# Nuventive™

Running Reports

Various **Report Formats** are available under the **Printable Reports** tab. To explore each of these formats, select your department from the **Unit Drop-Down Menu** (1), use the **Hamburger Icon** (2) to select **Printable Reports** from the **Platform Menu** (3), and then select the **Report Format** type tile from the right-hand side of the screen (4).

If you do not see the submenu, click on the **50/50 Split Screen/Layout Icon.**
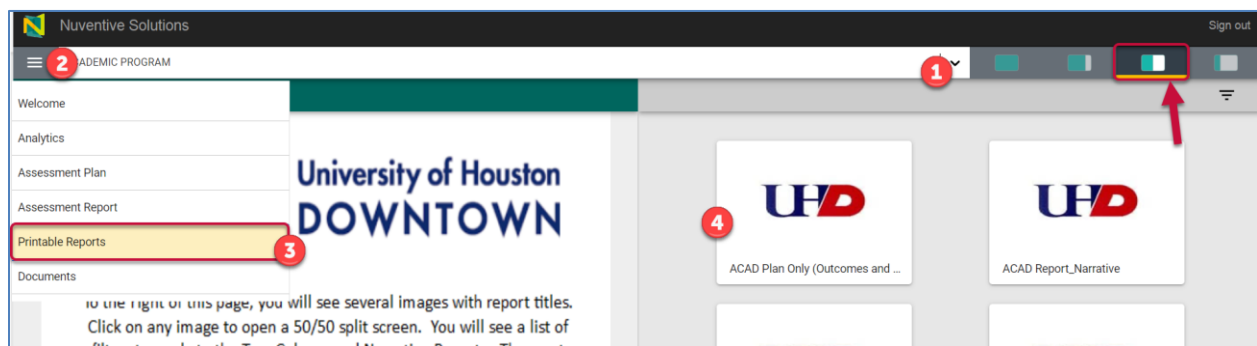
Hover your mouse over any **Report Format** tile to view a detailed description.
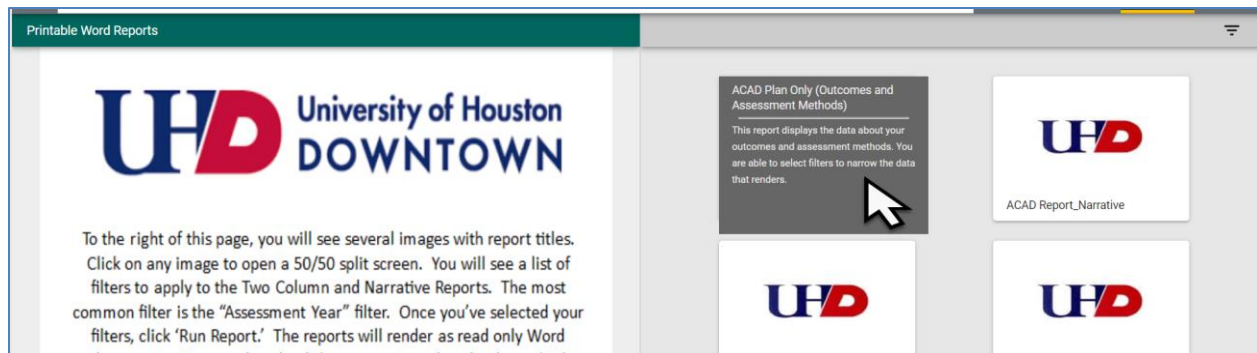
Report Descriptions are as follows:

- Assessment Plan Custom Form - displays the entire assessment plan.
- Plan (Outcomes and Methods Only) - displays the information entered into the platform regarding outcomes and their assessment methods. This option does not display the entire plan.
- Report Column - displays the assessment report in a two-column format.
- Report Narrative - displays the assessment report in a narrative form.

