## **GENERATING & DOWNLOADING THE UTK APPR REPORT FROM ELEMENTS**

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

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

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

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4. 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.

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## 6. Download the UTK APPR report.

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