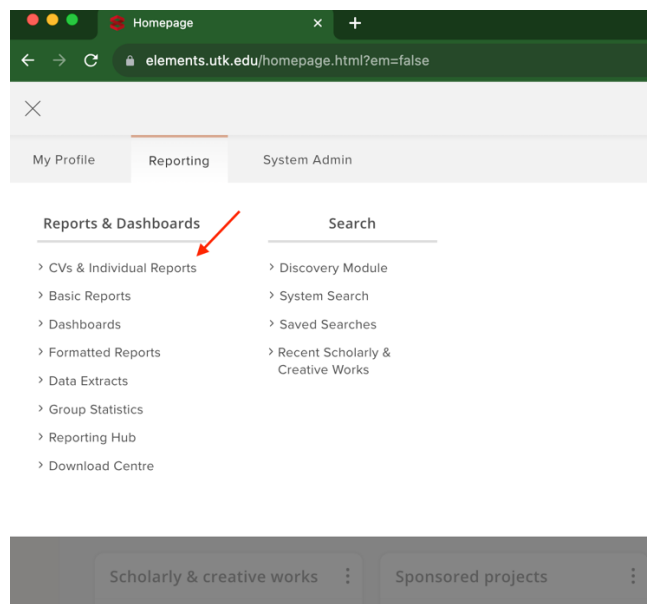
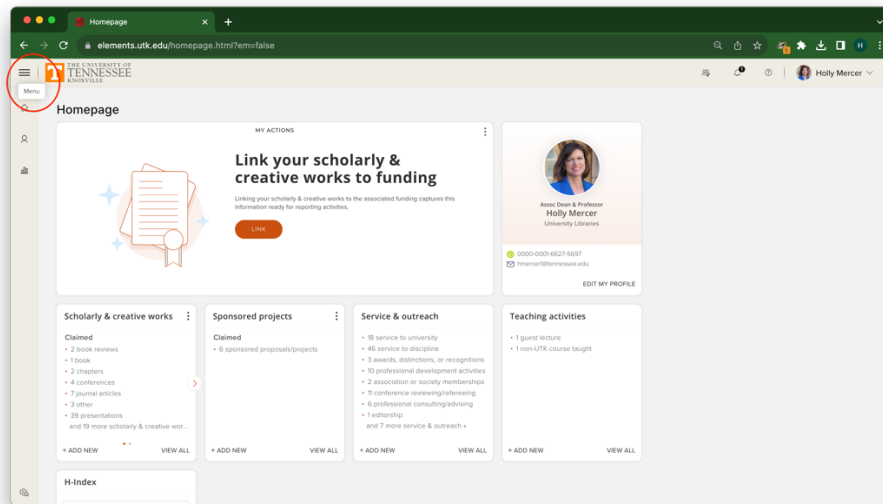
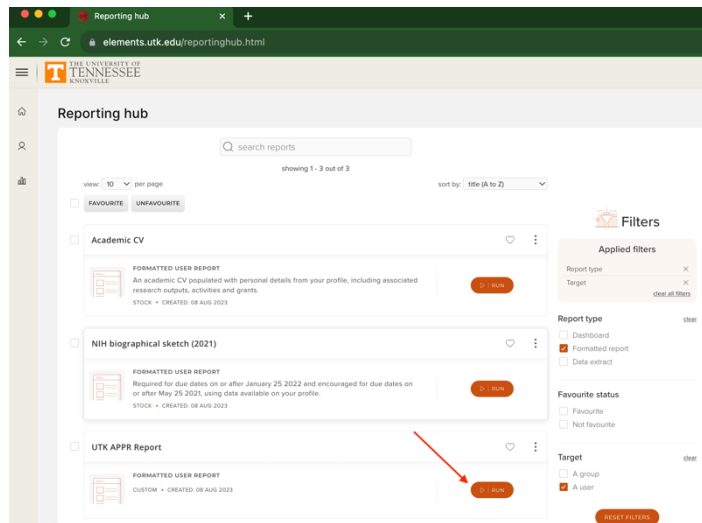


GENERATING & DOWNLOADING THE UTK APPR REPORT FROM ELEMENTS

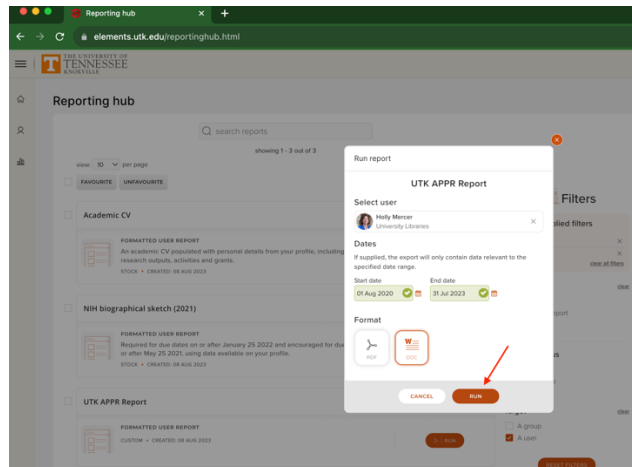
1. Navigate to the Elements Menu in the upper left of every page. Click on the CVs & Individual Reports link under Reporting → Reports & Dashboards.



