

# Elements – Running Extension Reports

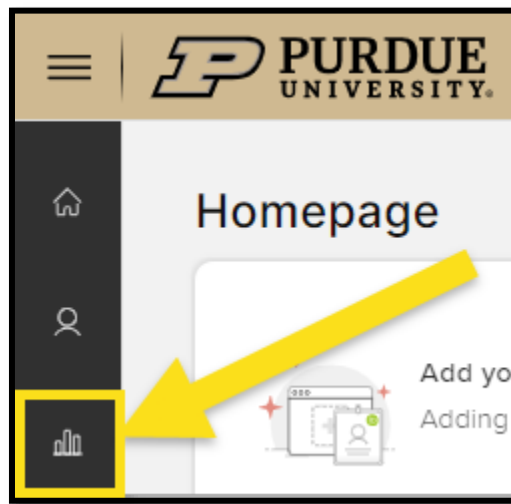
Instructions created by Julie Huetteman & Cheyenne Kleist

10/21/2024

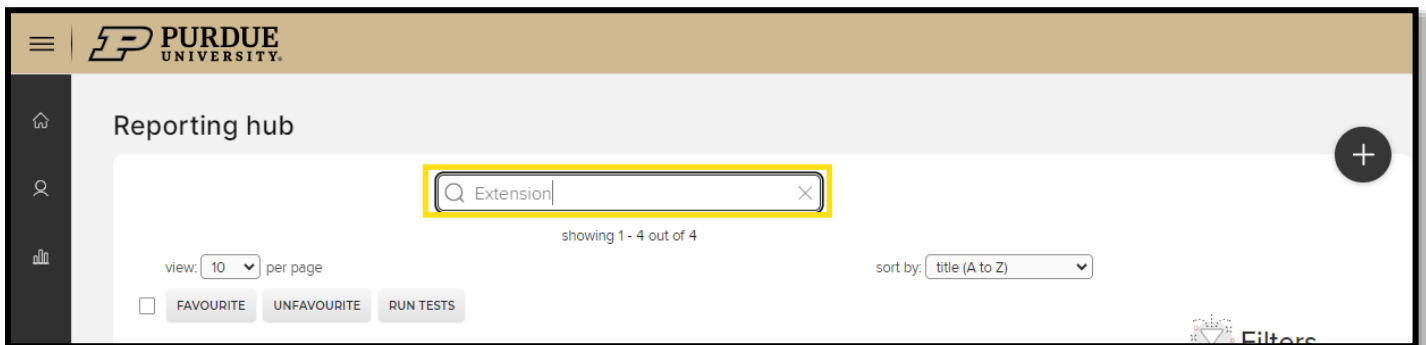
## These instructions are identical for 2 reports:

- Extension Impact Statements
- Extension Summary Report

1. Go to the Elements site: <https://purdue.elements.symplectic.org/>
2. Login
3. Click on the Reporting hub (Bar Graph Icon) in the left navigation



4. Type “Extension” in the search



5. Locate the report, and click Run

The screenshot shows a 'Reporting hub' interface. At the top, there is a search bar containing the text 'Extension'. Below the search bar, it says 'showing 1 - 2 out of 2'. There are filters for 'view: 10 per page' and 'sort by: title (A to Z)'. Below these are buttons for 'FAVOURITE', 'UNFAVOURITE', and 'RUN TESTS'. Two report cards are visible:

- Extension Impact Statements**: Includes a 'FORMATTED GROUPS/USERS REPORT' description, a 'CUSTOM' tag, and a creation date of '02 AUG 2024'. A 'RUN' button is highlighted with a yellow box.
- Extension Summary Report**: Includes a 'FORMATTED USER REPORT' description, a 'CUSTOM' tag, and a creation date of '26 SEP 2024'. A 'RUN' button is highlighted with a yellow box.

6. Set up the logic to run a report

- Select user: Name may already be listed

The screenshot shows a 'Run report' dialog box. The title is 'Run report'. Below the title, the report name 'Extension Summary Report' is displayed. Underneath, there is a 'Select user' section with a dropdown menu. The selected user is 'Educator Name' from the 'College of Agriculture'. There is a close button (X) next to the user selection.

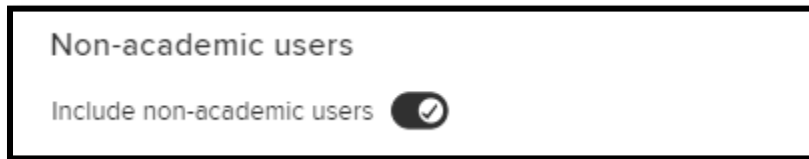
7. Inactive users: IGNORE this



Inactive users

Include inactive users

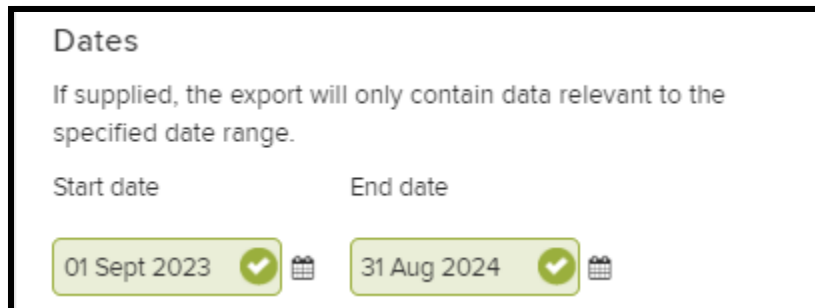
8. Non-academic users: Click the toggle button to “include”



Non-academic users

Include non-academic users



9. Dates: Set date range



Dates

If supplied, the export will only contain data relevant to the specified date range.

Start date                      End date

01 Sept 2023        31 Aug 2024  

10. Format: Select PDF or DOC

- PDF: for your supervisor or others
- DOC: for your records



Format

PDF  DOC

11. Click Run

The screenshot shows a 'Run report' dialog box titled 'Extension Summary Report'. It includes a 'Select user' dropdown menu with 'Educator Name' and 'College of Agriculture' selected. There are two toggle switches: 'Include inactive users' (off) and 'Include non-academic users' (on). The 'Dates' section has 'Start date' set to '01 Sept 2023' and 'End date' set to '31 Aug 2024'. The 'Format' section has two options: 'PDF' and 'DOC'. At the bottom, there are 'CANCEL' and 'RUN' buttons, with the 'RUN' button highlighted by a yellow border.

12. The report will download to your computer/device

For help with Elements, please email [COAelements@purdue.edu](mailto:COAelements@purdue.edu).