Faculty Annual Report –

Ad Hoc Reporting from the IUIE (Information Environment)

Every night the FAR application data is copied from the FAR application data base into the IU Data Warehouse database (IUIE) for use for creating extracts and reports from FAR data for use by administrators in the units.

There are 2 ways to access the FAR data warehouse information – directly via the FAR application page, or by navigating to the IUIE in OneStart to Administrative Systems > IUIE and then to the Faculty Annual Report folder in the IUIE Master Catalog.

To use the “Far Data Reports” links directly from the FAR application – see screen shot below:

These reports are based on submitted annual reports.

Click on one of the report links and you go directly to the report. For Example, click once on “Publication List” and you will be taken to this report in the IUIE, where you are presented with parameters that you can enter to narrow the data that is returned:
If a parameter is required, “required” is noted in the label – see arrow in screen shot above.

If the parameter is not required, you can either enter a value or leave the parameter blank. Leaving the parameters blank (for non-required parms) will return all rows you have access to. Click on the “Valid Values” button for a list of code values.

You are restricted by security setup to your own unit’s data, so if you leave the campus/school/department parameters blank all of the faculty associated with your security setup (department/school) will be returned. In the example above, after you enter the From and To date range, if you leave all of the additional parameters blank all publication types (books, articles, etc), all publication statuses (published, submitted, accepted, etc) and all faculty in your unit will be returned for publications entered that fall between the Publ Date range.

Where multiple parameter values are allowed you will see plural -- e.g. Year(s) -- you will need to separate the parameter values with a comma if entering more than one value. See example below:

**Report Year(s) (YYYY)**  [2008, 2009]

*Note comma separator for multiple values*
The data is returned to MS Excel, and you can sort the data by the columns returned to view the specific information you are interested in.

To select a value for one of the parameters that requires a valid value, click on the “Valid Values” button for a list of values. For instance, in Publications, if you click on Publication Status Valid Values you will see:

You can select one or more values to return to the report submission page.

When you are finished with the parameters, click the “Run” button at the bottom of the page.

Ad Hoc Extracts direct from the data groups:

Navigate to FAR data in the IUIE Master Catalog:

The Submitted (Frozen) data groups contain data that was officially submitted by the faculty based on Year.

The Unsubmitted (work in progress) data groups contain the working data for each year – containing work not yet submitted as well as historical working data prior to submission of annual reports.

Parameter entry rules are the same as for the reports – with the addition of “Wildcards Allowed” on Name/text fields:
* or %  Match 0 or more characters
? or _  Match exactly 1 character