

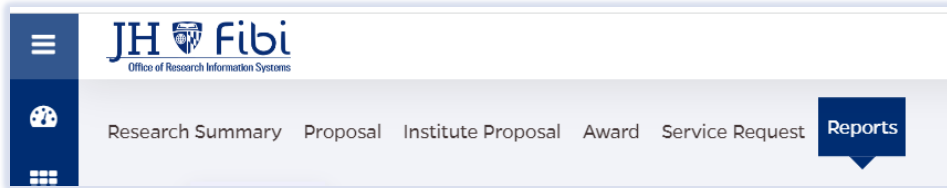
# Running Reports



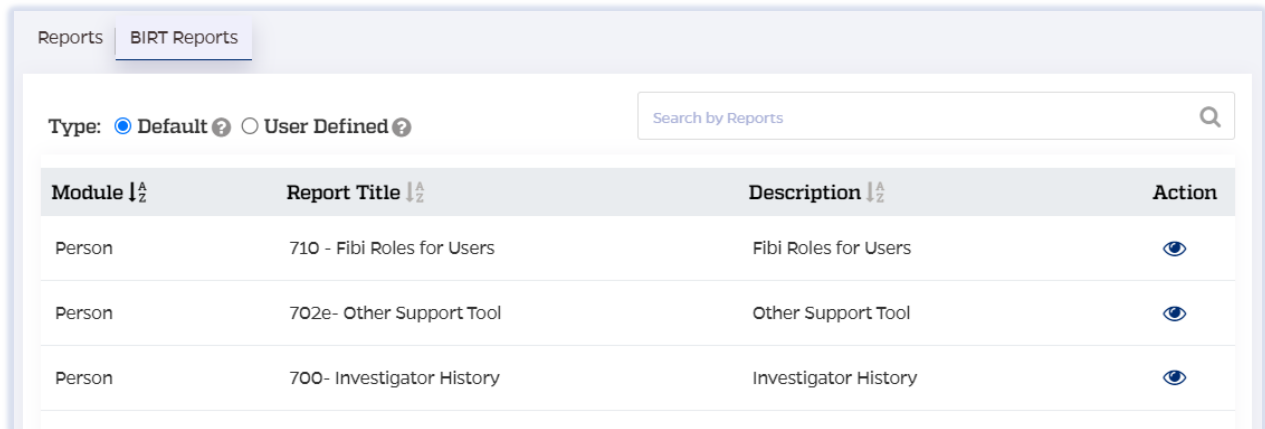
## How Do I Run Reports in Fibi?

BIRT Reports are a group of reports that University personnel have requested over the years for many different functions that ORIS has created. Fibi includes the ability to run BIRT reports as well as other reports.

- ❑ Click on the **Reports** tab from the Research Summary Page also known as the Landing Page.

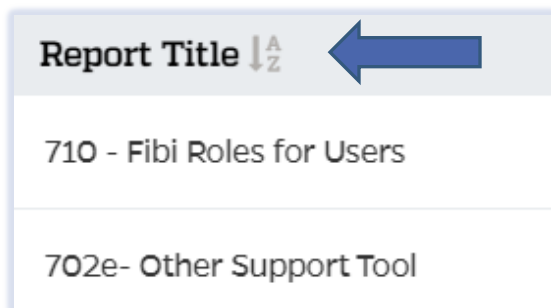


The BIRT Default Reports will display.



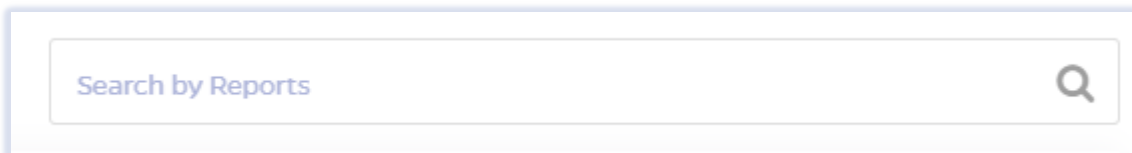
Reports can be listed in order by criteria.

- ❑ Click on the **arrow** in the column to choose the order. Click on the **arrow** again to see the reverse order and click on the **arrow** a third time to turn off the sort function.



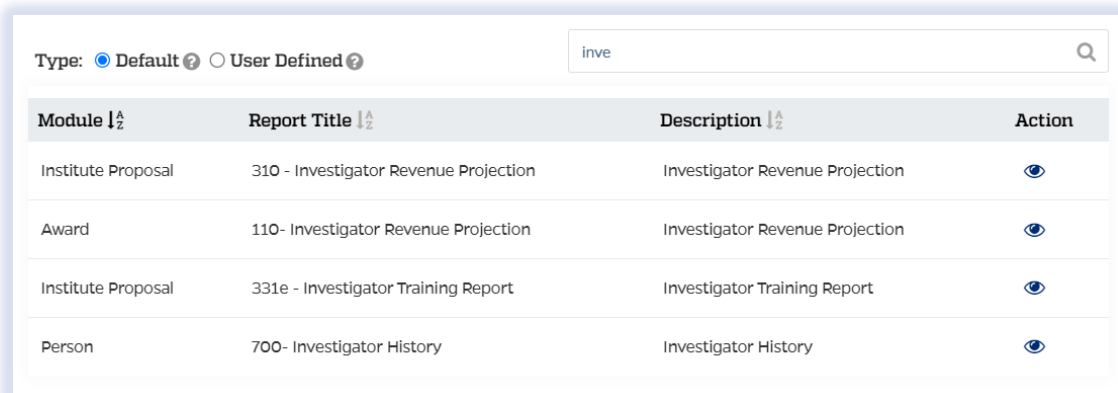
Reports can also be found using the **Search** field.

- Begin typing a keyword or part of the title in the Search field.



A search input field with the placeholder text "Search by Reports" and a magnifying glass icon on the right side.

See example below:



A search results table with a search bar at the top containing the text "inve". The table has four columns: Module, Report Title, Description, and Action. The results are as follows:

Module	Report Title	Description	Action
Institute Proposal	310 - Investigator Revenue Projection	Investigator Revenue Projection	
Award	110- Investigator Revenue Projection	Investigator Revenue Projection	
Institute Proposal	331e - Investigator Training Report	Investigator Training Report	
Person	700- Investigator History	Investigator History	

- Click on the desired report and fill in any criteria requested. In the example below, the start date, end date, and unit number are required:

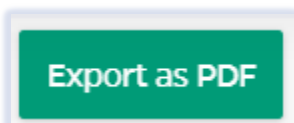


A form for configuring a report. The title is "Report - 310 - Investigator Revenue Projection - Last Updated By on 09/12/2022 4:25:39 AM". It includes buttons for "Save As", "Configure Report", "Report Preview", and "Export as PDF". A message states: "This Report can be Exported to PDF only. Use the Export as PDF button to generate the Report. To see the Preview of the Report, use the Report Preview Button." Below this is a "Criteria" section with the following fields:

- Start Date: 07/01/2012
- End Date: 06/30/2013
- Unit Number: 16000000

A "Clear" button is located at the bottom right of the criteria section.

- Click on **Export** button.



- Save and/or print as desired. Click on **File** and select desired action.