

Reporting

This feature is only available to users with Pure roles of editor, reporter or administrator.


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There are two places where reports can be created and viewed in Pure:

- Reporting module. This is the focus of this editor guide.
- Report definitions. This is not covered by this editor guide and is not recommended.

Access the Module

- Click  on the left-hand side of your screen.
- This button does not appear on the personal user overview screen so go to another section along the top of the screen first (e.g. Award Management).
- If you have a reporter or content editor role in Pure but do not have the reporting button, [click here](#). Log in as normal if prompted.

Training & Guidance

- Elsevier's Pure Academy training videos include some short tutorials on using the reporting module which are an excellent starting point.
- You can find links to them under 'Reporting' on the [Research Office's Pure user guides web pages](#).
- You can also contact us for advice.

Report Workspaces

- A 'workspace' is simply the report you are building.
- You can 'create a new workspace'.
- Or you can access saved workspaces that:
 - o You created yourself (*Created by me*).

- o Other users have shared with you (*Shared with me*).
- o Elsevier have shared with certain users based on their roles in the system (*Shared by institution*).
- Shared reports are templates shared with you. If you save changes, it creates a copy under *Created by me*; it does not overwrite the original report, which remains under *Shared with me*.

You can only create or open reports that your Pure user roles allow e.g. if can only view an application report with application reporter, editor or administrator rights.

Notes

- When adding person names to a report, including separate 'first name' and 'last name' columns may result in the PI and Co-I names being mixed up. Use a single full name value where available instead e.g. 'Name' or 'Last name, first name'.
- You can filter reports, whether created by you or shared with you, to focus on particular sub-groups within the data e.g. year of publication, application type, and so on.
- When filtering on a year/period, you can select whether it works on calendar years (January to December) or academic years (August to July).
 - o Please note: if an output only has a publication year (not date or month), filtering a report on publication academic year will result in that publication appearing in both academic years that fall inside the calendar year of publication e.g. a publication year of 2018 means the output will appear in academic year reports of 2017/18 and 2018/19.

Data Story

- You will find this tab at the bottom of the reporting window.
 - o The *Data table* tab refers to the report workspace
- Data stories use the content of your report workspace to allow you to create charts or summary tables.
- Data stories need both a measure and a dimension to exist as columns in your workspace.

Notes

- One solution to creating a measure is to include a relevant column in the report workspace that uses a number as its value, even if it looks out of place e.g. *Number of research outputs*.
- You can create multiple data stories, and use *Add text* to help the reader distinguish between them.
- Data stories are still under development at the time of writing, so you cannot filter your data story yet.