

Accessing COVID Response Reports

University COVID Response Reports are now available to all supervisors.

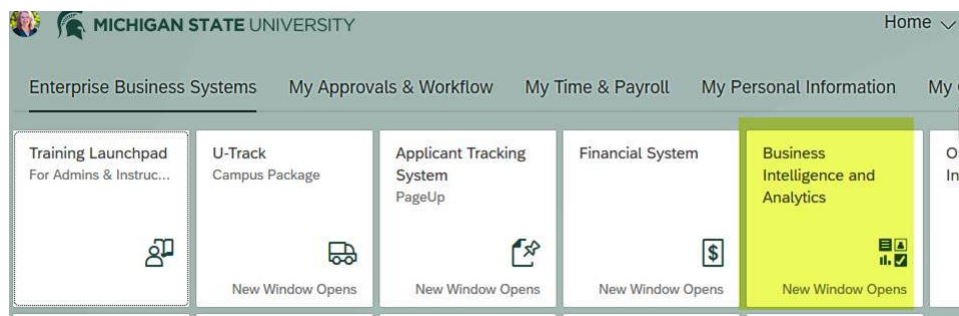
- The COVID Response Supervisor report lists all responses to the COVID questionnaire submitted by a person's direct reports by date range.
- The COVID Response Department report lists all responses to the COVID questionnaire (without health data) submitted by anyone in the person's department by date range.

A University COVID Response MAU level report is also available to Deans, Directors and Chairs or their designees and requires a separate security role. To request access if the MAU folder and report are not visible, submit a generic [eARM](#) requesting access to the following role in D6501: BI-UPHYS-C19-Restricted.

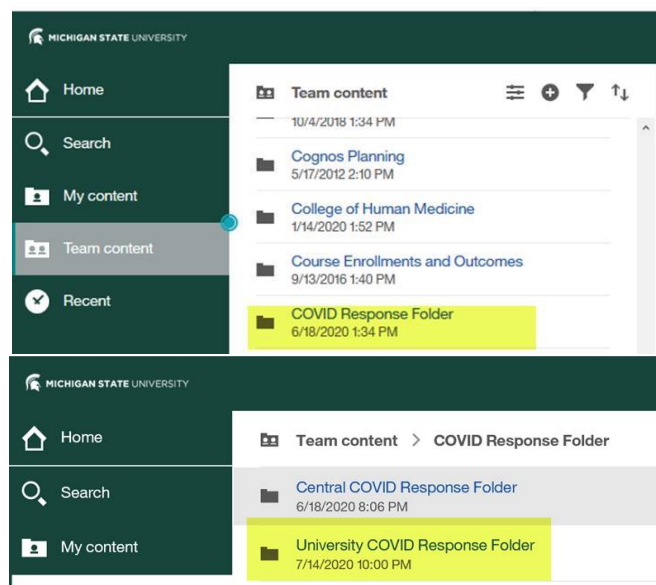
- The COVID Response MAU report lists all responses to the COVID questionnaire (without health data) submitted by anyone in the person's MAU by date range.

The reports are accessed via the EBS Portal:

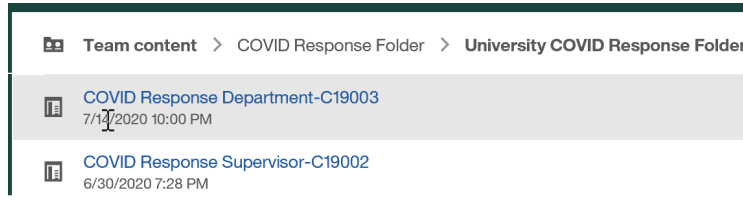
1. Log in to the EBS System and select the Business Intelligence and Analytics tab:



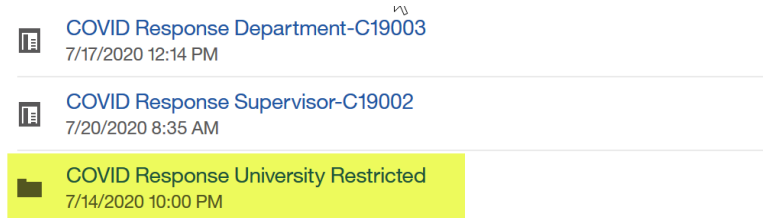
2. Navigate to Team Content > COVID Response Folder > University COVID Response Folder



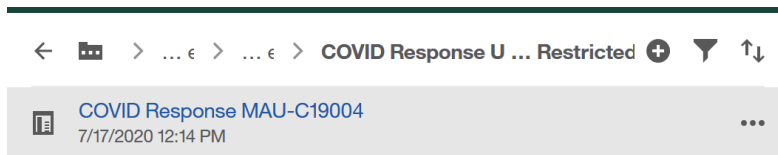
- The Department and Supervisor reports should be visible. Click the report name to run the report and enter a date range when prompted.



- If the user has access to the MAU report, the COVID Response University Restricted folder will be visible.



- To run the MAU report, click on the COVID Response University Restricted folder to open it.
- The MAU report should be visible. Click the report name to run the report and enter a date range when prompted.



- If assistance is needed, please call the MSU IT Help desk at 517-432-6200 or send an email to ithelp@msu.edu.