

AHIRE Quick Reference Card: Run Reports

ACCESSING AHIRE

1. Log into the AHIRE Application at:
<https://www.princeton.edu/acad-positions/priv/admin/>
2. Depending on your role, you will see either all listings or just listings for your department.
3. If you see no listings, click 'Show Only My Listings.'

HOW TO RUN REPORTS

1. On the listings page choose one of your listings in blue under the position column by clicking on the position title. This will be the position for which you will be running the reports.
2. The listing is now displayed with tabs. Select the 'Reports' tab.
3. Your report options are 'Applicant Full Report,' 'Applicant Contact Info Report,' 'EEO Full Report,' 'EEO Summary Report,' and 'Applicant Reviewers Report.' Click on one of the reports. Depending on the report you may also enter a date range.
4. Choose an output type – 'Online Report (HTML)' or 'Download (CSV – Comma Separated Values)' then click 'Run Report.'
5. If you chose 'Online Report (HTML),' the report will appear after clicking on 'Run Report.' If you chose 'Download (CSV),' you will be prompted to 'Open' or 'Save' the CSV file. This will allow you to manage the report via Excel.

Click on a position

Req No	Position	Department	Applications	Posting Date	Expiration Date	Status
D-17-FHM-00007	Assistant Professor	Chemistry	7 Application(s)	07/29/2016		Approved
D-17-PSY-00001	Assistant Professor	Psychology	2 Application(s)	09/14/2016		Approved

Click reports

Details | Sort Lists | Permissions | Bulk Emails | Activity | Messages | Admin | **Reports**

List of available reports

- Applicant Full Report
- Applicant Contact Info Report
- EEO Full Report
- EEO Summary Report
- Applicant Reviewers Report

To run, click on report name

Run Report - EEO Summary Report

Output Type: Online Report (HTML)

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

Choose output type from the drop down

Enter start / end dates (optional)

Click Run Report

