

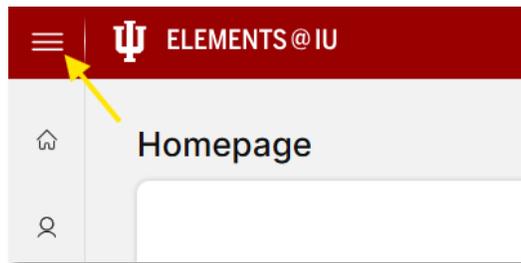


Using the Reporting Hub as an Administrator

The Reporting Hub is one of many ways administrative users can glean insights from the Elements@IU data. You can access dashboards, as well as run a variety of reports on and on behalf of your user group.

Access to the dashboards and to run reports for groups and others is limited and is only available to those assigned the Statistician (RI) role for their relevant group. If you are unable to access the additional reports, you likely have not been assigned the necessary role. Please contact elements@iu.edu with the KFS org code for the appropriate group (Department/School or Campus) to request access.

Accessing the Reporting Hub Page



Use the hamburger menu in the top left corner of the Elements screen to open the Main Menu. Navigate to the “**Reporting**” tab and then select “**Reporting Hub**” from the “**Reports & Dashboards**” section.

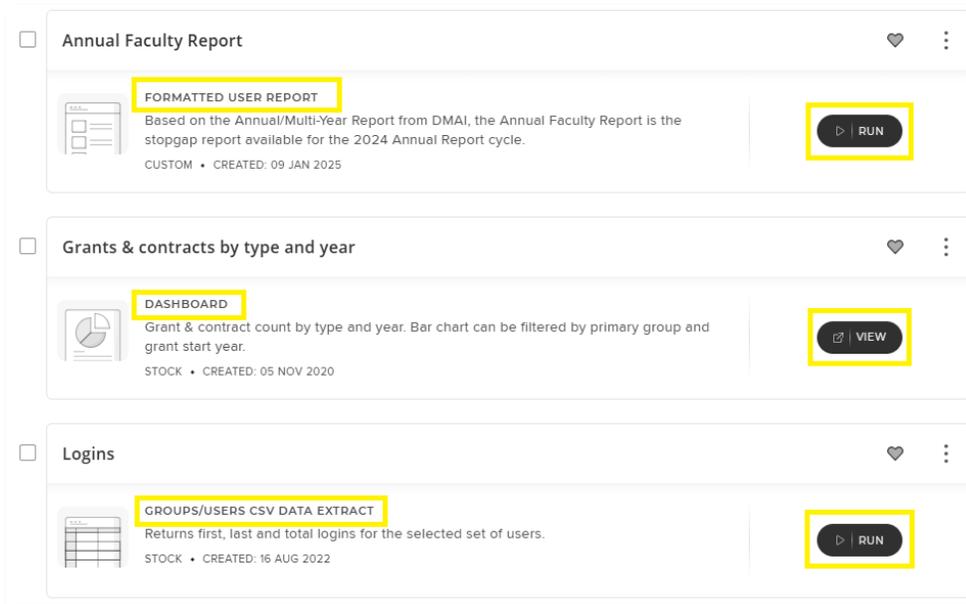




You can also access the Reporting Hub directly from any page in Elements by using the graph icon in the persistent left-side menu.

Using the Reporting Hub

There are three types of reports available in the Reporting Hub: Formatted Reports, Dashboards, and Data Extracts. An example of each is shown in the screenshot below.



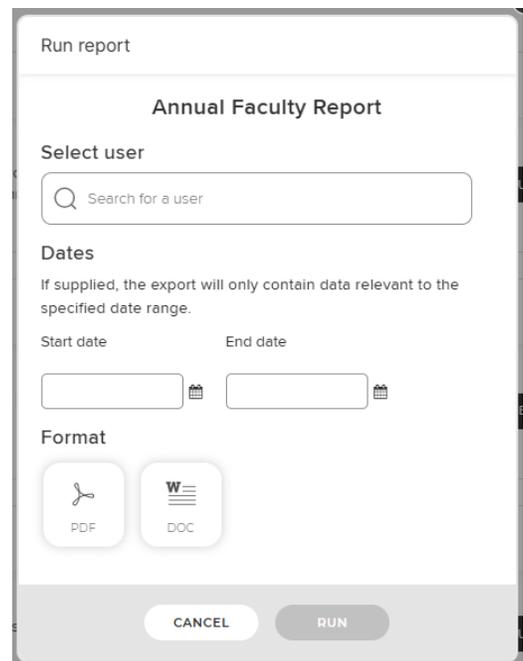
Formatted Reports

Formatted Reports can be run for a single individual at a time. Selecting the **“Run”** button on the right side of the report listing will result in a pop-up with report options.

Use the **“Select User”** field to search for and select an Elements user.

