

Quick Guide to Reports and Queries

Overview

The Reports and queries page provides links to various Program Management reports and queries.

Navigation Path

1. Log onto the Griffith Portal
2. Navigate to Learning & Teaching > Developing the curriculum > Program management
3. Click on the **Reports and queries** menu item on the left hand menu

Steps

4. Click on one of the report links on the page. This will transfer you to the query page.

Note: Your security access will determine the reports and queries that you have access to view and run. All users will have access to the Course to Program Mapping query.

5. Enter report parameters (all parameters are required) then click on View results
6. An excel pop-up will appear, either open the query or save to a local drive. (Rename the query as required.)

All output will be provided in a web excel format which you can save to a local drive and further manipulate in order to filter and sort the output to meet your requirements.

Reports and queries page

Reports and queries

Logged in: Allison Vial | [Logout](#)

[Proposal Decisions by Date](#)
Identifies all decisions made by a specified approval level within a specified period.

[Submitted Program Proposals](#)
Identifies all program proposals that have been submitted to a specified approval level and are awaiting a decision.

[Course to Program Mapping](#)
Identifies all programs that contain a specified course.

Course to Program Mapping Query

Overview

This query is used to identify all the programs that contain a specified course. This report can be used when considering the impact that a change to a course has on Griffith University Programs. The query will be most useful once a significant number of program structures have been set up in the Program Management system. The query will report from the Program Structure pages setup in the Full Program Proposal templates.

Access

All staff have access to this query.

Output

The query will display all programs that include the specified course in its program structure in the latest approved program structure.

PROGRAM MANAGEMENT SYSTEM

GU_OPM_CRSE_PROG_MAP - Course and Program Mapping

Course (eg 1101AFE):

[View Results](#)

Host Element	Acad Prog	Program Title	Version	Proposal Status	Course List Title	Course Type
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Proposal Decisions by Date Query

Overview

This query is used to identify all the decisions made in a particular period, by a specified Committee or approval level. This report will allow users to query:

- The submissions sent back for a reporting period and why
- The number of each decision made within a specific period


Access


Staff with the authority and access to approve a proposal have access to this query

Output


The query will order the results by Host Element, then Proposal Type, then Program Title.


GU_OPM_DECISION - Proposal Decisions by date

Acad Group (% for all): 

Host Element (% for all): 

Approval Level:

Decision From Date: 

Decision To Date: 

[View Results](#)

Proposal Nbr	Acad Group	Host Element	Proposal Type	Program Title	Year/Sem of Introduction	Decision	Decision Date	Exec. Approval	Meeting Number	Comment
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Submitted Program Proposals

Overview

This query is used to identify all the program proposals that have been submitted to a specified committee or approval level for a decision. The query can be used to identify the outstanding approvals that are to be discussed at the upcoming meeting.

Access


Staff with the authority and access to approve a proposal have access to this query


Output

The query will order the results by Group, then Host Element, then Program Title.

GU_OPM_SUB_PROPOSALS - Submitted Program Proposals

Approval Level:

Acad Group (% for all): 

Host Element (% for all): 

[View Results](#)

Proposal Nbr	Acad Group	Acad Org	Proposal Type	Program Title	Acad Prog	Year/Sem of Introduction	Previous Decision Date	Prog Convenor
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Further Details

If you require further assistance in using the Program Management system please contact your Group Academic Services Officer or click on the Support link on the left hand menu, within the Program Management system's menu path, and send an email detailing your request.

If 'Reports and queries' does not appear on your left hand menu or you encounter system errors please contact Information Services on 55555 advising a problem with the Program Management system.

