

# Instructions for Accessing SEDREF General Reports

The screenshot shows the Oracle Discoverer Viewer interface. At the top, the browser address bar displays the URL: [http://portal.nysed.gov/discoverer/app/econnection?event=connectWithKey&connectionKey=cf\\_a103&clientType=viewer](http://portal.nysed.gov/discoverer/app/econnection?event=connectWithKey&connectionKey=cf_a103&clientType=viewer). The page title is "Worksheet List".

The interface includes a search section with the text: "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." Below this is a search input field with a dropdown menu set to "All Workbooks" and a "Go" button.

The "Result List" section features a "Refresh" button and links for "Expand All" and "Collapse All". A tree view shows the following structure:

- 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

A callout box with a blue arrow points to the blue triangle icon next to the report "Emails - BOCES Buildings Principal Email & Phone". The callout text reads: "Click blue triangle icon next to the report you would like to run."

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	

[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**

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

Focus	Name	Description
<ul style="list-style-type: none"> <li>▼ Discoverer Workbooks               <ul style="list-style-type: none"> <li>▶  Emails - Approved Preschools CEO info including emails</li> <li>▶  Emails - BOCES Buildings Principal Email &amp; Phone                   <ul style="list-style-type: none"> <li><a href="#">Sheet 1</a></li> </ul> </li> <li>▶  Emails - BOCES Superintendent Phone # &amp; Email Addresses</li> <li>▶  Emails - CEO info, including emails, for School Districts, Public, &amp; Non Public Schools by county</li> <li>▶  Emails - CEO info, including emails, for School Dists, Pub, Non Pub, &amp; Charter Schools by county</li> <li>▶  Emails - Charter School Board of Trustee President Email Addresses</li> <li>▶  Emails - Charter School CEO Email Addresses &amp; Phone #s</li> <li>▶  Emails - Charter Schools by Authorizing group with CEO Email &amp; Phone</li> <li>▶  Emails - County CEO info including emails</li> <li>▶  Emails - Independent, Proprietary, SUNY &amp; CUNY College CEO info including emails</li> </ul> </li> </ul>		

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](#) ← Click export to download the report data.  
[Send as e-mail](#)  
[Worksheet options](#)

**Principals of BOCES Buildings**

▼ **Table**      ▶ Tools [Layout](#) [Sort](#) [Rows and Columns](#)

⏪ Up 25 Rows Down ⏩      Rows 1-25

	Institution Id	Legal Name	Sed Code	CEO Fname	CEO Lname	CEO Title	CEO Phone Number	edited	CEO Email
1	800000055408	MAYWOOD SCHOOL	010601061000			(-)			
2	800000057185	BOCES-ALBANY CAREER/TECH-ALBANY	019000000002			(-)			
3	800000057186	BOCES-ALBANY CAREER/TECH-SCHOHARIE	019000000003			(-)			
4	800000057948	TIOGA LATERNATIVE LEARNING CENTER	039000000002			(-)			
5	800000057187	BOCES-BELMONT VOCATIONAL SCHOOL	049000000001			(-)			
6	800000057188	BOCES-ELLCOTTVILLE VOCATIONAL CENTER	049000000002			(-)			
7	800000057189	BOCES-OLEAN VOCATIONAL CENTER	049000000003			(-)			
8	800000054456	BOCES COMM EXPERIENCE SCHOOL OPT TWO	059000000002			(-)			
9	800000053768	BOCES YANDON DILLON CTR	099000000001	GRACE	STAY	PRINCIPAL	(-)		
10	800000057192	BOCES-W A FRITZ CENTER	099000000003			(-)			
11	800000053481	BOCES ALTERNATIVE SCHOOL	129000000001			(-)			
12	800000053482	BOCES DELAWARE CHENANGO MADISON OTSE	129000000002	MICHAEL	WATERS	PRINCIPAL	(-)		watersm@dcmobc
13	800000057193	BOCES-R W HARROLD EDUCATIONAL CENTER	129000000003			(-)			
14	800000053106	BOCES DUTCH/BOY SCOUTS OF AMER BLDG	139000000001			(-)			
15	800000053107	BOCES DUTCHESS COUNTY ARC	139000000002			(-)			
16	800000053108	BOCES EDUCATIONAL TRAINING ACADEMY	139000000003			(-)			
17	800000053109	BOCES MARTHA LAWRENCE SCHOOL	139000000004			(-)			
18	800000053110	BOCES TECH EDUC CTR	139000000005			(-)			

http://portal.mysed.gov/discoverer/app/export?event=startExport&stateStr=eNrtfNSvzJAQv/\$ZE62KqJKQ9r3koQ1pF4k8K1z5MSG6

