Creating Reports
Digital Measures

Overview

This document covers:

1. The preferred process for creating reports, for both Mac and PC users.
2. Troubleshooting issues.

Preferred Process for Creating Reports

When creating reports that will need editing, but require a PDF as the final report format:

1. Run the report as a Word document.
2. Complete edits in Word.
3. Save as Adobe PDF.

Troubleshooting Issues

Does the report have extra and/or 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 included start and end dates for all entries wherever possible. Entries with only start dates will cause Digital Measures to treat them as on-going (e.g., a beginning date of 9/1/2018 without and end date will be treated as something that began in 2018, but is still going on today.
- Make sure you have entered the information that is missing under "Manage Your Activities".
- If you are running the correct report and there is extraneous information, by creating it as the Word file format, you can edit/delete/duplicate entries as needed.

Are the links not working?

- Check that you have the updated version of Adobe Acrobat (contact ITS for assistance in doing so).
- Contact your Digital Measures Liaison for additional assistance.

Do you have other issues?

- For **policy-related questions** (what to enter, what to include, who enters information, when…), please contact the Faculty Assistant to the Provost (Provost Office: x8042).
- For **all other technical inquiries,** contact the Faculty Assistant to the Provost or the Digital Measures Liaison.