**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**1.) Go to One.IU and log-in with your IU username/password
2.) 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 the report to your favorites in One.IU for quick access
3.) Click the **Decision Support: Reports**task
4.) Top right of your screen click "Sign-in" to sign in to Decision Support
5.) 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
6.) Click the **Unit Viewer COI-C Disclosure Status Search**task to open the report

You can also use the link below to bookmark the report in your browser for future access. The report will only load if you are signed in to One.IU with your IU username/password, and if you are on campus or connected to IU's SSL VPN - Ivanti Secure.[Unit Viewer Report in Decision Support](https://ds.iu.edu/task/all/unit-viewer-coi-c-disclosure-status-search)

**View active or missing disclosures**You can view active disclosures by clicking the "View Active" red button, or you can view missing and expired disclosures by clicking the "View Missing" red button. Return to the "About" tab to switch between active and missing/expired disclosures.

Note: The missing/expired disclosure report is based on [faculty and staff positions](https://policies.iu.edu/policies/ua-17-conflicts-of-interest-commitment/index.html) required to submit an annual disclosure in Kuali COIC.

**Filter and view individual disclosures**Filtering the report: 1.) You must select filtering options for campus and school to view active and missing/expired disclosures in your unit
2.) The following filtering options are optional for active disclosures: department and date range

**Viewing individual disclosures from the unit viewer report**1.) Scroll to the far right of the report to the Disclosure URL column and click the link icon to view a disclosure in the Kuali COI-C system
2.) The "Requires Department Review" column signifies whether the employee has reported any external activities or affiliations that require your review. If marked as "Yes," a review is required.
3.) If you encounter difficulties accessing disclosures in Kuali COIC from the report, please inform the University Compliance and Policy Office at comply@iu.edu.

**Exporting/saving the report**1.) Hover your mouse to the right of the count box until you see three horizontal dots
2.) Click the three horizontal dots and select "Export data"
3.) Save the report