

# Using the Information Warehouse

The Committee on Committees package in the Information Warehouse provides profile reports for current information about eligible faculty members to assist you in selecting potential slates for the coming year's faculty committee elections. Eligible faculty members include regular (non-visiting) faculty members who are currently either active or on leave (except those on long-term disability), and who are full-time.

## Logging On


To log onto the Information Warehouse


1. Start your browser and enter the following URL in the address bar: [www.princeton.edu/iw](http://www.princeton.edu/iw).
2. Click on **Enter the Information Warehouse (IW)**.
3. Enter your LDAP user ID (your Princeton NetID) and password.
4. If the Cognos 8 Welcome page is displayed, click on the [My home](#) link to display the Public Folders tab.


## Running the Committee on Committees Reports



The reports you are authorized to view are located in the Public Folders in the Information Warehouse, grouped in packages by application. Report packages are indicated by a yellow folder.

1. In the [Public Folders](#) tab, click on [Committee on Committees - Reports](#).
2. Click the name of the report you want to run:
  - To review past and current committee memberships, click [Search by Committee](#).
  - To review profiles by individual, click [Search by Individual](#).

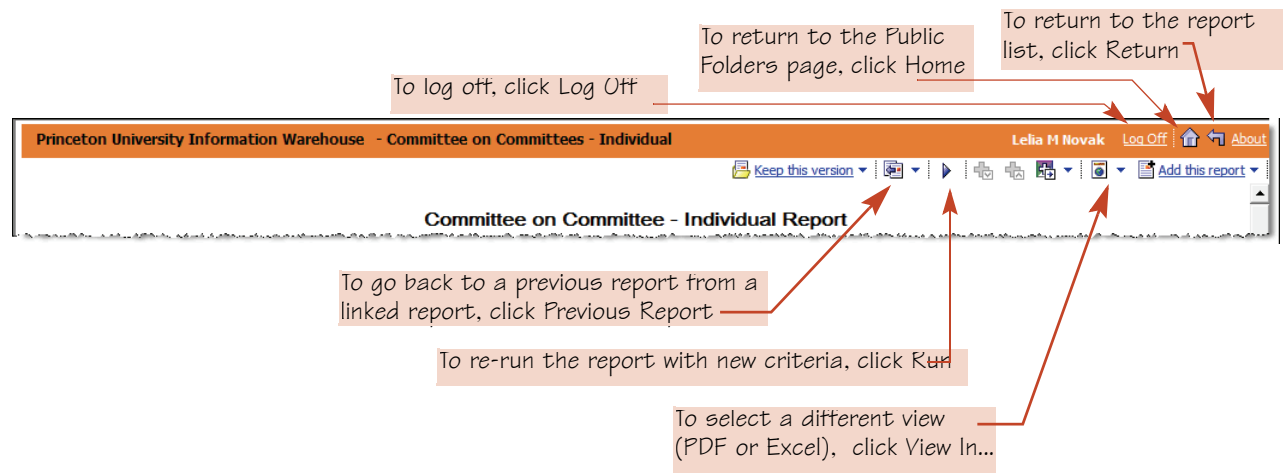
3. Select the parameters that will give you the information you want (see reverse).
4. Click the **Submit** button at the bottom of the page to run the report.
5. If the listing returned is longer than can be displayed on a single page, use the navigation links ([Top](#), [Page Up](#), [Page Down](#), [Bottom](#)) at the bottom of the page to move through the pages.
6. If you want to print the report, click the down arrow in the **View in**  button above the report, and select [View in PDF Format](#). Once displayed in PDF format (usually with Adobe Reader), click the printer button (second from left) to print the report.

7. Most reports have drill-through links to a more detailed report. To return to a previous report from a linked detail report, click the **Previous Report**  button, **not** the browser Back button.

Use the **Return**  button on the header banner to return to the original Reports list.

