

Basic reports

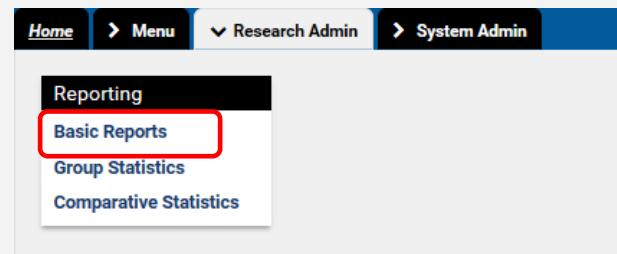
Basic Reports allows users to extract data about publication, citations, professional activities and users within Aurora by selecting **Research Admin> Basic Reports**.

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](#)

A screenshot of the 'Basic reports' configuration page. The page is titled 'Basic reports' and has a sub-header 'Specific reports'. It is divided into four main sections: 1. Select users, 2. Select groups, 3. Select filters, and 4. Choose report. Section 1 has a text input for 'Name (surname first)'. Section 2 has a list of groups with checkboxes, including 'University of Adelaide', 'Controlled Entities', and various faculties. Section 3 has date range inputs and checkboxes for 'Include non-current users' and 'Include non-academics'. Section 4 has dropdowns for 'Element' (set to 'Publication') and 'Type' (set to 'All'), and radio buttons for 'Return' (set to 'Simple rows'). There are 'Get report' buttons at the end of sections 4.i and 4.ii.

Research Admin> Basic Reports