Faculty Information System (FIS) QRG

Reporting QRG

1. Log on via the FIS URL: [https://ebiz.its.yale.edu/pls/HOP1/yuapps_oracle_login.html](https://ebiz.its.yale.edu/pls/HOP1/yuapps_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.

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

*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.
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.

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

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.

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.