

## Instructions for Accessing SEDREF General Reports

The screenshot shows the Oracle Discoverer Viewer interface. The browser address bar displays the URL: [http://portal.nysed.gov/discoverer/spp/econnection?event=connectWithKey&connectionKey=cf\\_a103&clientType=viewer](http://portal.nysed.gov/discoverer/spp/econnection?event=connectWithKey&connectionKey=cf_a103&clientType=viewer). The page title is "Worksheet List". The status bar indicates "Connected to SEDREF General Reports".

**Search**

Type in a search string to find a specific workbook or result set. Use the drop-down menu to choose between Database and Scheduled Workbooks.

Search:

**Result List**

[Expand All](#) | [Collapse All](#)

Focus	Name	Description
▼ Discoverer Workbooks		
▶	Emails - Approved Preschools CEO info including emails	
▶	Emails - BOCES Buildings Principal Email & Phone	
▶	Emails - BOCES Superintendent Phone # & Email Addresses	
▶	Emails - CEO info, including emails, for School Districts, Public, & Non Public Schools by county	
▶	Emails - CEO info, including emails, for School Dists, Pub, Non Pub, & Charter Schools by county	
▶	Emails - Charter School Board of Trustee President Email Addresses	
▶	Emails - Charter School CEO Email Addresses & Phone #s	
▶	Emails - Charter Schools by Authorizing group with CEO Email & Phone	
▶	Emails - County CEO info including emails	
▶	Emails - Independent, Proprietary, SUNY & CUNY College CEO info including emails	
▶	Emails - Information Officers Email & Phone	

Click blue triangle icon next to the report you would like to run.

http://portal.nysed.gov/discoverer/spp/explorer?sessionid=hGMyT0bTWfyQy8LmyG389PhQ59TheSnLv5gT8Ph2LrSQyp@-188

File Edit View Favorites Tools Help

Dashboard Drupalize Suggested Sites Internet Explorer Gallery LATS NYSED Portal PEMS DREF Elearning DEMS Gmail STAR GED DREF MOS

ORACLE Discoverer Viewer Business Intelligence

Preferences Exit Help

Connect > Connected to SEDREF General Reports

## Worksheet List

### Search

Type in a search string to find a specific workbook or result set. Use the drop-down menu to choose between Database and Scheduled Workbooks.

Search

### Result List

[Expand All](#) | [Collapse All](#)

Focus	Name	Description
▼ Discoverer Workbooks		
▶	Emails - Approved Preschools CEO info including emails	
▶	Emails - BOCES Buildings Principal Email & Phone	
▶	<a href="#">Sheet 1</a>	
▶	Emails - BOCES Superintendent Phone # & Email Addresses	
▶	Emails - CEO info, including emails, for School Districts, Public, & Non Public Schools by county	
▶	Emails - CEO info, including emails, for School Dists, Pub, Non Pub, & Charter Schools by county	
▶	Emails - Charter School Board of Trustee President Email Addresses	
▶	Emails - Charter School CEO Email Addresses & Phone #s	
▶	Emails - Charter Schools by Authorizing group with CEO Email & Phone	
▶	Emails - County CEO info including emails	
▶	Emails - Independent, Proprietary, SUNY & CUNY College CEO info including emails	

Click Sheet 1 to run report.

[Connect](#) > [Workbooks](#) > Connected to SEDREF General Reports

## Emails - BOCES Buildings Principal Email & Phone - Sheet 1

Last run Wednesday, July 16, 2014 7:17:15 AM EDT

**Actions**

[Rerun query](#)  
[Revert to saved](#)  
[Printable page](#)  
[Export](#)  
[Send as e-mail](#)  
[Worksheet options](#)

**Principals of BOCES Buildings**

Click export to download the report data.

**Worksheets**

Sheet 1

[Up](#) | 25 Rows | [Down](#)

Insitution Id	Legal Name	Sed Code	CEO Fname	CEO Lname	CEO Title	CEO Phone Number	edited	CEO Email
1	801000055408 MAYWOOD SCHOOL	010601061000				( )-		
2	801000057185 BOCES-ALBANY CAREER/TECH-ALBANY	019000000002				( )-		
3	801000057186 BOCES-ALBANY CAREER/TECH-SCHCHARIE	019000000003				( )-		
4	801000057948 TIOGA LATERATIVE LEARNING CENTER	039000000002				( )-		
5	801000057187 BOCES-BELMONT VOCATIONAL SCHOOL	049000000001				( )-		
6	801000057188 BOCES-ELLCOTTVILLE VOCATIONAL CENTER	049000000002				( )-		
7	801000057189 BOCES-OLEAN VOCATIONAL CENTER	049000000003				( )-		
8	801000054456 BOCES COMM EXPERIENCE SCHOOL OPT TWO	059000000002				( )-		
9	801000053768 BOCES YANDON DILLON CTR	099000000001	GRACE	STAY	PRINCIPAL	( )-		
10	801000057192 BOCES-W A FRITZ CENTER	099000000003				( )-		
11	801000053481 BOCES ALTERNATIVE SCHOOL	129000000001				( )-		
12	801000053482 BOCES DELAWARE CHENANGO MADISON OTSE	129000000002	MICHAEL	WATERS	PRINCIPAL	( )-		watersm@dcmob
13	801000057193 BOCES-R W HARROLD EDUCATIONAL CENTER	129000000003				( )-		
14	801000053106 BOCES DUTCH/BOY SCOUTS OF AMER BLDG	139000000001				( )-		
15	801000053107 BOCES DUTCHESS COUNTY ARC	139000000002				( )-		
16	801000053108 BOCES EDUCATIONAL TRAINING ACADEMY	139000000003				( )-		
17	801000053109 BOCES MARTHA LAWRENCE SCHOOL	139000000004				( )-		
18	801000053110 BOCES TECH EDUC CTR	139000000005				( )-		

Choose export type

Use the drop-down list to specify the export file format.

