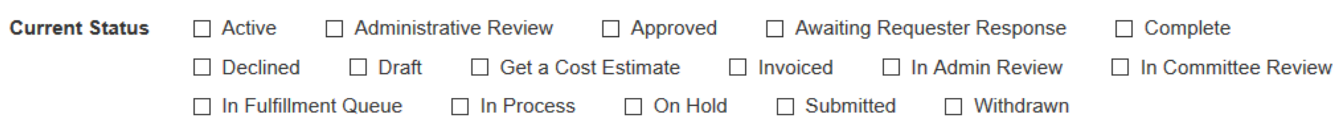
SPARC Reports Guide

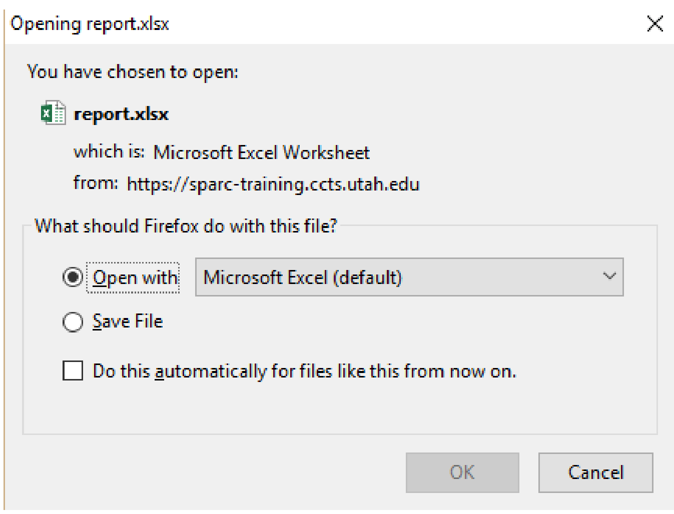
Start by select a report type:

Then you will be take to next page where you have the ability to filter the Requests. You can choose date range. You can choose which Institution, Provider, Program and Core you would like to see. Some reports offer additional filter parameters, such as Tags and Current Status.



For most reports, Institution is the minimum required parameter. Required parameters are denoted by an asterisk. If you would like to see everything from the University of Utah, for example, choose Institution as the University of Utah.

Next, clicking the Generate Report button will create an Excel formatted report and you will be prompted to open or save the document.



If you would like to return to the report type selection page, click Return to reports list button.