

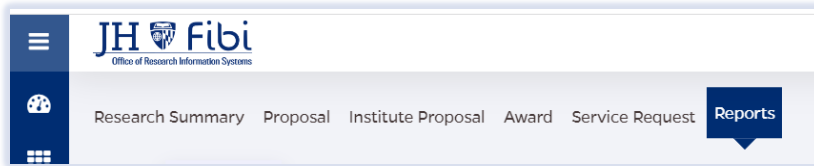
Other Support Tool



How Do I Run the Other Support Tool in Fibi?

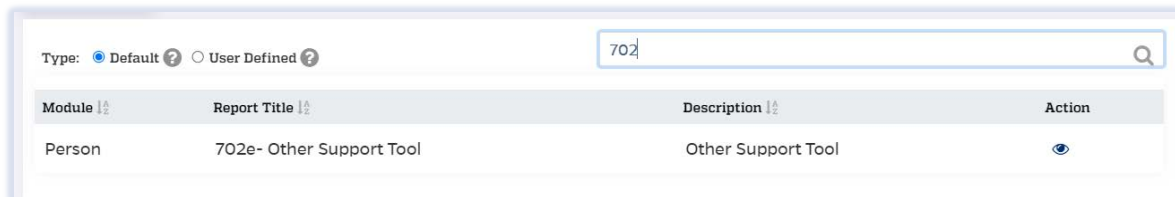
BIRT Reports are a group of reports that University personnel have requested over the years for many different functions that ORIS has created. Fibi includes the ability to run BIRT reports as well as other reports. The **Other Support Tool** is one of these Reports, Report 702e.

- ❑ 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 or you can find a specific report by using the elastic search.

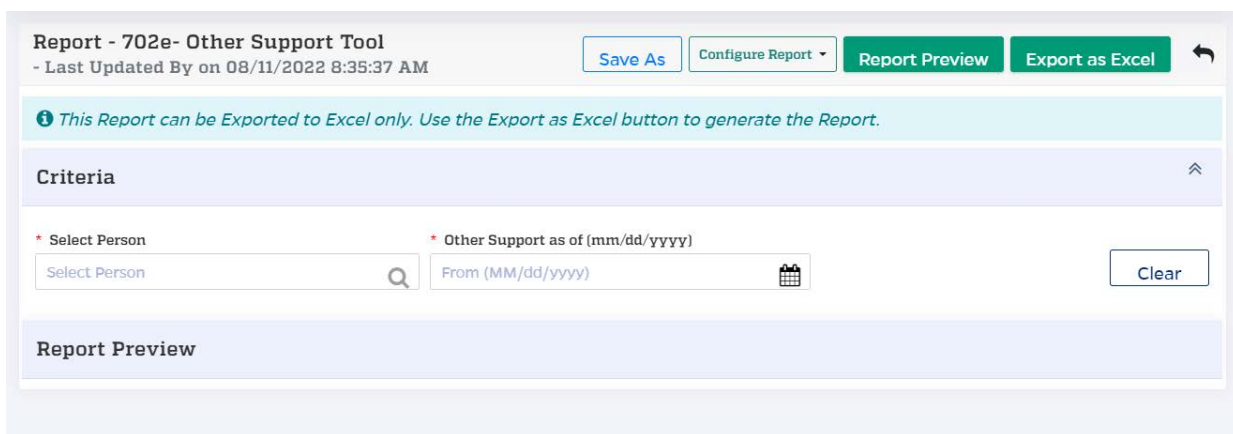
- ❑ Input 702 in the elastic field and then click on the report.



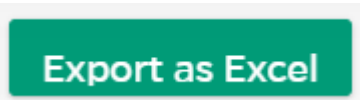
- ❑ Enter the criteria requested.

Select Person - Input the **last name, first name** or the person's **JHEDID**.

Other Support as of - Use the calendar to enter the starting date for pulling the data. The date can also be entered manually using the **mm/dd/yyyy** format.



- Click on the **Export as Excel** button.

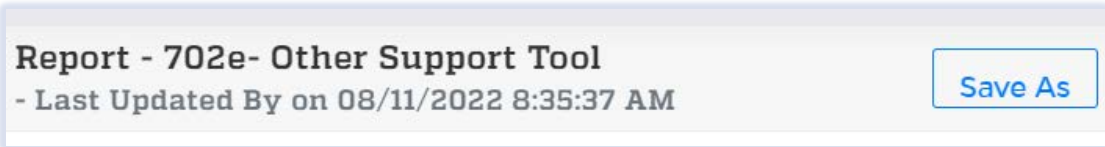


- Reformat the Excel Spreadsheet as desired.

User Defined Reports

To Save Criteria for quicker reference in the future:

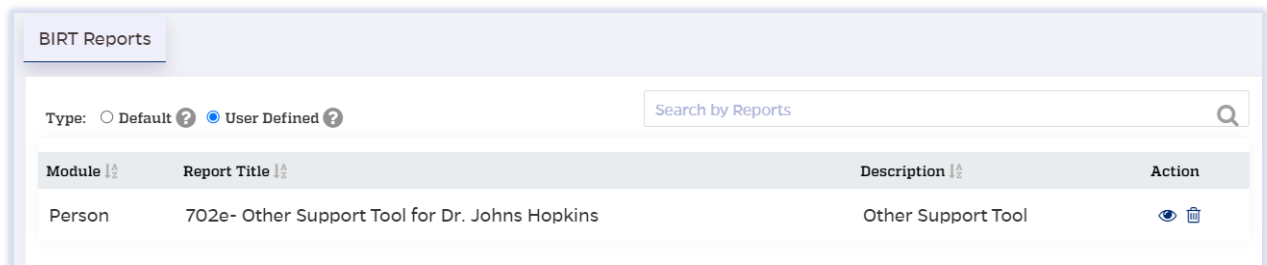
- Click on **Save As**.



- Customize the **Name** field with specific criteria used and check the box if desired to keep the search values for future use.

A "Save As Template" dialog box with a close button (X) in the top right. It contains a "Name" field with the text "702e- Other Support Tool for Dr. Johns Hopkins", a "Description" field with the text "Other Support Tool" and a character count of "182 characters remaining", and a checked checkbox labeled "Keep the search values for future use." At the bottom are "Cancel" and "Save" buttons.

Saved Customized Reports will show under the **User Defined** tab.



Module	Report Title	Description	Action
Person	702e- Other Support Tool for Dr. Johns Hopkins	Other Support Tool	