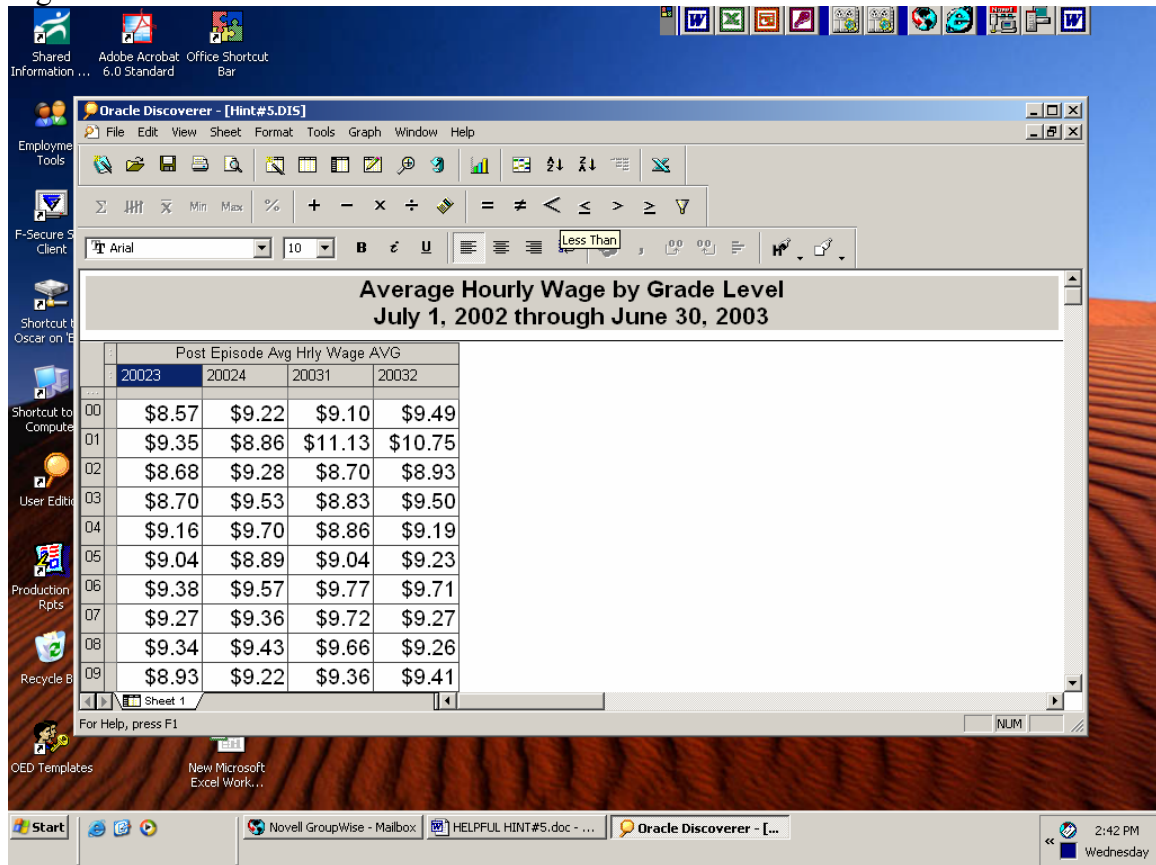HELPFUL HINT #5
This Helpful Hint #5 is a step-by-step process designing and saving a crosstab query using Discoverer to display the average hourly wage by year/quarter and last grade. (Figure 1)