FILTERING REPORTS

Select any of the **Report Formats** to apply filters and run the report. Use the filters to select **Outcome Status**, **Outcome Type**, and the years of data in which you want to render in this report. When finished, click "**Run Report".**
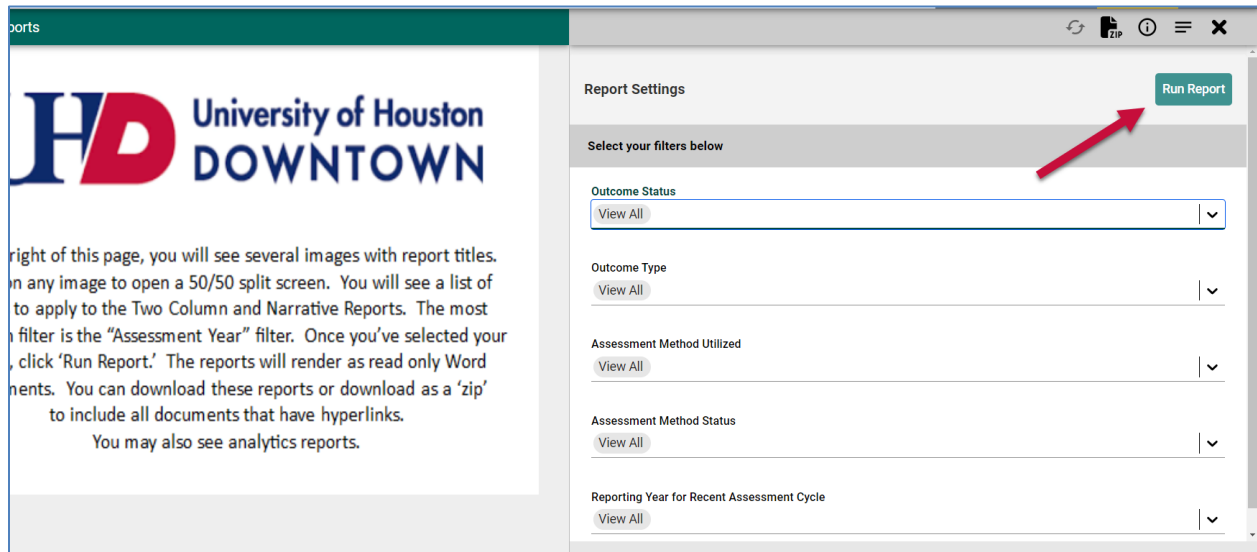

NOTE: Limited information will be available until the Program's Assessment and Outcome information has been added. Some reports update automatically as information is added and others update overnight.

After clicking "**Run Report"**, your report will be generated. If your report is not returned within 2 minutes, please contact support@nuventive.com.
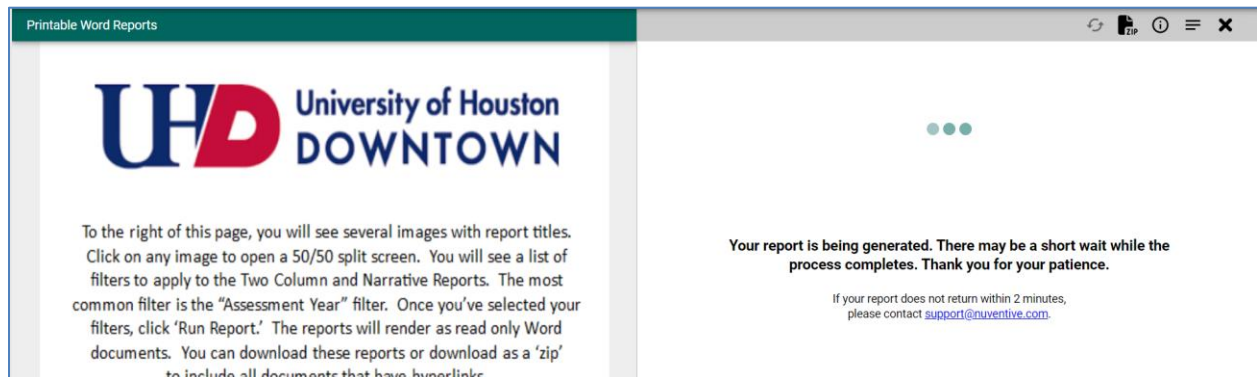
DOWNLOADING REPORTS

