



**In this section the Developer will learn how to...**

- Open an existing Workbook
- Manipulate the output of the Workbook
- Save the Workbook



## Existing Workbooks - Introduction

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Workbooks in Discoverer can be saved to two different locations, either the Operating System (Network) or the Database.

If a workbook is saved to the Network, it can be copied, moved, deleted etc but also it can be private in that it can be saved to a floppy drive etc which only a particular user has access to.

Network Workbooks can be identified as having a .dis extension.

Workbooks saved to the Database are still private but allow easier sharing between users, they will be part of the regular backup of the Database and will therefore be 'restorable' and can also be retrieved from any workstation providing access is possible to the Database/Discoverer software.

## Existing Workbooks - Introduction

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Please speak to your Discoverer Administrator to find out which method of saving workbooks is used.

In either case, Discoverer Workbooks never save data, all they ever save is the 'shape' or template of the the data, this allows for greater flexibility because the Database will change and opening the Workbook will reflect this change.

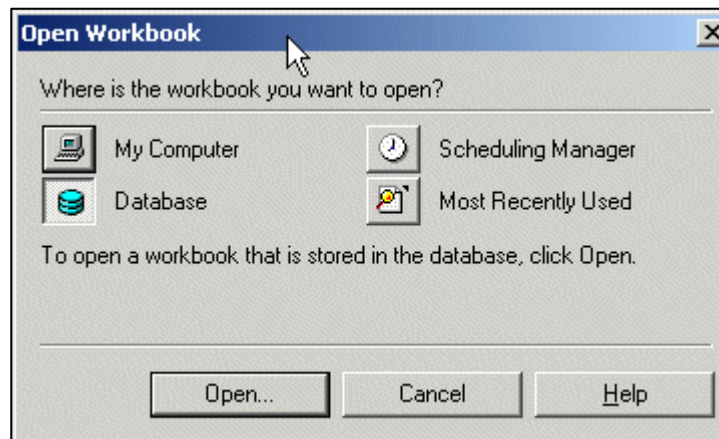
If the Database structure has also been changed since the workbook was last run error messages will occur which the user will need to rectify in order to continue with the opening, these are discussed in the next few pages ...

# Existing Workbooks – Opening Workbooks in Discoverer



Whichever location the Workbook is saved in, the following pages cover opening it and problems which may occur during this process.

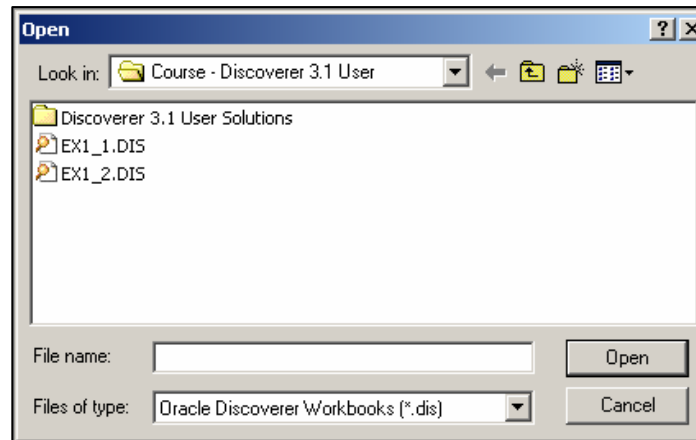
To open a Workbook, the user can either select the appropriate icon from the Toolbar, use the File pull-down menu or use the Ctrl and O to display the following dialog ...



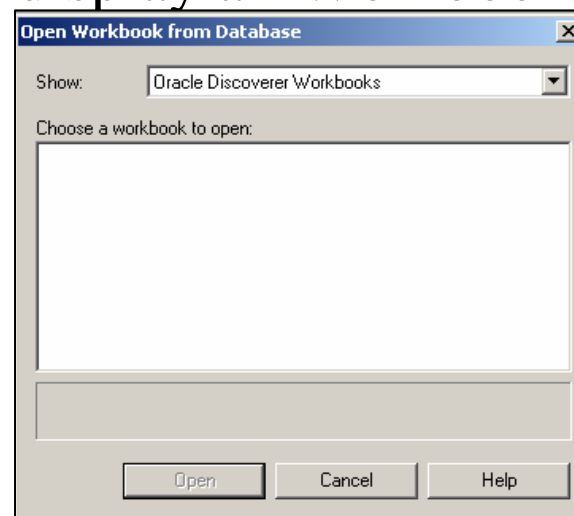
# Existing Workbooks – Opening Workbooks in Discoverer



Selecting My Computer will display the Network drives



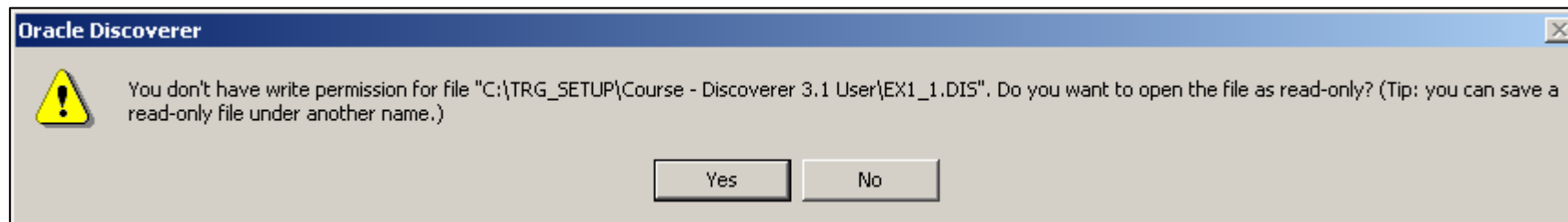
Selecting Database will display all Workbooks saved to the Database



## Existing Workbooks - Write Permissions in Discoverer



If the Workbook has been saved to the Network, it may have been made read-only, if this is the case, the user can open the file but may not save as the same name, in addition, the following message will be displayed ...



