

How to

Run Reports

● Step 1: Navigate to Reports Section and Choose Desired Report

- On the top tool bar select **Report**



- Choose your desired report from the list. Some reports are automatically included with Digital Measures, some have been specifically designed for use by UTHSC.
- Those you will likely find most helpful are:
 - **Annual Activity Report** – a general version of the annual review report
 - **College-specific annual reports**- reports created specifically for Dentistry, Nursing, Pharmacy, and Medicine to fit their reporting needs
 - **NIH and NSF Biographical Sketch** – will require first filling out information on the Biographical Sketch screens
 - **UTHSC CV** – created with the official UTHSC CV template

● Step 2: Configure and Run Report

A screenshot of a web form titled 'Run UTHSC CV' with a link to 'Download this report's template'. The form is divided into three numbered sections. Section 1, 'Date Range', has 'Start Date' set to 'January 01 2019' and 'End Date' set to 'December 31 2019'. Section 2, 'Whom to Include', shows 'Users Selected by' as 'Individual (1)' with a 'Change Selection' link, and 'Include These Accounts' set to 'Enabled Only'. Section 3, 'File Format', shows 'File Format' set to 'Microsoft Word (.doc)' with a note about changes to the document system, and 'Page Size' set to 'Letter'.

- Make sure you select a Date Range that meets your needs, the default is the current calendar year
- If you have departmental or college level permissions, under Whom to Include select the account(s) for which you would like to run the report
- Select your preferred File Format
 - If you would like to potentially make edits, select Microsoft Word
- Select Run Report