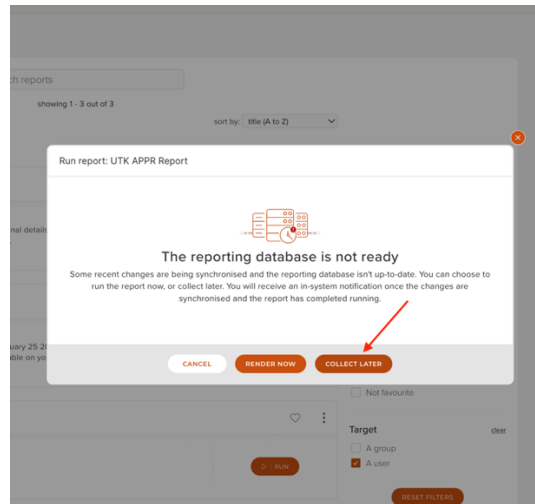
- Click on the RUN button on the UTK APPR Report.



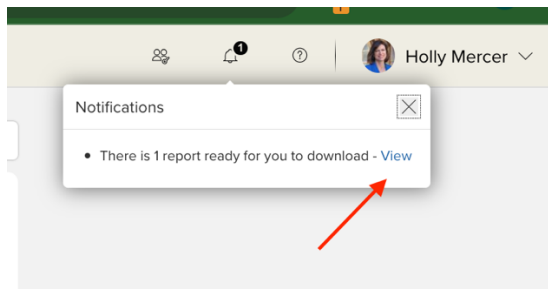
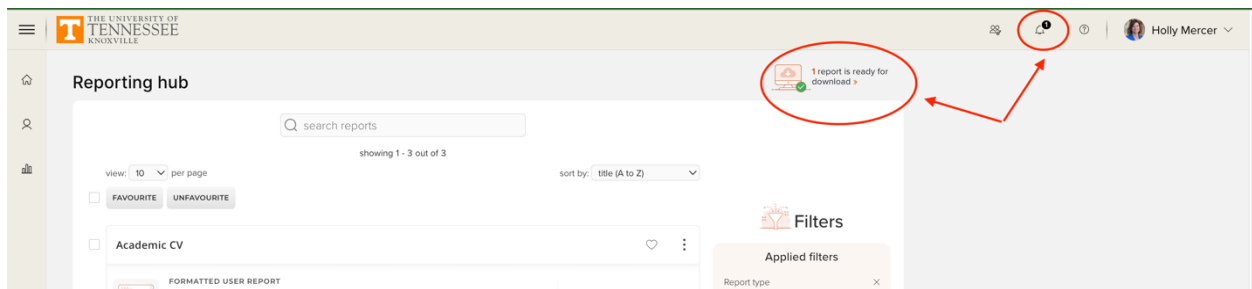
- Enter the faculty (user) name, the start and end dates for the report, select the output format (PDF or Word document) and click RUN.



- Elements will begin to generate the report; it may take several seconds. Selecting RENDER NOW will produce an incomplete report; there will be missing information. Instead, select COLLECT LATER:



5. An in-system notification will alert you when the report is ready for download. The report may take 2-5 minutes to appear in the Download Centre. If traffic volume is high in Elements, the report may take slightly longer.



6. Download the UTK APPR report.

The screenshot shows the 'REPORTING HUB > DOWNLOAD CENTRE' page. The header includes the University of Tennessee Knoxville logo and navigation icons. The main content area is titled 'Download centre' and shows 'showing 1 - 1 out of 1'. A table lists the available report:

Report Name	Date	User	Requested on	Size	Action	
UTK APPR Report	01 Aug 2020	31 Jul 2023	Holly Mercer	07 Sep 2023 18:32	57 kB	DOWNLOAD

A red arrow points to the 'DOWNLOAD' button. To the right, a 'Guidance' box explains that reports may take time to run and will be deleted after download.

Guidance

If a report is taking too long to run you can opt to collect the report later. The report will continue running in the background and when it is ready you will receive an in-system notification and be able to download the report from here.

Once a report has been downloaded, it will be deleted from this page.