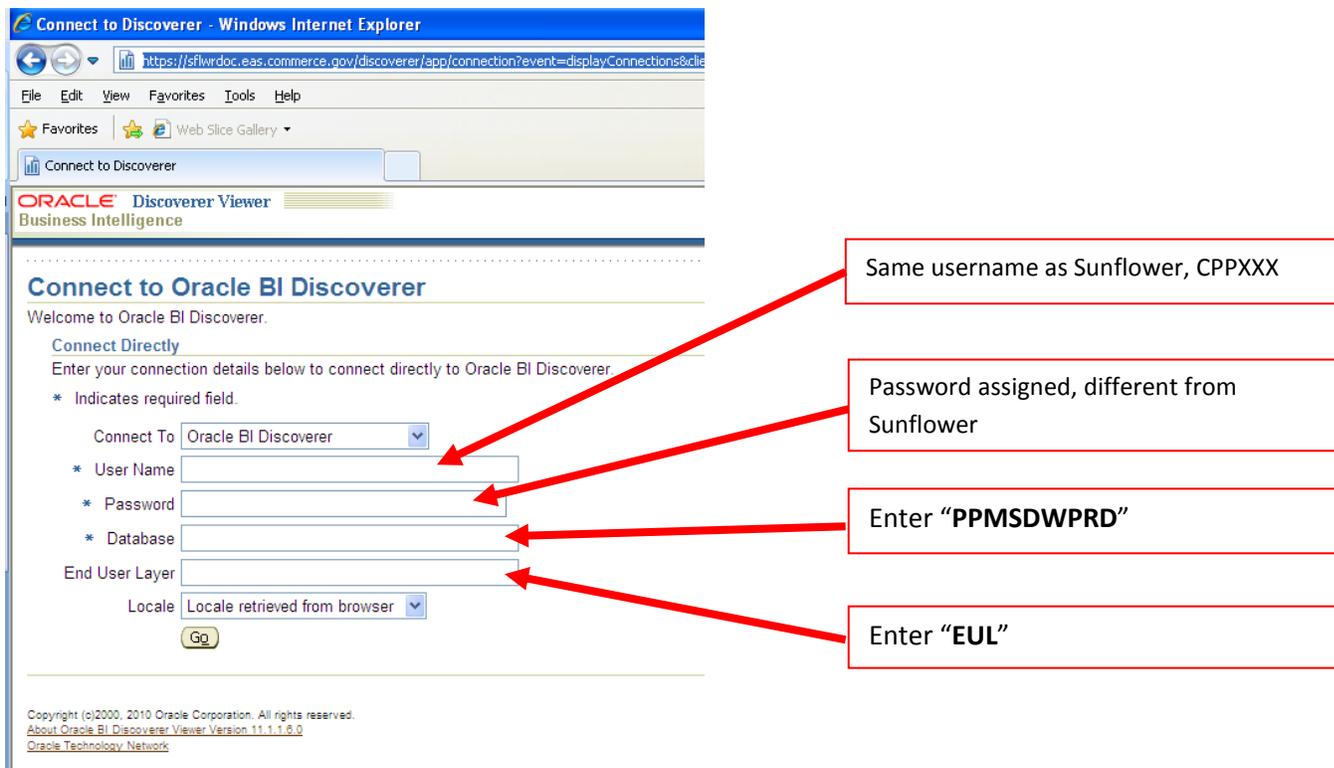


## Job Aid: Searching for Null Serial Number

Sunflower Data Warehouse queries specific information efficiently and easily. Follow these steps to ensure bureau is in compliance with Sunflower PPMS Bulletin #001, FY11 (Serial Number Field Mandatory in Sunflower PPMS).

First open the login screen:

<https://sflwrdoc.eas.commerce.gov/discoverer/app/connection?event=displayConnections&clientType=viewer>



The screenshot shows the Oracle Discoverer Viewer login interface. Red arrows point from callout boxes to the following fields:

- Connect To:** Oracle BI Discoverer
- User Name:** Same username as Sunflower, CPPXXX
- Password:** Password assigned, different from Sunflower
- Database:** Enter "PPMSDWPRD"
- End User Layer:** Enter "EUL"

Copyright (c)2000, 2010 Oracle Corporation. All rights reserved.  
About Oracle BI Discoverer Viewer Version 11.1.1.6.0  
Oracle Technology Network

From the worksheet list, click the blue flag next to "Null Serial Numbers" to expand the selection. Click the link that appears.

		NOAA Transaction Count	Shows transactions and counts for e
		Null Serial Numbers	Provides a list of all assets, excluding Null value in Serial Number
		<u>Null Serial Numbers</u>	
		Open Items	Provides a detailed listing of the oper
		Performance to Goal	Provides a bar graph of the Total % F (s) against a line showing the entire informative when comparing multiple

Enter bureau (in all capital letters) and hit the “Go” button.

Note: You can also select the bureau from the LOV by clicking the flashlight icon.

Connect > Workbooks >  
**Null Serial Numbers - Null Serial Numbers**  
Last run Friday, July 12, 2013 8:04:01 AM CDT

**Worksheets**  
Null Serial Numbers

**Parameters Needed**  
Select values for the following parameters.  
\* Indicates required field

Select the Bureau(s) or Region(s) to include in the report

Select the Property Accountability Office(s) to include on the report

Select the Custodial Area (s) to include on the report

Go

If a warning message appears with an estimated time, click “Yes” to continue.

If the search you entered contains any data, it will appear as it does here:

Actions  
Rerun query  
Save as  
Revert to saved  
Printable page  
Export  
Send as e-mail  
Worksheet options

**Worksheets**  
Null Serial Numbers

**Parameters**  
Select values for the following parameters.  
\* Indicates required field

Select the Bureau(s) or Region(s) to include in the report

Select the Property Accountability Office(s) to include on the report

Select the Custodial Area (s) to include on the report

Go

**Table**  
Tools Layout Format Spotlight Sort Rows and Columns

Page 1 of 1

Barcode	Serial Number	Manufacturer	Model Number	Official Name
INV / 000152	-	PROELIN	3.4 METER	ANTENNA
INV / 001141	-	BROTHER INDUSTRIES, LTD.	MFC-8480DN	MULTIFUNCTION FAX/PRINTER
INV / 001149	-	APPLE COMPUTER, INC.	MAC PRO	COMPUTER, DESKTOP
INV / 100777	-	GET CORRECT MANUFACTURER! 01	GET CORRECT MODEL NAME (NUMBER)!-24	VOICE CONFERENCING EQUIP
INV / 101191	-	GET CORRECT MANUFACTURER! 01	GET CORRECT PRODUCT NAME (NUMBER)!-04	MINI & MICRO COMPUTER COI
INV / 101697	-	GET CORRECT MANUFACTURER! 01	GET CORRECT PRODUCT NAME (NUMBER)!-15	MINI & MICRO COMPUTER COI
INV / 104132	-	HEWLETT-PACKARD DEVELOPMENT COMPANY, L.P.	LASERJET 9500N	PRINTER, LASER, COLOR
INV / 104412	-	GATEWAY, INC.	CPD-GF200	MONITOR
INV / 104496	-	HEWLETT-PACKARD DEVELOPMENT COMPANY, L.P.	INKJET 1200DN	PRINTER, INKJET, COLOR
INV / 500420	-	BIRD MACHINE COMPANY, INC.	4381	ELECTRONICS POWER METE
INV / 501264	-	ANDREW CORPORATION	GET CORRECT MODEL NAME (NUMBER)!	COMPUTER STORAGE CONTI

To export the data into a spreadsheet, send as an email, save, or print, choose from the list of options.