

NIH ETHICS MANAGEMENT INFORMATION SYSTEM (EMIS)

Creating Custom Report: Incomplete Training

The purpose of this special custom report is to permit you to identify those employees who have not completed ethics training in a given year. The report requires special programming so it was developed and added to the list of tables available under the Create Custom Report function. The programming code which is not seen includes Employee Status = Active and a comparison of the full list of active employees with the list of training records. If an IC adds non-FTEs in EMIS and used the standard identification for non-FTEs (i.e., Pay Plan = 99), these can be excluded from the report by adding a filter on the second report screen (i.e., add a rule for Pay Plan does not equal 99).

To run the report which shows which employees have not completed training during the calendar year, do the following.

1. Logon to EMIS: <https://emis.od.nih.gov/>
2. Choose **Reports** in the blue horizontal navigation bar.
3. Scroll to the bottom and choose **Create Custom Report** at the bottom of the Reports page (Figure 1).
4. On the Create Report screen (Figure 2) is the list of data tables.

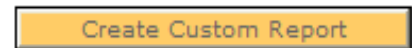


Figure 1

Scroll to the bottom and choose “Training (Incomplete)” (see arrow in Figure 2).

5. On the next three screens, identify:
 - output: the fields you want to see in the final report;
 - filters: to limit the output to just the desired records; and
 - sort order: the order in which the records are listed, e.g., alphabetical.

Reminder: The code for this report is already done, but not visible. If no filter or sort order are indicated, the output will be all active employees with no current year training record. If “training date” is one of the output fields chosen, the date shown will be the last training date, i.e., from the prior year.

The training year is hard coded and will be changed each year, allowing users to run the report early in the subsequent calendar year when the prior year training is still being completed, i.e., run the 2010 report in January of 2011.

Note the name of the report across the top on each screen, as a reminder that the “Training (Incomplete)” report is being developed.

Select Table	
Title	
Select	ADVICE
Select	AUTHORIZATION
Select	COI WAIVER
Select	CRADA
Select	EMPLOYEES
Select	HHS 348
Select	HHS 520 Only
Select	HHS 520, 521, Renewals
Select	HHS 716
Select	HHS 717
Select	NIH 2803 WAG
Select	NIH 2850
Select	NIH-2854 AWARD
Select	NIH-2855 HONORARY DEGREE
Select	ODA
Select	OGE 450
Select	OTHER ACTIONS
Select	PROTOCOL REVIEW
Select	RECUSALS
Select	SF 278
Select	TRAINING
Select	Training (Incomplete)



Figure 2

6. On the first Adhoc Reporting Tool screen, choose the fields for the output report. Highlight a field in the left column (Available Fields) and click on the **Add Field** bar to move the field to the right column (Selected Fields). Identify all fields for the output, rearrange using the various bars. See Figure 3.

Note that there are options to add all or remove all, move fields to the top or bottom, or move fields up or down one line at a time. The final list, top to bottom, is the order the fields will be included in the final report.

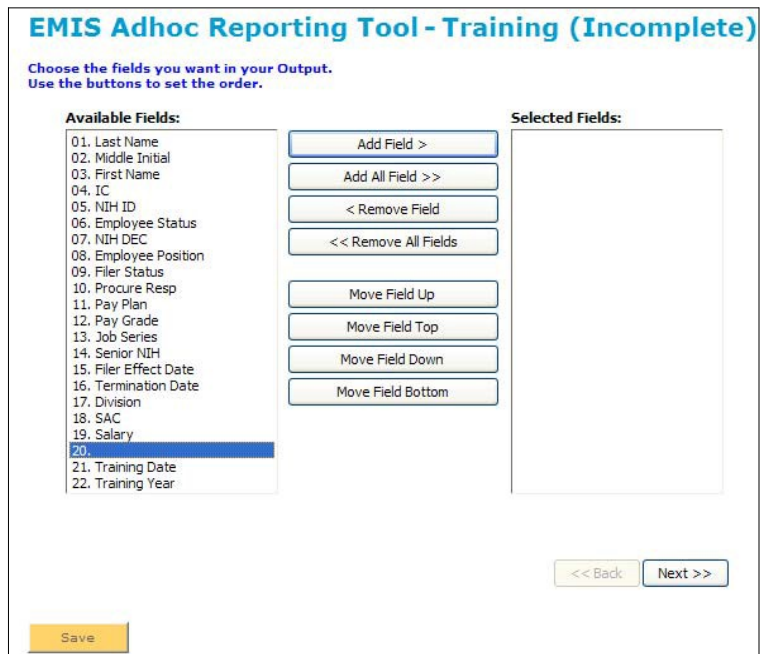


Figure 3

7. On the second Adhoc Reporting Tool screen add the filters to limit output to desired records. Identify specific rules to limit output to the desired outcome. Some filters are already chosen as part of the coding. For purposes of this report, choices are limited to:

- IC
- Filer status. To see only OGE 278 filers, or only OGE 450 filers, who have not completed training, choose *Filer Status*, then choose *Is equal to* and then choose the desired status from the drop-down list.

