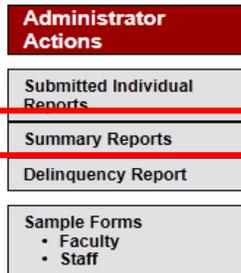


Outside Professional Activities (OPA)

Cognos Reports

Outside Professional Activities (OPA)

1. Go to opa.mit.edu
2. Under Administrator Actions Menu, click Summary Reports



The **My Summary Reports** screen will display a list of summary reports available and a description of each.

My Summary Reports OPA Home	
Staff & Faculty Reports	
Report Type	Description
Staff OPA Report	Lists staff with submitted OPA reports, showing the number of compensated and uncompensated days for each person, sorted by department
Faculty OPA Report	Lists faculty with submitted OPA reports, showing the number of compensated and uncompensated days for each person, sorted by department
Faculty Compensated Summary by DLC & Rank	Breaks down the number of compensated days in ranges and displays the number of faculty in each range, filtered by rank and by department
Faculty Compensated Summary by Rank	Breaks down the number of compensated days in ranges and displays the number of faculty in each range, for a given set of departments filtered by rank
Faculty Uncompensated Summary by DLC & Rank	Breaks down the number of uncompensated days in ranges and displays the number of faculty in each range, filtered by rank and by department
Faculty Uncompensated Summary by Rank	Breaks down the number of uncompensated days in ranges and displays the number of faculty in each range, for a given set of departments filtered by rank

3. Click the Report you wish to view

The report will open in Cognos.

The report will open with all the information related to that report. The data will be displayed under the optional filter boxes. You can filter the report by selecting specific departments and/or rank.

Optional Filters:

Department(s):	Rank(s):	Compensated:	Cycle Year:
Abdul Latif Jameel Poverty Action Lab	Adjunct Assoc Prof	Compensated?	2014
Accounts Payable	Adjunct Professor		
Administrative Services: Chem E/DMSE	Adm Non-Supv Reg & Temp FT		
Admissions Office	Adm Supv Reg & Temp FT		
Aeronautics and Astronautics	Administrative Staff		
Alumni Association	Assistant Professor		
Alumni Association Finance & Operations	Assoc Professor of the Prattice		
AMPS-Libraries	Associate Professor w/o tenure		
Anthropology Program	Coach		
Architecture	Doctor		
Architecture & Planning - Depart Heads	Institute Officers		

Refresh Report

Select all Deselect all

Select all Deselect all

Period: 2013-2014

Select the department(s) and/or rank(s) you wish to view and click “Refresh Report” on the bottom left of the blue box. The report will then be filtered based on your selections.

The default report will correspond to the current OPA Cycle. You can view prior year reports by selecting the corresponding year in the “Cycle Year” box.

The “Cycle Year” box corresponds to the year in which the user completed the report, i.e. cycle year 2014 corresponds to the OPA reporting for period June 2013 to May 2014.

The filter format is the same as described above for the Faculty OPA report and the Faculty Summary Reports.

For the Faculty Report by Rank

Please follow the following steps to create the report:

1. Select the Department(s)
2. Click “Refresh Rank” on the bottom left of the blue filter box
3. Select “Rank(s)”
4. Select “Compensation”

FACULTY REPORT BY RANK PROMPT PAGE

Required Parameters

Department:	Rank:	Compensation:
* Aeronautics and Astronautics	* Assistant Professor	* Y
Anthropology Program	Associate Professor w/o tenure	
Archaeology	Associate Professor with tenur	
Architecture	Professor	
Architecture & Planning - Depart Heads		
Biology		
Brain & Cognitive Sciences		
Chairman of the Corporation		
Chancellor's Office		
Chemical Engineering		
Chemistry		

Refresh Rank

Run Report

Select all Deselect all

Select all Deselect all

Click Run Report on the bottom left to create the report.

Once the report is run, a new filter is displayed “Cycle Year”, that allows you to view previously disclosed reports.

