How to Run a CCSG Program Publication Report:

- Navigate to https://marcene/ while on Moffitt’s network.
- Publication Reports will be the center box on the resulting page; click on “PROCEED.”
- The resulting page will be the reports page; if it does not open the reports page, you can click on “REPORTS” in the grey tool bar.
- There will be two radio buttons titled CCSG Program Reports and Academic Report. Choose CCSG Program Reports if not already chosen.
- No Initial Filters need to be checked.
- Click on Date Filter/Publication Category to expand the box.
  - Choose the date range option you need.
    - Calendar Year.
    - Fiscal Year.
    - Specify Range (if you need specific months or more than one year); this will allow the below date boxes to be clickable and then you can choose dates/years from the calendars.
    - Monthly (this is for one, specific month only).

- Then click on “CCSG FILTERS;” The only other filter that needs augmenting is under CCSG Programs, uncheck Non-Programmatically Aligned, Non-Research Project, and Training.
• Then click on the EXPORT TO WORD REPORT button at the top of the page; this will save a word document to the folder of your choice.

• You can also run the report using all the same filters as above, but also by specific a specific CCSG member or members. After you chose your filters, scroll down to the bottom, and click on the “Moffitt Members / Employed By” box.

• Type in the name into the Moffitt Members box. Click on the desired name. Once a name is chosen, it will show to the right-hand side of the box. You can add multiple names. Just keep in mind that the only way to pull accurate inter/intra-programmatic statistics is to run a full report, though.