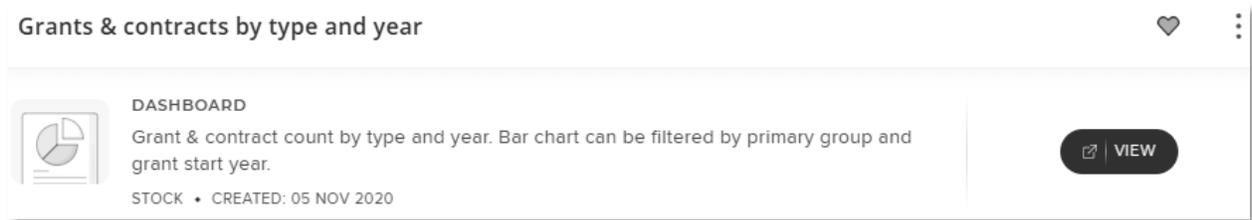
If you want to limit the report to a certain window of time, you can use the available **“Start Date”** and **“End Date.”** If you want to have the report, be for all-time, do not enter a date into either field.

Select the format you want the results to be in and press **“Run”** to run and download your report.



Dashboards

Each dashboard presents you with a view of a specific data category, opening into a new tab when you press “**View.**” The brief description will show you what filters are available within the dashboard.



Once you are viewing the dashboard, you can export the data as a PDF, an image, or as a spreadsheet.

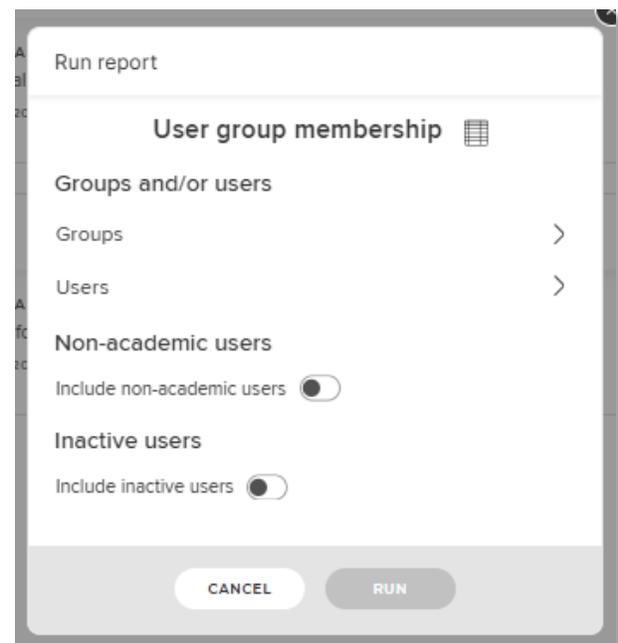


Data Extracts

Data Extracts can be run for groups or individual users. Selecting the “**Run**” button on the right side of the report listing will result in a pop-up with report options.

Use the “**Groups**” or “**Users**” selection tools to select the group or individuals you would like to extract the data for. You can choose to include non-academic users or inactive users.

Once you have completed your selection, press “**Run**” to run and download your report.



Available Reports in the Reporting Hub

As a Statistician (RI), you should be able to access the following reports via the Reporting Hub.

<i>Report Name</i>	<i>Report Type</i>	<i>Output Types</i>	<i>Description</i>
Academic CV	Formatted Report	.pdf, .doc	An academic CV populated with personal details from your profile, including associated research outputs, activities and grants.
Annual Faculty Report	Formatted Report	.pdf, .doc	Based on the Annual/Multi-Year Report from DMAI, the Annual Faculty Report is the stopgap report available for the 2024 Annual Report cycle.
Grants & contracts by type and year	Dashboard	.pdf, .xlsx, .xls, .csv, .png, .gif, .jpg	Grant & contract count by type and year. Bar chart can be filtered by primary group and grant start year.
Grants & contracts summary	Data Extract	.csv	A summary of the users' grants & contracts.
Logins	Data Extract	.csv	Returns first, last and total logins for the selected set of users.
Scholarly & creative work approval count	Data Extract	.csv	Returns a count of users' pending, claimed and rejected scholarly & creative works.
Scholarly & creative work approvals by method and date	Dashboard	.pdf, .xlsx, .xls, .csv, .png, .gif, .jpg	Scholarly & creative work approvals by method and date (e.g. automatically claimed, manually claimed etc.) Bar chart can be filtered by primary group and scholarly & creative work type.
Scholarly & creative work by type and year	Dashboard	.pdf, .xlsx, .xls, .csv, .png, .gif, .jpg	Scholarly & creative work count by type and year. Bar chart can be filtered by primary group and year.
Scholarly & creative works summary	Data Extract	.csv	A summary of users' scholarly & creative works.
Service & leadership by type and year	Dashboard	.pdf, .xlsx, .xls, .csv, .png, .gif, .jpg	Service & leadership count by type and year. Bar chart can be filtered by primary group and year.
Teaching activities by type and year	Dashboard	.pdf, .xlsx, .xls, .csv, .png, .gif, .jpg	Teaching activity count by type and year. Bar chart can be filtered by user primary group and year.
User group membership	Data Extract	.csv	Lists group membership for the selected set of users.
User profile completeness	Data Extract	.csv	Returns a completeness report for users' profiles.

Updated: 2/20/25