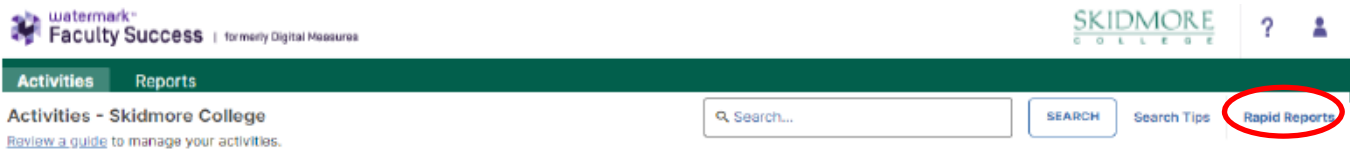


Rapid Reports

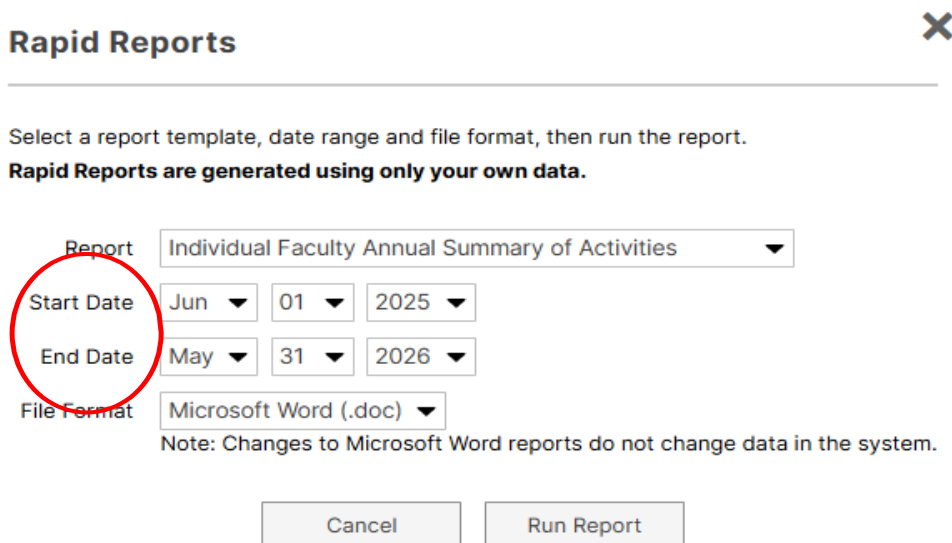
While you are managing your activities, you may want to see how a particular change looks on a report. The *Rapid Reports* feature provides a way to quickly and easily run simple reports on the data in the system, including your Individual Faculty Annual Summary of Activities report.

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 title bar says 'Rapid Reports' with a close button. Below the title bar, there is a heading '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 a 'Report' dropdown menu set to 'Individual Faculty Annual Summary of Activities'. Below it are 'Start Date' and 'End Date' fields, each with month, day, and year dropdowns. The 'Start Date' field is circled in red. The 'End Date' field is set to May 31, 2026. Below these is a 'File Format' dropdown set to 'Microsoft Word (.doc)'. A note below the dropdowns reads: 'Note: Changes to Microsoft Word reports do not change data in the system.' At the bottom are 'Cancel' and 'Run Report' buttons.

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.