For information on Oracle Discoverer refer to the Desk Manual (pages 42-49).
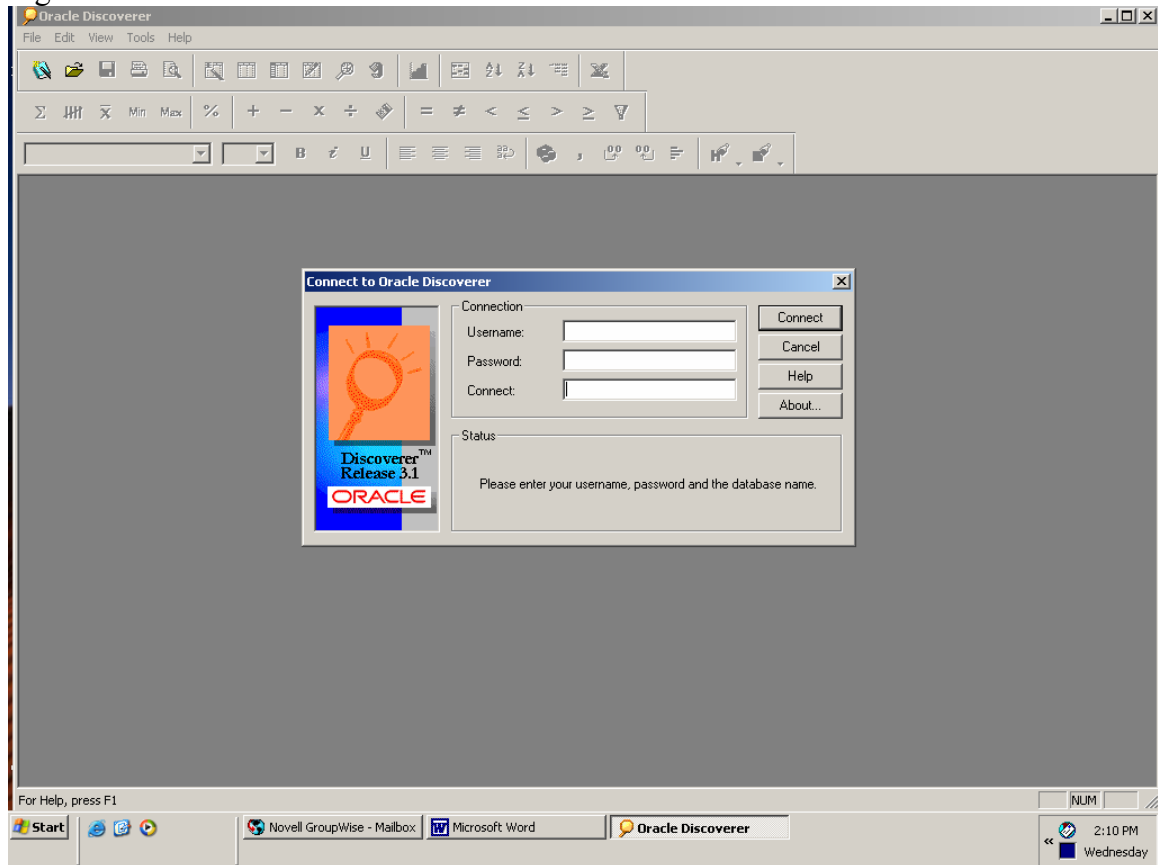
Figure 1

Open a Discoverer Oracle session

- You will find the shortcut icon to run the Oracle Discoverer End User Application in the PRISM DB queries folder placed on your desktop during installation.
- A window appears requesting your Username, Password and Connect (or Database) information. (See figure 52 in the Desk Manual).
- Type the logon information provided by the PRISM system administration staff and click the **Connect** button. (Figure 2).

