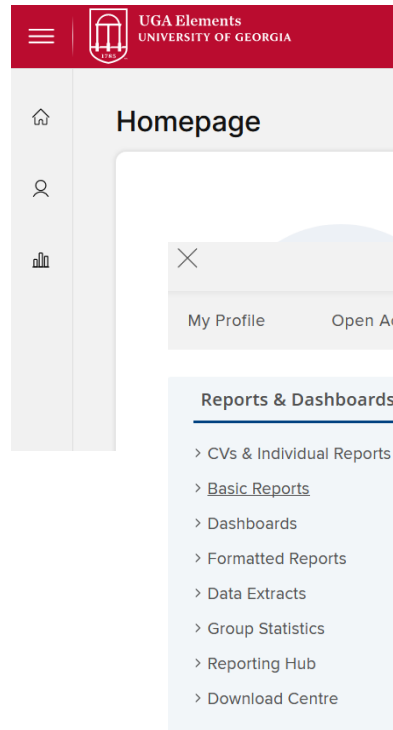


Elements Reporting for Administrators

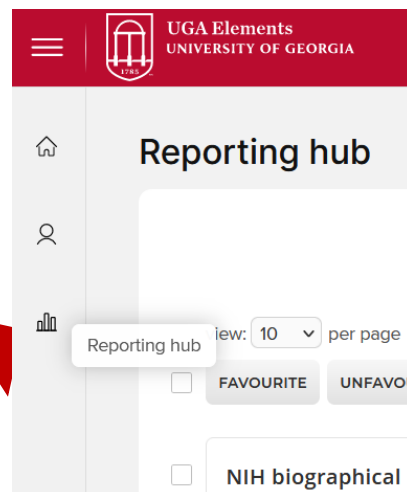
There are several reporting options in Elements for administrators.

Most can be accessed by clicking on the hamburger menu



Then going to the **Reporting** tab

Or by going directly to the **Reporting Hub** by clicking the chart icon on the left navbar.



Basic Reports

Basic reports

Generate data export

1. Select users and/or groups: *

i. Users:

Name (surname first):

Selected users:

You have not selected any individual users yet.

ii. Groups:

- University of Georgia
 - Administrative Offices
- * Office of the President
- * Office of the Senior Vice President for Academic Affairs and Provost
- Staff

Search by individuals or Groups (departments)

2. Select additional filters:

Date from:  Enter in the format dd/mm/yyyy

Date to:  Enter in the format dd/mm/yyyy

Include non-current users: Check this box to include users who are no longer current at the institution.

Include non-academics: Check this box to include users who are not defined as 'academics' in the user feed.

3. Select data export or report:

i. Data export:

Create a CSV/Excel export of data associated with the selected users.

Object category:


Scholarly & creative work type:

Return:

Display all fields:

- Sponsored projects
- Professional activities
- Organisational structures
- Projects
- Pieces of equipment
- Users
- Instruction
- Records of impact

...y, even though some types do not use them.
of columns.

 Get data export

OR:

ii. Publication(.ris) and H-Index reports:

Report:

General

H-index [CSV/Excel]

Publications [ReferenceManager/Endnote]



Group Statistics

Group statistics

Select groups and users

1. Select users

Name (surname first):

Selected users:

You have not selected any users.

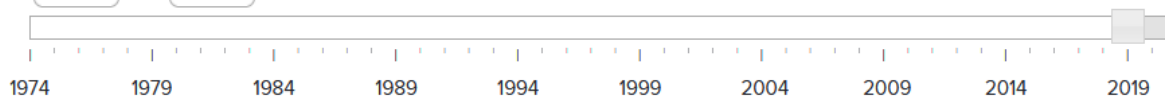
2. Select groups

Checkboxes only appear next to those groups for which you have statistician rights.

- University of Georgia
 - Administrative Offices
 - Office of the President
 - Office of the Senior Vice President for Academic Affairs and Provost
 - Staff

3. Select filters

Years: to



Include:

Non-current users

Check this box to include users who are no longer current at the institution.

Non-academics

Check this box to include users who are not defined as 'academics' in the user feed.


