

How to Run an Academic Publication Report in Marcene:

- Navigate to <https://marcene/> while on Moffitt's network.
- In the middle of the resulting page is a box titled Publication Reports. Click on "Proceed" within that box.
- As a Marcene Guest User, there will only be a couple options within the grey toolbar (the screenshots have more options because of the admin view). If you are not automatically deposited on the reports page, click on "Reports."
- There will be two clickable radio buttons at the top of the reports page; click on "Academic Reports":

The screenshot shows the Marcene web application interface. At the top, there is a blue header with the 'MARCENE' logo and navigation links: STAFF, PUBS, FACULTY, GRANTS, STUDENT TRACKING. Below this is a grey toolbar with various report options: PENDING - PUBMED, PENDING - ORCID, ADD, **REPORTS**, WEEKLY REPORT, PUBLICATION TAGGING, STAFF EMAILER, NEW STAFF PUB IMPORT. A green arrow points from the 'REPORTS' button in the toolbar to the 'ACADEMIC REPORTS' radio button in the main content area. The 'ACADEMIC REPORTS' radio button is circled in red. To its left is the 'CCSG PROGRAM REPORTS' radio button. Below the radio buttons are three buttons: 'GENERATE REPORT', 'EXPORT TO WORD REPORT', and 'OPEN LAST REPORT'. Further down, there are filter options: 'Include Statistics', 'Ignore Report Exclusion Flag', 'Faculty Status' (set to 'Inactive < 1 Year'), 'Sort By' (set to 'Impact Factor'), and 'Filter By Date' (set to 'Calendar Year (Jan 1 - Dec 31)' for '2021'). There are also fields for 'Start Month / Year' (January 2021) and 'End Month / Year' (December 2021). On the right, there are 'Academic Areas (Primary)' filters for 'Division', 'Departments', and 'Programs', with an 'Include Program Detail' checkbox. At the bottom, there is a 'Moffitt Members' section with a search bar for 'Name, Employee ID, Peri'.

- There are many different options to run an Academic Report, but here are the main ones:

The screenshot shows the 'ACADEMIC REPORTS' interface. At the top, there are tabs for 'CCSG PROGRAM REPORTS' and 'ACADEMIC REPORTS'. Below the tabs are buttons for 'GENERATE REPORT', 'EXPORT TO WORD REPORT', and 'OPEN LAST REPORT'. The main section contains several filters: 'Include Statistics' and 'Ignore Report Exclusion Flag' checkboxes, a 'Faculty Status' dropdown menu set to 'Active', an 'Inactive < 1 Year' checkbox, and a 'Sort By' dropdown. The 'Filter By Date' section includes 'Calendar Year (Jan 1 - Dec 31)' and 'Start Month / Year' and 'End Month / Year' fields. The 'Academic Areas (Primary)' section includes 'Division', 'Departments', and 'Programs' dropdowns, and an 'Include Program Detail' checkbox. The 'Moffitt Members' section includes a search box and a list of members, with 'Gillies, Robert (4487)' highlighted.

- Always choose “Active” for the Faculty Status dropdown (if you are running the report for faculty) and keep the Inactive <1 Year box checked
- If you need ALL publications (including pubs like commentary/editorials/erratum) for faculty/staff, check the Ignore Report Exclusion Flag box. If you need a report that only has publications we normally include, keep that box blank.
- Choose a “Filter by Date” option
 - Calendar Year (1-Year Only)
 - Fiscal Year (1-Year Only)
 - Specify Range (use this option if you need specific months or more than one year); this will allow the Start Month/Year and End Month/Year to change to clickable calendar options
- For specific Academic Areas, you can choose specific Divisions and then Departments within those Divisions if desired; otherwise, do not choose any options and the report will be run for ALL Divisions and Departments automatically
- If you would like to run the Academic Report for specific faculty and/or staff, type the names into the “Moffitt Members” box. Click on the names in the resulting dropdown and the name will be added. You can add as many names as necessary. Otherwise, leave that option blank if you do not want to run the report for specific people only.
- Once you have all your criteria and options chosen, click on the blue “Export to Word Report” button at the top of the page and this will download a Word version of the report. Save the report to any location that works for you.