Figure 2

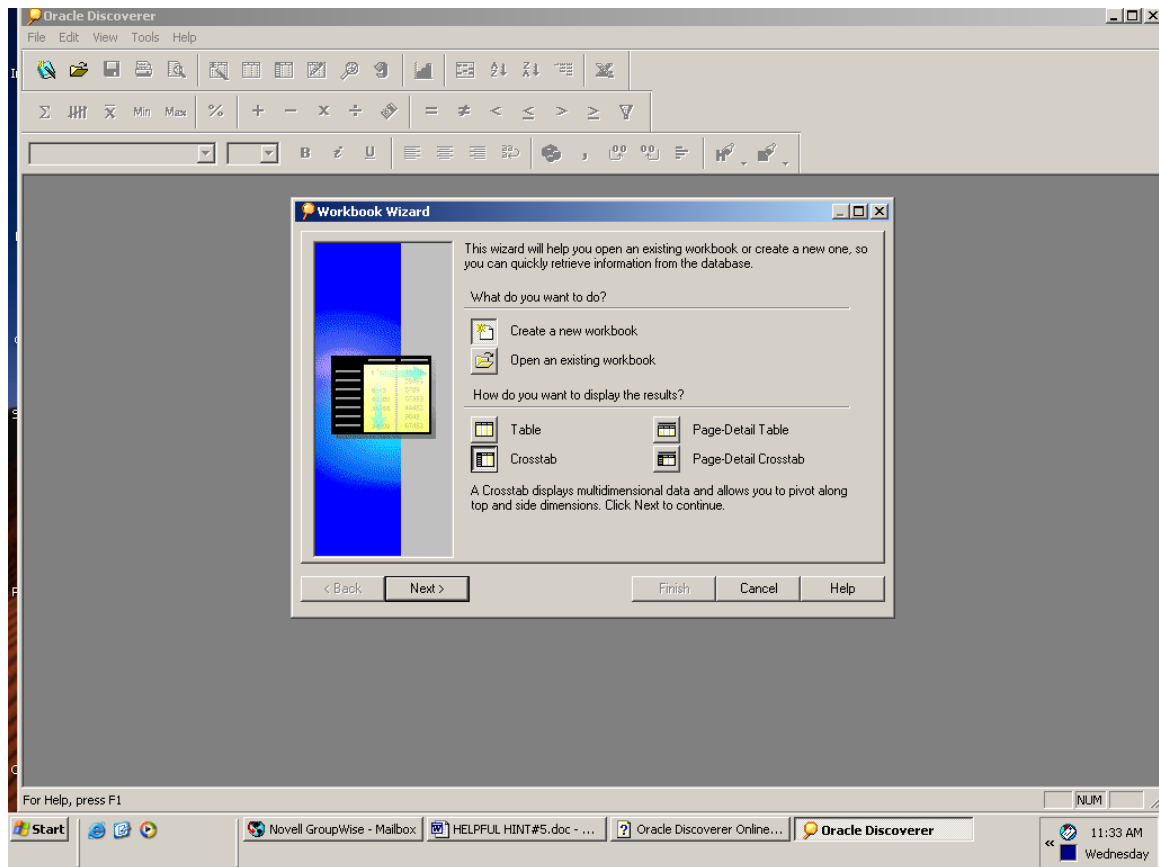Step 1 Workbook Wizard window appears (Figure 3)

What do you want to do?
- Click on "Create a new workbook"