Citation source: Europe PubMed Central Web of Science



Reporting Hub

Explore various report types in the **Reporting Hub** by Filter by Dashboards, Formatted Reports, or Data Extracts


Reporting hub



view: 10 per page showing 1 - 10 out of 15 prev **1** 2 next sort by: title (A to Z)

FAVOURITE UNFAVOURITE RUN TESTS


Distinct user logins by primary group and date



DASHBOARD
The number of users that logged into the system. Bar chart shows user counts by month for each primary group.
STOCK • CREATED: 26 APR 2021

[VIEW](#)

Instruction by type and year



DASHBOARD
Instruction count by type and year. Bar chart can be filtered by user primary group and year.
STOCK • CREATED: 26 APR 2021

[VIEW](#)

Filters

Applied filters

Report type ×

Enabled / disabled ×

[clear all filters](#)

Report type clear

- Dashboard
- Formatted report
- Data extract

Enabled / disabled clear

- Enabled



Run a Unit Faculty Research Summary (UFRS)

Unit Heads and support staff with department level permissions can run a unit report showing research activities of faculty in their department. For questions about permissions, email elements@uga.edu

The **Unit Faculty Research Summary (UFRS)** is a unit-level report that includes the number of certain scholarly works (*Journal articles, Books, Chapters, Proceedings of Conferences, Professional/Scholarly Presentations*). It also shows *Active Sponsored Projects*, the *Share² of Active Awards* (Prorated³ \$) and the *Share² of New Awards* (Prorated³ \$).

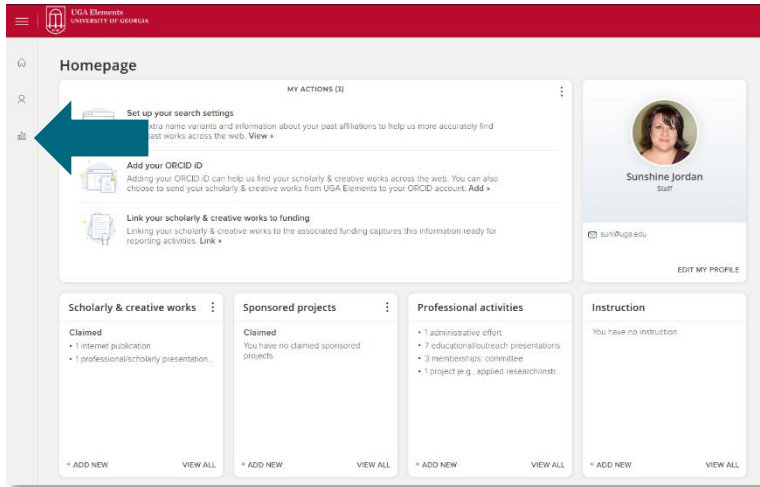
1. Dollar amounts are based only on award increments already received.
2. "Share" is award amount × % of intellectual credit.
3. "Prorated" is the portion of award amount within the report range.

Unit Faculty Research Summary						Created 19 November 2021		
Unit: Department of Animal and Dairy Science								
Dates covered: 01/01/2021 – 12/31/2021								
Faculty	Published				Awarded ¹			
	Journal Articles	Books	Chapters	Conf. Proc.	Prof./Schol. Pres.	Active Sponsored Projects	Share ² of Active Awards (Prorated ³ \$)	Share ² of New Awards (Total \$)
Azain, Michael	0	0	0	0	0	1	4,760	0
Bart, Amrit	0	0	0	0	0	1	7,751	0
Benyshek, Larry	0	0	0	0	0	0	0	0
Bernard, John	1	0	0	0	0	1	22,014	0
Bertrand, Jean	0	0	0	0	0	0	0	0
Bertrand, Joseph	0	0	0	0	0	0	0	0
Bohlen, Jillian	1	0	0	0	0	0	0	0
Burtie, Gary	0	0	0	0	0	0	0	0
Callaway, Todd	8	0	0	0	0	0	0	0

