

Using Reports in MIV

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Using Reports in MIV

- 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 Actions Reports

- 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 Actions Reports

- 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 Actions Reports


- 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

Manage Open Actions Reports

Enter Data ▾ My Dossier ▾ CV & Biosketches ▾ Actions ▾ **Reports ▾** Preferences ▾ Ω | Crystal Y Tobias

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[How do I get started?](#)

 **Review Dossier**
[Assign Dossier Reviewers](#)

 **Open Actions**
[Manage Open Actions](#)
[View Dossier Snapshots](#)
[Start an Appointment](#)

Open Action reports are located on your main toolbar or your main page

 **Manage Users**
[Add a New User](#)
[Edit a User's Account](#)
[Deactivate/Reactivate a User](#)
[Manage Groups](#)

 **Completed Actions**
[View Dossier Archive](#)

 **Reports**
[View MIV Users](#)
[View MIV Deans](#)
[View MIV Department Chairs](#)
[View MIV Open Actions](#)

Select a User's Account

Manage Open Actions Reports

The screenshot displays a web application interface with a top navigation bar and a main content area. The top bar includes tabs for 'Enter Data', 'My Dossier', 'CV & Biosketches', 'Actions', 'Reports', and 'Preferences'. The 'Reports' tab is active, showing a dropdown menu with options: 'View MIV Users', 'View MIV Deans', 'View MIV Department Chairs', 'View MIV Open Actions' (highlighted with a red box), and 'MIV Report Utilities'. A red arrow points from a text box to the 'View MIV Open Actions' option. The main content area is divided into sections: 'Home', 'How do I get started?', 'Sign Documents' (with a link to 'Review/Sign Vice Provost's Final Decision (0)'), 'Review Dossiers' (with a link to 'Assign Dossier Reviewers'), 'Open Actions' (with links to 'Manage Open Actions', 'View Dossier Snapshots', 'Cancel Dossiers', and 'Start an Appointment'), 'Completed Actions' (with links to 'Send Dossiers to Post Audit', 'Dossiers at Post Audit or Appeal', 'Archive Completed Dossiers', and 'View Dossier Archive'), and 'Reports' (with links to 'View MIV Users', 'View MIV Deans', 'View MIV Department Chairs', and 'View MIV Open Actions'). A user profile 'Crystal Y Tobias' is visible in the top right corner.

Enter Data ▾ **My Dossier** ▾ **CV & Biosketches** ▾ **Actions** ▾ **Reports** ▾ **Preferences** ▾ Ω | **Crystal Y Tobias**

Home

[How do I get started?](#)

Sign Documents
[Review/Sign Vice Provost's Final Decision \(0\)](#)

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Reports
[View MIV Users](#)
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Select a User's Account

View MIV Open Actions

MIV Report Utilities

View MIV Open Actions

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

To use Open Action Reports on your main toolbar, go to Reports and select View MIV Open Actions from the drop-down menu

Manage Open Actions Reports

- 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

[View MIV Open Actions Report: Search](#)

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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](#)

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Review Dossiers

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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](#)



Reports

[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

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Select from one of the search options below to locate a user.

Search for a user by Name:

Search for a user by first letter of Last Name:

Search for a user by Department:

Search for a user by School/College:

This category is not available for searching for Deans in MIV