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

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

How do I get started?

Review Dossiers
Assign Dossier Reviewers

Open Actions
Manage Open Actions
View Dossier Snapshots
Start an Appointment

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
Manage Open Actions Reports

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

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

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

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

Search for a user by Name: [ ] Search Now!

Search for a user by first letter of Last Name: All [ ] Search Now!

Search for a user by Department: All [ ] Search Now!

Search for a user by School/College: All [ ] Search Now!

This category is not available for searching for Deans in MIV