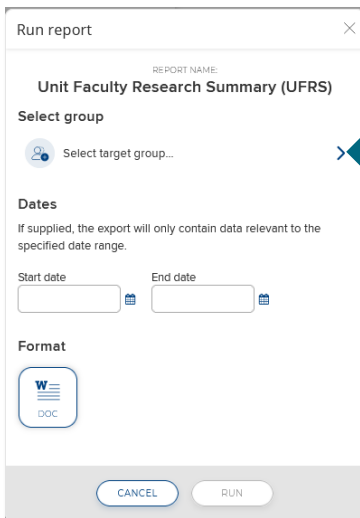
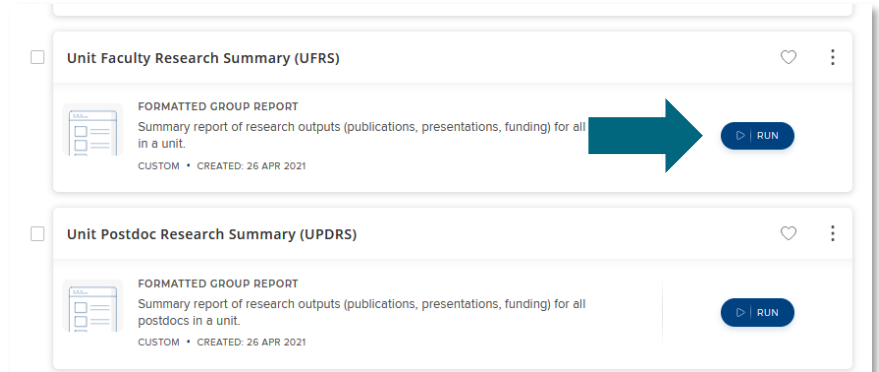
Unit Faculty Research Summary						Created 19 November 2021		
Unit: Department of Animal and Dairy Science								
Dates covered: 01/01/2021 – 12/31/2021								
¹ Dollar amounts are based only on award increments already received. ² "Share" is award amount × % of intellectual credit. ³ "Prorated" is the portion of award amount within the report range.								
Journal Articles								
Azain, Michael								
(none)								
Bart, Amrit								
(none)								
Benyshek, Larry								
(none)								
Bernard, John								
Rivas, R. M. O., Marins, T. N., Weng, X., Monteiro, A. P. A., Guo, J., Gao, J., . . . Tao, S. (2021). Effects of evaporative cooling and dietary zinc source on heat shock responses and mammary gland development in lactating dairy cows during summer. <i>JOURNAL OF DAIRY SCIENCE</i> , 104(4), 5021-5033. doi: 10.3168/jds.2020-19146								

Run a Unit Faculty Research Summary (UFRS)

To run this report, click on the **Reporting Hub** icon  on the left nav bar



Scroll down the list of reports until you find the **Unit Faculty Research Summary (UFRS)** report and click the **RUN** button



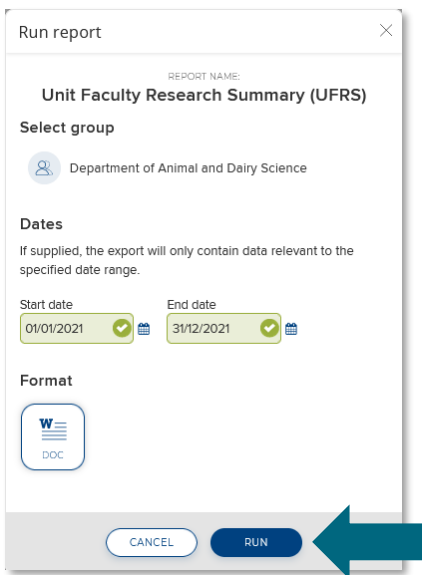
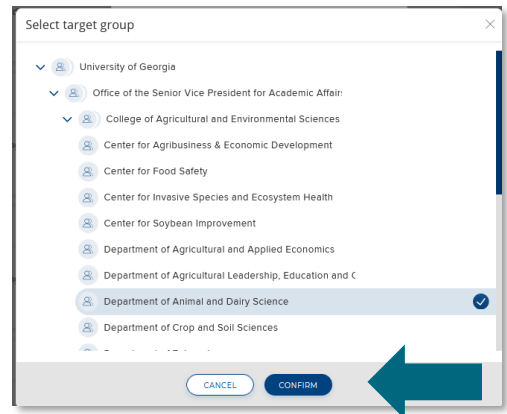
A pop-up window will appear. Click **Select Target Group** to choose the department you want to report on. (Note: You may only have one group/department available, depending on your permissions.)



