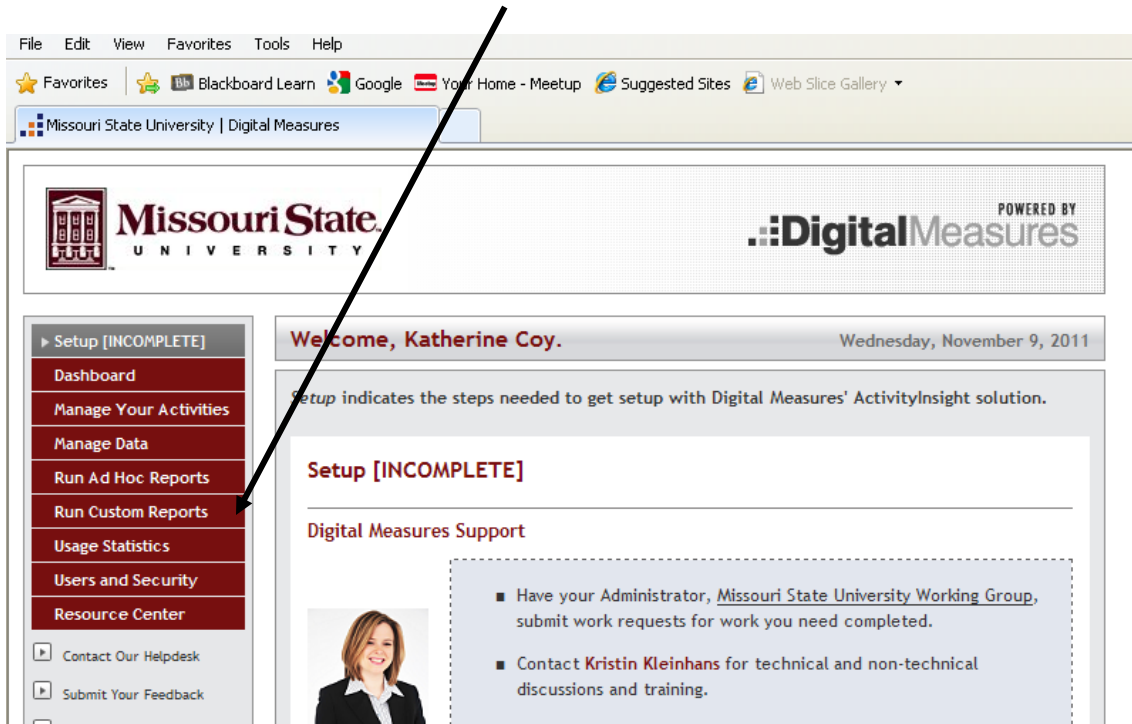
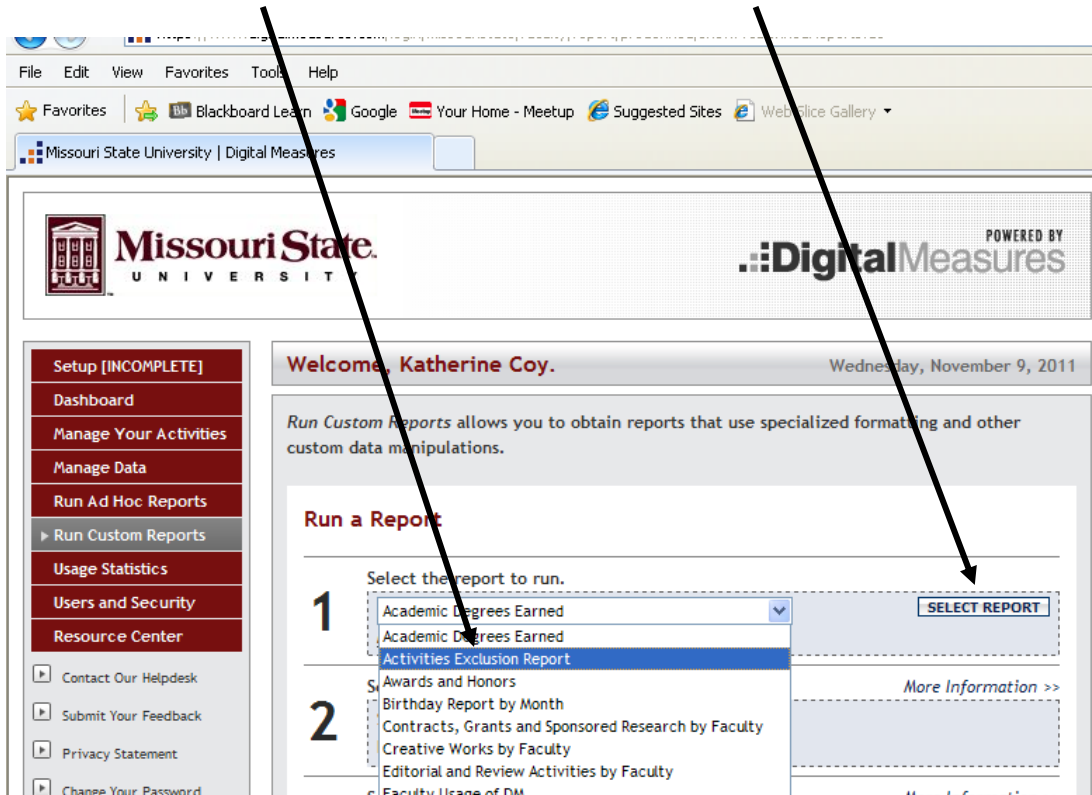


