Digital Measures
Training Manual

-Reports I-
(How They Work)
Anatomy of a Report

Much like a recipe, a report’s parameters list the “data fields” to include and in what order they will appear when a report is created. Reports will include only the data that is specified and will leave out all other data. Exactly which data fields to include in the custom report is a decision reached by your unit’s administration and the DM Implementation Consultant.

The following explains how to view the details of a custom report:

The following is an example of a report “map” which defines the selection criteria for including data in various sections of a report for “Intellectual Contributions.”
The following example is an excerpt from an actual report for “Intellectual Contributions” in the College of Nursing for a single faculty member. It includes two “entries”: one for “Book Chapters” and another for “Refereed Journal Articles.”

The recipe of this report would look like this:

“Please list the following in the report:"

1. Type/title of report
2. Name of academic unit
   a. Name of Faculty member
      i. Subheading #1: “Book Chapters”
         1. Data fields: “Contribution Type”, “Current Status”, “Authors”, “Editor(s)”, “Title of Contribution”, “Page Numbers or Number of Pages”, “Journal/Publisher/Proceedings Publisher.”
      ii. Subheading #1: “Refereed Journal Articles”
         1. Data fields: “Contribution Type”, “Current Status”, “Authors”, “Editor(s)”, “Title of Contribution”, “Page Numbers or Number of Pages”, “Journal/Publisher/Proceedings Publisher.”
The following are examples for each of the report entry components from the “recipe” and their corresponding data field:

“Contribution Type”

Book, Chapter in Scholarly Book-New (Published)
Hahn, E. J. (2001). In H. Hreinsdottrir & A. Nysti (Ed.), Building healthy public and private policies: The ultimate challenge for public health nursing (pp. 101-107). Future Vision within Community Health Care Nursing, University Press and the Research Institute at the Faculty of Nursing, University of Iceland.
“Current Status”

Book, Chapter in Scholarly Book-New (Published) by [Author], in H. Smith, M. D. (Ed.), Building healthy public and private policies: The ultimate challenge for public health nursing (pp. 101-107). Future Vision within Community Health Care Nursing. University Press and the Research Institute at the Faculty of Nursing, University of Iceland.
"Editor(s)"

**Page Numbers or Number of Pages**

- **Journal/Publisher/Proceedings Publisher**: Future Vision within Community Health Care Nursing
- **City and State of Journal/Publisher**: 
- **Country of Journal/Publisher**: 
- **Volume**: 
- **Issue Number/Edition**: 
- **Page Numbers or Number of Pages**: 101-107
- **Web Address**: http://
- **Editor(s)**: H. Sveinsdottir & A. Nyysti
**Journal/Publisher/Proceedings Publisher**

- **Book, Chapter in Scholarly Book-New (Published)**
- **Hahn, E. J. (2001). In H. Sveinsdottir & A. Nyyst (Ed.), Building healthy public and private policies: The ultimate challenge for public health nursing (pp. 101-107). Future Vision within Community Health Care Nursing, University Press and the Research Institute at the Faculty of Nursing: University of Iceland.**

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Report Trouble Shooting

Issue: “Some activities are not showing up in the report even though I entered them in DM.”

Explanation: Activities will only show up in a report if:

1) the report is mapped to include the activity (data field) in question,
2) the data field in question is populated with data (i.e. not blank)

Solution:

1) Consult your college’s “Data Entry Guide” to ensure all required data fields are populated. (Note: When certain required data fields are left blank it will cause the entire activity not to show in the report.)

Issue: “The activities in the report are wrong.”

Explanation: There are three reasons why this may be:

1) the activity in the data field was manually entered incorrectly
2) the activity is pulled from a data import only screen (e.g. OSPA, Scheduled Teaching, Workload Information) that has not yet been updated. If the report is generated prior to a scheduled data import the data will not be current.
3) the report map has an error

Solution:

1) Check the screens and data fields associated with the wrong data and correct the error. If the data is non-editable (e.g. OSPA, Scheduled Teaching, Workload Information) then contact your college DM administrator or click on the “Contact Our Helpdesk” link in the left hand nav-bar and provide a detailed description of the issue.

Question: “As our unit adds more customized reports how is the report tested to ensure the correct data is being pulled?”

Explanation: The people in your unit involved in building the report will be required to test the accuracy of the newly built custom report. (For instructions on how to test a custom report, please refer to the “Custom Report Testing” module of the Digital Measures Training Manual.)