SciVal Reporting Module:
Save your favourite, recurring reports

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- "Saved search" ... to re-run periodic reports
  ... report needs to be run manually

- Available only in the **Overview & Benchmarking modules**
  - printed or downloaded as a PDF
  - download in Excel & CSV
  - save as a PDF Snapshot
When creating a report:

• remember to choose and note where your data is coming from (default view or hierarchy)

• remember to save both Table & Chart views
SciVal default view: ECU appears under Institutions & Groups

Authors with ECU affiliation (what the world sees)
Add to Reporting
To select a School using the ECU hierarchy (i.e. Schools with Authors selected by ORI/Schools) start at MyScival.
Selection of metrics is up to you!
Select your y-axis & x-axis (+ sometimes 3rd metric) values

Choose metric

Add to Reporting
Overview Module: Add to Reporting
Benchmarking Module

Add to Reporting: Only the Chart View

Add CHART to Reporting
Benchmarking Module

Add to Reporting: Only the Table View

1. Select the Table View
2. Add TABLE to Reporting
Next go to the Reporting Module

Select a single “saved searches” to create a single report

2 Select

3 Create report
Reporting Module:
Select several “saved searches” & create a single report

1. Select
Chart view saved
Table view saved

2. Create
Save a Snapshot of your Report at this stage
Save a Snapshot of your Report this way too too

1. Select report
2. Save as snapshot
3. Dated list of saved snapshots
Snapshot includes the date the information was supplied by Scopus - not necessarily the date the report was run!