How To View Educational Contributions for Faculty (Departments)

TARGET AUDIENCE: DEPARTMENT ADMINISTRATORS

Updated April 27, 2023

OVERVIEW

This document outlines how to view Educational Contributions for faculty members in a department. These are contributions that are entered by various FHS Programs and are displayed as read-only.

LOGIN TO FHS-DB
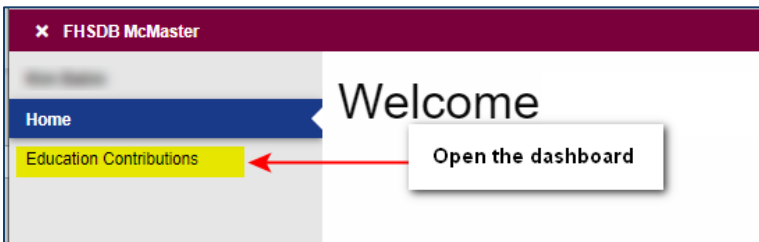
Login to the system using your MacID/password or local login.

If you have any questions about how to login, refer to this user guide on our website **_How to Login to FHS DB_**

VIEW EDUCATIONAL CONTRIBUTIONS

NAVIGATE TO THE EDUCATIONAL CONTRIBUTIONS MODULE

Click on the Educational Contributions menu to open more options related to the Contributions.

You can search by various criteria at the top of the Contribution Dashboard. Always remember to click Search when done with filters at the top as the grid will **NOT** automatically refresh. You can also use the quick filter on the top right below the buttons for immediate results.

EXPORT CONTRIBUTIONS

The Contributions Dashboard content can be exported into excel.

1. Select any search criteria by applying the filters at the top of the screen.
2. Click Search
3. Click Export to export all data in the dashboard into excel.

NEED SUPPORT?

All FHS DB User Guides can be found on the FHS DB website