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Office of Research

Reporting Guide

Office of Research

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This guide provides step-by-step instructions for accessing and using research reports in legacy IRAP eReports, myUABResearch, and Microsoft Fabric.

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Which Reporting System Should I Use?

Reporting system	Best used for
OSP and RCOI Legacy Reports	Historical and trend data from IRAP before myUABResearch implementation
myUABResearch Reports	Operational reports within a specific module in myUABResearch
MS Fabric Reports	Cross-module and multi-system reporting available through the myUAB portal

OSP and RCOI Legacy Reports (Pre-myUABResearch)

Use the eReports catalog for OSP and RCOI when you need historical or trend data from IRAP prior to myUABResearch implementation.

Access all legacy reports here: https://research-bi.ad.uab.edu/

For reports created and maintained in myUABResearch, follow the instructions in the next section.

myUABResearch Reports

1. **Log in to myUABResearch**

   Log in to the myUABResearch system using your BlazerID credentials:

   myUABResearch System Access | Office of Research

2. **Select a Module**

   After logging in, open the module that matches your reporting need, then select **Reports** within that module.



Depending on your role and access, one or more of the following report types may be available:

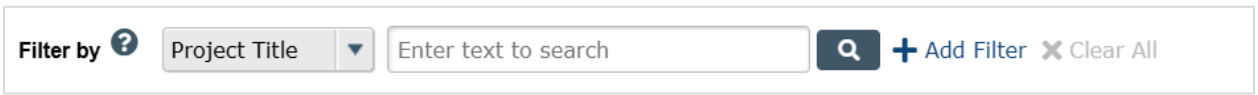
a. **Standard Reports:** Pre-built reports for day-to-day operational use.
b. **Advanced Reports:** Pre-built reports for performance tracking and analytical metrics.
c. **Custom Reports:** Reports developed by UAB Research's Research Technology & Communications team for specific or ad hoc needs.

3. **Run a Report**

Select the report name to open the report and load the available results.

4. **Report Results**

The **Report Results** page provides tools for refining, organizing, adjusting, and exporting the data displayed.



a. **Filtering Results**
   - **Filter by:** Select a field from the dropdown list, then enter a value to narrow the results shown.
   - **Add Filter:** Select **Add Filter** to apply more than one condition and create more targeted results. Select the magnifying glass icon to apply the filter criteria.

b. **Advanced Filtering Options**
   - **Filter by text:**
     Enter the beginning of the text value you want to locate.

     Use % as a wildcard character.

     Examples:

     Gre% returns values such as Great, Green, and Greetings.

     %ack returns values such as Tack and Blackwell.
   - **Filter by date:**
     Enter the date value you want to use, for example, 5/23/2025.

     Include a time for more precision, for example, 5/23/2025 1:42 PM.
   - **Use comparison operators:** !=, >, >=, <, <=
     > 5/23/2025 returns results after that date.

     != 0 excludes zero values.
   - **Use Boolean operators for complex searches:** -or, -and
     Examples:

     Shawn -or Shaun returns either name.

     > 10000 -and <= 50000 returns values between 10,000 and 50,000.

c. **Sort Fields**

   To sort results, select a blue column header. Select it once for ascending order and again for descending order.

d. **Show or Hide Fields**

   To adjust the columns displayed, select the gear icon in the upper-right corner, choose the fields you want to show or hide, and then select **OK**.

e. **Change Parameters**

   Navigate to **Actions > Parameters**.

   This opens the report criteria form, where you can review and update the input values used to run the report.

f. **Export Results**

Navigate to **Actions > Export to CSV**.

This creates a downloadable CSV file containing the current report results.

You can open the file in Microsoft Excel or another spreadsheet application.

Reports with large result sets may require additional time to process and download.

g. **Reload Configuration**

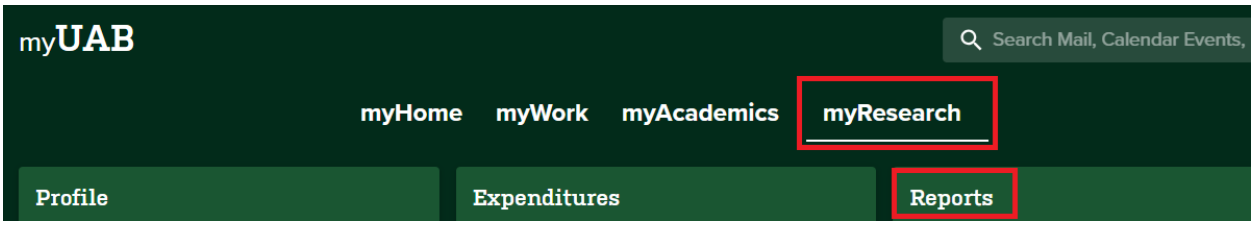
Use **Remove Filter** or **Clear All** to remove applied filters. Select **Reload Configuration** to refresh the page and return to the default report view.

