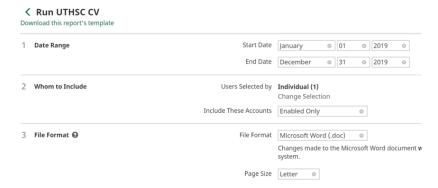# How to

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

  - 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