How do you want to display results?
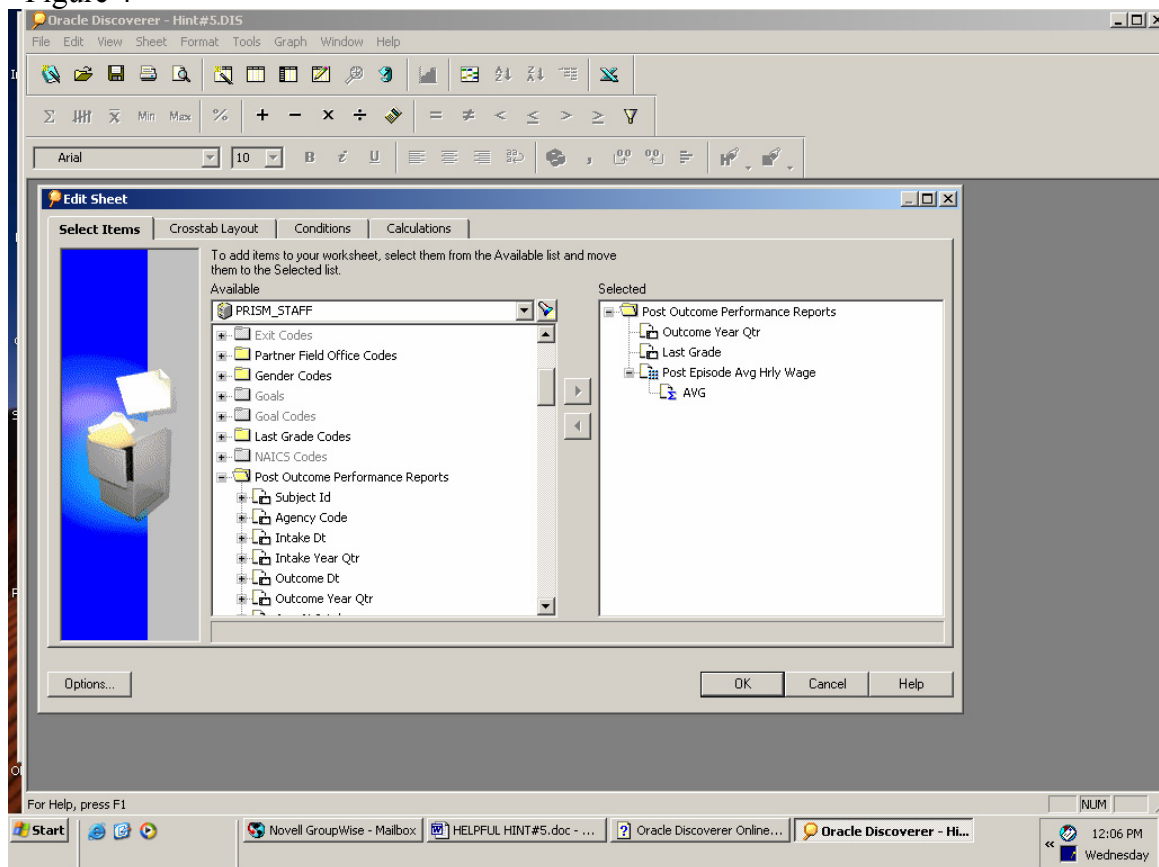- Click on "Crosstab"
- Click "Next"

Figure 3

Step 2 To add items to your worksheet, select from the Available list and move them to Selected list. Your screen should look like figure 4

- Scroll down the Available list to "Post Outcome Performance Report" table
- Click on the "+" icon to open up the submenus
- Click "Outcome Year Quarter" from the submenu
- Move "Outcome Year Quarter" to the Selected list
- Select "Last Grade"
- Move "Last Grade" to the Selected list
- Click on the "+" on "Post Outcome Average Hourly Wage" . The aggregate functions appear (i.e. SUM, Count, Max, Min, Average)
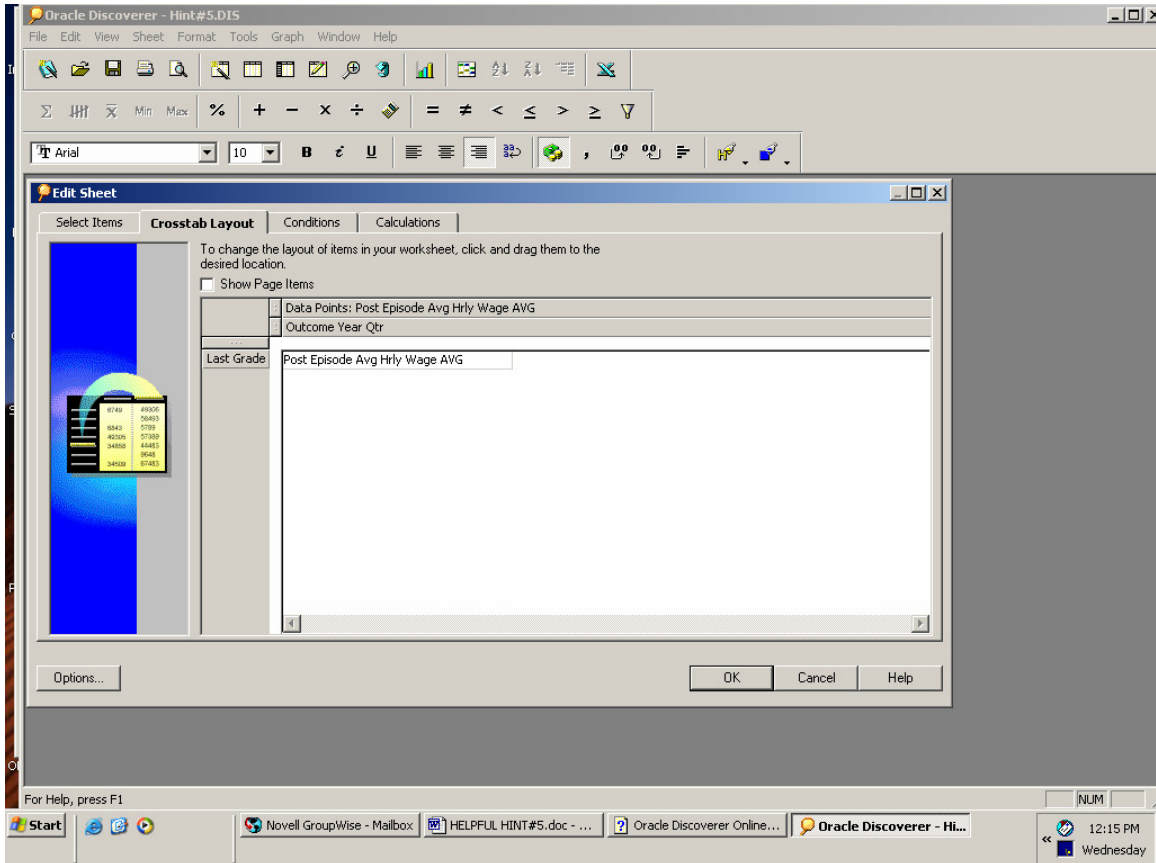- Click on Average

