

Rapid Reports

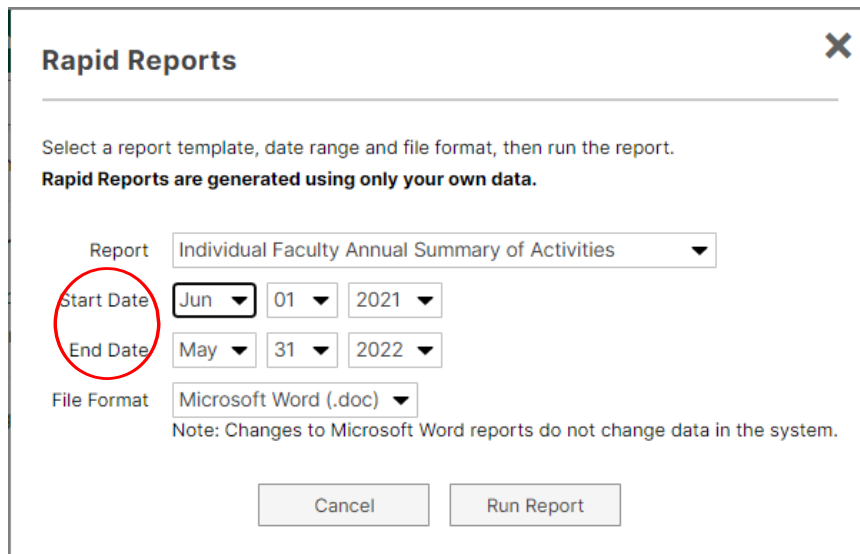
While you are managing your activities, you may want to see how a particular change looks on a report. The *Rapid Reports* feature provides a way to quickly and easily run simple reports on the data in the system, including your Individual Faculty Annual Summary of Activities report.

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. Below the title bar, it says 'Select a report template, date range and file format, then run the report.' and 'Rapid Reports are generated using only your own data.' There are three rows of dropdown menus: 'Report' (Individual Faculty Annual Summary of Activities), 'Start Date' (Jun 01 2021), and 'End Date' (May 31 2022). The 'Start Date' dropdown is circled in red. Below these is a 'File Format' dropdown (Microsoft Word (.doc)). A note says 'Note: Changes to Microsoft Word reports do not change data in the system.' At the bottom 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.