

Rapid Reports

While you are managing your activities, you may want to see how a particular change looks on a report. The *Rapid Reports* feature provides a way to quickly and easily run simple reports on the data in the system, including your Individual Faculty Annual Summary of Activities report.

To run a report using *Rapid Reports*:

1. Click on *Rapid Reports* on the left-sided menu displayed under *Manage Activities*:



2. Select the report you want to run, and add the start and end date for the report.

Rapid Reports ✕

Select a report template, date range and file format, then run the report.
Rapid Reports are generated using only your own data.

Report: Individual Faculty Annual Summary of Activities ▼

Start Date: Jun ▼ 01 ▼ 2016 ▼

End Date: May ▼ 31 ▼ 2017 ▼

File Format: Microsoft Word (.doc) ▼

Note: Changes to Microsoft Word reports do not change data in the system.

3. Click on the *Run Report* button.



When you receive the message to open or save, click on the *Open* button. The report will then open in a Word document. When it opens in Word you will have to click on the *Enable Editing* button at the top of the page to be able to make any revisions or save the document. Save the document to your computer.