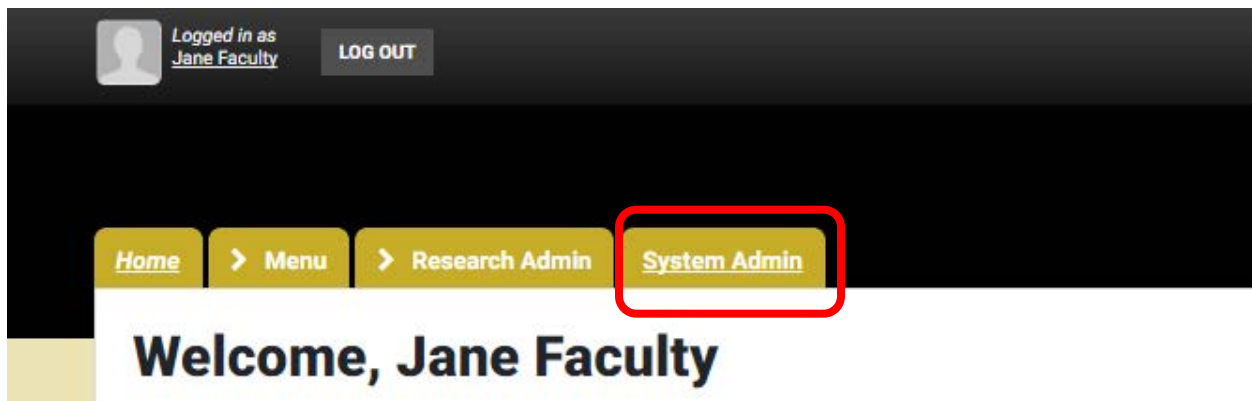


Navigation for the new CU Boulder Elements Advanced Reports

Navigating to the new CUBE Advanced Reports is different from the current reports accessed through the Research Admin tab. Follow the instructions below to access the new Advanced Reports in CUBE.

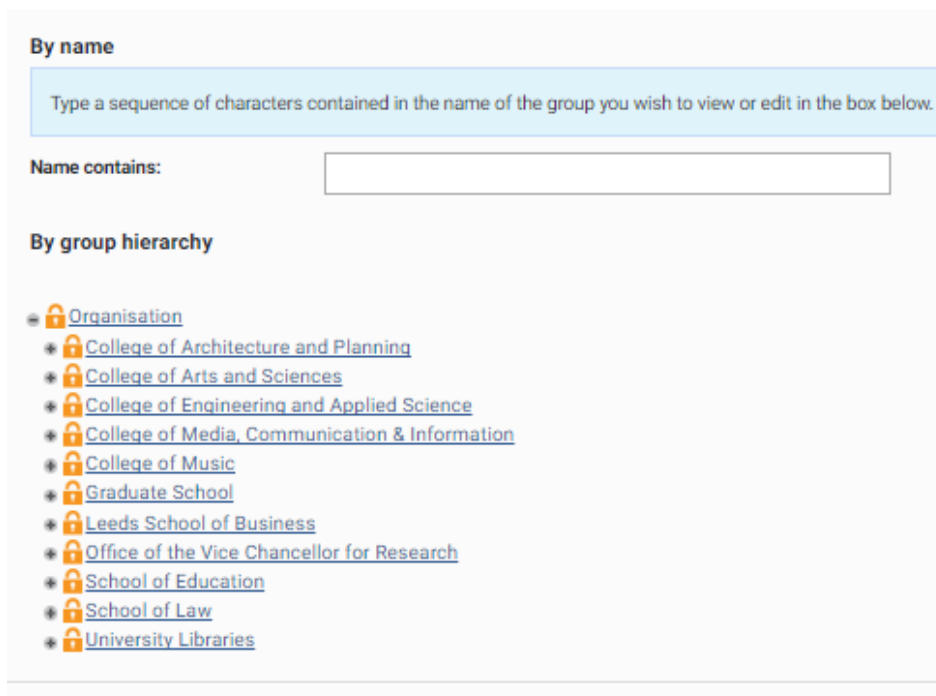
Log in to CUBE at: <https://elements.colorado.edu/login.html>

Click on “System Admin” in the top menu bar.



This will open the User Groups page.

