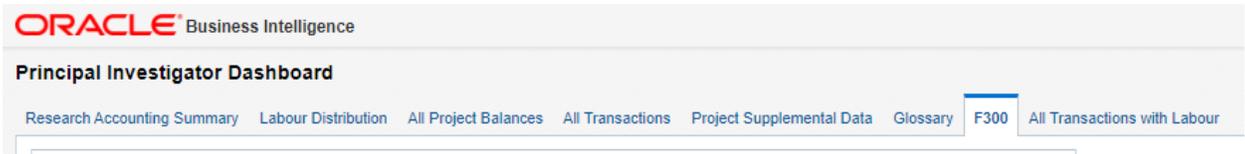
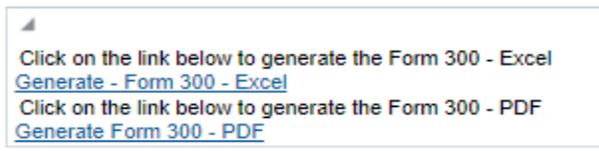


How to Run the F300 Report

1. Navigate to the Principal Investigator Dashboard. Click on the F300 tab.

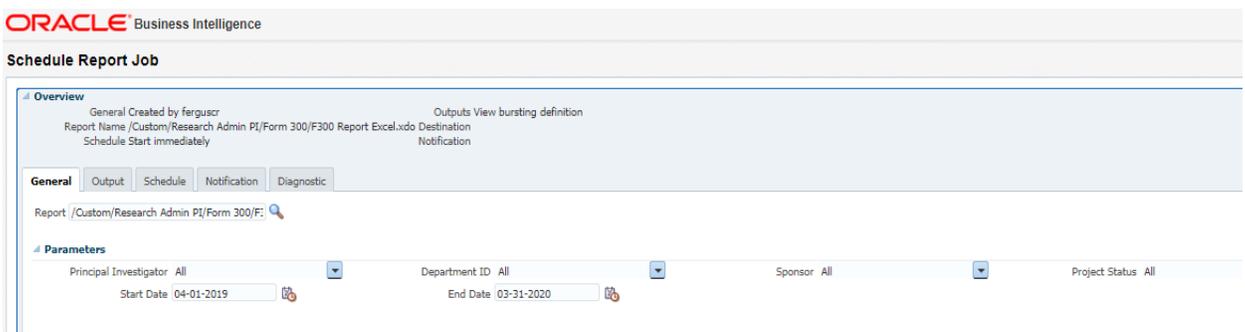


2. The F300 page on the Principal Investigator Dashboard generates tables containing all relevant fields for F300 reporting. The first report is a comprehensive table with all the relevant fields. The second report contains only fields to be reported to Tri-Council agencies, with the Tri-Council's desired layout and naming conventions.
3. To generate F300 reports in bulk, click on the links available just below the report filters:

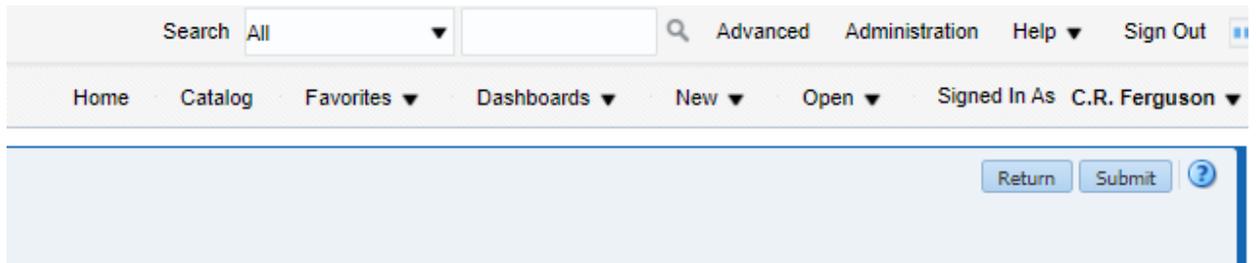


Users can choose to generate F300 statements in Excel or as PDFs by following the appropriate link for each format.

