

RUNNING DELIVERED REPORTS IN DM

Digital Measures offers a list of custom reports that are easy to select and run.

- 1. Log in to UTA Digital Measures instance using your net id and password https://digitalmeasures.com/login/uta/faculty/authentication/authenticateShibboleth.do
- 2. Navigate to the Run Reports section in the left navigation bar. To run a delivered report, select from the list of reports listed on the page. Please note that Custom reports can be created on an as needed basis.

Figure 4. List of delivered reports

Dashboard	Run Reports	+ Create a New Report
Manage Activities	Report Name +	Actions
Manage Data	Academic Degrees Earned	<u> </u>
Run Reports		
Usage Statistics	Annual Faculty Activity Report	
Users and Security	Awards and Honors	â
Workflow	Birthday Report by Month	<u>a</u>
Work Requests		
Help	Contracts, Grants and Sponsored Research by Faculty	

3. Select the report you want to run. Depending on the report and the type of security access you have, you may be asked to put in some parameters for the report. Some reports require a date range for example. Also, administrators can choose to run certain reports for individual faculty, entire departments, or entire colleges.

Figure 5. Report parameters screen

Manage Data	1	Date Range	Start Date	January o	01	0	2017	0	
Run Reports			End Date	December 0	31	0	2017	0	
Usage Statistics Users and Security Workflow	2	Whom to Include	Users Selected by	All Change Selection					
		Include These Accounts	Enabled Only		0				
Work Requests	3	File Format 😡	File Format	Microsoft Word (.	doc)	0			
Hele				Changes made to t the system.	he Micr	osoft	Word do	cument will i	not be reflect
Help			Page Size	Letter ©					

4. Use the drop downs to indicate the date range you wish the report to span and the file format you desire. Use the Change Selection links to further narrow the scope of your report. By default, the report will include everyone whose data you have access to view.



Figure 6. Change Selection

Dashboard	< Run		a Run
Managa Activities	Download th	Department	
Manage Activities		Accounting	
Manage Data	1 Date R		01 0 2017 0
		 Business Undergraduate Advising 	31 © 2017 ©
Usage Statistics	2	Civil Engineering	
Usage statistics	2 Whom	Computer Science and Engineer	
Users and Security		Computer Science and Engineering	
Workflow		Dean's Office	0
	2 File For	Economics	loci a
Work Requests	5 FileFor	Electrical Engineering	
		Engineering	le Microsoft word document will not be reflecte
Help		Finance and Real Estate	
		Graduate Business Services	
		Industrial Engineering	•

- 5. Use the > to open the drop down list next to each group and select the population you wish to include by checking the boxes next to your selection. Click Save.
- 6. Once your parameters are set, click Run Report in the top right corner of the screen. Your report will download in the file format you selected. Open the downloaded file to view the report results.

RUNNING AD HOC REPORTS

You can also get data from DM by creating a custom report.

- 1. Navigate to Run Reports in the left navigation bar. Select +Create New Report at the top right hand corner of your screen. Select the file format you want to receive the report results in.
- 2. Use the tools to select the report parameters you want using the drop down fields and the Change Selection fields.
- 3. Once your parameters are set, click Run Report. The report will automatically download in the file format you selected.

Please note that if a new report template is required or needs to be built in the UTA Digital Measures System, a request needs to be submitted to the UTA Digital Measures Administrator using the <u>Change Request Form</u>.