



RUNNING DELIVERED REPORTS IN DM

Digital Measures offers a list of custom reports that are easy to select and run.

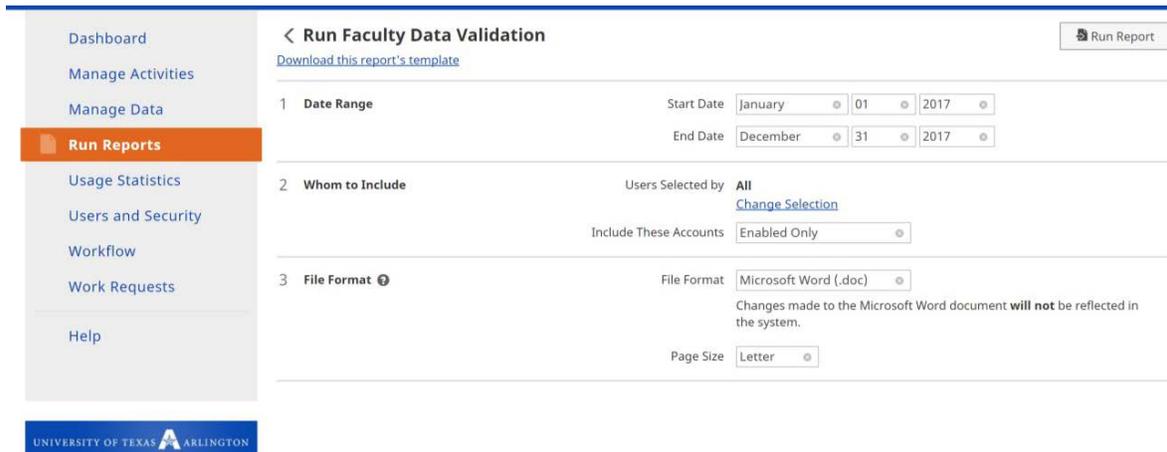
1. Log in to UTA Digital Measures instance using your net id and password
<https://digitalmeasures.com/login/uta/faculty/authentication/authenticateShibboleth.do>
2. Navigate to the Run Reports section in the left navigation bar. To run a delivered report, select from the list of reports listed on the page. Please note that Custom reports can be created on an as needed basis.

Figure 4. List of delivered reports



3. Select the report you want to run. Depending on the report and the type of security access you have, you may be asked to put in some parameters for the report. Some reports require a date range for example. Also, administrators can choose to run certain reports for individual faculty, entire departments, or entire colleges.

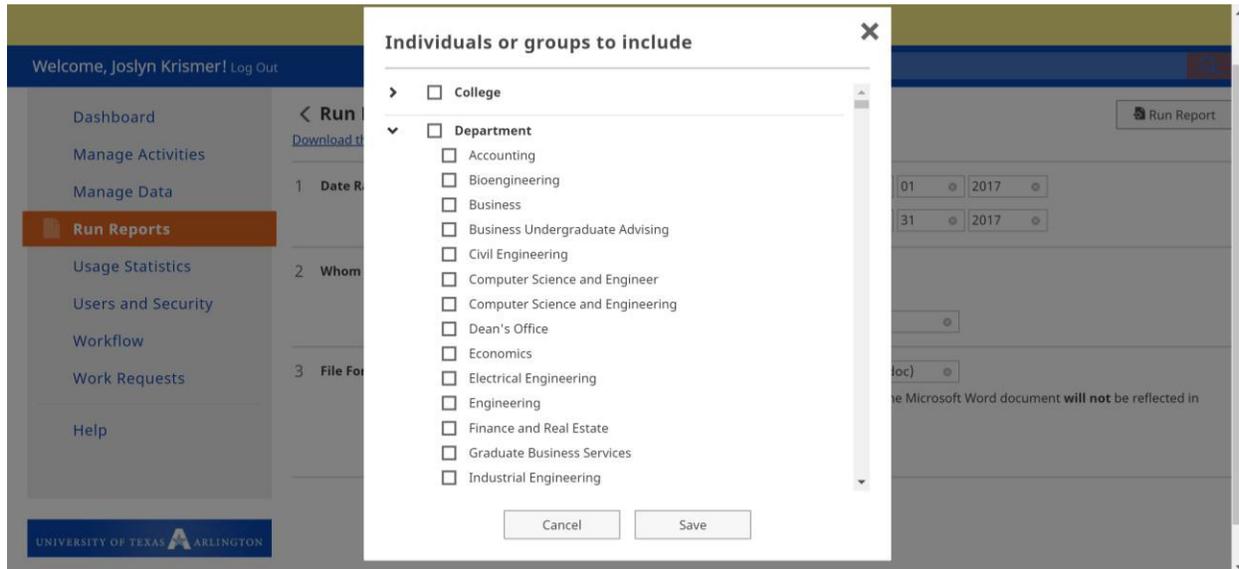
Figure 5. Report parameters screen



4. Use the drop downs to indicate the date range you wish the report to span and the file format you desire. Use the Change Selection links to further narrow the scope of your report. By default, the report will include everyone whose data you have access to view.



Figure 6. Change Selection



5. Use the > to open the drop down list next to each group and select the population you wish to include by checking the boxes next to your selection. Click Save.
6. Once your parameters are set, click Run Report in the top right corner of the screen. Your report will download in the file format you selected. Open the downloaded file to view the report results.

RUNNING AD HOC REPORTS

You can also get data from DM by creating a custom report.

1. Navigate to Run Reports in the left navigation bar. Select +Create New Report at the top right hand corner of your screen. Select the file format you want to receive the report results in.
2. Use the tools to select the report parameters you want using the drop down fields and the Change Selection fields.
3. Once your parameters are set, click Run Report. The report will automatically download in the file format you selected.

Please note that if a new report template is required or needs to be built in the UTA Digital Measures System, a request needs to be submitted to the UTA Digital Measures Administrator using the [Change Request Form](#).