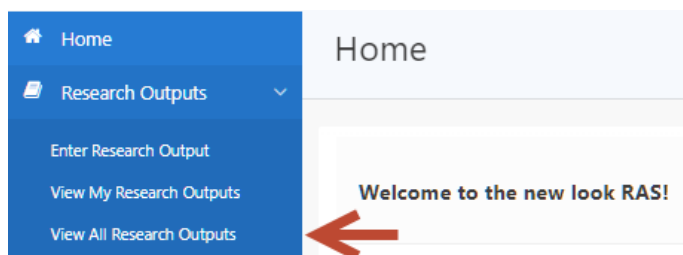


# Research Activity System (RAS) GENERATING OUTPUTS REPORTS

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). This guide outlines the process for accessing this data and producing such reports.

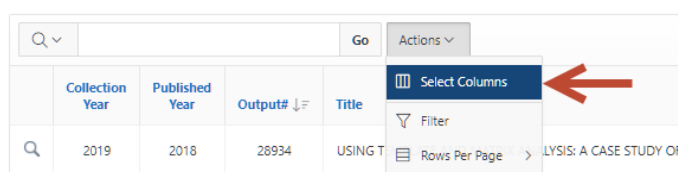
## Accessing all records

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.



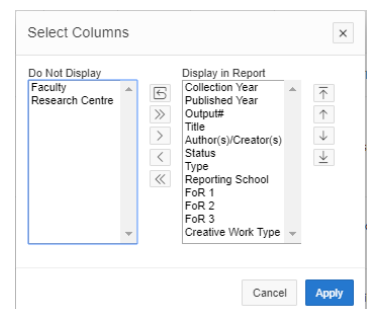
## Column selection

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.



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 right-hand-side.

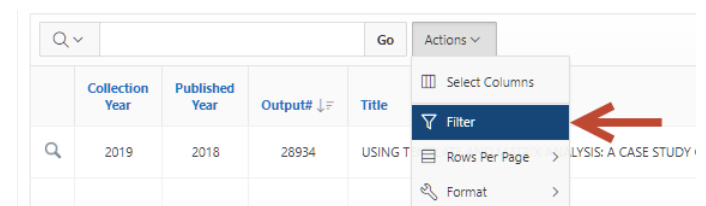
Once you have finalised the detail, click Apply.



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

## Filtering the data

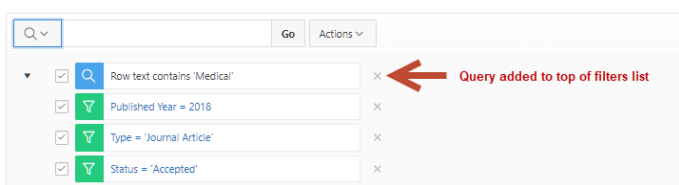
From this screen, you can use the column headings or filters to limit the parameters for the report further. You can limit by any of the parameters such as Status, Author/Creator, Reporting School, Published Year etc. N.B. If applying the Author/Creator, Title, Reporting School or Status filters, it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



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.

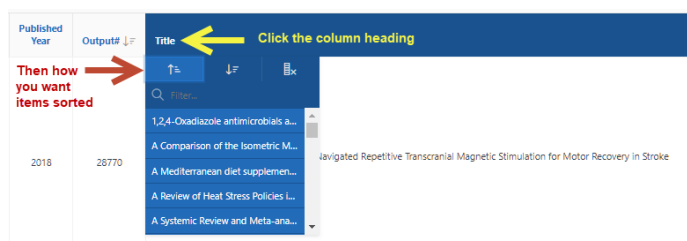


The order in which you apply filters is important, each subsequent filter subsets the data further reducing the data returned.



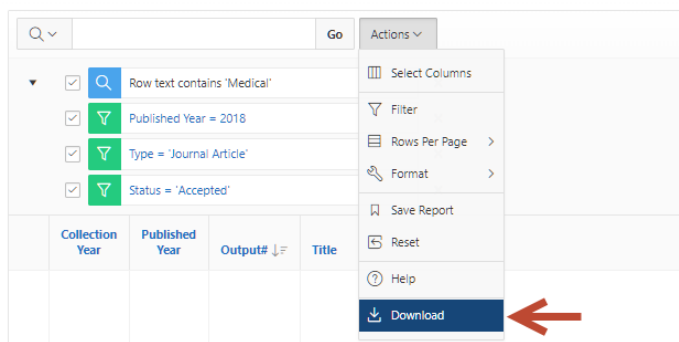
### Sorting the data

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

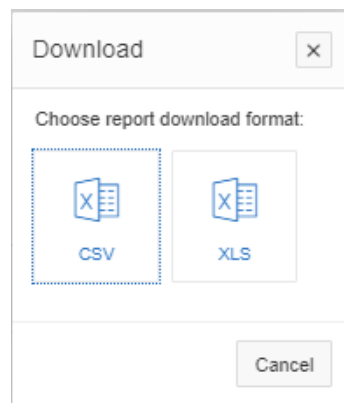


### Downloading your report

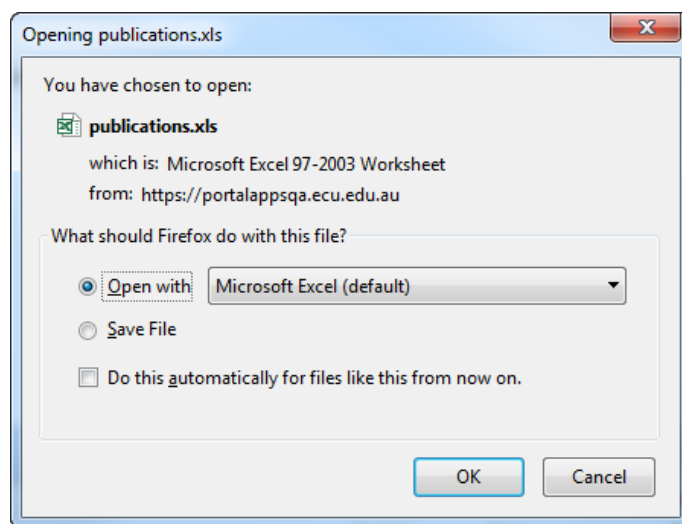
You are now ready to download the report. Click on the Actions button again, but this time select 'Download'.



Select the preferred format in which to download the data.



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



### Further assistance

If you require further assistance please contact:

Research Performance Information Officer  
 Research Services  
 Phone: 6304 5404  
 Email: [researchsystemssupport@ecu.edu.au](mailto:researchsystemssupport@ecu.edu.au)