Select Yes to continue.

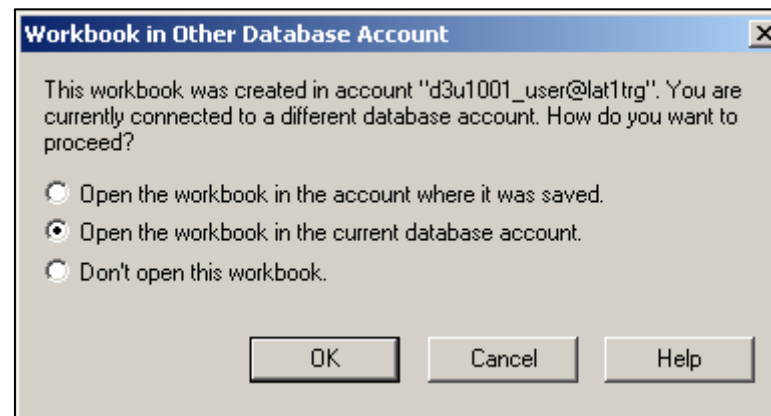
## Existing Workbooks – Using Different Accounts

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The following 'issues' can occur regardless of the location of the Workbook ...

This message will be displayed whenever a Workbook is being opened by a user other than the original author ...



The message is displayed prompts for the action to be taken ...



## Existing Workbooks – Using Different Accounts

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The most obvious thing to do is continue as the current User, most times the User will be aware that the Workbook was created by someone else and choose to ignore the message.

If the User chooses not to open the Workbook then no further action will be taken.

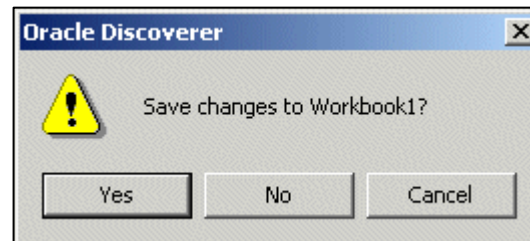
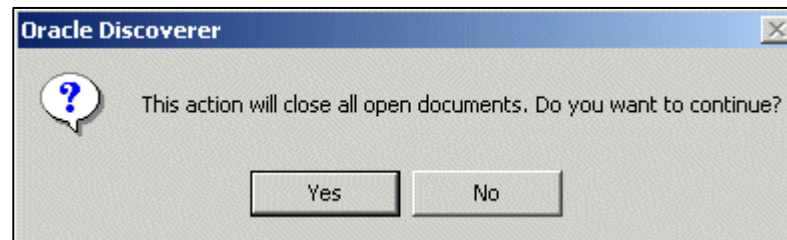
Choosing to open the Workbook as the originating author will have the same effect as re-connecting to Discoverer in that the following dialogs will be displayed ...



## Existing Workbooks – Using Different Accounts



Firstly, Discoverer will need to close all current Workbooks and prompt to save each one ...



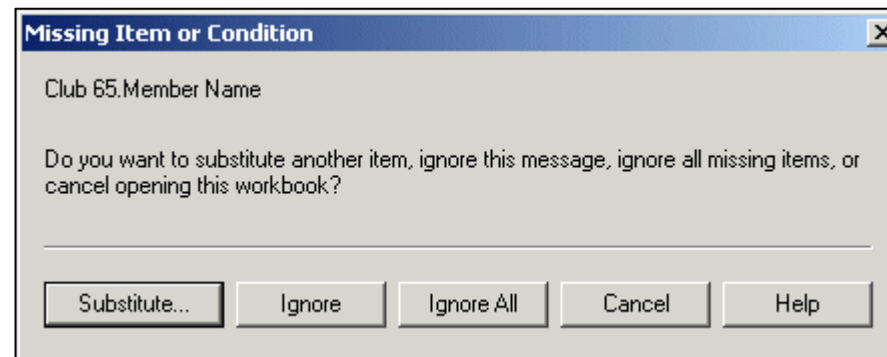
Saving Workbooks will be discussed later in this section, once these prompts have been removed the User will be prompted to log on as the originating user, for which purpose the password will be needed.

## Existing Workbooks - Missing Items in Discoverer

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It has already been mentioned that Workbooks may not have been opened for quite some time and in some circumstances the actual Database may have changed, this could mean that the Workbook will try to access columns which no longer exist, if this is the case, Discoverer will next display the following message (and will continue to do so for every column it doesn't recognise) ...





## Existing Workbooks - Missing Items in Discoverer

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Clicking on the Substitute button will display the list of Business Areas and Folders available for the User to choose a substitute value, this will allow processing to continue, however one has to question whether opening a Workbook with columns which were not the originals is a good idea ...

