

Rapid Report Instructions

1. Click on “Rapid Reports” button
2. Choose correct report from drop-down values
3. Enter in report start and end dates
4. Click on “Run Report” button

The screenshot shows the Michigan State University Digital Measures interface. At the top, there is a navigation bar with the Michigan State University logo, a search bar, and navigation tabs for Activities, Reports, and Tools. A red circle with the number 1 is placed over the 'Rapid Reports' button in the top right corner. Below the navigation bar, there is a search bar and a link to 'Review a guide to manage your activities.' The main content area is titled 'General Information' and contains a 'Rapid Reports' form. The form has a title bar with a close button (X) and a subtitle 'Select a report template, date range and file format, then run the report.' Below this, a bolded note states 'Rapid Reports are generated using data only from the user you are currently managing.' The form includes a 'Report' dropdown menu with 'Form D' selected, a red circle with the number 2 over it, and a 'Start Date' field with dropdowns for 'Jan', '01', and '2015', with a red circle with the number 3 over it. The 'End Date' field has dropdowns for 'Dec', '31', and '2018'. The 'File Format' dropdown is set to 'Microsoft Word (.doc)'. Below the form, there is a 'Note: Changes to Microsoft Word reports do not change data in the system.' At the bottom of the form, there are two buttons: 'Cancel' and 'Run Report', with a red circle with the number 4 over the 'Run Report' button.

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Activities Reports Tools

Search All Activities... Q

Review a guide to manage your activities.

General Information

Rapid Reports

Select a report template, date range and file format, then run the report.

Rapid Reports are generated using data only from the user you are currently managing.

Report: Form D

Start Date: Jan 01 2015

End Date: Dec 31 2018

File Format: Microsoft Word (.doc)

Note: Changes to Microsoft Word reports do not change data in the system.

Cancel Run Report