

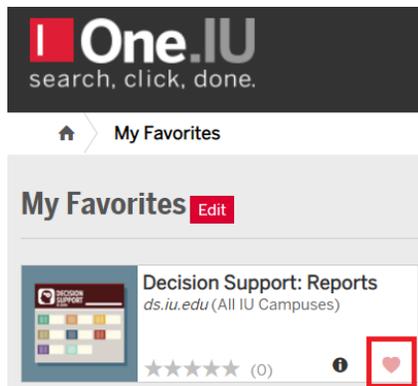
Unit Viewer COIC Disclosure Status Report in Decision Support

The Unit Viewer COIC Disclosure Status Search Report allows assigned COI-C unit viewers access to a full list of submitted disclosures in their unit(s).

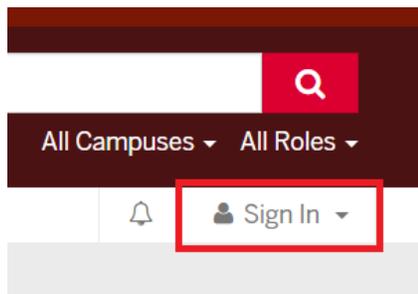
Note: Do not use the comments option in the report. This functionality is being removed.

Accessing the unit viewer report

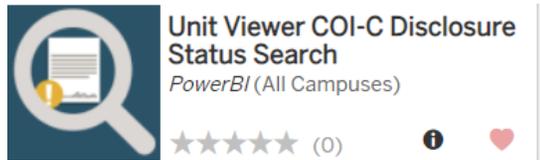
- Go to One.IU and log-in with your IU username/password
- In One.IU search “Decision Support” to find the **Decision Support: Reports** task and click the heart icon (bottom right of the task) to save it to your favorites in One.IU for quick access



- Click the **Decision Support: Reports** task
- Top right of screen click “Sign-in” to sign-in to Decision Support



- In Decision Support search “Unit Viewer” to find the **Unit Viewer COI-C Disclosure Status Search** task and click the heart icon to save it to your favorites in One.IU



- Click the **Unit Viewer COI-C Disclosure Status Search** task to access the report
 - You can also use the link below to bookmark the report in your browser for future access. The report will only work if you are signed in to One.IU with your IU username/password.
<https://ds.iu.edu/task/all/unit-viewer-coi-c-disclosure-status-search>

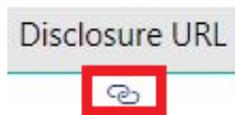
Filter and view individual disclosures

Filtering the report:

- You must select filtering options for campus and school to view disclosures in your unit
- The following filtering options are optional: department, division, date range, reporter name, reporter email, status (of disclosure), and requires dept review (requires departmental review)
Note: the requires departmental review filter can be left at the default “all” option to view all disclosures in your unit, or you can filter the results to “yes” to only view disclosures in your unit that require your departmental review.

Viewing individual disclosures in the unit viewer report:

- Scroll to the far right of the report to the Disclosure URL column and click the link icon to view a disclosure in the Quali COI-C system



Exporting/saving the report:

- Hover your mouse to the right of the count box (see below) until you see three horizontal dots
- Click the three horizontal dots and select “Export data” (see below)
- Save the report

Indiana University - Unit Viewer COI-C Disclosure Status Search

This report is intended to enable COI Reviewers from individual units the ability to review a discreet set of disclosures.

1. Select a campus:

2. Select a school:

3. Select a department:

4. Select a division:

5. Use the below filters to further refine your search:

DATE SUBMITTED

STATUS

REPORTER NAME

REPORTER EMAIL

REQUIRES DEPT REVIEW

COU
165
More options
Filter icon
Print icon
More options icon
Export data

DEPARTMENT	DIVISION	DATE SUBMITTED	STATUS	RESEARCHER?	UNIV EMP?	IUH?	REQUIRES DEPT
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