Use the gray plus icon (“+”) to expand the groups to navigate to your unit. You may also use the search bar, though you will not be able to report on sub-groups (Regular Faculty, Research Professors, etc.) if you use the search bar.

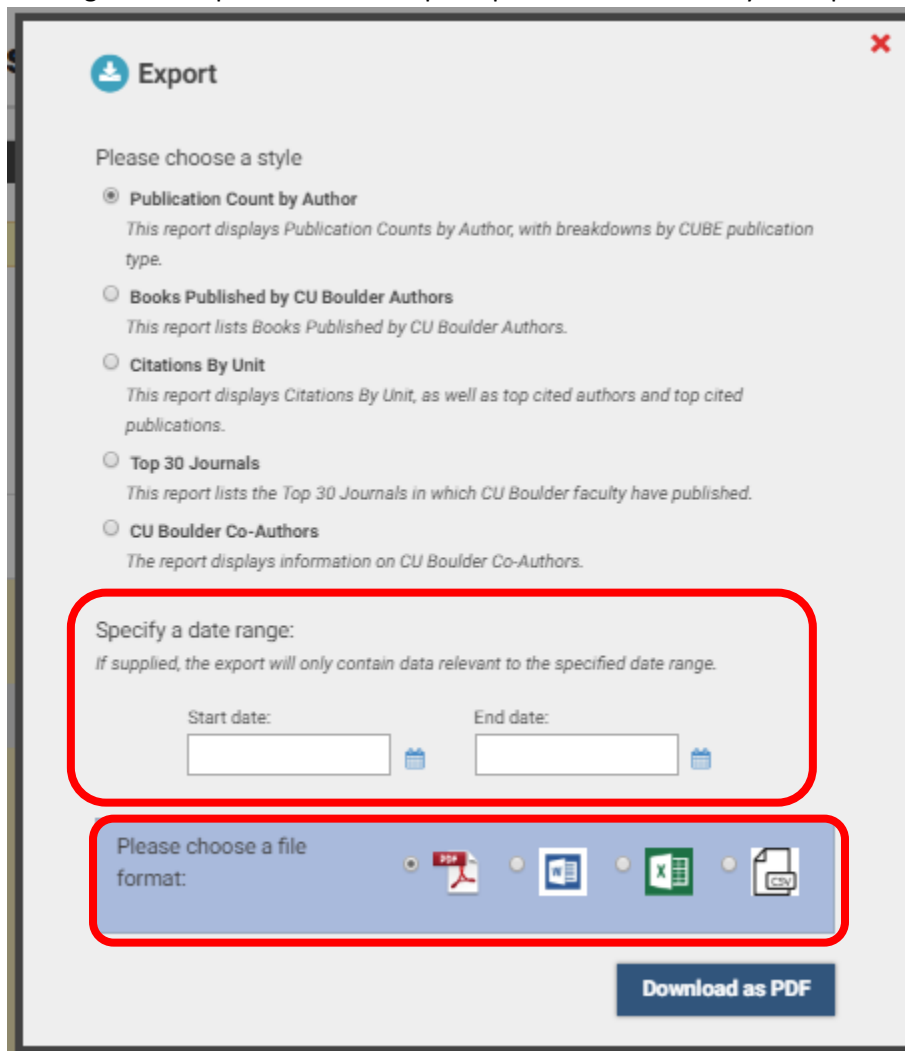


Note: Pay no attention to the Orange Locks (These only indicate you don't have permission to alter the group, if you have concerns about your unit's membership contact pubsdata@colorado.edu).

Once you've selected your group, you should see a button on the top right that says "Export"



Clicking on the Export button will open up a window to select your report.



Certain reports can be run over specific periods of time, use the “Specify a date range” area to select dates if available. You may either type a date in, or use the calendar icon to select a date from the calendar.

Note: The date format for the Date Range is DD/MM/YYYY

If you do not select a date the report will be run over all the data for your group in CUBE.

Most reports are available in multiple formats, the available formats will be listed in the shaded blue box.

Once you have selected your report, added dates, and selected a format, click the Download button and the report will download in your browser.

For questions on these new CUBE Advanced Reports , please contact Matt Ramey at pubsdata@colorado.edu.

For more assistance, contact the CUBE team by emailing pubsdata@colorado.edu.

Or call Matt Ramey at 303-735-7827.

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

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