

Using the Information Warehouse




The Committee on Committees package in the Information Warehouse provides profile reports for current information about eligible faculty members to assist you in selecting potential slates for the coming year's faculty committee elections. Eligible full-time faculty members include regular faculty members (non-visiting), who are currently active or on leave (except those on long-term disability).

Logging In

1. Navigate to <https://cedar.princeton.edu>
2. At the top of the page (by the **Search** bar) click **Enter the Warehouse**. Or scroll down and click on Information Warehouse button.
3. Enter your Princeton NetID and password.

Running the Committee on Committees Reports

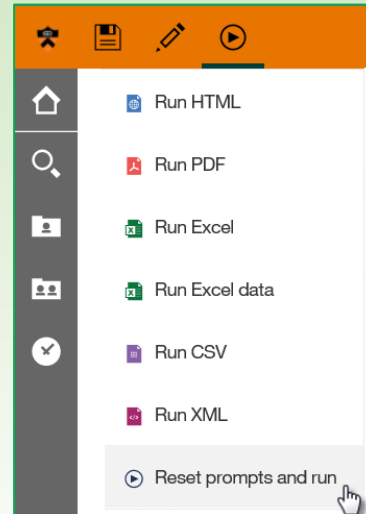
The reports you are authorized to view are located in **Team Content** in the Information Warehouse. 

1. From the **Team Content** folder, select **Committee on Committees - Reports**.
2. Click the name of the report you wish to run:
 - To review past and current committee memberships, click **Search by Committee**.
 - To review profiles by individual, click **Search by Individual**.
3. Select the parameters that will give you the information you want (see reverse).
4. Click the **Submit** button at the bottom of the page to run the report.

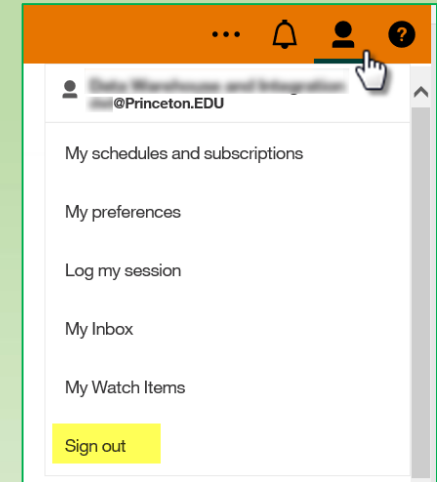
5. If the listing returned is longer than can be displayed on a single page, use the navigation links (Top, Page Up, Page Down, Bottom) at the bottom of the page to move through the pages.
6. If you want to print the report, click the down **Run as** button above the report, and select **Run PDF**.
7. Once displayed in PDF format (usually with Adobe Reader), click the Printer button (second from the left) to print the report.
8. Most reports have drill-through links to a more detailed report. To return to a previous report from a drill-through, click the **Welcome Menu** drop-down arrow (middle) to view a list of active/open reports currently in the session.



9. To reset your prompts and re-run the report, click the **Run as** button to return to the parameter selection page. The parameters from the current report will be saved.



When you have completed your review, be sure to exit the Information Warehouse by clicking **Sign Off** from the **Personal** menu, from the top Application Toolbar.



To Review Profiles by Individual


To search for profile data on individual faculty members, click on the Search by Individual report link. You may select a specific individual by name, or you may return a list of individuals based on the home department, academic division, tenure status, or employee status.

To select the person or group of people you want to review:

- ✧ Enter your parameters, using the Name parameter to return a single individual, or the other parameters (with or without a partial name) to bring back a list of individuals.
- ✧ The Name field is case sensitive. Be sure to use the correct upper and lowercase.
- ✧ Names **must** be entered in the following format: *Lastname,Firstname Middlename*. (Note: There is no space between the comma (,) and the *Firstname*.)
- ✧ For partial name searches, use % signs. For example, type **Smith%** to return all people whose last name begins with **Smith**, or type **%Barbara%** to return all people whose name includes **Barbara** anywhere in the name.
- ✧ To search for an individual without restricting by a particular criteria, leave the default value for that parameter.


After you have made your criteria selections, click the **Submit** button at the bottom of the page. A report listing all the eligible faculty members who fit your criteria will be returned to the screen.

You may print your report by clicking the **Run as** button above the report and selecting **Run PDF**. Then, click the printer button from the Adobe toolbar.

 *Note: To reset your prompts and re-run the report, click the **Run as** button to return to the parameter selection page. The parameters from the current report will be saved.*

To view an individual's profile report:

- ✧ From the summary list created above, click the name of a specific individual. A detailed profile, which includes past and current committee service, is displayed in a new window, while the summary report remains in the original window.
- ✧ If the person has been on a committee, you can link to more detail about who is currently serving on the committee or has served in past years by clicking the **committee code** link to the left of the committee name at the bottom of the page.

 *Note: This link is present on both the HTML and the PDF view of the profile report.*

Click the **Welcome Menu** drop-down arrow (top/middle) to return to the individual profile page.

You may print your report by clicking the **Run as** button above the report and selecting **Run PDF**. Then, click the printer button from the Adobe toolbar.

- ✧ When you are done with the report, close the browser window. You can select another person from the summary report, or click the **Run as** button > **Reset Prompts and run** to select new criteria for a new summary.
- ✧ To return to the reports list in Team Content, click the Team Content folder icon on the left navigation.
- ✧ To log off, select **Sign Off** from the **Personal Menu** on the top Application Toolbar.



To Review Past and Current Committee Memberships

You may also review the committees themselves to see who is presently serving or has served on them in the past. To begin, click the **Search by Committee** report link from the Committee on Committees folder in Team Content.

- ✧ Select the committee(s) you want to review:
 - To select a single committee, select a Committee Name from the list by clicking on it. Use the scroll bar in the menu box to see all of the choices.
 - To select multiple committees click on each committee you want to include.
 - To select all committees, click the **Select All** link under the Committee Name listing.
 - To select date range, choose start and end date.
 - Then press the **Submit** button at the bottom of the page.
- ✧ To get more detail on an individual on a specific committee, click on his/her name and the individual profile will appear.
- ✧ To reset prompts and re-run the report with new criteria, click the **Run as** button > **Reset Prompts and run** to return to the Committee roster list and choose other parameters.
- ✧ To return to the reports list in Team Content, click Team Content folder icon on the left navigation.
- ✧ To log off, select **Sign Off** from the **Personal Menu** on the top Application Toolbar.

