

HOW TO RUN A DISCO VIEWER REPORT

1. Log in to the Financial Management System (FMS).
2. From the E-Business Home Page, find the **MCPS Disco Viewer** link. The link will be listed in the Navigator region in your list of responsibilities.
3. Click the **MCPS Disco Viewer** link. A **Discoverer Viewer** link will display in the right-hand column of the Navigator.
4. Click the **Discoverer Viewer** link. A new window will open with a list of worksheets.
5. Click the blue arrow to the left of the report that you want to run. The report menu will expand, and a link will display for each of the options.
6. Click the link for the data you want to report. A new window will open showing the parameters needed to run the report.
7. Specify the report parameters. You can choose to run some school-related reports by department or by school.
 - To run a report by school, in the school number field, enter the 3-digit school number.
 - To run the report by department, in the department number field, enter the 5-digit department number. The department number consists of a 2-digit code followed by the school's number. The codes are as follows:
 - 01 – special schools
 - 02 – elementary schools
 - 03 – middle schools
 - 04 – high schools
8. Click the **Go** button to run the report. Some reports may take several minutes to run.