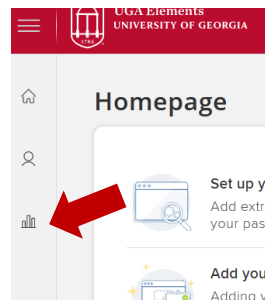


# Admin Support: Run an EAS for a faculty member

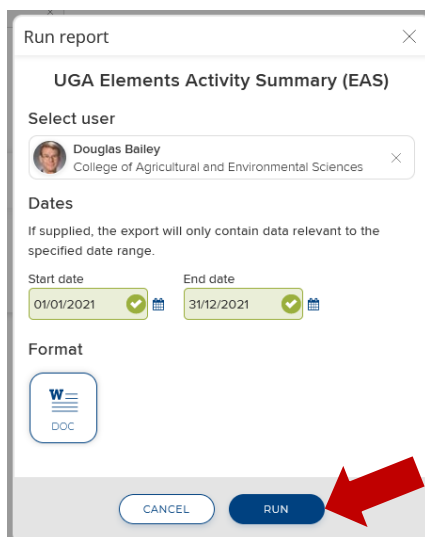
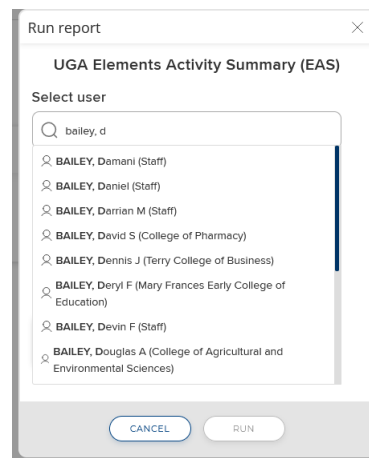
Log in to UGA Elements at <https://elements.uga.edu/>

On the *Homepage*, Click the icon from the left navbar for the Reporting Hub



Scroll down to the **UGA Elements Activity Summary (EAS)** report and click the **Run** button

In the User Search Box, start typing the LAST name of the faculty. The list will update as you type. You can continue with and comma and space then their first name, if needed to narrow down the list. Once you see their name, click it to select it.



Enter the **Start Date** as DD/MM/YYYY and **End Date** as DD/MM/YYYY

Then click the blue **Run** button.



The Word document will be created and available for you to download.



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