

Reporting QRG

1. Log on via the FIS URL: https://ebiz.its.yale.edu/pls/HOP1/youapps_oracle_login.html

2. Before a report can be generated specify the group or population to report on.

2.a Select the attributes that describe faculty to be presented in the report.

2.b Select the School. For schools that do not have divisions or departments reports can be run at this step just by clicking the report buttons or follow the steps below to create a faculty list. For FAS and YSM reports will not be returned due to the large populations.

Status

Active
 Inactive

Job Category

FAC
 PDA
 PDF
 VF

Job Family(Relates only to FAC)

Ladder
 Non-Ladder

Tenured Status(Relates only to FAC)

Tenured
 Term
 Continuous
 None

Appointment Type(Relates only to FAC)

Primary/Fully Joint
 Secondary
 Courtesy
 None

The default criteria selection is intended to bring back a large number of people. To reduce or change the people returned in the report update the criteria.

Note: none is used under tenure status and appointment type to bring back faculty members that may have data missing from their Oracle HR records.

School

FAS

Academic Services

FAS

Institute Of Sacred Music

Library

Museums And Gallery

Office Of The President

Office Of The Secretary

School Of Architecture

School Of Art

School Of Divinity

School Of Drama

School Of Forestry And Environmental Studies

School Of Law

School Of Management

School Of Medicine

School Of Music

School Of Nursing

University General

Yale School of Public Health

3. Select the division(s) you would like to report on and then click get division. Then select the department(s) and click search.

Highlight one or multiple divisions.

Highlight one or multiple departments.

Move button adds division to the search criteria.

Remove button removes division from the search criteria.

**If departments do not exist within a division search results will appear without the option of using the department filter.*

4. Search results will appear.
 - a. Select faculty to include in the report
 - b. Select report format: PDF, Excel, HTML or RTF
 - c. Click report button for the report you would like to generate.

a. Select All or select a subset of faculty.

b. Output Format: PDF

c. Export Faculty List

Select	Full Name	Department	Faculty Type	Status	Net Id
<input type="checkbox"/>	Berger, Teresa	Institute of Sacred Music	FAC	Active	TB326
<input type="checkbox"/>	Brillhart, Jeffrey Lynn	Institute of Sacred Music	FAC	Active	JLB234
<input type="checkbox"/>	Brooks, Marguerite L.	Institute of Sacred Music	FAC	Active	LAWTON
<input type="checkbox"/>	Carrington, Simon	Institute of Sacred Music	FAC	Active	SC534
<input type="checkbox"/>	Fassler, Margot	Institute of Sacred Music	FAC	Active	FASSLER
<input type="checkbox"/>	Hawkins, Peter Stephen	Institute of Sacred Music	FAC	Active	PHAWKINS
<input type="checkbox"/>	Jean, Martin David	Institute of Sacred Music	FAC	Active	MDJ7
<input type="checkbox"/>	Krigbaum, Charles R	Institute of Sacred Music	FAC	Active	CRK3
<input type="checkbox"/>	Lara, James	Institute of Sacred Music	FAC	Active	JLARA

5. Export Faculty List – this report will provide an Excel export of search results.
 - a. Note this report will only be exported in Excel. PDF, HTML and RTF are *not* options for this report.

Report button



Report results

A	B	C	D	E
Full Name	Department	Faculty Type	Status	Net Id
Berger, Teresa	Institute of Sacred Music	FAC	Active	TB326
Brillhart, Jeffrey Lynn	Institute of Sacred Music	FAC	Active	JLB234
Brooks, Marguerite L	Institute of Sacred Music	FAC	Active	LAWTON
Carrington, Simon	Institute of Sacred Music	FAC	Active	SC534
Fassler, Margot	Institute of Sacred Music	FAC	Active	FASSLER
Hawkins, Peter Stephen	Institute of Sacred Music	FAC	Active	PHAWKINS
Jean, Martin David	Institute of Sacred Music	FAC	Active	MDJ7

6. Summary Report – this report can be run from the Search Screen and from the faculty record.
 - a. Note this report can be run from the Search Screen and from the faculty record.

Report Options:

Upon clicking the Summary Report button a prompt to select report sections will appear. Select the sections needed in the report and then click submit.

Section(s) for Summary Report :

Appointment

Leave

Course

Committee

Report Sample

1. URL:
2. Report information includes:
 - a. Bio / Demo
 - b. Milestones
 - c. Appointment Summary – if selected
 - d. Leaves - if selected
 - e. Courses - if selected
 - f. Committees - if selected
- b. The report is order by department and then alphabetically within each department.

7. Leave Report – provides a history of leaves for each faculty member.

- a. Faculty in the Leave report are sorted as follows: division, department, appointment type, rank, and then ladder status.

Faculty Leave Report By Term as of June 27, 2013																						
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Institute Of Sacred Music																						
Institute of Sacred Music																						
Faculty Name	Rank	Appt Type	Ladder Date	Appointment End Date	F05	SP06	F06	SP07	F07	SP08	F08	SP09	F09	SP10	F10	SP11	F11	SP12	F12	SP13	F13	SP14
Berger, Teresa	PROF	Primary	01/01/2007					TLA		TLA				TLA							TLA	
Hawkins, Peter Stephen	PROF	Fully Joint	07/01/1979															TLA				
Jean, Martin David	PROF	Fully Joint	01/01/2005																			
Promey, Sally M.	PROF	Primary	01/01/2007				SPL	SPL								TLA						
Marinis, Vasileios	AP	Primary	07/01/2009	06/30/2013													JFF	JFF				

8. End Date Report – provides the term end date for faculty appointments. This report will only return Non-Tenured Faculty.

- a. The faculty in this report are sorted by division, department, appointment type, end date, ladder status and then rank.

Faculty Term End Report as of June 26, 2013								
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Institute Of Sacred Music								
Institute of Sacred Music								
Faculty Name	Rank	Appointment Type	Ladder Date	Date To Rank	Appointment End Date	Final Year (tenure track)	Extension Reason	Reason for Leaving
Marinis, Vasileios	AP	PRIMARY	07/01/2009	07/01/2009	06/30/2013			
Brillhart, Jeffrey Lynn	LECT	PRIMARY		07/01/2005	06/30/2013			
Malafronte, Judith Adelia	LECT	PRIMARY		07/01/2005	06/30/2013			
Miller, Mark Andrew	LECT	PRIMARY		07/01/2005	06/30/2013			