IWR 7 – GETTING STARTED

Finding Your Way Around

Search facility

Personal
Newsbox
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Page

NewsIndex

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🗐 General Information
   General Information from different areas
   Actions

🗐 Research
   Research Information
   Actions

🗐 University Statistics
   Statistics from all Areas of the University
   Actions

🗐 Human Resources
   Human Resources Information
   Actions

🗐 Research Management (RAE)
   Reports to check data for the Research Assessment Exercise

Management Information

Address 🔲 https://mis1.sussex.ac.uk/cognos/cgi-bin/upfcgi.exe   ▾ 🔄 Go
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Available
Newsboxes

Newsboxes
[*Report Folders*]

Clicking on a
Newsbox will drill
down to reports
and/or sub folders

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Research Management (RAE)

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🗐 Department Based Reports
   Actions

📊 Check Group Membership
   Report to check who's a member of which group.
   Modified: 28 September 2005 07:43:59
   Actions

🗐 Research Group or UOA Based Reports

Web
Report

Management Information

UNLIKE THE PREVIOUS VERSION OF WEB REPORTS THE REPORT WILL NOT BE SAVED TO YOUR 'INBOX'.

Running a Report

- Click Report Title to start running a report
- Enter any prompt information (don't forget that these prompts are case sensitive)

Room list for a School - Report Running
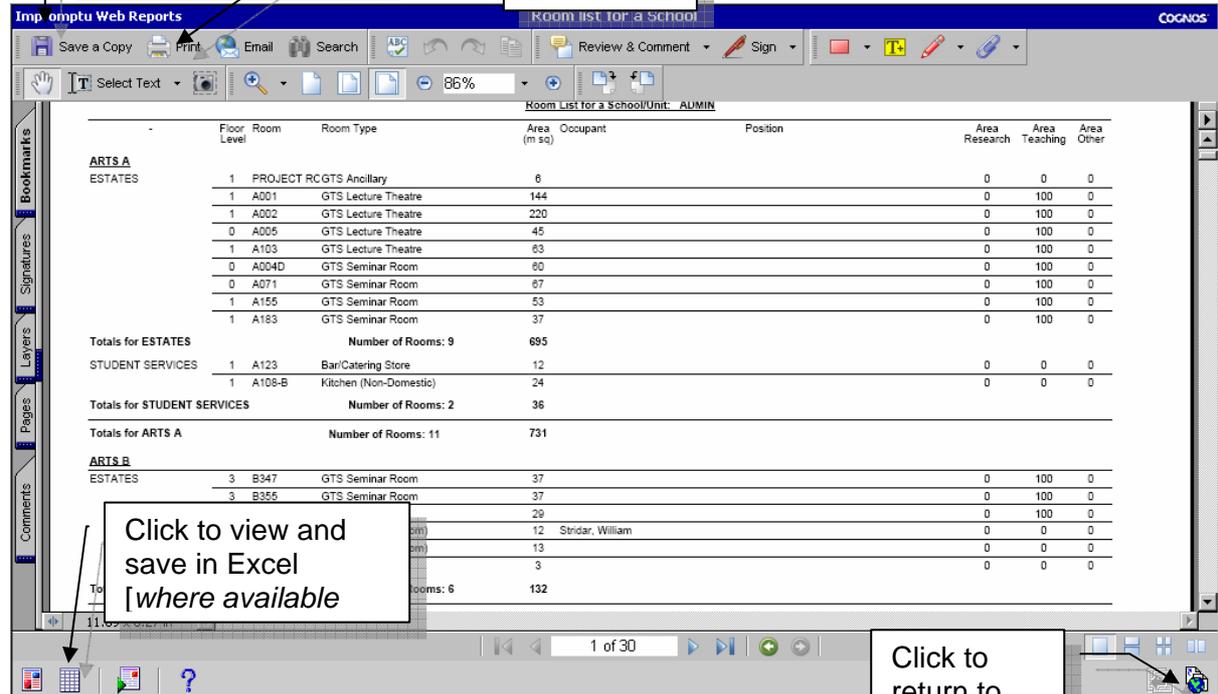
Your report is running.

Select one of the following actions:

Cancel and return to source

- You will get a notification to show you your report is running
- When ready it will display as a pdf:

Click to Save a copy on your computer

Click to Print

Click to view and save in Excel [*where available*

Click to return to reports