Steps to run the exception reports to find any of your entries that might not be picked up on the University Activity reports:

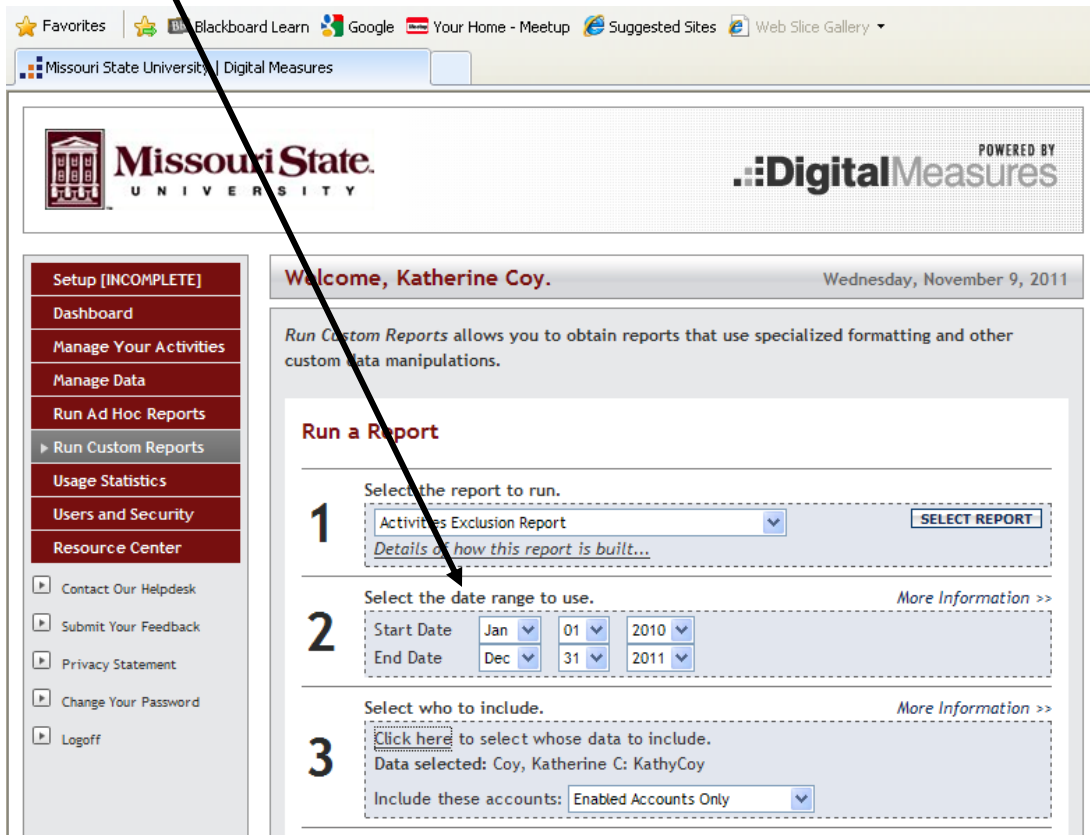
1. Log into Activity Insights. Click on "Run Custom Reports"