Run a Unit Faculty Research Summary (UFRS)

Drill down to your group/department and click on the name to highlight it. Then click the **CONFIRM** button.

(Note: Most schools and colleges are located under the *Office of the Senior President for Academic Affairs*.)

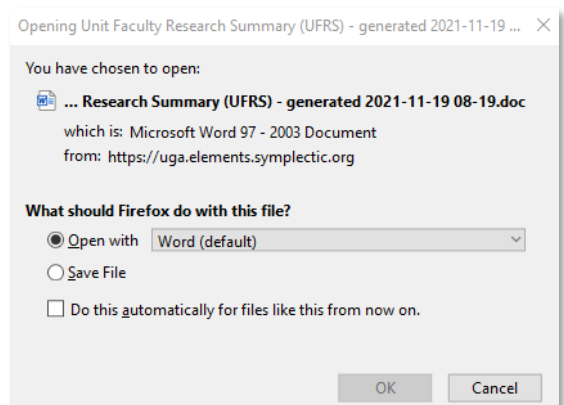


Next enter the report period dates you are interested in. You can use the calendar icon for a date picker.

Please note, if you type the dates, Elements uses the date format **DD/MM/YYYY**.

Then click the **RUN** button.

The system will generate the Word document for you to download.



How to Search all of Elements

Go to the [Elements Search](#) page

For a simple search, just enter your text in the search bar and click the search button

For an advanced search, click the Advanced option to be taken to the search filters.

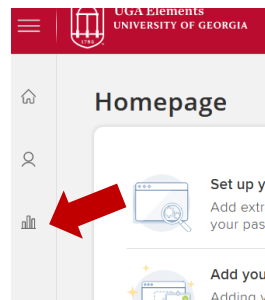
The screenshot shows the 'System Search' interface. At the top, there is a search bar with a red box around it containing the text 'Enter your search term here'. Below the search bar, there are options for 'Mode' (Simple and Advanced) and a 'Search for:' field. There are also date filters for 'Date from:' and 'Date to:'. A list of search criteria is shown with checkboxes, including 'Scholarly & creative works', 'Sponsored projects', 'Professional activities', 'Organisational structures', 'Projects', 'Pieces of equipment', 'Instruction', and 'Journals'. A 'Verification status:' dropdown is set to '[no filter]'. Under 'Return:', there are two radio buttons: 'The items above' (selected) and 'The users related to the items above'. A red box with an arrow points to the 'The users related to the items above' radio button, containing the text 'To filter by a specific user, type their name here to search the user list. Then click the green plus sign to select them.' Below this, there is a 'Name (surname first):' field with 'hinkle, n' entered. A dropdown menu shows 'HINKLE, Nancy C (College of Agricultural and Environme...' with a green plus sign next to it. A red box with an arrow points to the plus sign. Below the name field, there is a 'Users' section with a red 'x' icon and the text 'HINKLE, Nancy C (College of Agricultural and Environmental Sciences)'. A yellow box with an arrow points to this text, containing the text 'Once selected, their name should appear here.' At the bottom, there is a '2. Restrict search to groups' section with a blue box containing the text 'Restrict the search by selecting certain groups or leave blank.' Below this, there is a checkbox for 'University of Georgia'. A red box with an arrow points to the 'Search' button, containing the text 'Then click the Search button'. The 'Search' button is located at the bottom right of the interface.



