

Research Activity System (RAS) GENERATING OUTPUT REPORTS

Did you know you can generate research outputs reports directly from RAS? Normally users only see their own output records, but there is a way that you can access and download reports for your School, Research Institute/Centre and/or for a particular researcher (Author/Creator).

Accessing all records

From your RAS home page, click on the down arrow next to the Research Outputs icon. Choose 'View All Research Outputs' to access all of the outputs records in RAS.



Column selection

You will want to adjust the screen display depending on the data that you want to access. To do this, in the Research Outputs screen, click the Actions button and choose 'Select Columns'. The window that appears will allow you to tailor the content of the report to your needs.

Q	~			Go	Ac	tions 🗸		
	Collection Year	Published Year	Output# ↓≓	Title		Select Co	olumns	\leftarrow
q	2019	2018	28934	USING T		Filter Rows Pe	Page >	LYSIS: A CASE STUDY O

Select the heading you want to appear in the report from the left-hand-side entitled 'Do Not Display' and use the arrows to select or deselect the content of the report by placing it in the 'Display in Report' area. The order in which the headings appear on the report can be altered by using the up and down arrows on the right-hand-side. Place only the data relevant to your purpose on the righthand-side.

Once you have finalised the detail, click Apply.

You will be taken back to the screen displaying all of the research outputs.

Filtering the data

From this screen, you can use the column headings or filters to limit the parameters for the report further. You can limit by any of the parameters such as Status, Author/Creator, Reporting School, Published Year etc. N.B. If applying the Author/Creator, Title, Reporting School or Status filters, it is best to apply the Operator 'Contains' rather than '=' in order to not be too restrictive with the search.

Q	~			Go	Ac	tions ~		
	Collection	Published		Title		Select Column	5	
	Year	rear	Output# ↓=	nue	Y	Filter		\leftarrow
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					Z	Format	>	

Entering search terms within the search field adds a new Row text filter for items containing your search term and makes this the first filter.

Q .	~			Go	Actions ~
•	\checkmark	7	Published Year = 2018		
	$\overline{\checkmark}$	7	Type = 'Journal Article'		
		8	Status = 'Accepted'		

Research Centre	Collection Veran Published Year Output Title Author(s)/Creator(s) Status Type Reporting School FoR 1 FoR 2 FoR 3 Creative Work Type	
	Cancel	Apply

The order in which you apply filters is important, each subsequent filter subsets the data further reducing the data returned.

Qv	Go Actions	~	
• Q Row text contains 'Medical'		× 🗲	Query added to top of filters list
Published Year = 2018		×	
Type = 'Journal Article'		×	
Status = 'Accepted'		×	

Sorting the data

To sort outputs on a particular column, click the column heading, then select either the up arrow (sort ascending) or down arrow (sort descending).

Published Year	Output# ↓≓	Title 🧲		Click the	e c	column heading
Then how	\rightarrow			k		
items sorted						
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2018	28770	A Mediterrane	an diet su	pplemen		avigated Repetitive inanscramal Magnetic sumulation for Motor Recovery in Scioke
		A Review of He	eat Stress I	Policies i		
		A Systemic Rev	view and N	/eta-ana	÷	

Downloading your report

You are now ready to download the report. Click on the Actions button again, but this time select 'Download'.

Q.~			Go	Actions ~			
• 🗹 Q	Row text conta	ins 'Medical'		Select Columns			
Published Year = 2018				√ Filter			
V 2	Type = 'Journa	Article'		Rows Per Page >			
V N	Status = 'Accep	pted'		Save Report			
Collection Year	Published Year	Output# ↓≓	Title	🕞 Reset			
				(?) Help			
				🛃 Download			

Select the preferred format in which to download the data.

Download	×
Choose report de	ownload format:
×	×
CSV	XLS
	Cancel

The following screen will appear allowing the data to be manipulated in Excel or saved to other formats as required:

Opening publications.	ls	X								
You have chosen to	You have chosen to open:									
publications.x	publications.xls									
which is: Micro	which is: Microsoft Excel 97-2003 Worksheet									
from: https://p	oortalappsqa.ecu.edu.au									
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Open with	Microsoft Excel (default)	•								
Save File										
Do this <u>a</u> uto	matically for files like this from now on.									
	OK Can	cel								

Further Assistance

For further assistance with RAS, please contact: **Research Performance Information Officer** Research Services Telephone: (61 8) 6304 5404 Email: researchsystemssupport@ecu.edu.au