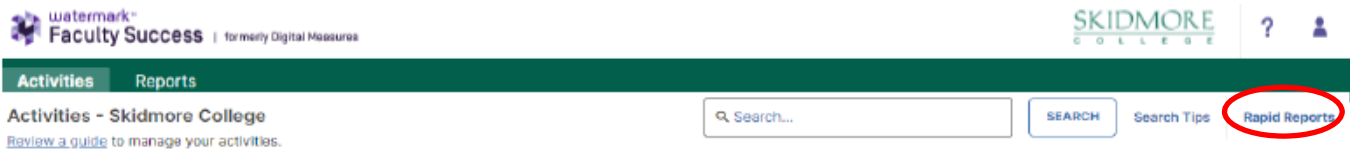


## Rapid Reports

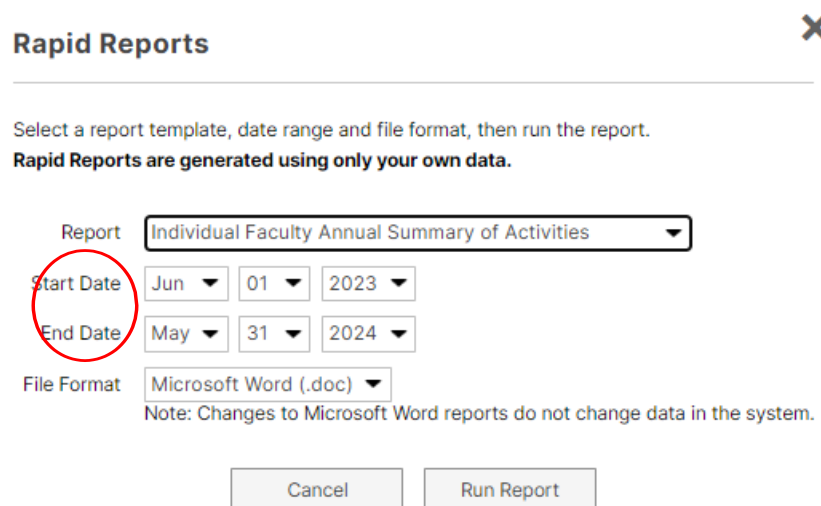
While you are managing your activities, you may want to see how a particular change looks on a report. The *Rapid Reports* feature provides a way to quickly and easily run simple reports on the data in the system, including your Individual Faculty Annual Summary of Activities report.

To run a report using *Rapid Reports*:

1. Click on *Rapid Reports* on the upper right corner of the navigation bar:



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

A screenshot of the 'Rapid Reports' dialog box. The dialog has a title bar with 'Rapid Reports' and a close button (X). Below the title bar, there is a message: 'Select a report template, date range and file format, then run the report. Rapid Reports are generated using only your own data.' Below this message, there are three rows of dropdown menus: 'Report' (set to 'Individual Faculty Annual Summary of Activities'), 'Start Date' (set to 'Jun 01 2023'), and 'End Date' (set to 'May 31 2024'). The 'Start Date' and 'End Date' labels are circled in red. Below these is a 'File Format' dropdown set to 'Microsoft Word (.doc)'. A note below the dropdowns says: 'Note: Changes to Microsoft Word reports do not change data in the system.' At the bottom of the dialog are two buttons: 'Cancel' and 'Run Report'.

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.