Admin Support: Run an EAS for a faculty member

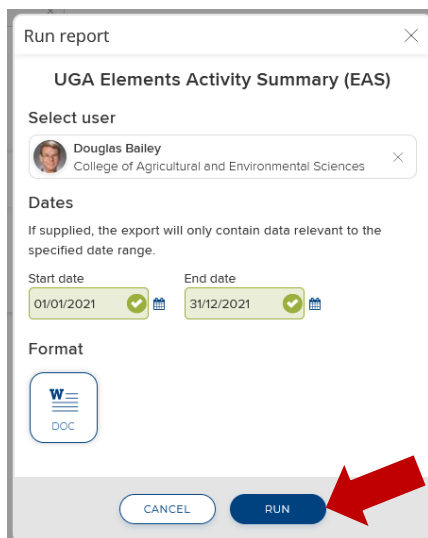
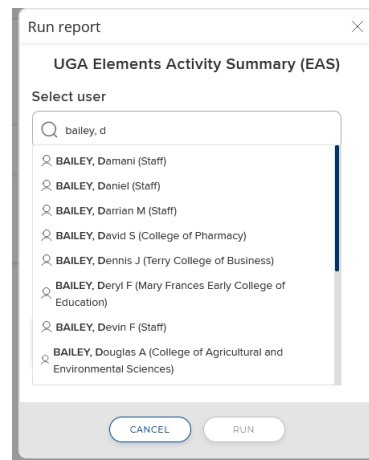
Log in to UGA Elements at <https://elements.uga.edu/>

On the *Homepage*, Click the icon from the left navbar for the Reporting Hub



Scroll down to the **UGA Elements Activity Summary (EAS)** report and click the **Run** button

In the User Search Box, start typing the LAST name of the faculty. The list will update as you type. You can continue with and comma and space then their first name, if needed to narrow down the list. Once you see their name, click it to select it.



Enter the **Start Date** as DD/MM/YYYY and **End Date** as DD/MM/YYYY

Then click the blue **Run** button.



The Word document will be created and available for you to download.

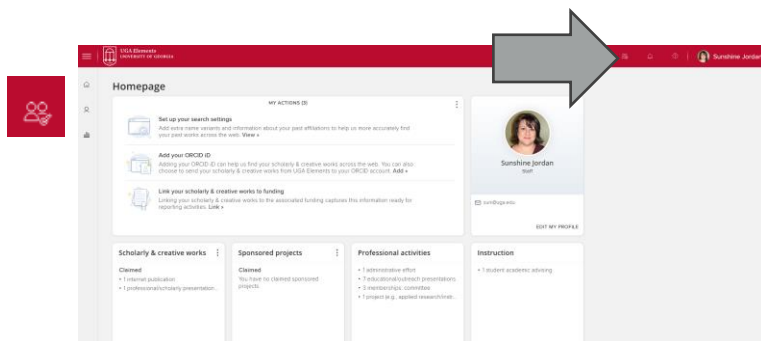


UGA Elements
UNIVERSITY OF GEORGIA

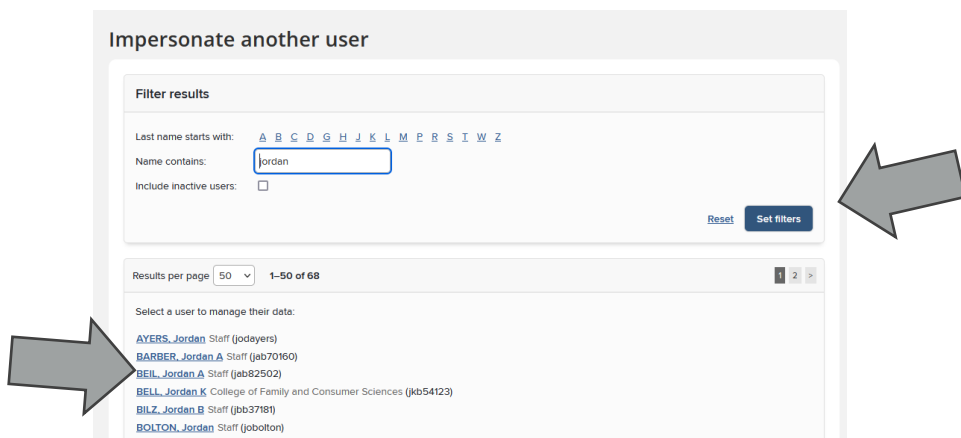
Impersonate an Elements User

Log in to UGA Elements at <https://elements.uga.edu/>

Click on the **Impersonate** icon from the top banner



Type in the user's name and click the **Set Filter** button



You will then be acting on behalf of that user.
To stop impersonating, click the **X** on the user's tab