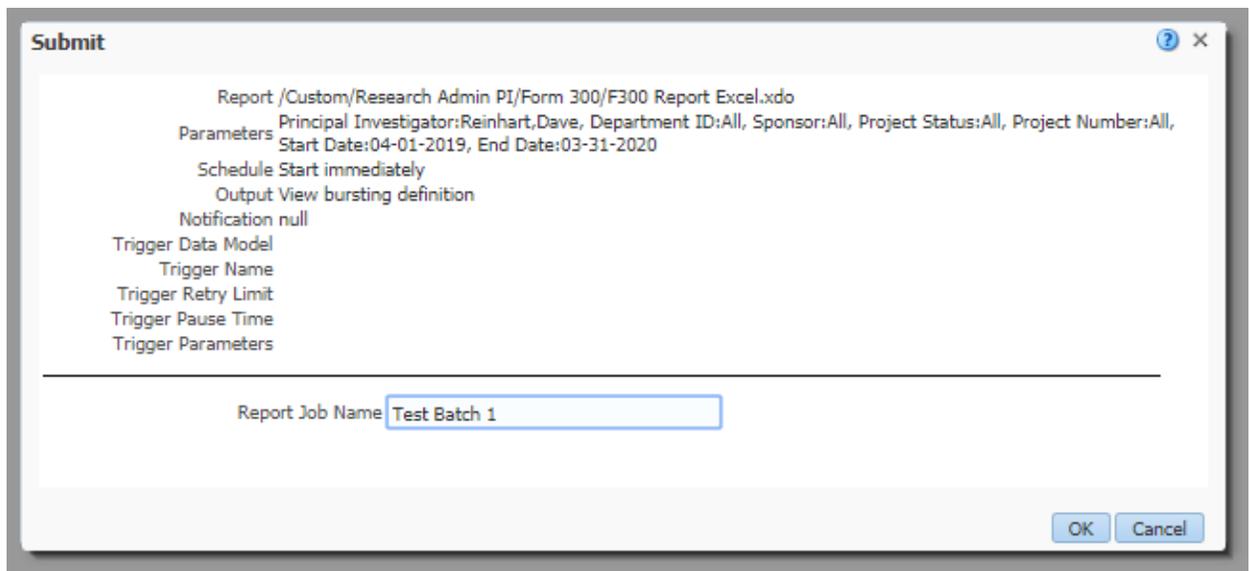
4. A new tab will open that will take you to the following screen in BI Publisher, a tool within Oracle's Business Intelligence software suite used for generating forms and reports in bulk:



- From this screen, use the filters available to select the PI, Department, Sponsor, Project Number or Project Status of the F300 reports you would like to generate. Select the desired date range for the F300 reports using the Start Date and End Date filters. When all desired filters have been selected, click Submit in the top right corner of the screen:



- Once you hit Submit, a dialog box will open prompting you to fill in a Report Job Name. In the below example, the Report Job Name is Test Batch 1. Hit OK when you have filled in the Report Job Name field.



Once the job is submitted, the BI Server will generate one F300 statement for each of the projects matching the submitted criteria. These statements (in Excel or PDF formats, depending on which version of the report you chose to run) are saved in a shared folder in a folder labelled with your MacID.

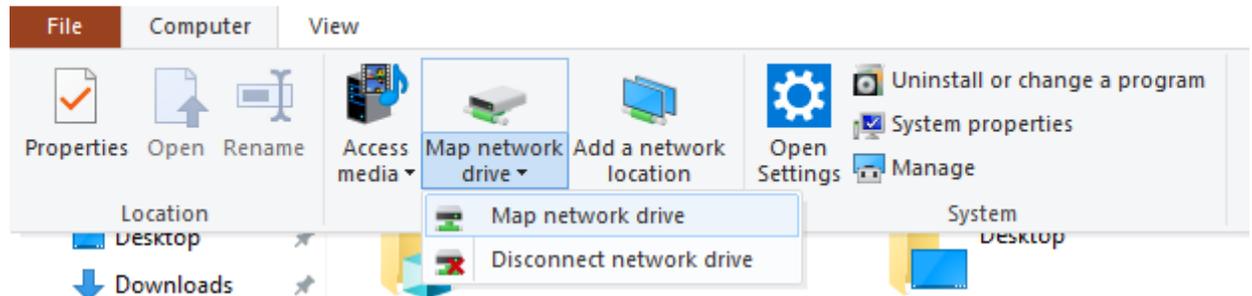
7. Retrieving Your Files:

To access this folder, map the network drive **\\IRDEV\PRD_YourMacid**

When mapping the drive, click on the **'Connect Using different credentials'** and you will be prompted to enter your credentials.

PS: Make sure that you are in the ADS domain by entering **ADS\YourMacid** as username and MacID password to gain access.

How to map a network drive in Windows, Step 1:



Step 2

← Map Network Drive

What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive: S: (dropdown)

Folder: \\IRDEV\PRD_YourMacid (dropdown) Browse...

Example: \\server\share

Reconnect at sign-in

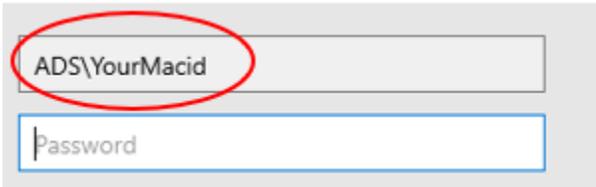
Connect using different credentials

[Connect to a Web site that you can use to store your documents and pictures.](#)

Finish

Cancel

Step 3: When prompted to enter your credentials, Make sure that you are in the ADS domain by entering **ADS\YourMacid** as username and your MacID password to gain access.



ADS\YourMacid

Password

8. The generated reports are labelled with the Principal Investigator and Project Number

ew

· DEVLinuxShare (\\irdev) (W:) > F300 > kienteg

Name	Date modified
Abelson,Julia_10812128	2020-03-18 3:53 F
Abelson,Julia_10812128	2020-03-18 3:53 F
Abelson,Julia_10812144	2020-03-18 3:53 F
Abelson,Julia_10812144	2020-03-18 3:53 F
Abelson,Julia_10812181	2020-03-18 3:53 F
Abelson,Julia_10812181	2020-03-18 3:53 F
Abelson,Julia_10812191	2020-03-18 3:53 F
Abelson,Julia_10812191	2020-03-18 3:53 F
Abelson,Julia_10812982	2020-03-18 3:53 F
Abelson,Julia_10812982	2020-03-18 3:53 F