Because this report is already pre-coded to identify employees without a current year training record, do not use Training Year equals current year. The result will be no matches. The report is looking for those with no training record in the current year, so adding that filter means no records will match.

The report also includes only those records where Employee Status equals Active, so do not add that filter.

Notice the number in the lower right corner of the screen, 3,713. At the time the screen shot was captured, there were 3,713 active employees who did not have a 2010 training record. As more employees complete the training, this number will decrease.

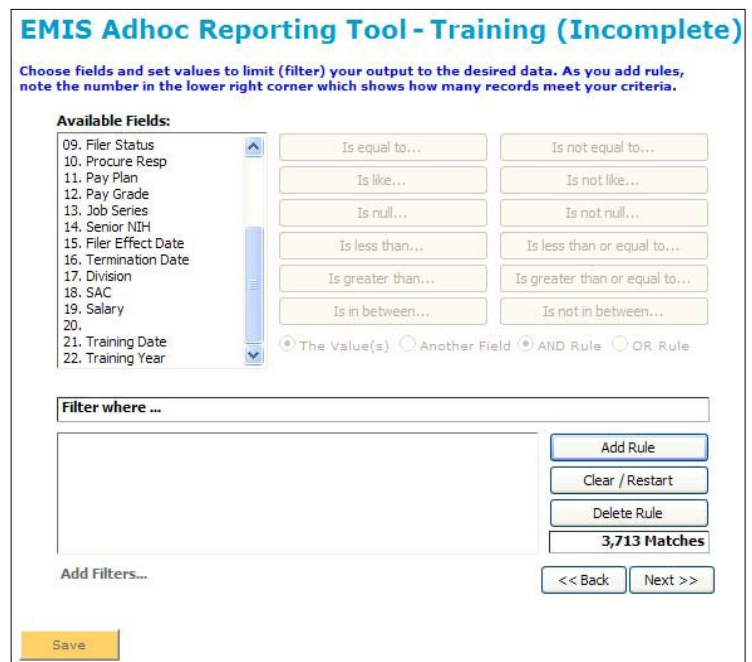


Figure 4

- The third Adhoc Reporting Tool screen is to determine sort order (Figure 5). Set the order for the output, e.g., alphabetical by last name, reverse alphabetical (descending), by SAC, or any order.

Be careful at this point to NOT lose the report definition. To save this report to run it as needed in the future, choose the Save button in the lower left corner (see Figure 5).

The Finish button runs the report, and shows the output on the screen, but does not save the report definition nor add it to the report list.

- Save the report.** Click on Save at the bottom left of the screen in Figure 5, and give the report a name, which will then be listed at the bottom of the Custom Reports section.

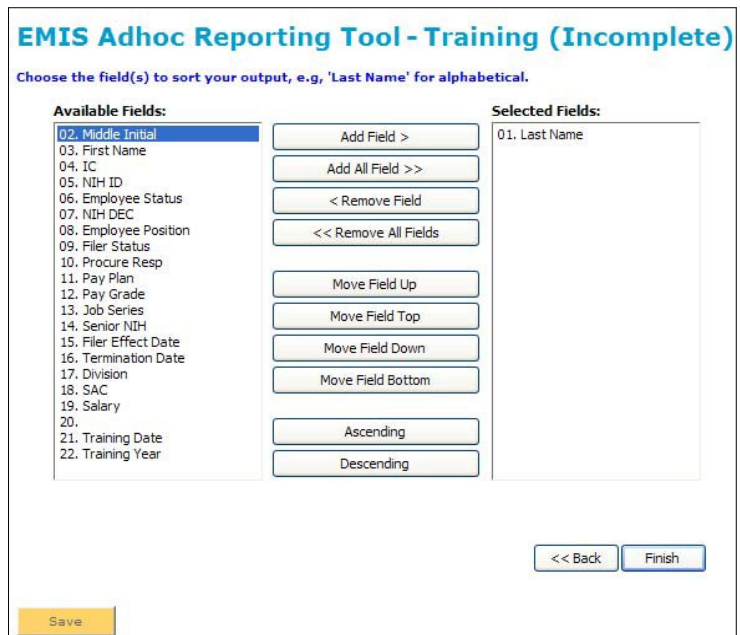


Figure 5

- Run the report.** Locate the newly designed report at the bottom of the list of Custom Reports. Click on Run in the left column. Choose the format of the output (Figure 6), e.g., Word, Excel, html. Normally, use Word or Excel.

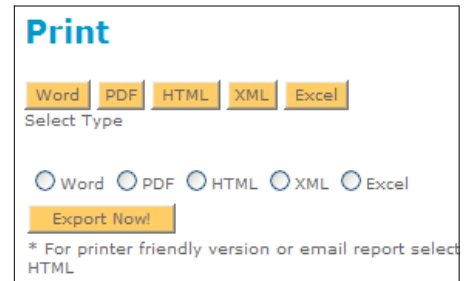


Figure 6

- Open or Save.** On the next screen (Figure 7), indicate whether to open to save the report.

Open will open the report output in the program chosen above.

Save will open the save option. Indicate file name and location to save the report.

