

Running a Summary of Professional Activities Report in Digital Measures

Step 1: Log on to Digital Measures by going to

<https://www.digitalmeasures.com/login/clayton/faculty/authentication/showLogin.do>

Step 2: When the main page comes up, select “Run Reports” from the menu on the left.

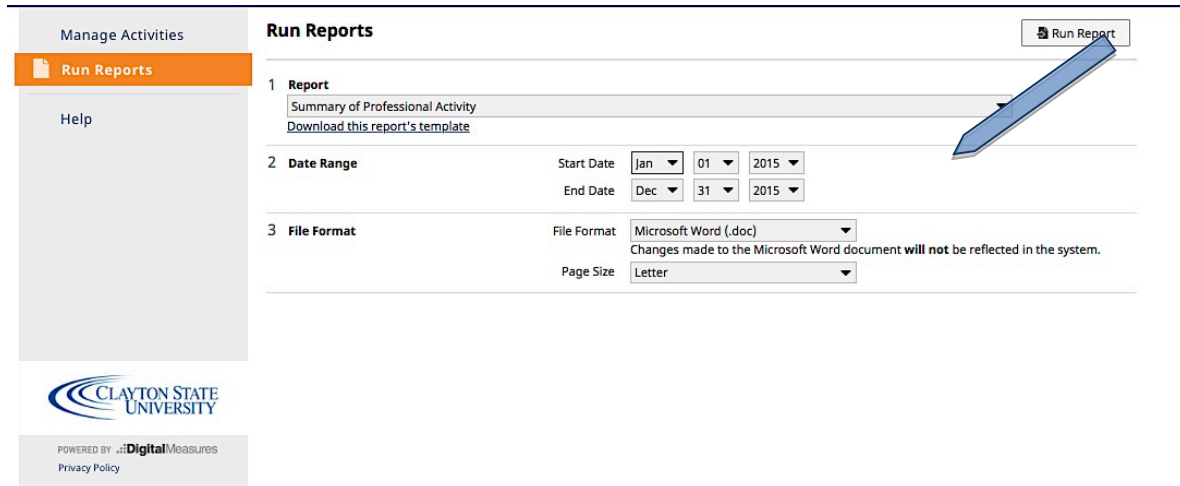


Step 3: On the “Run Reports” List

- a. Choose the “Summary of Profession Activity” from part **1. Report**.

The screenshot shows a web interface for 'Run Reports'. On the left is a navigation sidebar with 'Manage Activities', 'Run Reports' (highlighted in orange), and 'Help'. The main content area is titled 'Run Reports' and contains a section labeled '1 Report' with a dropdown menu. The dropdown menu is open, showing options: 'Select...', 'Faculty Publication Matrix', 'Summary of Professional Activity' (highlighted), 'Summary of Professional Activity (Business)', 'Vita', and 'Vita (Business)'. A blue pencil icon is positioned over the dropdown menu. In the top right corner of the main area, there is a 'Run Report' button. At the bottom left, the Clayton State University logo is visible, along with the text 'POWERED BY DigitalMeasures' and a 'Privacy Policy' link.

- b. Select the start date for your report under # 2. **Data Range**. If you choose the current year, you will only receive information tagged in the current year or those recorded with no end date.

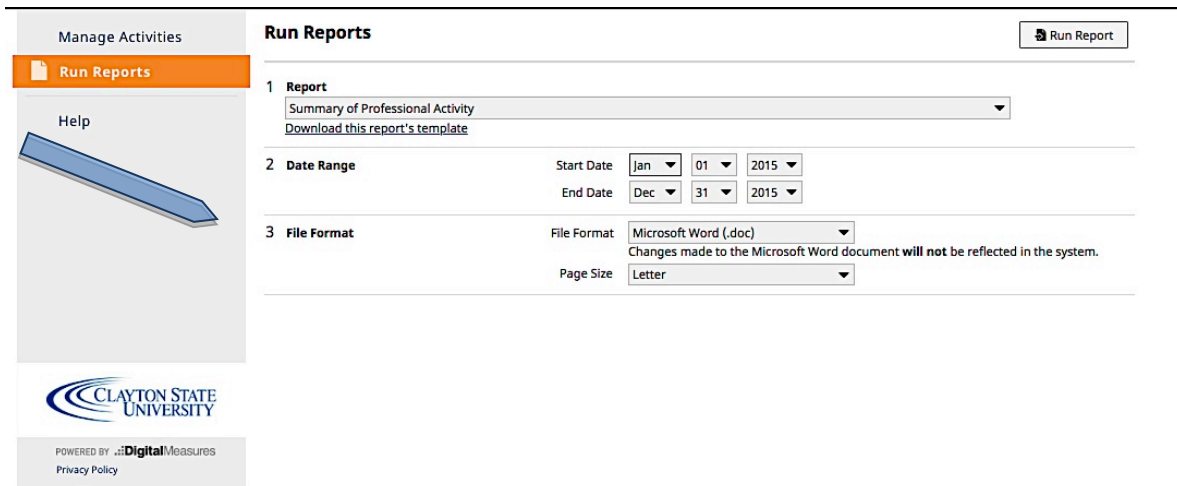


The screenshot shows the 'Run Reports' interface. On the left is a navigation menu with 'Run Reports' selected. The main area is titled 'Run Reports' and contains three sections: 1. Report (Summary of Professional Activity), 2. Date Range (Start Date: Jan 01 2015, End Date: Dec 31 2015), and 3. File Format (Microsoft Word (.doc), Page Size: Letter). A blue arrow points to the 'Run Report' button in the top right corner.

*You have the option to download a copy of the report template.

- c. In #3. **File Format**, select the file format for your report from the dropdown menu. You can choose from Microsoft Word (doc), Adobe (pdf), or Web (html) format.

You may also choose the page size (either Letter or A4 format).



The screenshot shows the 'Run Reports' interface. On the left is a navigation menu with 'Run Reports' selected. The main area is titled 'Run Reports' and contains three sections: 1. Report (Summary of Professional Activity), 2. Date Range (Start Date: Jan 01 2015, End Date: Dec 31 2015), and 3. File Format (Microsoft Word (.doc), Page Size: Letter). A blue arrow points to the 'Run Report' button in the top right corner.

Now that all of the parameters are set, click on Run Report (in the top right corner). Your report will download into your default Downloads folder.