New York State Applic... Choose export type

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

## 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

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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After choosing file format, click export here

Browser address bar: <http://portal.mysed.gov/discoverer/app/exportdata?sessionid=hGMvTGbTWfyQy8LmyS388PnQG5kTwSmLxv5jT9Ph21rS0yp0j-3>

Browser tabs: New York State Applic..., Export Ready

Browser menu: File Edit View Favorites Tools Help

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

Page Header: ORACLE Discoverer Viewer Business Intelligence Preferences Exit Help

Breadcrumbs: [Connect](#) > [Workbooks](#) > [Emails - BOCES Buildings Principal Email & Phone - Sheet 1](#) >

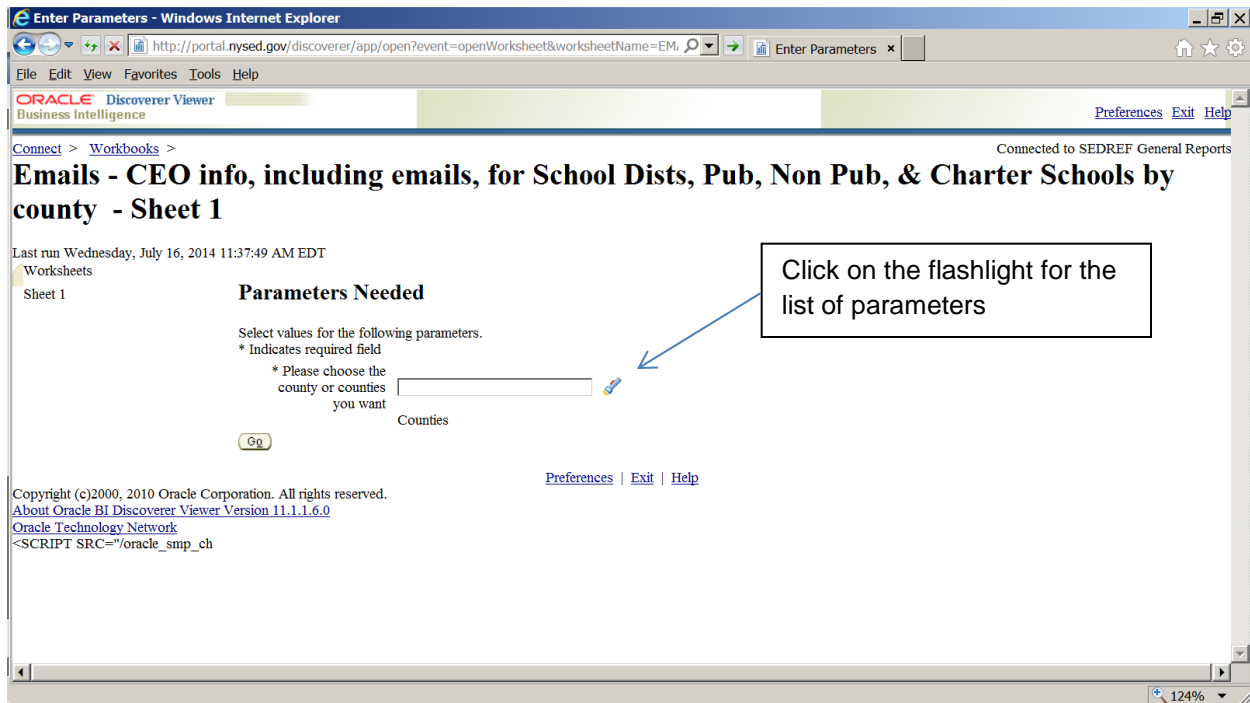
Page Title: **Export Ready**

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

Buttons: [Click to view or save](#) (highlighted with a callout box containing the text "Click here to view or save.")


Links: [Return to worksheet](#) [Preferences](#) | [Exit](#) | [Help](#)

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**Any report with parameters will be similar to this one.**

## **POP UP BLOCKER**

**Google Chrome:** Sometimes 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. If this icon doesn't appear, follow these steps instead:

**To always allow pop-ups from a particular site, follow the steps below:**

1. In the top-right corner of the browser window, click the Chrome menu .
2. Select Settings.
3. Click Show advanced settings.(at the bottom of page)
4. Under "Privacy," click the Content settings button.
5. Under "Pop-ups," click Manage exceptions. Enter portal.nysed.gov in the hostname pattern box, then click the done button.

**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'