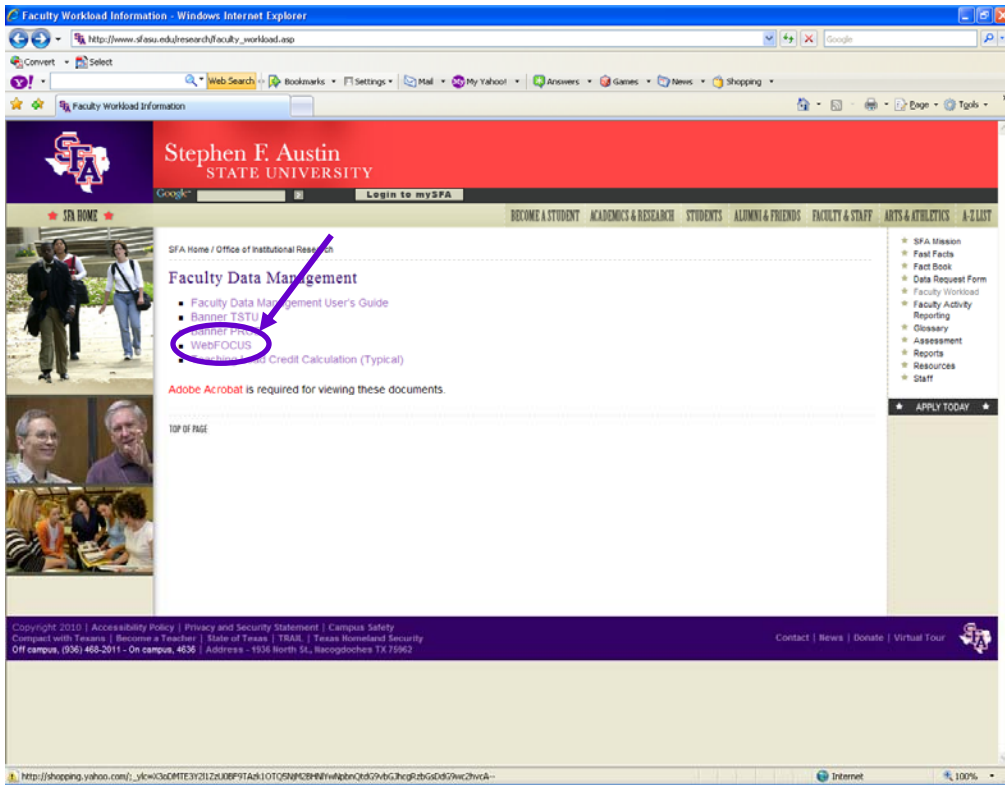
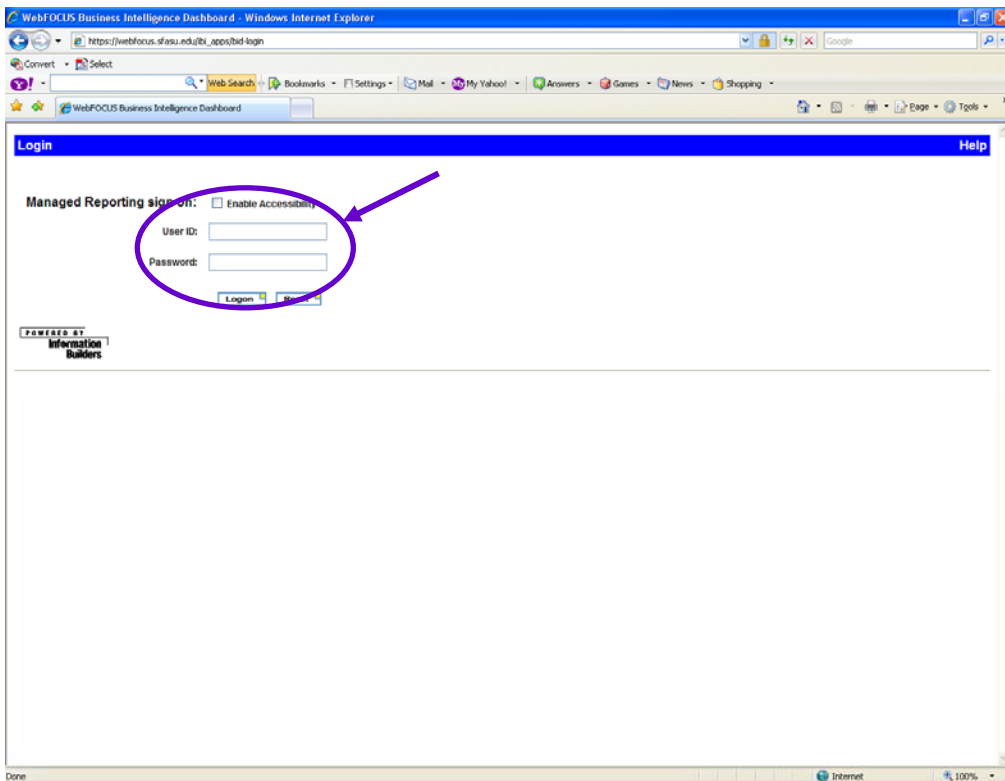


