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How to Search in SIRI Selections Area

In the Selections area on any SIRI dashboard, click the arrows for search options.

1. Select a SIRI Dashboard

- Log into SIRI.
- At the top, click Dashboards, then click on the dashboard you want to view (Figure 1).

Strategic Information Reporting Initiative (SIRI)

Welcome	Dashboards - Signed In As	- 188
⊻ Alerts	Training Sessions	• 0
None at this time	SIRI Training Sessions - People, Money, Procurement Dashboards O - December 5th ~ 9:00 - 11:00 General Dashboards Reports Comparison Comparison	
∠ Customer Service	- To sign up for a class click on the link below. Please note we are now using to sign in using your UBIT user name and password.	we
If you are interested in requesting a special report or modification to existing report or dashboard please complete the following form: <u>SIRI Report Repuest Form</u>		
If you have questions about the SIRI Tool or the data please send an email to the following link: SIRI	SIRI Training Sessions - Student Dashboards - More coming soon	
	 To sign up for a class click on the link below. Please note we are using UB Edge to schedule our classes so you will have to sign in using your UBIT user name and password. UB Edge 	D

Figure 1

2. Search in Selections Area

• At the top of the dashboard in the *Selections* area, click the arrows to see the search options (Figure 2).

Guniversity at Buffalo Strategic Information Reporting Initiative (SIRI)

Travel and Expense		Dashboards 🗸 🛛 Signed In As 🗸 🗸
Travel and Expense Detail Travel and Expense Analysis	Cost Approval Employee List Person Address Administration	二 ()
⊻ Selections	VP / Decanal Unit Department Entity UB Entity Number -Select Value- -Select Value- -Select Value- Purpose Name Person Number Report Date -Select Value- -Select Value- Between Select +	ĺ
Person Summary	Name Name <th< th=""><th>Table Samali Manuali 160 Manuali 198120 Manuali Manuali 19 198822 Manuali 19 197120 Manuali 19 197120 Manuali</th></th<>	Table Samali Manuali 160 Manuali 198120 Manuali Manuali 19 198822 Manuali 19 197120 Manuali 19 197120 Manuali

Figure 2

For help using SIRI, email siri@business.buffalo.edu



• Uncheck the All Column Values box, then click More/Search (Figure 3).



Figure 3

- On the Select Values window, enter your search criteria (Figure 4):
 - Use the *Name* dropdown menu to set the search to *Starts, Contains, Ends,* or *is Like (pattern match)*.
 - Enter your search in the text field.
 - Uncheck the box *Match Case*.
 - Click Search.

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	Available	Selected 🧷	1	ľ
	Name Starts Search Match Case			
	248 North Long Street - 1434 Sweet Home 248 North Long Street - 1436 Sweet Home 248 North Long Street - 1436 Sweet Home	>		
rs	248 North Long Street - 1554 Sweet Home	>>>	3	3
rs	AVP Health & Wellness Academic		5	5
	Academic Excellence and Success Fee Academic Health Center	8		6
13	Academic Health Center/HS Programs			Ĺ
rs	Academic Planning			
rs	Academic Services Academic Support			
rs	Choices Returned: 1 - 256 + More		5	7
rs		OK Cancel	1	5
6	ty Institutional Central University Institutional 1551	CORRY, BEIH 2/061951 RF 1110/90_1_6	1825	P

Figure 4

For help using SIRI, email siri@business.buffalo.edu

- Click on a search result to select it, then click the *Move* arrow to move it over to *Selected* (Figure 5).
 - You can select and move a single result or multiple results.
 - When finished, click OK.

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vailable	Selected	1
Name Starts V bio	Bio statistics	
Search Match Case		
Biochemistry		
Bioinformatics Biological Sciences		
Biomedical Engineering Biomedical Informatics, Dept of	>>>	
Biomedical Undergraduate Education Biotechnical and Clinical Laboratory Sciences		
		OK Cancel

Figure 5

• At the top of the dashboard in the *Selections* area, click *Apply* to view the search results (Figure 6).

Strategic Information Reporting Initiative (SIRI)

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Travel and Expense Detail Travel and Expense Analy	sis Cost Approval Employee List Person Address Administration	E. (
⊻ Selections	VP / Decanal Unit Department Entity UB Entity Number Select Value- Select Value- Select Value- Select Value- Select Value- Cost Approver Cost Approver Person Number Account Number Select Value- Select Select Value- Select Value-	
	Apply Reset -	

Figure 6

Sign Out O