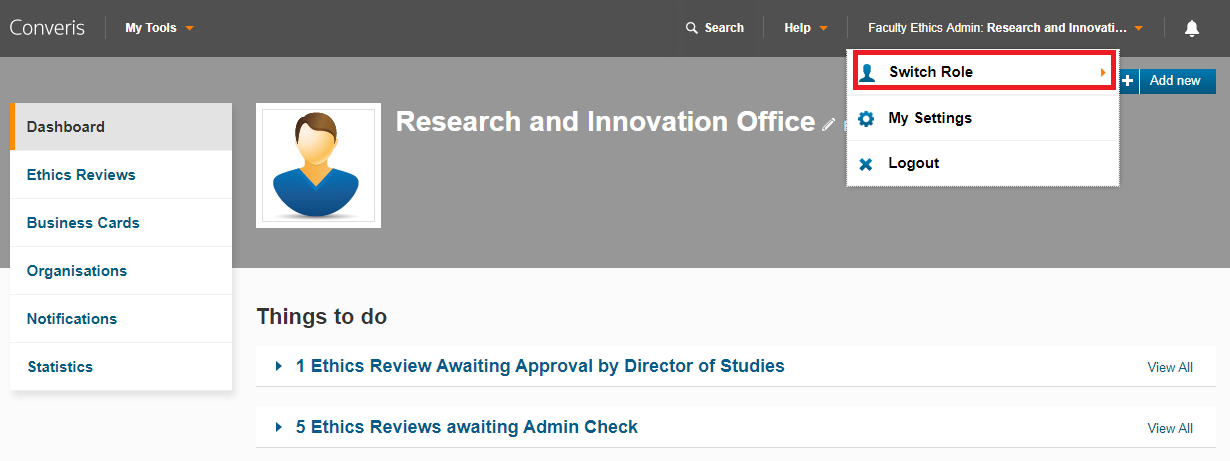
**Sheffield Hallam University**

**Converis Ethics Reporting - Helpsheet**

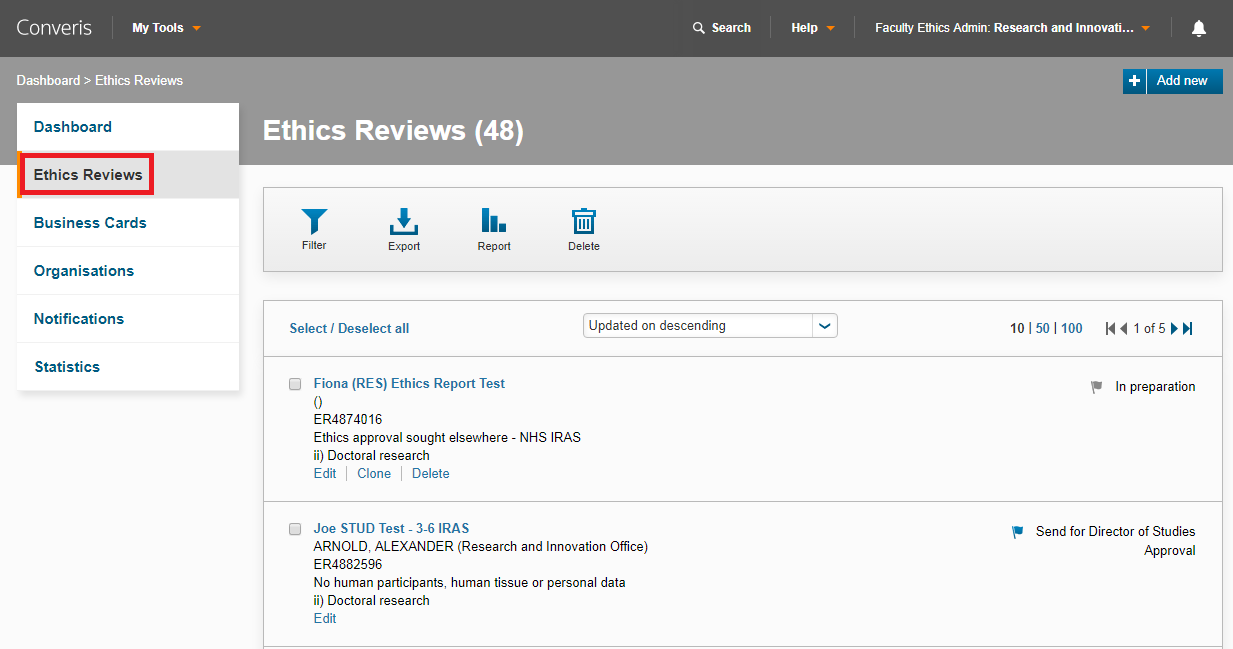
There are three Ethics reports available for users to run in Converis.