Faculty Data Management WebFOCUS Report Instructions

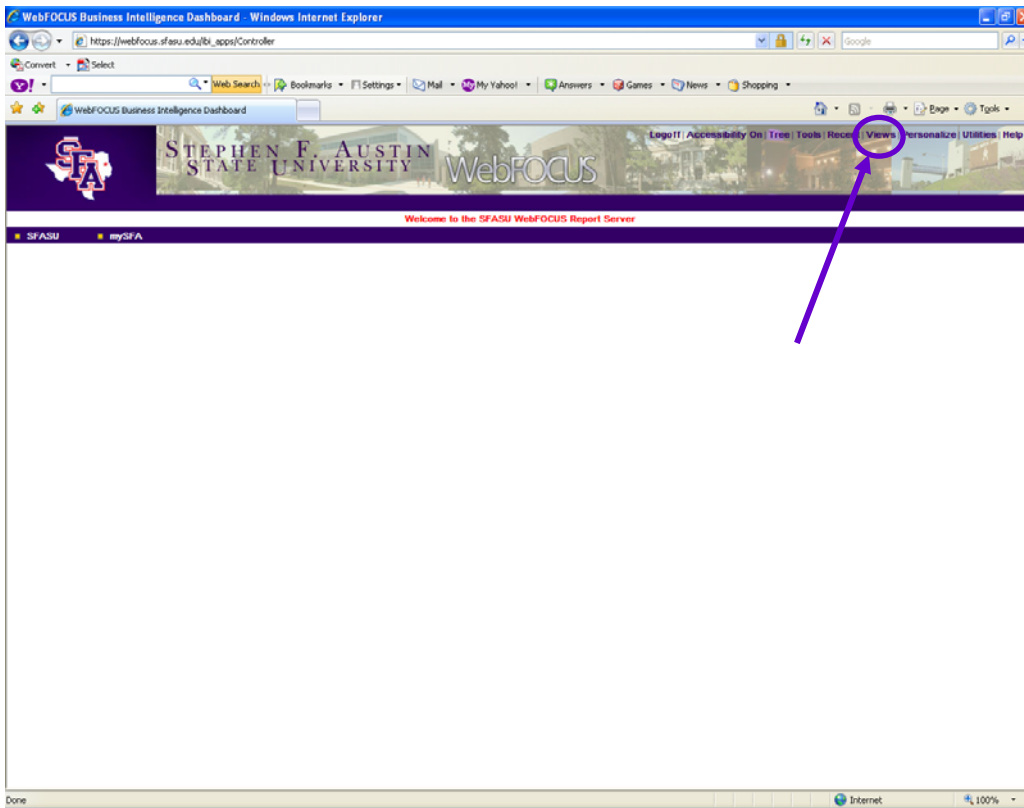
Step One: Access WebFOCUS from Faculty Data Management IR page.