8. To re-run the report, click the **Run**  button (above the report on the right) to return to the parameter selection page. The parameters from the current report may be saved. If they are, you must deselect them to rerun the report with new parameters. Review your selections carefully before clicking the **Run**  button.

When you have completed your review, be sure to exit the Information Warehouse by clicking the [Log Off](#) link after your name at the upper right, above the report or folder tabs.



## Need help?

Contact Kris Miller in the Office of the Dean of the Faculty, at 8-1660, or send e-mail to Kris at [Q1973@princeton.edu](mailto:Q1973@princeton.edu)



# Using Committee on Committees Reports



## To Review Profiles by Individual


To search for profile data on individual faculty members, click on the Search by Individual report link. You may select a specific individual by name, or you may return a list of individuals based on the home department, academic division, tenure status, or employee status.

### To select the person or group of people you want to review:

- ✧ Enter your parameters, using the Name parameter to return a single individual, or the other parameters (with or without a partial name) to bring back a list of individuals.
- ✧ The Name field is case sensitive. Be sure to use the correct upper and lower case.
- ✧ Names **must** be entered in the following format: *Lastname,Firstname Middlename*. (Note: There is no space between the comma (,) and the *Firstname*.)
- ✧ For partial name searches, use % signs. For example, type **Smith%** to return all people whose last name begins with **Smith**, or type **%Barbara%** to return all people whose name includes **Barbara** anywhere in the name.
- ✧ To search for an individual without restricting by a particular criteria, leave the default value for that parameter.

After you have made your criteria selections, click on the **Submit**  button at the bottom of the page. A report listing all the eligible faculty members who fit your criteria will be returned to the screen.





You may print your report by clicking the down arrow in the **View in**  button above the report, and selecting **View in PDF Format**. Then click the printer  button.

**Note:** To rerun the report, press the **Run**  button (above the report on the right), which returns you to the parameter selection page. If you want to use new parameters, be sure to deselect the parameters used for the previous report.

### To view an individual's profile report:

- ✧ From the summary list created above, click on the name of a specific individual. A detailed profile, which includes past and current committee service, is displayed in a new window, while the summary report remains in the original window.
- ✧ If the person has been on a committee, you can link to more detail about who is currently serving on the committee or has served in past years by clicking on the committee code link to the left of the committee name at the bottom of the page. (Note: This link is present on both the HTML and the PDF view of the profile report.)

Click the **Previous Report**  button to get back to the individual profile page.




- ✧ You may print your report by clicking the down arrow in the **View in**  button above the report, and selecting **View in PDF Format**. Then click the printer  button.
- ✧ When you are done with the report, close the browser window. You can select another person from the summary report, or click the **Run**  button to select new criteria for a new summary.
- ✧ To return to the reports list in Public Folders, click the **Return**  button at the top right of the screen, not the browser's Back button.
- ✧ To log off, click the **Log Off** link next to your name (on the top right) above the report or folder tabs.

## To Review Past and Current Committee Memberships

You may also review the committees themselves to see who is presently serving or has served on them in the past. To begin, click on the [Search by Committee](#) report link from the Committee on Committees menu on the Public Folders tab.

- ✧ Select the committee(s) you want to review:
  - To select a single committee, select a Committee Name from the drop-down list by clicking on it. Use the scroll bar in the menu box to see all of the choices.
  - To select multiple committees, press the **Ctrl** key and click on each committee you want to include.
  - To select all committees, click the [Select All](#) link under the Committee Name listing.

Then press the **Submit**  button at the bottom of the page.

- ✧ To get more detail on an individual on a specific committee, click on his/her name and the individual profile will appear. Click the **Previous Report**  button to get back to the committee summary list.
- ✧ To rerun the report with new criteria, click the **Run**  button (above the report on the right) to return to the Committee roster list and choose other parameters.
- ✧ To return to the reports list in Public Folders, click the **Return**  button at the top right of the screen.
- ✧ To quit the application, from either the report or in the Public Folder tab, click the **Log Off** link next to your name (on the top right of the page) above the report or the folder tabs.

