- 1. Access AP Data by clicking the AP Data tab in APOL Review or directly at the following link: https://academicaffairs.ucsd.edu/Modules/APS/Admin/Input.aspx
- 2. Click on the "Reporting Tool" button located to the left of the employee lookup search bar.



3. Select "Interfolio File Status" from the Presets menu.

ACADEMIC PERSONNEL DATA MANAGEMENT SYSTEM	UC San Diego
Academic Employee Report	
You may use this report for general information on academic employees in your unit(s).	
Records displayed with a gold background exist in PPS, but corresponding records do not exist in the APOL database to the APOL database. Click "View" to see the data currently stored in the APOL database for that employee. An initial been made to that person's PPS record, and any updates will be automatically made in the APOL database. You may o occurs.	. You may click the "Add" link to add an employee check will be done to see if any changes have experience a slight delay while this validation
Please select your search criteria	
Go to AP Admin	
Saved Searches	
Presets	
Select one •	
Select one	
3 Interfolio Fte Status Unit 18 Eligible for 10th Ouarter Salary'increase Unit 18 Eligible for Mentor Meeting Unit 18 Missing Mentor Meeting Status Unit 18 Missing Non-Reappointment Reason	

4. The default report will contain a list of all files currently in progress within the units that you have an assigned role in. You may refine the report by filtering the results based on template type, workflow step, and status. Results can also be exported into an excel worksheet for further manipulation.

ACADEMIC PERSONNEL DATA MANAGEMENT SYSTEM				STEM	UC San Die			
Interfolio File S	tatus							
Go to AP Admin					Click column sort results alphabetica	s to s		
Unit(s)	NOT If the	E workflow s	tep colum	n is blank, the l	file is with th	undidate or pending candid	date notification.	
TestDepartment	• Interf	olio Ca	se Rep	ort				Export as spreadshee
r report by Template	Case ID	First Name	Last Name	Unit	Template	Workflow Step	Status	Last Updated
	21275	Katniss	Everdeen	TestDepartment	EVC Authority	Dean Review	Divisional Review	11/30/2017 10:11 PM
type, step, All templates	21486	Remy	LeBeau	TestDepartment	EVC Authority	Notify Dean of Final Outcome	As Proposed	11/30/2017 10:11 PM
Partemplates	21291	Jenna	Lucius	TestDepartment	Dean's Authority		As Proposed	11/30/2017 10:11 PM
	22492	Peeta	Mellark	TestDepartment	Dean's Authority			
Workflow Step	22495	Harry	Potter	TestDepartment	Dean's Authority	Dean Review + Decision	Divisional Review	11/30/2017 10:11 PM
	21816	Candidate	Test	TestDepartment	EVC Authority	Department Review (Secondary)		
All workflow steps	• 21487	Charles	Xavier	TestDepartment	EVC Authority	Dean Review		ļ
Status								
All statuses	•							
	ACADEMIC PERSONNER	ACADEMIC PERSONNEL DATA MAN	ACADEMIC PERSONNEL DATA MANAGEM	ACADEMIC PERSONNEL DATA MANAGEMENT SY Interfolio File Status Go to AP Admin Unit(s) TestDepartment NOTE If the workflow step column Interfolio Case Rep Zitzis Katniss Everdeen Zitzis Candidate Test Zitzis Candidate Test	ACADEMIC PERSONNEL DATA MANAGEMENT SYSTEM Interfolio File Status Go to AP Admin Unit(s) TestDepartment Unit(s) TestDepartment Image: Im	ACADEMIC PERSONNEL DATA MANAGEMENT SYSTEM         Interfolio File Status         Go to AP Admin         Unit(s)         TestDepartment         Image: Control of the state of the workflow step column is blank, the file is with the state of the workflow step column is blank, the file is with the state of the workflow step column is blank, the file is with the state of the workflow step column is blank, the file is with the state of the workflow step column is blank, the file is with the state of the workflow step column is blank, the file is with the state of the workflow step column is blank and the state of the workflow step column is blank and the state of the state	ACADEMIC PERSONNEL DATA MANAGEMENT SYSTEM         Interfolio File Status         Go to AP Admin         Unit(s)         TestDepartment         Image: Complete Status         Mortfolio Case Report         Control Status         Workflow Step         All workflow steps         Mit workflow steps         Status         All statuses	ACADEMIC PERSONNEL DATA MANAGEMENT SYSTEM         Interfolio File Status         Go to AP Admin         Unit(s)         TestDepartment         Image: Complete Status         Mortfolow Step         All workflow Step         All workflow steps         Status         All statuses