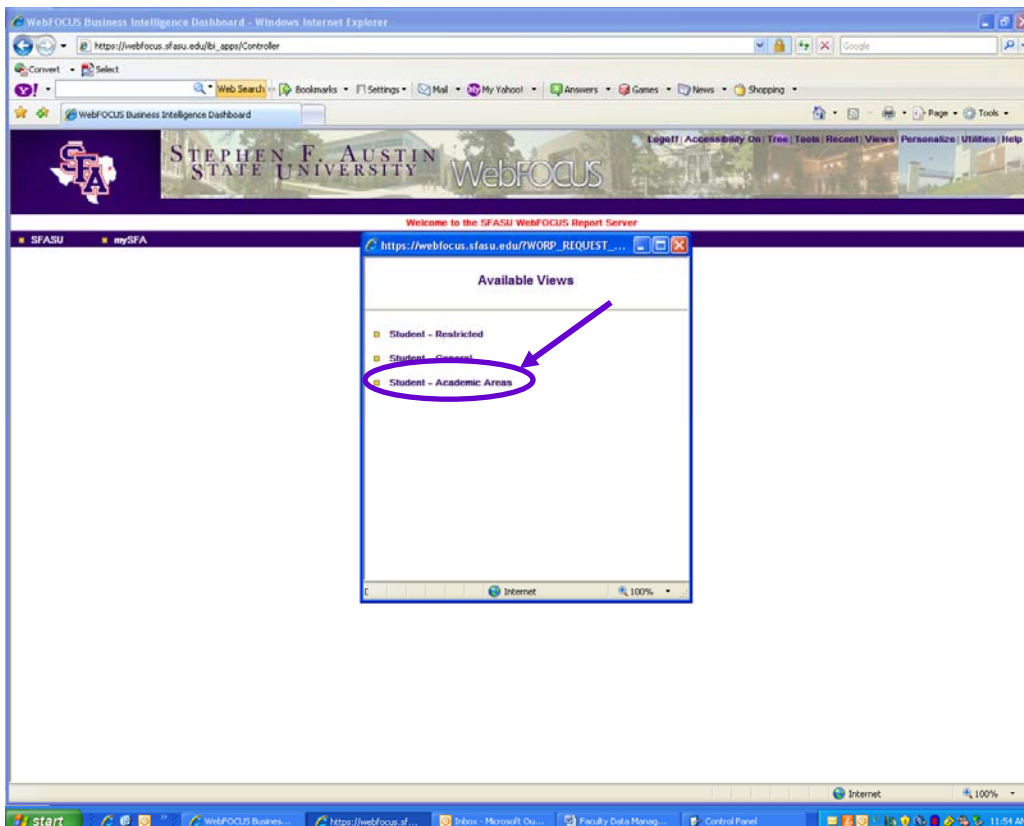
Step Two: Log in to WebFOCUS with the username and password used for your office computer.



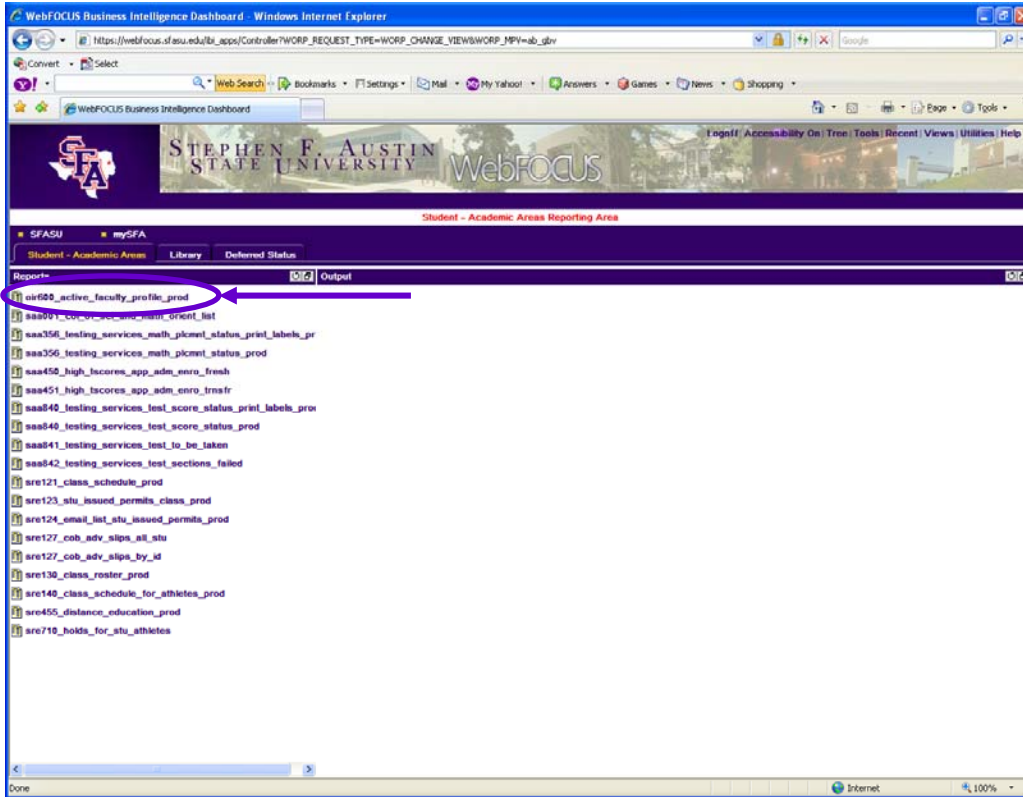
Step Three: Click the views link.



Step Four: Select "Student – Academic Areas" link.



Step Five: In the resulting screen, you will see several available reports. Choose the report “oir600_active_faculty_profile_prod”.



Step Six:

Choose the desired parameters.

- Select the desired term, college, and/or department.
 - To run the report for “all”, choose “No Selection” for college and/or department.
- Choose output type.
 - HTML is recommended for viewing on-screen.
 - PDF is not recommended.
- It is good practice to check the box for “Run in a new window”.

Step Seven:

Click “Run”.

