

**Department of Elder Affairs’
LAN Administrator Training Workshop
August 25 – 29, 2003
Tallahassee**

CONTACT INFORMATION:

DOEA HelpDesk - 850-414-2081

**Maureen Olson – 850-414-2063 (w)
850-212-6782 (c)**

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850-322-5825 (c)**

SUNDAY, AUGUST 24, 2003

**Homewood Suites by Hilton
2987 Apalachee Parkway
Tallahassee, Florida 32301
850-402-9400**

<http://www.homewood-suites.com/en/hw/hotels/index.jhtml;jsessionid=HJBCE4UTLYH1CCSGBIWMVCOKIYFC5UUC?ctyhocn=TLHHWHW>

For your convenience, we have reserved a block of 11 rooms at this hotel. It is the closest hotel to DOEA and is also probably one of the more pleasant ones that is within the State price range in Tallahassee!

When you call to make your reservation, please indicate that you are with “LAN.”

Cost: \$99.00/night

MONDAY, AUGUST 25, 2003

8:45 a.m.

**Arrive at Department of Elder Affairs
4040 Esplanade Way
Room # 207**

You will need to sign-in and pick-up your security badge from the receptionist in the front lobby. You will be permitted to keep your badge throughout the week.

9:00 – 9:15	Welcome and Introductions
9:15 – 10:30	PSA Reports Workgroup
10:30 – 10:45	Break
10:45 – 12:00	PSA Reports Workgroup
12:00 – 1:00	Lunch
1:00 – 2:30	PSA Reports Workgroup
2:30 – 2:45	Break
2:45 – 5:00	PSA Reports Workgroup
7:00 –	Optional Social Event Dinner with DOEA MIS Staff (Restaurant to be determined during morning session)

TUESDAY, AUGUST 26, 2003

8:00 – 10:00	Oracle Discoverer 9i Plus Vendor-lead Training (Please see attached Agenda for specific training topics)
10:00 – 10:15	Break
10:15 – 12:00	Oracle Discoverer 9i Plus Vendor-lead Training
12:00 – 1:00	Lunch
1:00 – 2:30	Break
2:30 – 5:00	Oracle Discoverer 9i Plus Vendor-lead Training

WEDNESDAY, AUGUST 27, 2003

8:00 – 10:00	Oracle Discoverer 9i Plus Vendor-lead Training (Please see attached Agenda for specific training topics)
10:00 – 10:15	Break
10:15 – 12:00	Oracle Discoverer 9i Plus Vendor-lead Training

12:00 – 1:00	Lunch
1:00 – 2:30	Break
2:30 – 5:00	Oracle Discoverer 9i Plus Vendor-lead Training

THURSDAY, AUGUST 28, 2003

8:00 – 10:00	Oracle Discoverer 9i Plus Vendor-lead Training (Please see attached agenda for specific training topics)
10:00 – 10:15	Break
10:15 – 12:00	Oracle Discoverer 9i Plus Vendor-lead Training
12:00 – 1:00	Lunch
1:00 – 2:30	Break
2:30 – 5:00	Oracle Discoverer 9i Plus Vendor-lead Training

FRIDAY, AUGUST 29, 2003

8:00 – 9:30	PSA Reports Workshop
9:30 – 9:45	Break
9:45 – 12:00	PSA Reports Workshop
12:00 – 1:00	Lunch
1:00 – 3:00	PSA Reports – Final Discussion & Consensus
3:00 – 3:15	Closing Remarks and Wrap-up
3:15	End of LAN Administrator Training Workshop

ORACLE DISCOVERER 9i TRAINING

INTRODUCTION TO ORACLE DISCOVERER 9i USER EDITION

- 1) Benefits of Using Discoverer
- 2) Understanding Discoverer
- 3) Business Areas
- 4) Workbooks
- 5) Worksheets and Queries

OPENING AND USING WORKBOOKS

- 1) Starting Oracle Discoverer 9i User Edition
- 2) Opening a Workbook

WORKING WITH WORKBOOKS

- 1) The Workbook Window
- 2) Selecting Sections in Worksheets
- 3) Viewing Other Pages of Data
- 4) Formatting Worksheets

CREATING WORKBOOKS

- 1) Creating Tabular Queries
- 2) Creating Crosstab Worksheets

MANAGING QUERIES, WORKSHEETS AND WORKBOOKS

- 1) Copy a Query Sheet as a Table
- 2) Copy a Worksheet as a Crosstab
- 3) Monitor Query Execution
- 4) Control Query Execution
- 5) Exceptions

CUSTOMIZING THE DISPLAY

- 1) Customizing Item Headings
- 2) Customizing Data Displays
- 3) Customizing Report Headings

CONDITIONS AND PARAMETERS

- 1) Creating a Condition
- 2) Parameters in Conditions
- 3) Multiple Conditions

QUERIES AND SUBQUERIES

- 1) Creating Subqueries

GROUP SORTS AND SUMMARIES

- 1) Creating Group Sorted Outputs
- 2) Totals and Subtotals

CALCULATED ITEMS

- 1) Creating Calculated Items
- 2) Applying Percentages
- 3) Applying Functions

DRILLS IN WORKSHEETS

- 1) Identifying the Drill Types
- 2) Using the Find Facility as a Drill Feature

SCHEDULING AND MANAGING QUERIES

- 1) Scheduling Periodical Queries
- 2) Viewing Scheduled Workbooks

ANALYZE DATA GRAPHICALLY

- 1) Graphically Analyze Table Output

ADVANCED OPTIONS

- 2) Data Analysis in Excel
- 3) Exporting Data to Other Formats
- 4) E-Mailing Discoverer Workbooks
- 5) SQL Inspector
- 6) Discoverer's Command-Line Interface