

Basic Reports

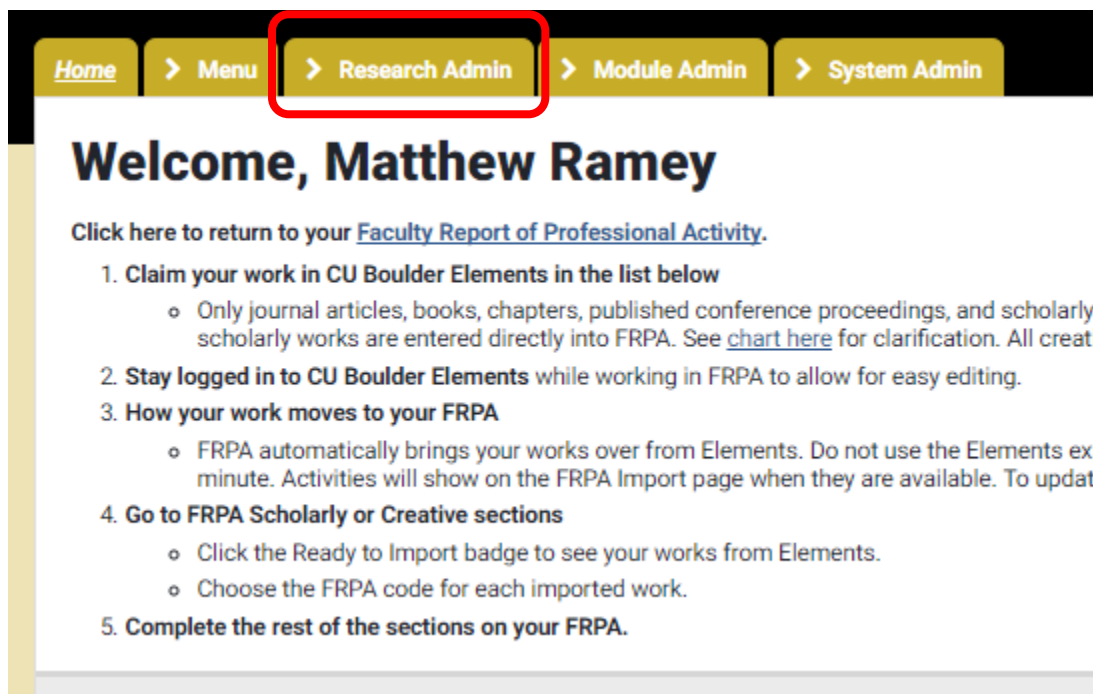
CU Boulder Elements (CUBE) offers a number of different reporting options for users with the role of “**Statistician**”. To discuss adding reporting capabilities in CUBE, please contact the Matt Ramey at pubsdata@colorado.edu. Chairs, Directors, Deans, and their designees are given this reporting role.

“Basic Reports” offers reporting on both the publication output of users and groups in CUBE, as well as administrative information on the use of the CUBE system.

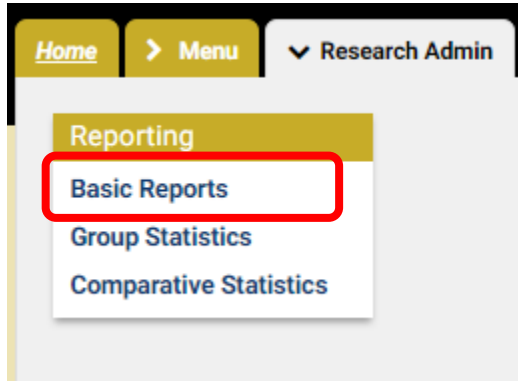
Basic reports in CUBE are CSV extracts. Use Excel or other spreadsheet software to view and analyze the data from the basic reports. For graphical reports generated by CUBE, see “[Group Statistics](#).”

Creating Basic Reports:

Click on the “Research Admin” on the top menu:



Click on “Basic Reports.”



Reporting on individuals: Enter the individual’s name in the search box, or scroll down to select a group, the search will automatically populate. Click the green “+” symbol to select the individual.

1. Select users and/or groups: *

i. Users:

Name (surname first):

Ramey

RAMEY, Matthew (Organisation)



Reporting on groups: Scroll down to “2. Select Groups.” Check the box next to the group you wish to report on, using the plus symbol to expand options. **Note:** Only groups that you are authorized to view will be able to be selected. For additional options, please contact pubsdata@colorado.edu to discuss adding permissions.

ii. Groups:

- Organisation
 - * College of Architecture and Planning
 - * College of Arts and Sciences
 - * College of Engineering and Applied Science
 - * College of Media, Communication & Information
 - * College of Music
 - * Graduate School
 - * Leeds School of Business
 - * Office of the Vice Chancellor for Research
 - * School of Education
 - * School of Law
 - * University Libraries


Physics: Due to the large number of co-authors on High Energy Physics journal articles reports on the Physics department, or on the College of Arts and Sciences may experience errors. Limiting your reports to less than 2 years, reporting on smaller groups such as “Regular Faculty,” or reporting on Physics separately should provide the best results. Please contact pubsdata@colorado.edu if you experience reporting errors or for any other problems with reporting.