Reports are shown on the right side of the Nuventive workspace. You may use the 100% **Split Screen/Layout Option** to view the report full screen.
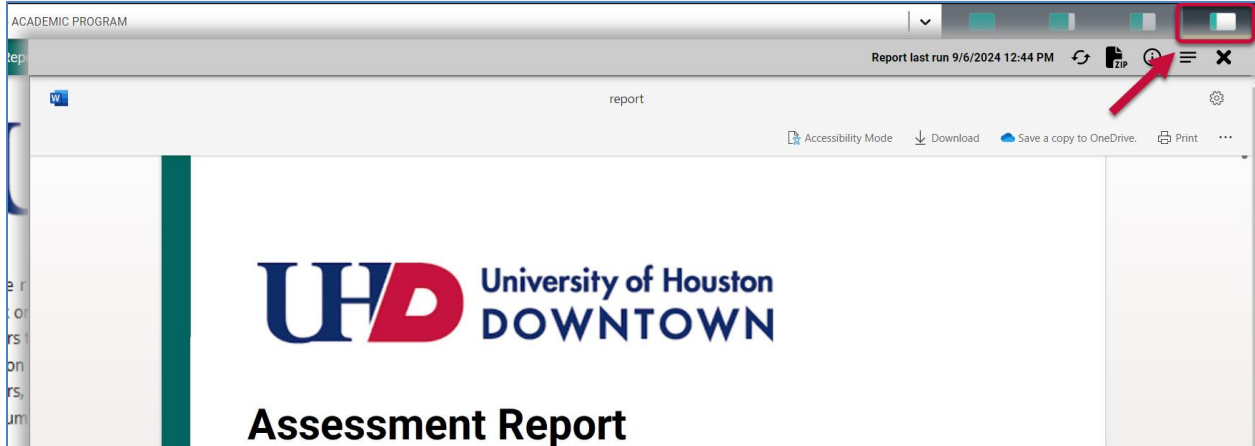
To view the report outside of Nuventive, **Download** the report to view a *read-only* version of the document within Microsoft Word (1). You may also **Save a Copy of the Report to OneDrive** (2), **Print** the report (3) or **download a PDF** version (4).
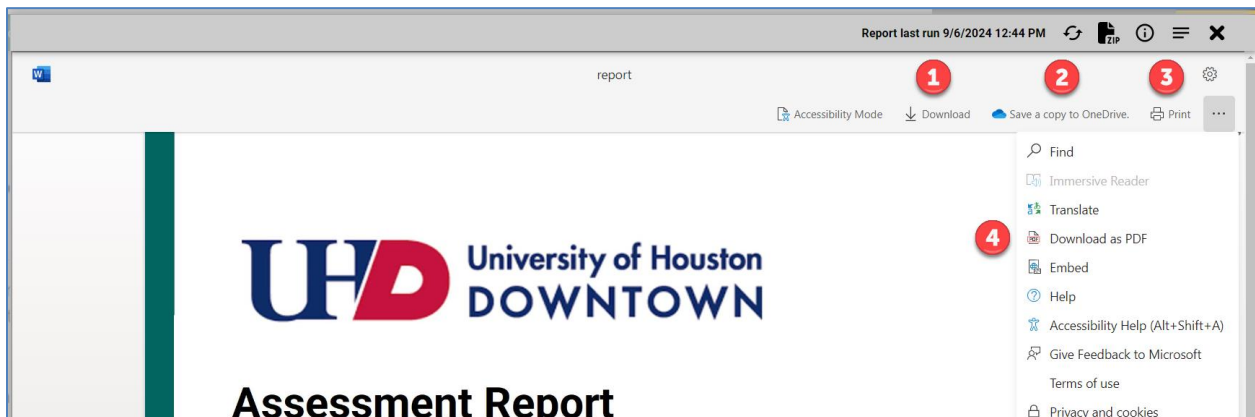
To include all documents with hyperlinks within the report, download a .Zip file by clicking the **Zip Icon**.