Using Reports in MIV

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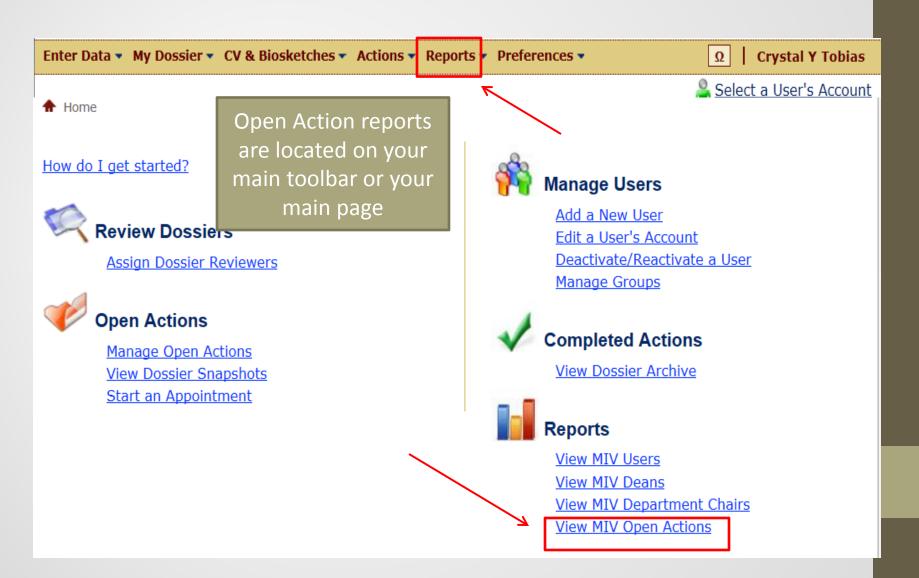
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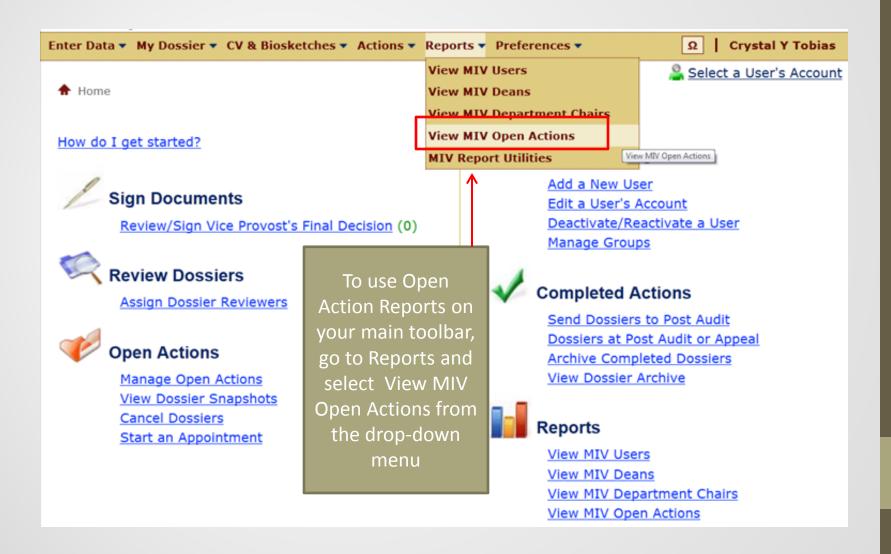
- MIV has a number of reports that can help you locate MIV Users, Deans and Chairs
- MIV also has a set of reports that are customized at each level to assist staff with workload planning
- Open Action Reports are available for Department admins, and include information on open actions for candidates in the department or cluster, including those with joint actions
- Open Action Reports are available for School/College admins, including those for candidates with joint actions
- Open Action Reports are available for Academic Senate admins, and are categorized within that location by Senate, Federation, and Senate/Federation

- Manage Open Action Reports provide Department Admins with the following information:
 - Open actions at the Department awaiting a signed Disclosure
 - Open actions at the Department with an open review period
 - Open actions at the Department with incomplete joint appointments
 - Open actions at the Department that are available to send to the School/College

- Manage Open Action Reports show School/College Admins:
 - Open actions at the School/College with an open review period
 - Open actions at the School/College released to the dean without a dean's signature
 - Open actions at the School/College with incomplete joint appointments
 - Open actions at the School/College that are available to send to the next step

- Manage Open Action Reports show Academic Senate Admins:
 - Open actions at Senate with an open review period
 - Open Actions at Federation with an open review period
 - Open actions at Senate/Federation with an open review period
 - Open actions at Senate that are completed
 - Open actions at Federation that are completed
 - Open actions at Senate/Federation that are completed
 - Open Actions at Senate
 - Open actions at Federation
 - Open actions at Senate/Federation





- You will get a list of open action reports at your level
- Select the designated report using the radio buttons and click "Search Now!" to bring up a list of those actions

Crystal Y Tobias Select an open actions report. Open actions at Academic Affairs with an open review period. Open actions at Academic Affairs released to the Vice Provost without a final decision. Open actions at the School/College that are complete. Open actions at Academic Affairs that are complete at the Vice Provost location. Search Now!

Other Reports in MIV

Enter Data ▼ My Dossier ▼ CV & Biosketches ▼ Actions ▼ Reports ▼ Preferences ▼

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🚨 Select a User's Account



How do I get started?



Review Dossiers

Assign Dossier Reviewers



Open Actions

Manage Open Actions View Dossier Snapshots Start an Appointment

MIV has other reports that allow you to review all MIV Users, or MIV candidates with an additional role of Dean or Chair



Manage Users

Add a New User Edit a User's Account Deactivate/Reactivate a User Manage Groups



Completed Actions

Dossiers at Post Audit or Appeal View Dossier Archive



View MIV Users View MIV Deans View MIV Department Chairs View MIV Open Actions

Other Reports in MIV

- Click on the type of report you want
 - You can search for MIV User and MIV Chair by Name (first or last),
 first letter of last name, Department/Cluster, or School/College
 - You can search for MIV Deans by Name (first or last), first letter of last name, or School/College

View MIV Users: Search

