

Creating Reports

Overview

This document covers:

1. Considerations for creating reports from Digital Measures
2. The preferred process for creating reports from Digital Measures, for both Mac and PC users
3. Troubleshooting issues

Considerations

When creating reports from Digital Measures, regardless of whether you are working on a Mac or PC, please consider the following below:

1. *Will I need to edit the report after I create it?*
If **yes**, then initially create the report as a Word document.
2. *Will the report be printed?*
 - If the report *will only be viewed online*, then saving it as an html file is a good option. HTML files are not inherently meant to be printed, they are meant to be viewed in a web browser.
 - If the report *will be printed*, then PDF is the best option for final publishing.
 - **Macs Only:** If you want to create a printable PDF (that looks decent) **with links** on a Mac, save the Word doc as an html file, then open in Adobe Acrobat (Pro) to create the PDF file.

Troubleshooting Issues

Extra Information?

- Make sure you are running the correct report. If you have questions about which report to run, ask your department chair.
- Make sure you have included start **and** end dates for all entries wherever possible. Putting start dates without end dates on entries will cause Digital Measures to treat them as on-going (**e.g.**, a beginning date of 9/1/2018 without an end date will be treated as something that began in 2018, but is still going on today).
- If you are running the correct report and there is extraneous information, create the report in Word, then follow the process above to make sure it includes the needed information and is published in the correct format. Most likely, you will need to delete (duplicate) entries.

Missing Information?

- Make sure you are running the correct report. If you have questions about which report to run, ask your department chair.
- Make sure you have entered the information that is missing under “Manage Your Activities.” To view the information source of the report, go to Run Custom Reports, find then click “Select Report.” Then click the link immediately underneath the name of the report to view the source locations (from the information you entered) in Digital Measures of the missing information. If you are unsure, please contact Patty Fairchild (pfairchild@uwlax.edu).

Links Not Working?

- See the Preferred Process for creating/publishing reports as outlined on the previous page. If you have followed this process and links still do not work, contact Patty Fairchild (pfairchild@uwlax.edu) for assistance.

Other Issues?

- For **policy-related questions** (what to enter, what to include, who enters information, when...), please contact Aaron Monte (amonte@uwlax.edu).
- For **all other technical inquiries**, please contact Patty Fairchild (pfairchild@uwlax.edu).