Figure 4

Step 3 the Layout window appears (Figure 4)

- Drag and drop "Last Grade" to left most column position for row headings
- Click "OK"

Figure 4

Step 4 Define conditions to limit worksheet results (Figure 5 and Figure 6).

- Select "NEW"
- From Items menu select **"Post Outcome Performance Report.Outcome Year Qtr"**
- Set Condition to between '20023' and '20032' (single quotes for text values)
- Click OK
- Select "New"
- From Items menu select **"Post Outcome Performance Report.Average Hourly Wage"**
- Set Condition to >
- Set value to 0 (numbers do not require single quotes)
- Click OK
- Select "New"
- From Items menu select **"Post Outcome Performance Report.Average Hours Worked"**
- Set condition to >
- Set value to 0
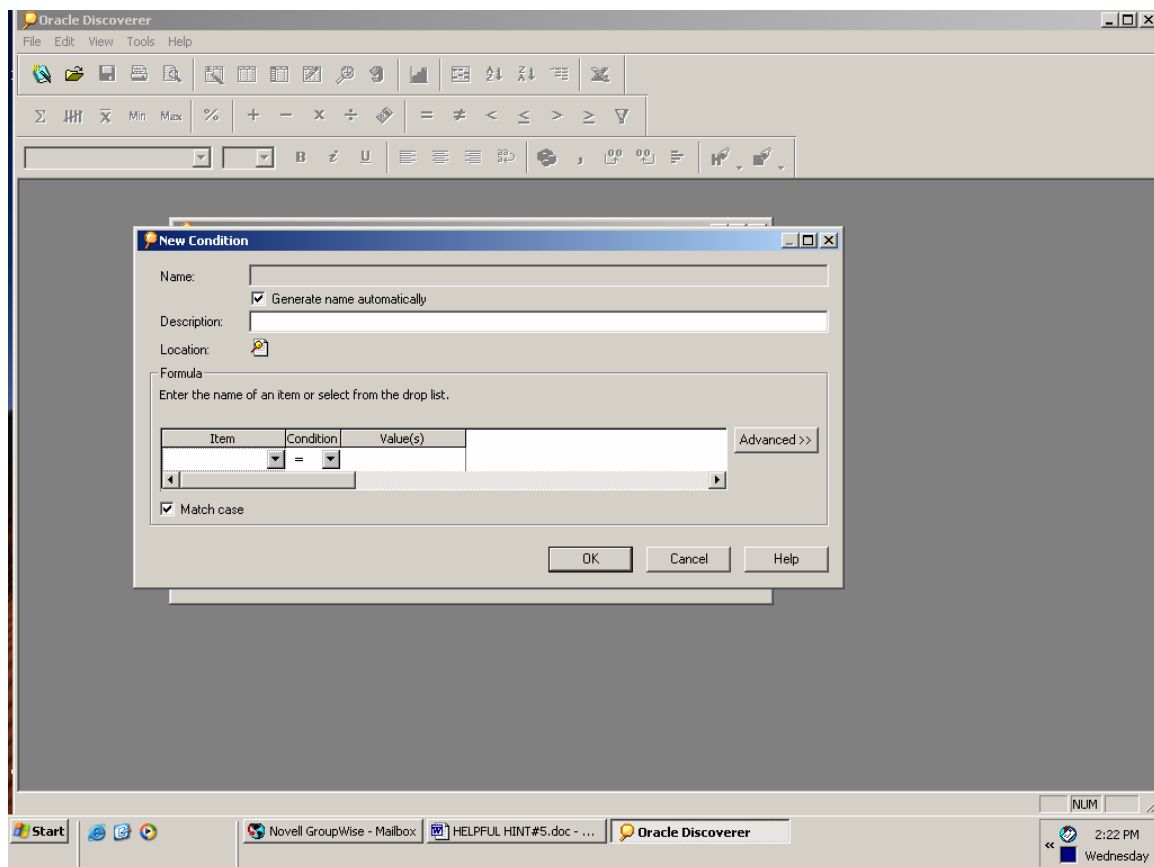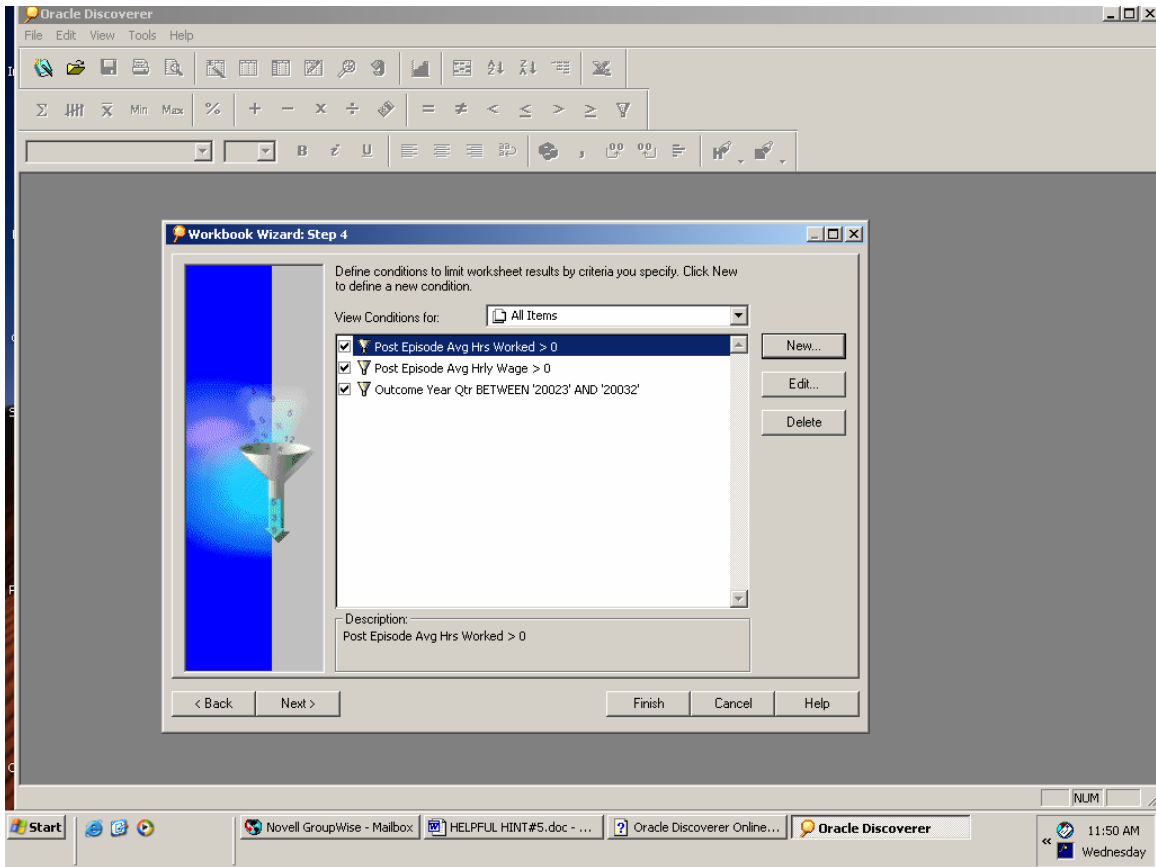- Click OK