**Running the Ethics Reports**

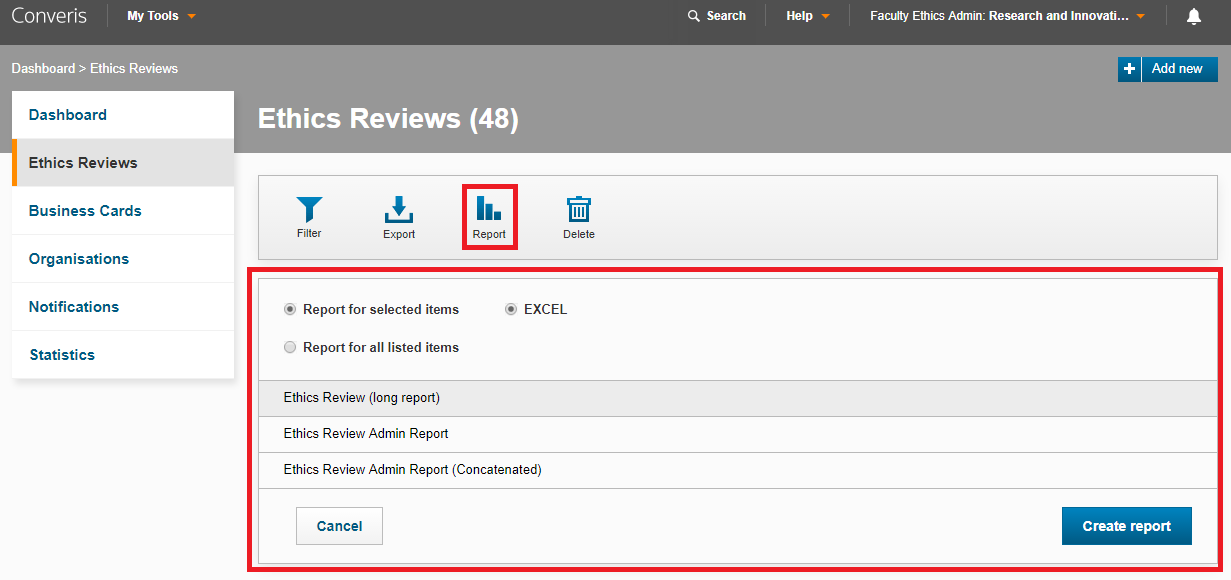
When you login to Converis, ensure you are in the appropriate role to view Ethics applications. You can do this via the **Switch Roles** function in the top right corner of the screen:



Click on **Ethics Reviews** on the left-hand side of the screen - this will take you to the List View of Ethics Review applications that you can view.



Click on the **Report** button. The reports will appear below.

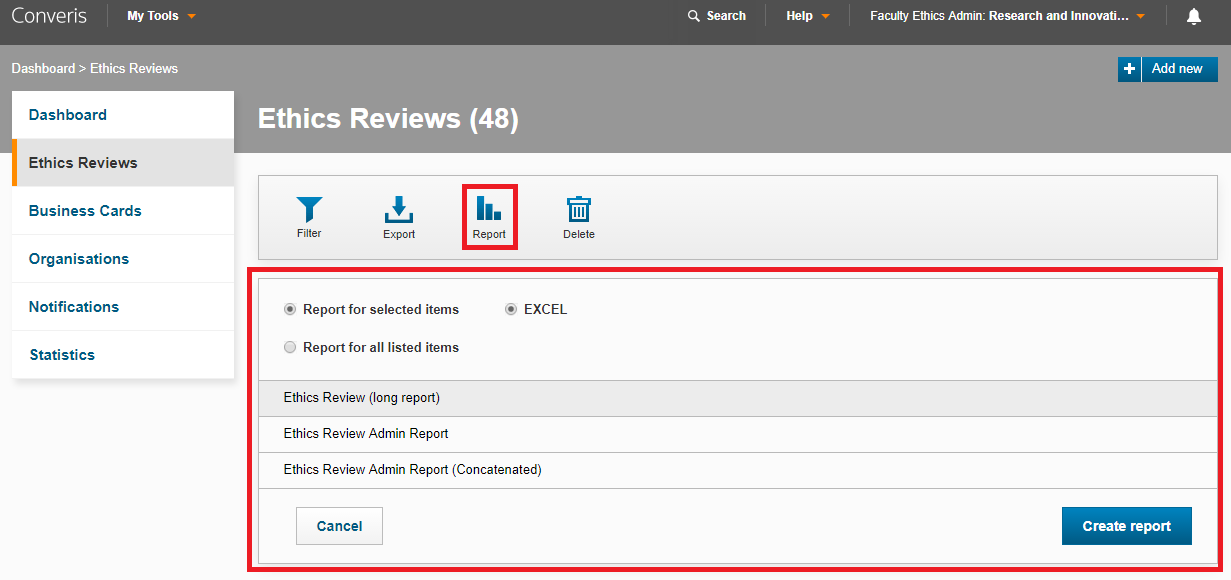


The three Ethics Review reports available are:

* **Ethics Review (long report)** - Ethics Review applications in this report will have multiple lines of data if they have two or more of any of these attributes:
  + Converis Project Applications
  + Co-Investigators
  + Funders
* **Ethics Review Admin Report** - Ethics Review applications in this report will have multiple lines of data if they have two or more of any of these attributes:
  + Converis Project Applications
  + Co-Investigators
  + Funders
* **Ethics Review Admin Report (Concatenated)** - Ethics Review applications in this report will have multiple lines of data if they have two or more of any of these attributes:
  + Converis Project Applications
  + Co-Investigators
  + Funders

