

NIH ETHICS MANAGEMENT INFORMATION SYSTEM (EMIS)

Creating Custom Reports

The purpose of this function is to permit you to choose the data you want to see, and the order in which it is sorted and displayed. Select "Reports" from the blue navigation bar across the top of the page. Scroll to the bottom of the reports page and click on the **Create Custom Report** bar.

Creating a report involves several steps. You must identify what data you would like to be included in the output, place filters on the data for control purposes, and determine the display order of the output. You then have the option to immediately view the output or save the report for future updates.

- 1. Identify Your Output:** Do you want information about the employees, such as filer status, or do you want information about forms submitted, such as financial disclosure reports filed in a specific year. Based on that decision, determine which table of data to use. For employee attributes, such as pay plan or filer status, use the Employees table. For information about specific forms, select the appropriate topic table based on your desired output.

From the Create Report list of data tables (Figure 1), select the data table in which you are interested. Choosing the Employee table permits you to use only data available on the employee data screen. Choosing another data table permits you to use information from both the employee data table and the chosen table.

Note: If you need data from more than one other table with the Employee data, please contact the EMIS Administrator in the NIH Ethics Office. These specialized combinations must be individually set up by the system programmers. Web interface does not easily permit combining tables and complex programming.

For the examples in this document, the Employee table is used.

Example: To create a report showing all employees who are designated as OEG 278 filers, choose the Employee table. To create a report showing the OGE 278s filed in any given year, choose the OGE 278 table.

The remainder of the instructions will use filer status as an example of an employee attribute report, and reports filed for an example of information about forms submitted.

- 2. Choose the Table:** For this exercise, choose the **Employees** table.

Create Report	
Select Table	
Title	
Select	ADVICE
Select	AUTHORIZATION
Select	AWARD REVIEW
Select	COI WAIVER
Select	CRADA
Select	Departed Employees (Active)
Select	EMPLOYEES
Select	ETHICS AGREEMENT
Select	HHS 348
Select	HHS 520 Only
Select	HHS 520, 521, Renewals
Select	HHS 716
Select	HHS 717
Select	Mis-Matched SAC Codes
Select	NIH 2803 WAG
Select	NIH 2850
Select	NIH-2854 AWARD
Select	NIH-2855 HONORARY DEGREE
Select	ODA
Select	OGE 278
Select	OGE 450
Select	OTHER ACTIONS
Select	PROTOCOL REVIEW
Select	RECUSALS
Select	TRAINING
Select	TRAINING - AET Incomplete
Select	TRAINING - In Progress

Figure 1

- On the first screen (Select Fields), choose the data fields in each table that you wish to see on the report. Highlight the field in the left column and choose “Add Field” to move that field into the right column (Tip: you may also double-click on the field name to move it). The order of the fields in the right column is the order they will be presented on the output. Rearrange the fields using the field movement buttons as needed. See screen shot (Figure 2).

EXAMPLE: Develop an OGE 450 filer list. What fields do you want to see? For this report, show employee’s last and first name, employee position, and filer effective date. This is your (required) annual list of filers, not what was filed, but who is currently designated as OGE 450 filer.

Choose the fields to show, in the order you want the columns, and choose Next.

Figure 2

- On the second screen (Add Filters), identify specific rules to limit output to your desired outcome. Think of straining spaghetti. The filter keeps the spaghetti in the sieve but lets the water, or non-desired records, run through. Identify a field, set the filter using the buttons to the top right (e.g., is equal to, is like, etc). The options made available depend on the type of field chosen, e.g., date and number fields permit the greater than or less than options.

For example, this report limits the output to Active employees in NINR, where filer is equal to OGE 450. See Figure 3.

Keep in mind that most of the time you want to use the filter:

Employee Status = Active

to retrieve only current employees in your reports. Employee Status is changed to Inactive only when employees leave the NIH.

Figure 3

Notice the number in the lower right hand corner, it will indicate how many records match your filter criteria (26 matches). As you change the criteria and modify rules, the number changes.

- The third screen (Determine Sorting)** sets the order you wish the output presented, e.g., alphabetical by last name, reverse alphabetical (descending), by SAC, or any order. You may choose multiple options. See Figure 4.

In this example, the report will show OGE 450 filers in alphabetical order by last name.

Be careful at this point to NOT lose your report definition. If you want to save this report so you can run it as needed, you must choose the Save button (see Figure 5). The Finish button runs the report, and does not give the option to save to Excel or Word.

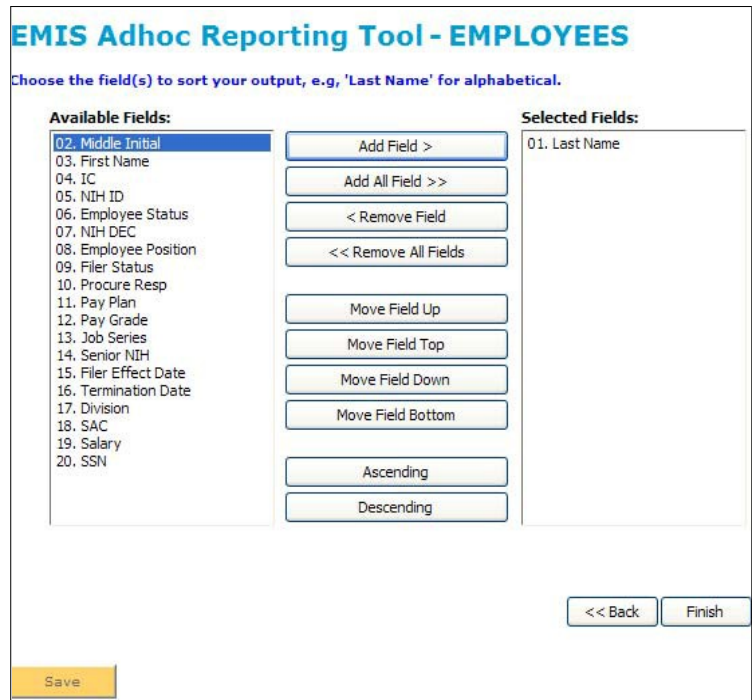


Figure 4

- Save the report.** Click on Save at the bottom left of the screen in Figure 4, which provides an opportunity to name and describe your report (Figure 5).

In the example, the report shows OGE filers, so the report was named to reflect that. Use any title. Use of the Description box is optional, but it permits you to provide more useful information for later use of the report.

Once it is saved, it will show on the bottom of your list of reports.

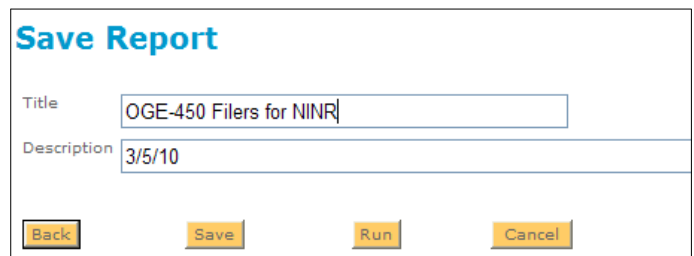


Figure 5

- Run the report to obtain the output.** Click on Run in the left column (Figure 6). You will see the screen to choose the format of the output (Figure 7). Normally, use Word or Excel.



Figure 6

Choose Excel for the example. Click on the yellow square button labeled Excel and it immediately runs the report. Click on the round button named Excel and then click on Export Now! To run the report. See Figure 7.

On the next screen, choose whether you want to save the report or open it right away. You may open it in Excel, copy and paste to an already existing spreadsheet file, or open it and manipulate the data just like any other Excel file.

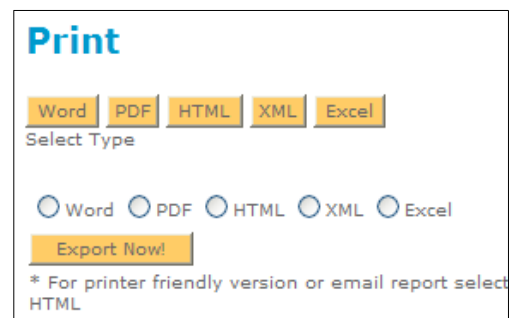


Figure 7

Choose Save for the example, and you see the normal information that you would see for saving any file (Figure 8).

You may also choose Open, and it will open the report in the chosen program. (Figure 9)

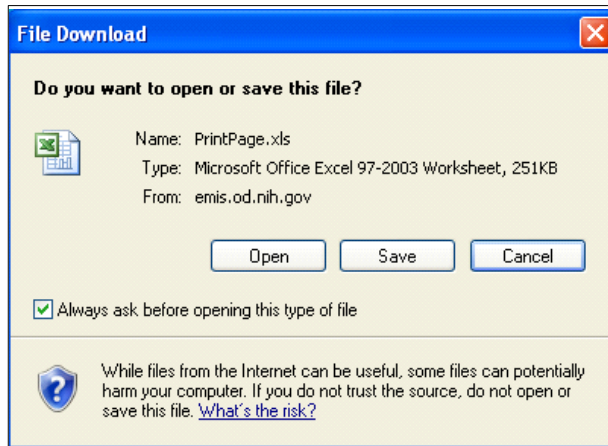


Figure 9

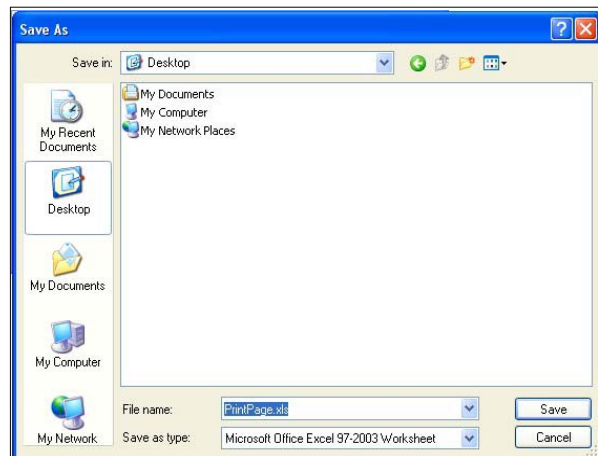


Figure 8

Note: Some computers are set up such that the report would open in the browser instead of the program chosen. If your computer is set up that way, use the “Back” button to return to EMIS.

Summary of this example:

This report shows the OGE 450 filers in one IC ordered alphabetically by last name. It provides the required list of filers. You could run this early in January, save it, and edit it throughout the year to produce a full history of filers for that year, i.e., the beginning list, who left, who came in, and the final list. This activity would ensure the office is compliant with the regulation (5 CFR 2634) which requires that every ethics office have an accurate filer list on file (electronic or paper) for each year.

You could edit this report to filter out other employees, e.g., HHS 717 filers (those clinical investigators who do not file either an OGE 450 or an OGE 278, but must file the HHS 717-1 because of their investigator status). The more accurate the data in EMIS are, the more options for reporting you have.

Assistance:

For specific questions or assistance using EMIS, including thinking through the logic to obtain your desired report output, contact your NEO Specialist in the NIH Ethics Office. For system problems, such as error messages, submit a [HelpDesk](#) request. Begin the explanation of the request with “ASSIGN TO OD/OIT WEB TEAM.”

File Name: Q:\EMIS\SOPs\Reports\Create-Custom-Reports.docx