FACULTY COMPENSATED REPORT BY RANK

[Return to Select Criteria](#)

Parameters

Department: Biology

Compensation: Y

Rank: Professor

Optional Filters:

Department: * Aeronautics and Astronautics, Anthropology Program, Archaeology, Architecture, Architecture & Planning - Depart Heads, **Biology**, Brain & Cognitive Sciences, Chairman of the Corporation, Chancellor's Office, Chemical Engineering, Chemistry

Rank: * Assistant Professor, Associate Professor w/o tenure, Associate Professor with tenur, **Professor**

Compensation: * Y

Cycle Year: * 2016

Buttons: Refresh Rank, Select all, Deselect all

Refresh Report

The report will be populated per your selections:

Department(s): Aeronautics and Astronautics, Biology

Payroll Rank: Assistant Professor

# of Fac 0-10	# of Days 0-10	# of Fac 11-20	# of Days 11-20	# of Fac 21-30	# of Days 21-30	# of Fac 31-39	# of Days 31-39	# of Fac Over 39	# of Days Over 39	Total # of Fac	Average # of Days
0	0	0	0	0	0	1	33	0	0	1	33.00

Payroll Rank: Associate Professor w/o tenure

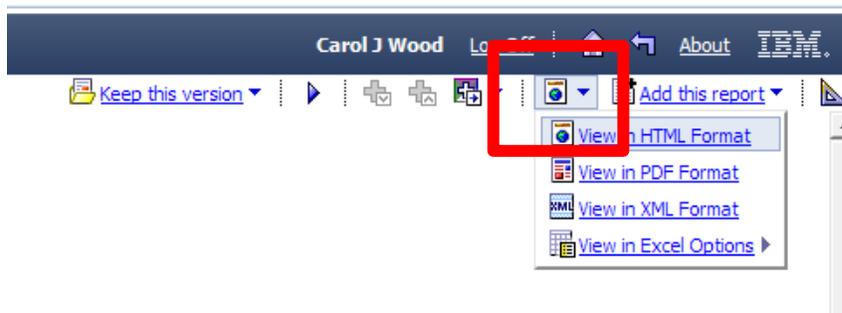
# of Fac 0-10	# of Days 0-10	# of Fac 11-20	# of Days 11-20	# of Fac 21-30	# of Days 21-30	# of Fac 31-39	# of Days 31-39	# of Fac Over 39	# of Days Over 39	Total # of Fac	Average # of Days

The reports may also be downloaded to a PDF or an Excel workbook.

In the report, there are buttons on the top right of your screen.

To download to PDF or Excel:

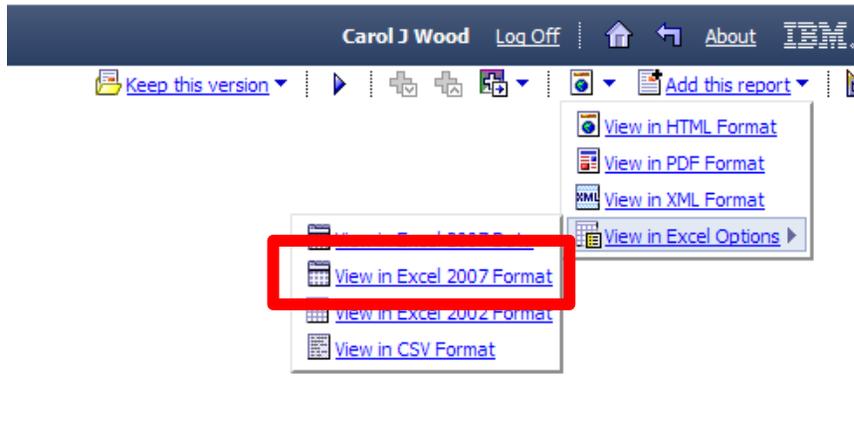
Click the button in the red square



Select View in PDF Format

A PDF will be created

Select View in Excel Options and you will get:



Select View in Excel 2007 Format

An Excel workbook will open and you can edit as you wish.

Getting Help

For Cognos help questions, please contact cognos-help@mit.edu

For questions regarding Outside Professional Activities policy, such as

- Committed time that needs to be disclosed
- Traveling without access to a computer
- Any other policy related inquiries

Please contact your department headquarters

For technical issues, such as

- Unable to access link
- Online form issues
- Any other technical/system related issues

Please contact opa-tech-help@mit.edu