Select Date Filters: Scroll down to select the time frame and additional filters.
(Note: CUBE uses the Day/Month/Year data structure, rather than Month/Day/Year)

Choose whether to include inactive users (those who have now left CU Boulder)

Choose whether to include non-academic staff (Users with online searches that have been switched off).

2. Select additional filters:

Date from:  Enter in the format dd/mm/yyyy

Date to:  Enter in the format dd/mm/yyyy

Include non-current users: Check this box to include users who are no longer current at the institution.

Include non-academics: Check this box to include users who are not defined as 'academics' in the user feed.

Select your report:

You can now choose which report to download for the group(s) or individuals and dates you have selected.

There are two main types of report: **Data extract** and **Users and usage** reports (this type also includes a summary publications report). All reports are created in CSV format and you will have the option to open or save the file. Downloads may hit server configured timeouts if you select a very large data set.

3.i. Choose report: Data extract

These reports show details about publications in the system. See below for more details on the types of publication reports available.

3.ii. Choose report: Users and usage

These reports mainly give details about the use of the system rather than CUBE data. For example, you can see the current approval counts for the users, in order to monitor whether any users may need to be reminded to check their pending publications. This can also be used to check the number of publications stored for a group. Apart from the reports 'Publications summary' and 'Logins', the data in these reports is not dependent on date. Therefore you can skip selecting a date filter if you wish to download a report from this category.

3.i. Data Extract - "Publication Reports"

Scroll down. Choose "Publication (linked to the selected users)" from the "Object Category" drop down menu. In the future there will be more reporting capability, but at this time, "Publications" is the only active module in the CUBE system.

3. Select and generate data extract or report:**i. Data extract:**

Create a CSV/Excel export of data associated with the selected users.

Object category:

Publication type:

Return:

Display all fields: Check this box to create columns for all fields in the category, even though some types do not use them. This will make all reports of this category have the same set of columns.

Get data extract

Under “Publication Type” select the type of Publications for the report:

Options include:

- All Publications
- Books
- Book Chapters
- Conference Proceeding
- Journal Article
- Other publications
- Scholarly Edition
- Creative Work – Performance/Production
- Creative Work – Artistic Exhibition
- Creative Work – Play, poem or fiction
- Creative Work – Digital Art, Media & Web Design
- Creative Work – Composition
- Creative Work - Other

Select how the information will be returned in the CSV file from the “Return” drop down menu:

“Publications” - This report returns a deduplicated list of publications associated with the selected users. **This is a new report as of June 2019.**

“Publications by Linked User” – This is a simple format that will contain one row for each user and publication. This report will also include options such as if a user has hidden or favorited a publication.

“Publication by Data Source” - This report gives information at the item level, and does not contain any information about users in CUBE, only the list of authors stored in any metadata record associated with a publication in CUBE. The report will include one row for each source from the same item. This is because, without being

linked to an author, there is no information about a 'preferred source'. If you require counts of unique items de-duplicate by publication ID.

“Links with Users” – This report provides all the links between a publication and users. If two authors at CU co-wrote a paper, they will be listed on two separate rows.

“Links with Other Objects” – This report shows links between a selected source (such as a publication) and other elements such as grants or equipment. At this time, this report will not contain much information. Once additional modules are turned on for data collection, this report will show how publications link with grants, people, and equipment.

3.ii. – Users, Usage and Summary Reports

Reports in this area are focused on how users interact with the CUBE system. These reports may be valuable for Statisticians to help their faculty interact with the CUBE system.

Report options include:

Approval Counts report – This report shows the number of approved, declined, and pending publications. This is a useful report for administrators to identify faculty who have publications pending and needing to be claimed.

Claimed Publications types report – Provides a count, for each user, of approved publications, by type and subtype of publication. The report includes the total number of publications as well as the h-Index and citation count.

Delegates report – This report contains a list of delegates who have been assigned rights by users within a group. To set up delegates, contact pubsdata@colorado.edu.

h-Index report – This report will show the h-Index for each author, as well as the data source used to generate the h-Index. The report may be run for individuals or entire groups.

Logins Report – Shows the date and time of the first login to the system, as well as the total number of logins

Publications (Reference Manager/EndNote format) - This report exports user(s) or group(s) in RIS format. This extract can be used to import into any system that accepts .ris files.

Publications Summary report – This report lists publication data for the selected user or group. It includes minimal data and is better used to verify the presence of a publication. It does not contain sufficient metadata for reporting or CV purposes.

User profile and email privacy settings report – This report relates to functionality not currently enabled in CUBE. If you have questions about privacy settings in CUBE please email Matt Ramey at pubsdata@colorado.edu.

User profile completeness report - This report relates to functionality not currently enabled in CUBE. If you have questions about user profiles in CUBE please email Matt Ramey at pubsdata@colorado.edu.

OR:

ii. Users, usage and summary reports:

Report:

For more information on reporting on groups or comparative statistics, please see the "[Group Statistics](#)" document or the "[Comparative Statistics](#)" documents.

For more assistance with Reporting, contact Faculty Affairs by emailing pubsdata@colorado.edu, or call Matt Ramey at 303-735-7827.

<http://www.colorado.edu/FIS/CUBE>