

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' form. The form has a title 'Rapid Reports' with a close button (X) in the top right corner. Below the title is a subtitle 'Select a report template, date range and file format, then run the report.' and a note 'Rapid Reports are generated using only your own data.' The form contains three main sections: 'Report' with a dropdown menu showing 'Individual Faculty Annual Summary of Activities', 'Start Date' with a dropdown menu showing 'Jun', '01', and '2019', and 'End Date' with a dropdown menu showing 'May', '31', and '2020'. Below these is a 'File Format' dropdown menu showing 'Microsoft Word (.doc)'. A note at the bottom states 'Note: Changes to Microsoft Word reports do not change data in the system.' The 'Start Date' and 'End Date' fields are circled in red.

3. Click on the *Run Report* button.

A screenshot of the 'Run Report' button. The button is a light gray rectangle with the text 'Run Report' in a dark gray font. It is circled in red.

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.