Figure 5

Figure 6

Step 5 The Calculation Window appears
        Click "Finish"

The query will run and results will display as specified in the crosstab layout.
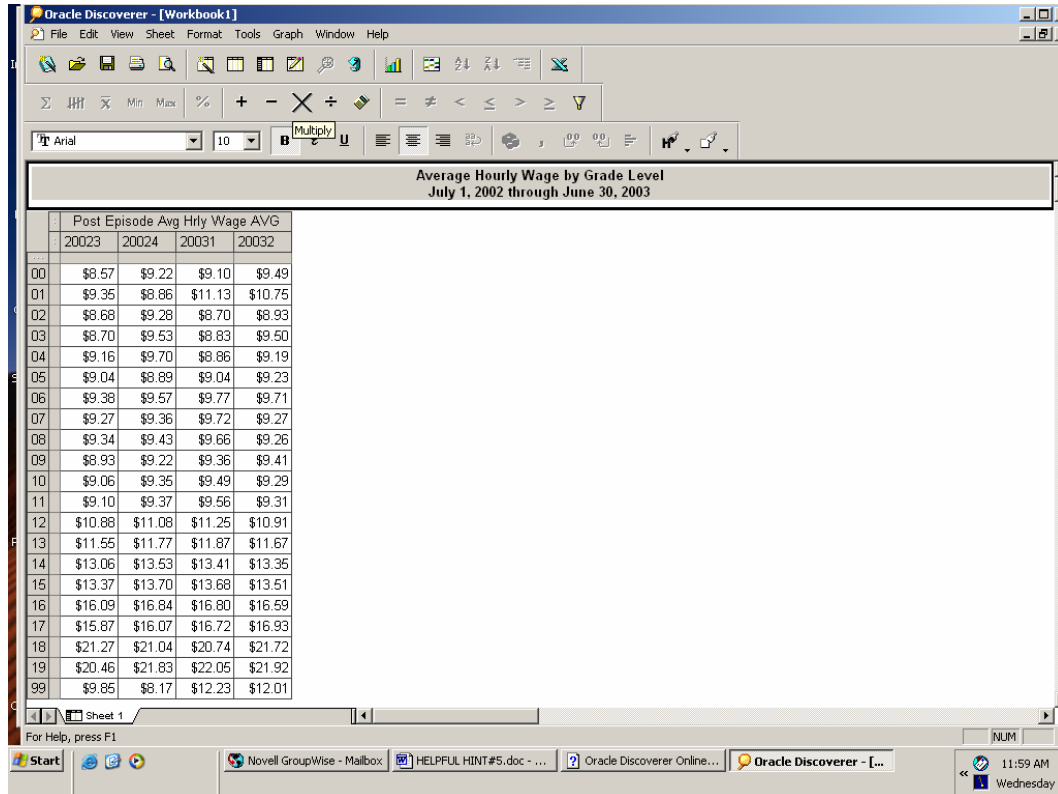
To further refine the format:
On the menu bar, click "sheet" and "edit title". In the window, type in "Average Hourly
Wage by Grade Level July 1, 2002 through June 30, 2003"

On the menu bar click "Format" and "Data".
Change to currency and add decimal places. (Figure 7)
Also to resize the Title font double click on the title in the window (Figure 1).

Figure 7

Next save the Oracle Discoverer session. This session can be run or modified any time
after you logon to the Oracle Discoverer and connect to the PRISM database.