Click arrow to choose export file format.

CSV (Comma delimited) (\*.csv)

Cancel Export

Cancel Export

After choosing file format, click export here

Connect > Workbooks > Emails - BOCES Buildings Principal Email & Phone - Sheet 1 >

Connected to SEDREF General Reports

ORACLE Discoverer Viewer Business Intelligence

Preferences Exit Help

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About Oracle BI Discoverer Viewer Version 11.1.1.6.0  
Oracle Technology Network  
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← → http://portal.nysed.gov/discoverer/app/exportdata?sessionid=h0MyT0bTWfyQy6LmyG38PnQ6GkTbGmLo5qT8PH2L0Qyp6j-1

File Edit View Favorites Tools Help

Dashboard Drupalize Suggested Sites Internet Explorer Gallery LATS NYSED Portal PEMS DREF Elearning DEMS Gmail StAR GED DREF MOS

ORACLE Discoverer Viewer Business Intelligence Preferences Exit Help

Connect > Workbooks > Emails - BOCES Buildings Principal Email & Phone - Sheet 1 > Connected to SEDREF General Reports

## Export Ready

The export you requested is ready. Please click the button below to open the exported document to view or save it.

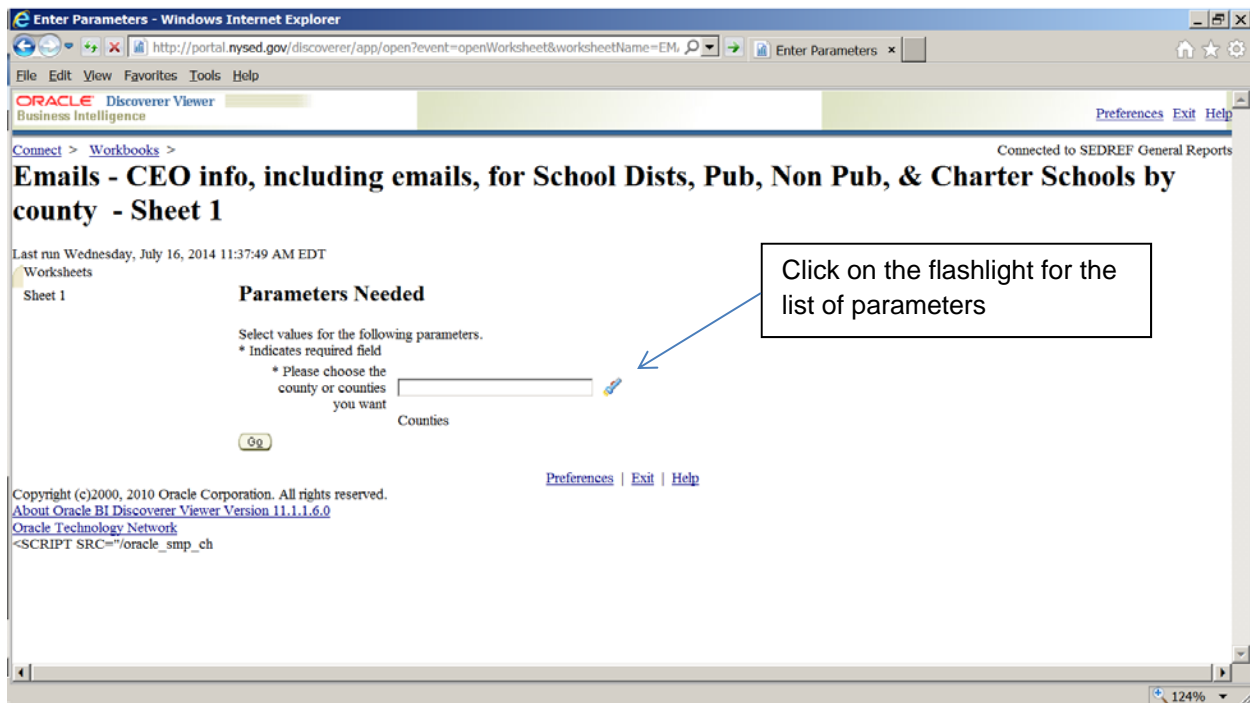
Click to view or save

Return to worksheet

Click here to view or save.


Preferences Exit Help


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[About Oracle BI Discoverer Viewer Version 11.1.1.6.0](#)  
[Oracle Technology Network](#)  
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Any report with parameters will be similar to this one.

## POP UP BLOCKER

**Google Chrome:** This icon  will appear in the upper right of the page next to the star. Click on it to either turn it off or select the page to use with the report.

**Mozilla Firefox:** Click on this icon  at the top right of the page, then options and then content. You can enter exception sites or allow all pop ups.

**Microsoft Internet Explorer:** Click on the 'Tools' tab at the top, then select pop-up blocker. You can decide to allow all pop ups or list exception sites.

**Apple Safari:** Click on Safari, then Preferences, then Security, then un-check 'block pop-up windows'