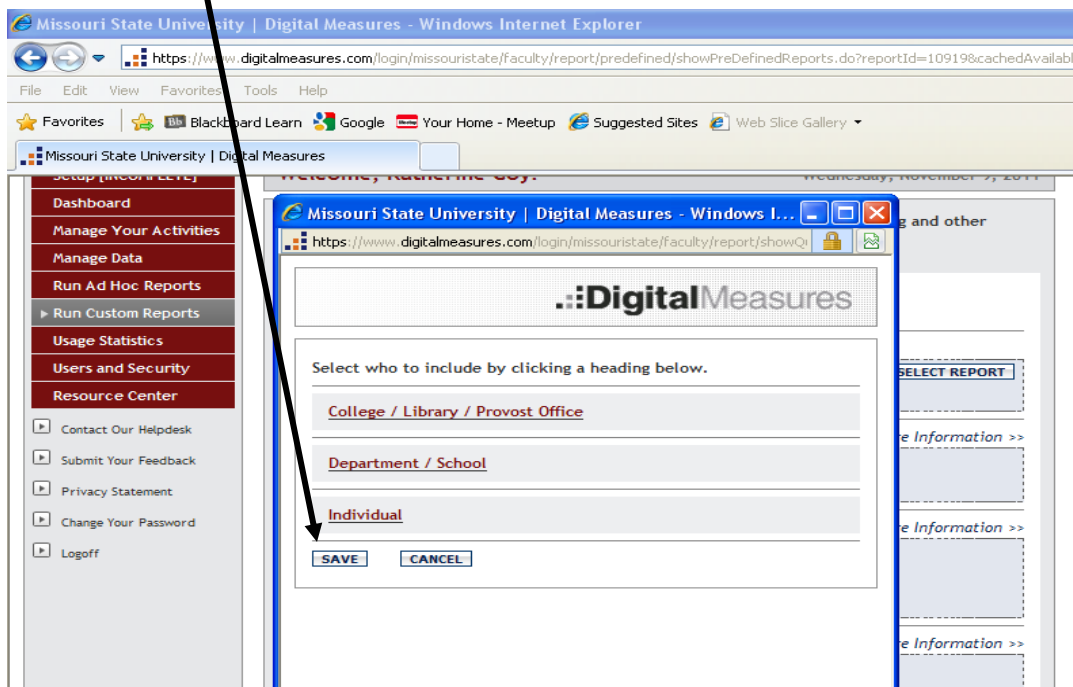
2. Select "Activities Exception Report" then click the "Select Report" button.



