

Conflict Disclosure System

Disclosure Status Report Instructions

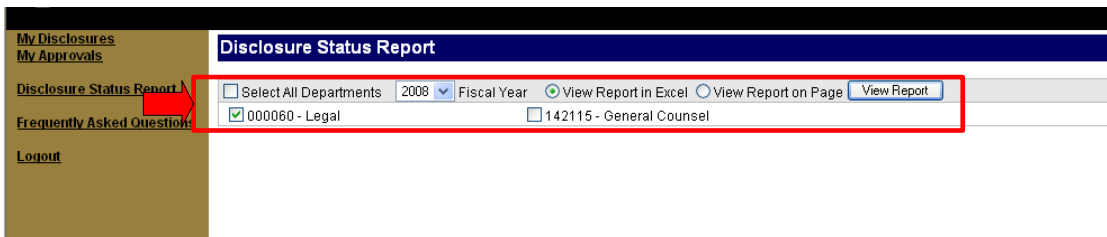
Users who have been assigned as department approvers or reviewer in the Conflict Disclosure System have a **Disclosure Status Report** that can be used to view the disclosure status of their assigned department's faculty/staff for a given fiscal year. The disclosure status report lists all active people in the selected department(s) who are required to complete a disclosure in the Conflict Disclosure System. For each person listed, if an approved disclosure is found for the selected fiscal year, information about that disclosure is displayed. The report is intended to help approvers and reviewers identify people who still need to complete a disclosure for a given fiscal year.

If you have been set up as a department approver or reviewer in the Conflict Disclosure System, follow the steps below to run the **Disclosure Status Report**.

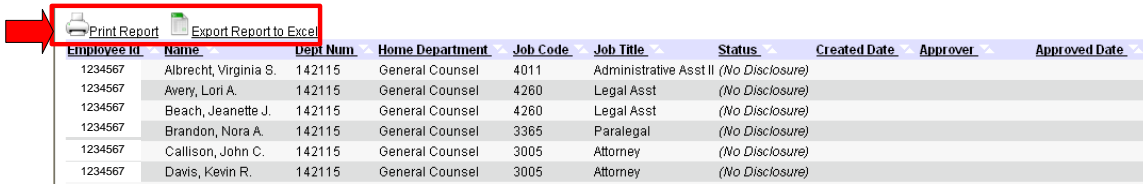
1. Login to the Conflict Disclosure System and click on the **Disclosure Status Report** link on the left side of the navigation pane.



2. The **Disclosure Status Report** page will appear and all departments for which you are assigned as an approver or reviewer will be listed on the page.
3. Select the department(s) for which you want to run the report. Select the checkbox next to the departments you want to report on. Alternately, you can use the **Select All Departments** checkbox at the top of the page to select all departments.
4. Select the **Fiscal Year** to report on from the **Fiscal Year** dropdown.
5. Select where to send the report output. You can view the report in Excel by selecting **View Report in Excel**. Alternately, the output can be displayed in a browser window by selecting **View Report on Page**.
6. Complete the selections and click the **View Report** button.



7. If **View Report on Page** was selected, the report will be displayed in a new browser window. From here you can print the report by clicking the **Print Report** link. The report can be exported to Excel by clicking the **Export Report to Excel** link. Note that you can also sort the results by clicking on the column header link for the column that you want to sort by.



Employee Id	Name	Dept Num	Home Department	Job Code	Job Title	Status	Created Date	Approver	Approved Date
1234567	Albrecht, Virginia S.	142115	General Counsel	4011	Administrative Asst II	(No Disclosure)			
1234567	Avery, Lori A.	142115	General Counsel	4260	Legal Asst	(No Disclosure)			
1234567	Beach, Jeanette J.	142115	General Counsel	4260	Legal Asst	(No Disclosure)			
1234567	Brandon, Nora A.	142115	General Counsel	3365	Paralegal	(No Disclosure)			
1234567	Callison, John C.	142115	General Counsel	3005	Attorney	(No Disclosure)			
1234567	Davis, Kevin R.	142115	General Counsel	3005	Attorney	(No Disclosure)			

8. If **View Report in Excel** was selected, the report will be displayed in Excel in a new browser window. From here you can click **File – Save As** on the menu bar to save it locally as an Excel spreadsheet.