Once you have selected the report you wish to run, you must select one of the following options:

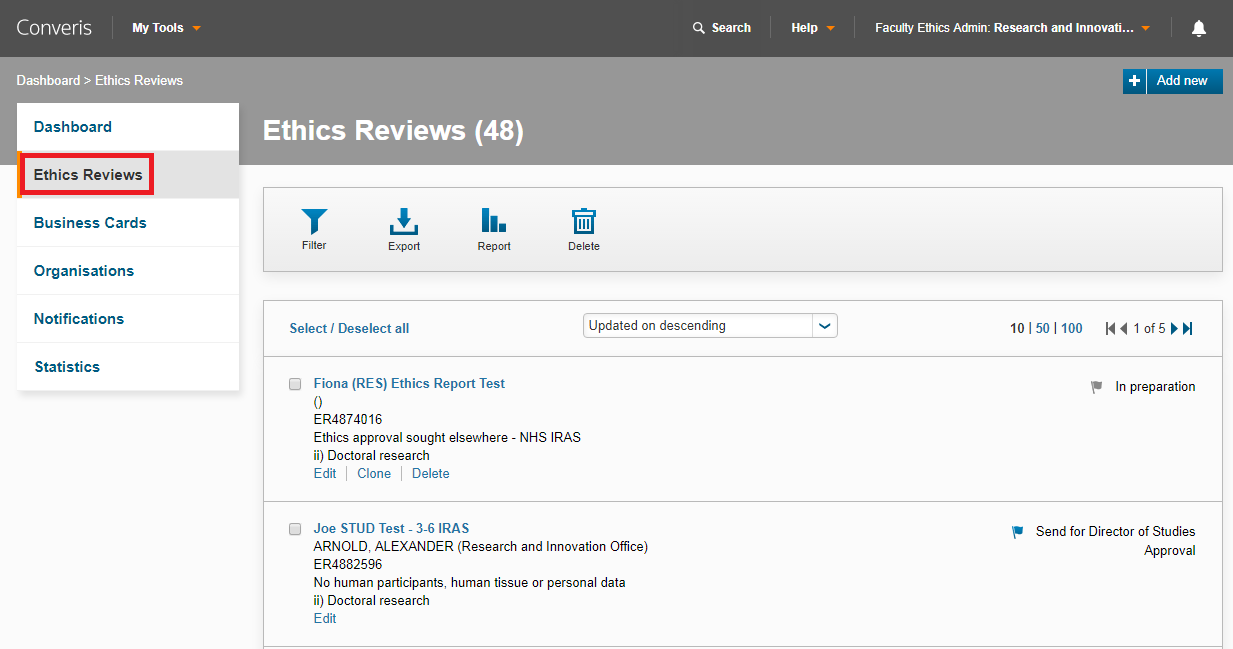
* **Report for selected items** - if you select this option, you must manually tick all the Ethics Review applications you wish to be included in the report.
* **Report for all listed items** - if you select this option, all the ethics review applications you can view will be included in the report.

Click on  to run report. It will open as a Microsoft Excel file.

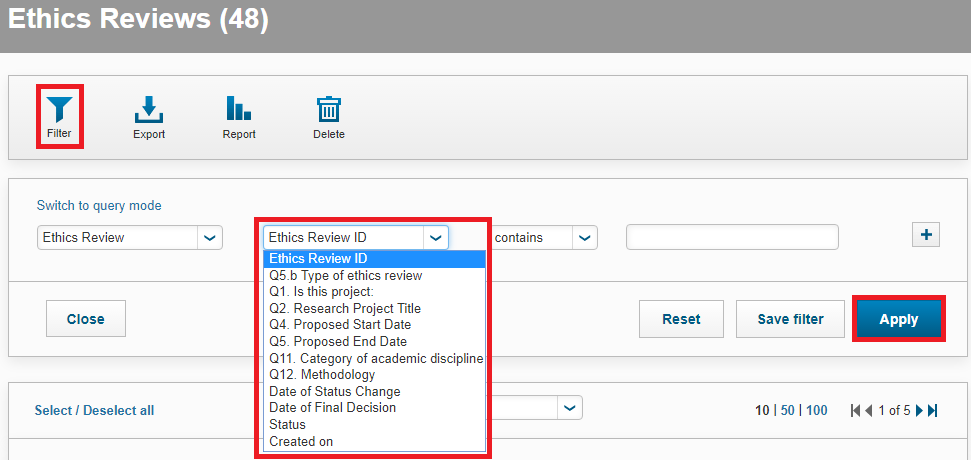
**Filters**

You can use filters to specify which applications are included in the report.

Click on **Ethics Reviews** on the left-hand side of the screen - this will take you to the List View of Ethics Review applications that you can view.



Click on the **Filter** button. The filtering options will appear below. When you have finished selecting your filters, click **Apply**.



If you have a filter selected, the Filter icon will turn orange when running a report:

