

Rapid Reports

While you are managing your activities, you may want to see how a particular change looks on a report. The Rapid Reports feature provides a way to run simple reports quickly and easily on the data in the system, including your Individual Faculty Annual Summary of Activities report.

To run a report using Rapid Reports:

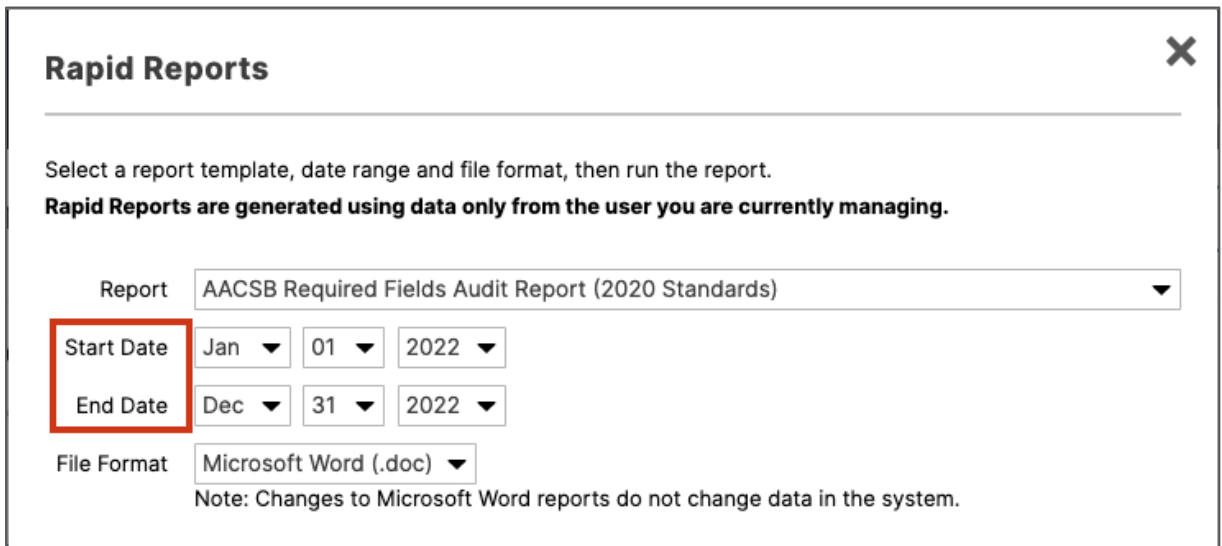
1. Click on Rapid Reports on the upper right corner of the navigation bar:



Activities - Tennessee Tech University
[Review a guide](#) to manage your activities.

Search All Activities SEARCH Search Tips **Rapid Reports**

2. Select the report you want to run, and add the start and end date for the report



Rapid Reports X

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 AACSB Required Fields Audit Report (2020 Standards) ▼

Start Date Jan ▼ 01 ▼ 2022 ▼

End Date Dec ▼ 31 ▼ 2022 ▼

File Format Microsoft Word (.doc) ▼

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

3. Click on the *Run Report* button



Cancel Run Report

When you receive the message to open or save, click on the Open button. The report will then open in a Word document. When it opens in Word you will have to click on the Enable Editing button at the top of the page to be able to make any revisions or save the document. Save the document to your computer.