Basic reports

Basic Reports allows users to extract data about publication, citations, professional activities and users within Aurora by selecting Research Admin> Basic Reports.

These data extract reports can be download into spreadsheet format (CVS/ Excel), allowing users to sort, filter and format results for the desired needs

Users can also extract data about user **Logins**, pending publications requiring action via the **Approval Counts** report, Aurora account **Delegation** and **H-Index** (data) for individual Researchers and Groups (School, Faculty, Institute or Research Group).

Basic Reports will be available dependent on your access rights in the system. Heads of School and School Managers should have access to run these reports for their Faculty or School. If access is not currently available, you can apply via aurora@adelaide.edu.au

Aurora blogs on Reports



Basic reports	
Specific reports	0
1. Select users	
Name (surname firs	t):
Users	
You have not select	ed any users
2. Select groups	
Checkboxes only ap	opear next to those groups for which you have statistician rights.
" University of Ade	laide
* Controlled Entit	
	uty Vice Chancellor and Vice President (Academic)
	uty Vice Chancellor and Vice President (Research)
	President (Services and Resources)
* Faculty of Arts	
	neering, Computer and Mathematical Sciences
* Faculty of Healt	
* Faculty of Scien	
* Faculty of the P	
* Other Groups	
* Reporting Group	DS.
* University Rese	
* Vice-Chancellor	
3. Select filters	
Date from:	m
	Enter in the format dd/mm/yyyy
Date to:	<u> </u>
	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users:	Check this box to include users who are no longer current at the institution
	wheel are soon to exclude users who are no longer current at the institution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
4.i. Choose report: E	Data extract
Element:	Publication
Type:	(All ¢
Return:	"Simple" rows Elements Links with users Links with other objects
	Display all fields
	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 report
4.ii. Choose report:	Users and usage
Report:	Logins [CSV/Excel]
	Get report