

## FIS Explorer – Initial Soft Launch

December 12, 2018

### Comparison

FIS Main	FIS Explorer
Desktop based	Web application
MS Access	Oracle APEX
Updates require individual files to be loaded by user	Updates delivered automatically
Access limited to FA users, IR, Provost's office	Access limited to FA users, IR, Provost's office
Review by individual faculty member only	Review by individual faculty member Review groups New reporting features
Data limited to personnel information	Data expanded to include many other data components about a faculty member
No help included	Data dictionary, values list
Installation complicated; requires OIT help	No installation needed.

### A. How to Access FIS Explorer

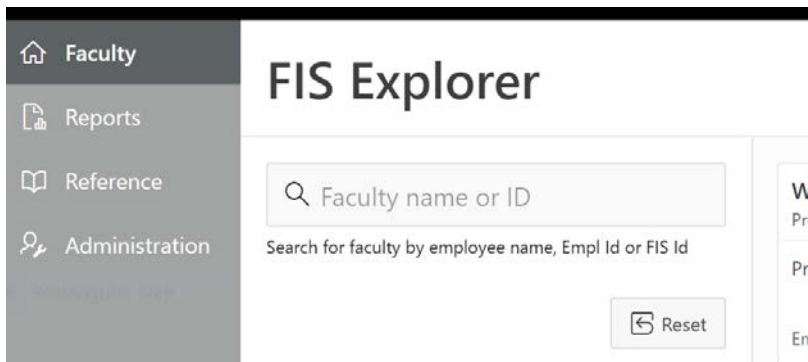
FIS Explorer access is managed by the FIS Technical Team and is very restricted due to the confidential nature of the information.

If you have been given access, go to <https://fisdb.colorado.edu/ords/f?p=fisexplorer> .  
Logon with your campus IdentiKey credentials.

A Google search for 'FIS Explorer' will easily get you to the site that contains the link <https://www.colorado.edu/fis/fis-explorer>. Book mark it or add to Favorites.

### B. Data Included

1. All the same data in FIS Main. Organized in a similar structure.
2. Many new data fields for each faculty member: awards received, vitas, research topics, online profiles and social media, full ORCID database, International activities and countries, FRPA complete and release, CUBE groups, CU Experts including curation progress and more.
3. Data fields marked with an \* are from a source other than FIS data entry such as HCM, OIT Directory or from FRPA.
4. Who is included in FIS Explorer? All FIS person records including terminated people.



## C. Sections

- **Faculty** – use as you would use FIS Main, to look up information about an individual faculty member
- **Reports** – Use the Reports section to look at groups or to run reports based on specific criteria.
- **Reference** - Data Dictionary (alpha or by page), Department List (all FIS data about departments)

## D. Basics

### 1. Search mechanism

Search by Name or Employee Id or FISid <in Faculty>

**Name Search looks for an exact or partial exact match. Name is stored as 'Last, First'**

Example: Find Jeff Cox

Will work: "Jeff" or "Cox" or "Cox, J" or "Cox, Jeff" all work since the name is stored as "Last, First"

Won't work: "Jeff Cox" <not last first>, no wild card option for search

### 2. Include staff?

- University staff are 'hidden'. See Include Staff in top navigation bar.  
Applied to all pages if select 'include staff'  
Resets to 'hidden' default upon login

### 3. Report Options

- Columns** – filter/sort with column functions
- Pre-defined reports** – can still be manipulated
- Actions box** – Create your own report
  - **Columns** - Add columns for data fields that are hidden
  - **Filter** – Create precise criteria for any field
  - **Report – Save** - to save report
  - **Report – Reset** – to get back to default settings for column displayed
  - **Download** – download your results – as csv file (i.e. spreadsheet needing formatting)

You can't hurt anything and can always reset

- Quick Search** – only on Events Report right now. Easy to pick and choose by Event Description, Event dates, Jobclass

#### 4. Sharing results

- a. **Download** as csv – format in Excel. Share that file.
- b. **Download** as html
- c. **Download as pdf** - Future
- d. **Share as email attachment** - Future
- e. **Printing from FIS Explorer** - works somewhat if only one page of results. Future.

#### E. Help Resources available for FIS Explorer

- **Data Dictionary.** See the Data Dictionary within the FIS Explorer application under the Reference section or on each specific page. Information about all data fields in FIS Explorer are defined in the Data Dictionary. Source of data is noted when applicable. Users can view Data Dictionary information by page, by searching for a specific field of interest or the full list of fields in alphabetical order.
- **Values for Data Fields.** The list of values for specific data fields can be viewed by clicking on the column heading of the data field of interest to see the drop down.
- **Advanced Reporting Features.** For more details on using advanced reporting features, see the document provided by Oracle about APEX functionality.
- Questions about FIS Explorer – Liz and Alex  
Questions about FIS data – Kristina can help here
- Future training and knowledge building sessions

#### F. Future Improvements and Additions

1. Data Dictionary comments – clarification to add more business understanding
2. Additional report views, possibly canned reports for specific reports
3. Reference section – job codes list (FIS\_Jobclass table)
4. Consider more filters like 'Remove Terminated Faculty'
5. Make FIS Explorer the hub for most other FIS applications
  - a. FRPAport, Faculty Data Explorer, Faculty Awards Search, Exceptions Reports
6. Possible dashboard to show important stats
7. Usage stats for CUBE, FRPA, Experts
8. Solve duplicating rows on Classic Reports
9. Improve reports – remove classic reports, add more Quick Search