MS Fabric Reports

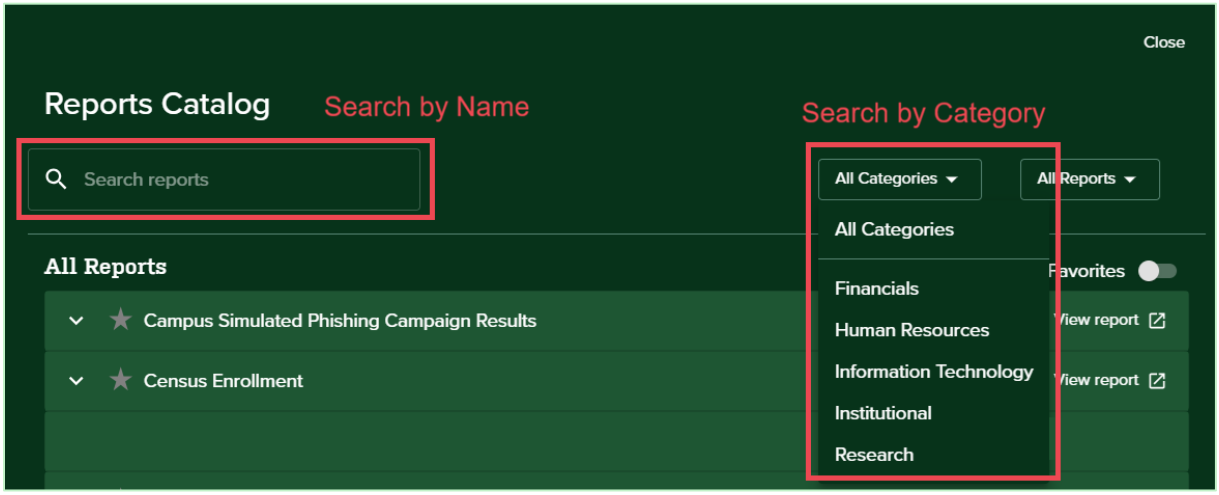
Use Microsoft Fabric reports when you need cross-module or multi-system reporting available through the myUAB portal.

Follow these steps to access Microsoft Fabric reports:

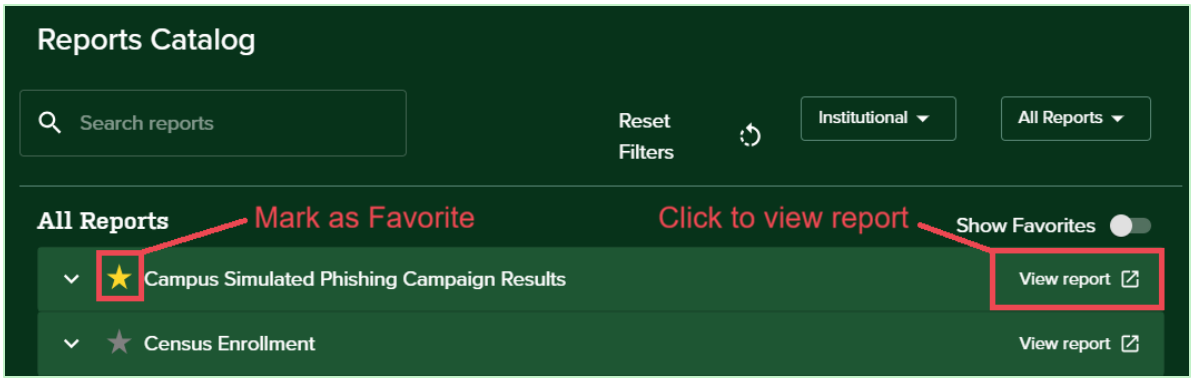
1. Log in to the myUAB portal: https://my.uab.edu
2. Navigate to the **myResearch > Reports** tab.



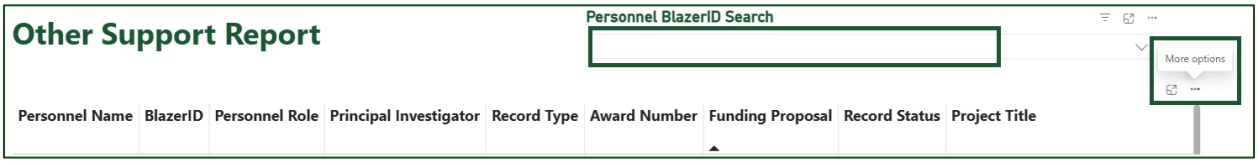
3. If you do not find a report in the list, click on **Browse Research Reports** and search for the report by name or browse by category to locate the report you need.



4. Open the report by clicking **View Report**.
5. Optional: Click the ⭐ icon to add a report to your favorites. Favorited reports appear directly in the **myReports** widget for quicker access.



6. Enter the parameters needed to run the report (e.g. BlazerID, date range, etc.)
7. To export results, hover over the data, select More Options - the three dots (⋯) in the top-right corner, choose Export Data, and click Export.



Tips for Reporting

The following tips can help you work more efficiently and get more accurate results when using reporting tools.

- **Start with the right system.** Use the quick reference table at the beginning of this guide to choose the reporting tool that best matches your need.
- **Use filters to narrow large result sets.** Applying filters early can make reports easier to review and faster to export.
- **Review parameters before exporting.** Confirm that date ranges, statuses, and other criteria reflect the information you want to report.
- **Adjust visible fields as needed.** Showing only the columns you need can make results easier to interpret and share.
- **Expect longer processing times for large reports.** Reports with many rows or broad criteria may take additional time to load or download.
- **Request help when needed.** If you cannot find an existing report or need a new one, use the support resources provided at the end of this guide.

Can’t find what you are looking for?

If the report you need is not currently available, the Research Technology & Communications team can help identify next steps and support reporting requests.

If you need a new report, updates to an existing report, or help with a specific reporting need, please submit a request here: Research Reporting | Office of Research.

For general myUABResearch questions or support, visit myUABResearch Contact | Office of Research.