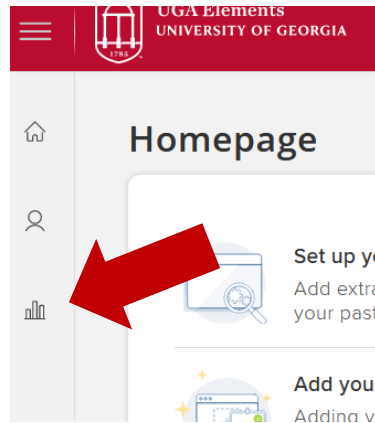


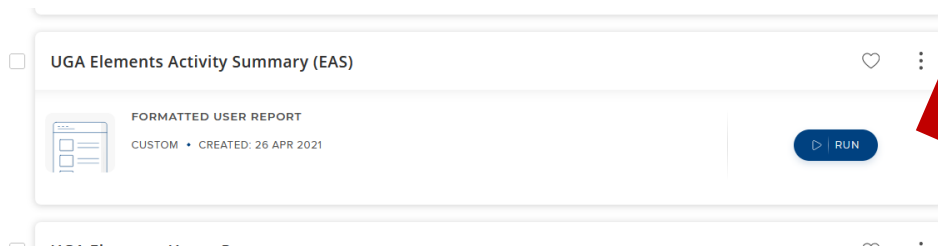
Run an EAS

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

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

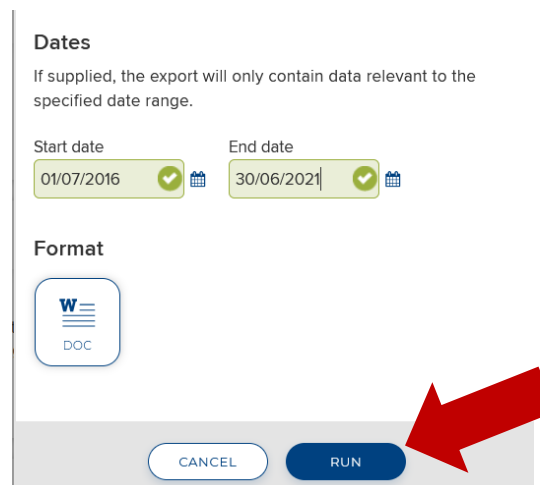


Scroll down to the **UGA Elements Activity Summary (EAS)** report and click the **Run** button



Enter the **Start Date** as DD/MM/YYYY and **End Date** as DD/MM/YYYY
Then click the blue **Run** button

! Note the date format is day first.



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

