



Faculty Accomplishment System Quick Reference Guide

Refer to the User Guide for complete instruction about the Faculty Accomplishment System.

Log In

- Open a web browser (i.e., Internet Explorer).
- Enter the URL <https://doit.missouri.edu/fas/fas>.
- Click Go.
- On the login page, enter your Username and Password (i.e., Single Sign On ID).
- Click the Login button.

Enter and Update Data

❖ Courses

- Maintain Activity Information > Student Related Activities > Courses
 - To import: Select the semester and click the Submit button.
 - To add: Click [here](#) or the Add button, enter course details, and click the Save button.
 - To edit: Click the course title, make changes, and click the Update button.
 - To delete: Click the Delete button next to the course.

❖ Grants

- Maintain Activity Information > Publications, Conferences/Presentations, and Grants > Grants
 - To import: Enter the retrieval dates and click the Retrieve Grants button.
 - To add: Click [here](#) or the Add button, enter grant details, and click the Save button.
 - To edit: Click the grant proposal number, make changes, and click the Update button.
 - To delete: Click the Delete button next to the grant.

❖ Publications

- Maintain Activity Information > Publications, Conferences/Presentations, and Grants > Publications
 - To add: Click here or the Add button, enter publication details, and click the Save button.
 - To edit: Click the publication title, make changes, and click the Update button.
 - To delete: Click the Delete button next to the publication.

❖ Keywords

- Maintain Activity Information > Keywords
 - To add: Click [here](#) or the Add button and select keywords.
 - To delete: Click the delete button next to the keyword.

Create Reports

❖ Basic and Summary Reports

- View Reports > Basic Reports or Summary Reports
 - Select a report from the Report Menu.
 - Determine the Report Parameters. (Be careful of the dates you use!)
 - Click the Generate Report button.
 - The report will display in your FAS window.

❖ Dynamic Reports

- View Reports > Dynamic Reports
 - Select a Report Type and click the Select button.
 - Select the columns to be used in the report and click the Select button.
 - Determine the Search Options and Sort Order for the report.
 - Click the Generate Report button.
 - The report will display in your FAS window.

Print and Save Reports

❖ Basic and Summary Reports

- Once the report is displayed in your FAS window, use one of the following print options based on your browser:
 - Internet Explorer: Right click on the report area and select Print.
 - Mozilla, Firefox: Click [Download in RTF](#) and select File > Print.

To make changes to the report before printing:

- Copy and paste the report into a word processing application or click [Download in RTF](#).
- Make any necessary changes to the document.
- Select File > Print to print to your default printer.
- Select File > Save As to save to your hard drive.

❖ Dynamic Reports

- Once the report is displayed in your FAS window, click the Export Excel button.
- Select either Open or Save.
- Select File > Print to print to your default printer or copy and paste the report columns into Microsoft Excel.
- Once in Microsoft Excel, make any necessary changes to the document.
- Select File > Save As to save to your hard drive.

Keyword Search

- View Reports > Keywords Search
 - Select one or more keywords.
 - Click the Search button.

Logout

- Select Logout

Training Materials

- Available from the FAS login page, within the application, and at this URL:
<http://www.umsystem.edu/ums/departments/is/peoplesoft/training/fas>
 - Web-based tutorial
 - User Manual (PDF)
 - Quick Reference Guide (PDF)
 - Frequently Asked Questions (PDF)

Questions and Troubleshooting

- Contact your FAS campus administrator:
 - **UMC:** Ken Dean or Terry Robb
 - **UMKC:** Natalie Alleman or Ken Hill
 - **UMR:** Jinny Ryle or Art Brooks
 - **UMSL:** Lori Morgan, Mary Brown, or Larry Westermeyer