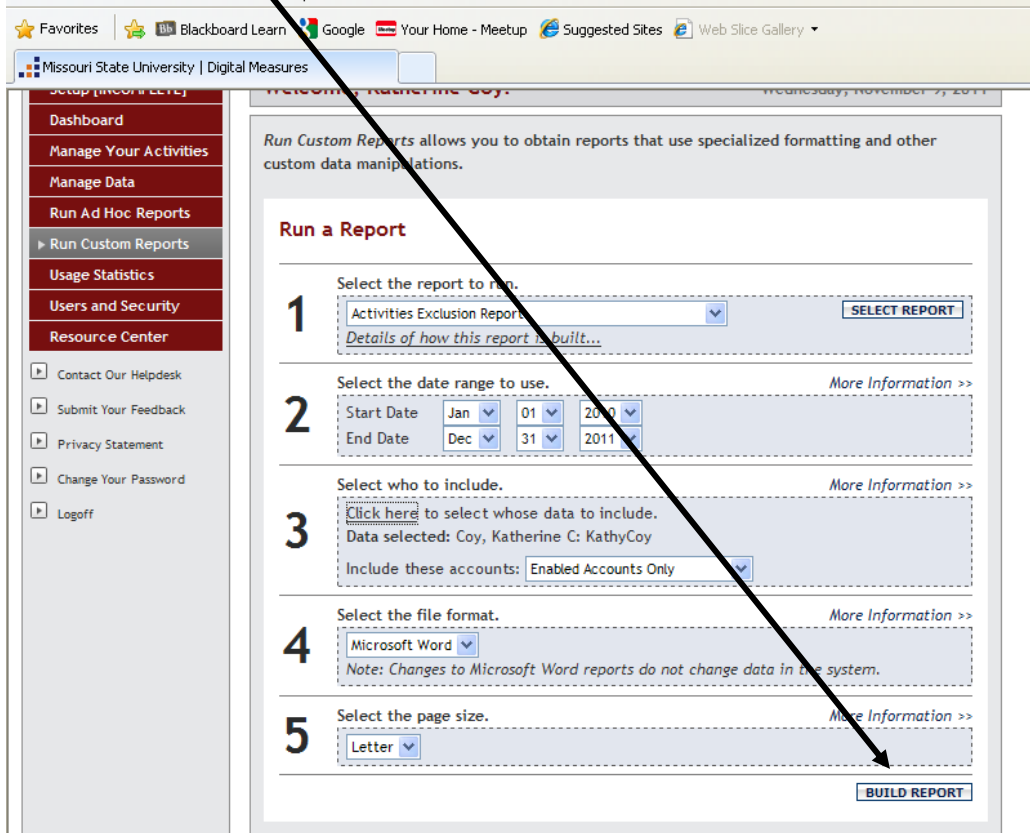
3. Set the search dates



4. Select for whom you want to report. After you make your selection scroll all the way to the bottom of the pop-up window and click "save"



5. Click the “Build Report” button



6. Review the entries and make corrections as needed to the entry in Activity Insights.

### Activities Exclusion Report

Missouri State University  
January 1, 2011 - December 31, 2011  
Report Run: November 9, 2011

#### Department of XXX

Coy, Katherine: Full of Baloney

Error: No Publication Year  
Title: How to lie with numbers

Error: Publication Status Unknown, Juried-Peer Review status unknown  
Title: Why origami with green-bar reports improves student success

Simpson, Donald: Associate Data Watcher

Error: No Exhibit End Date, Academic Status unknown  
Title: Enrollment Management, an Abstract: It's not for the faint of heart

There are four “errors” that will be identified by the exception report:

1. Missing Date

- If an art exhibition does not have an end date then the error will read: “No Exhibit End Date”
- If a performance does not have an end year then the error will read: “No End Year”

- c. If the book, book chapter, or journal article does not have a publication year then the error will read:  
“No Publication Year”
2. If publication status is not selected for book, book chapter, or journal article then the error will read:  
“Publication Status is unknown”
3. If the peer reviewed option is left blank (rather than yes or no) then the error will read: “Juried-Peer Review status unknown”
4. If the academic status option is left blank (rather than academic or non-academic) then the error will read:  
“Academic Status unknown”

Note: Because we did not want to miss anything, there may be what I would call false positives on the report. The alternative was to make the selections criteria more restrictive which would have increased the likelihood something that should be fixed would not show up on the report. We hope the trade off for this inconvenience is worth it in the long run.

The same permission for entering data applies to viewing this report. You will have permission to view your own records only, everyone in the department’s records, or everyone in the college’s records.

Please call OIR (836-5274) or email [institutionalresearch@missouristat.edu](mailto:institutionalresearch@missouristat.edu) with any questions about this report.