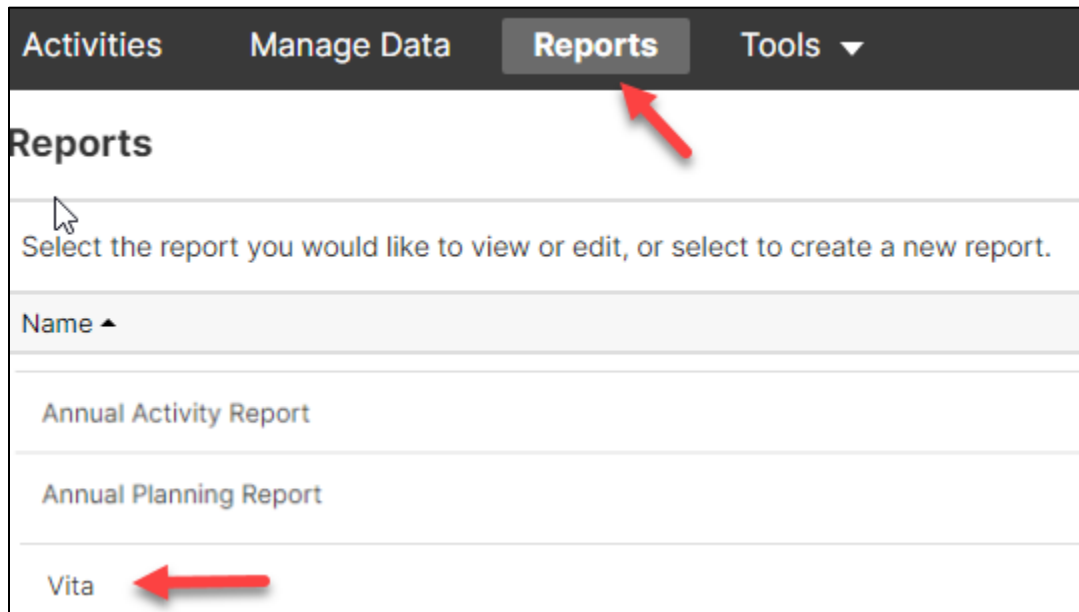


Print a Basic CV

You can generate a Vita based on the data you have entered into Faculty Success (formerly Digital Measures).

Go to the Reports page. Select "Vita" in the Select Report section. Then, select custom options including the date range, citation style, and file format.



Likewise, generate your annual activity report here by selecting "Annual Activity Report". Then, select custom options including the date range, citation style, and file format.

The screenshot shows the 'Run Annual Activity Report' configuration page. The page is titled 'Run Annual Activity Report' and includes a link to 'Download this report's template'. The configuration is divided into four sections:

- Date Range**: Start Date: January 01, 2021; End Date: December 31, 2021.
- Whom to Include**: Users Selected by: All; Change Selection; Include These Accounts: Enabled Only.
- Report Options**: Citation Style: APA.
- File Format**: File Format: Microsoft Word (.doc); Page Size: Letter. Changes made to the Microsoft Word document **will not** be reflected in the system.