

### Faculty List

**Purpose:**

- Create master list of faculty.
- Verify staff only have one account.
- Verify staff are entered correctly and consistently.
- Verify staff have FACULTY in the grade field (needed to be included in circ statistics).
- Verify teachers who have left the district have been removed from the database.
- Identify any teachers who will expire during the school year.

**Location:**

INFOhio tab > PAT: List Users

**Set up options:**

- a. Basic tab – rename report
- b. User selection tab
  - i. User Profile = FACULTY1 (add any other faculty profiles you may have)
- c. Output Options – bullet:
  - Spreadsheet
  - Plain text
  - Barcode
  - Name
  - Library
  - Grade
  - Expiration Date

View report in Excel.

Sort spreadsheet data to meet your objective.

Barcode	Name	Library	Grade	Ex. Date
22612130000850	Armitage, ROBERT L	DLHS	FACULTY	6/30/2010
22612130002617	Ashmore, CHAD E	DLHS	FACULTY	6/30/2010
22612130004167	Ashmore, JENNIFER R	DLHS	FACULTY	6/30/2010
22612130004993	BAMBWolfe, LUCY J	DLHS	FACULTY	6/30/2010
22612130004225	Barth, ANN T	DLLD	4	6/30/2010
22612130005289	Barth, CHRISTINA E	DLFN	FACULTY	6/30/2010
22612130000777	Bashline, LISA A	DLFN	FACULTY	6/30/2010
22612130004126	Baumgartner, SANDRA S	DLHS	FACULTY	6/30/2010
22612130003920	Baxter, DEBORAH S	DLMS	FACULTY	6/30/2010
22612130002534	Berry, REBECCA A	DLMS	FACULTY	6/30/2010
22612130003946	Birdsall, BRADLEY E	DLHS	FACULTY	6/30/2010
22612130000538	Birdsall, KATHY A	DLLD	FACULTY	6/30/2009
22612130003243	Blackburn, BECKY S	DLFN	FACULTY	0--
22612130000058	Blyant, VERA H	DLHS	FACULTY	0--
22612130003144	Bollinger, EILEEN L	DLHS	FACULTY	0--