

Things to Know Series

How to print individual records from RED

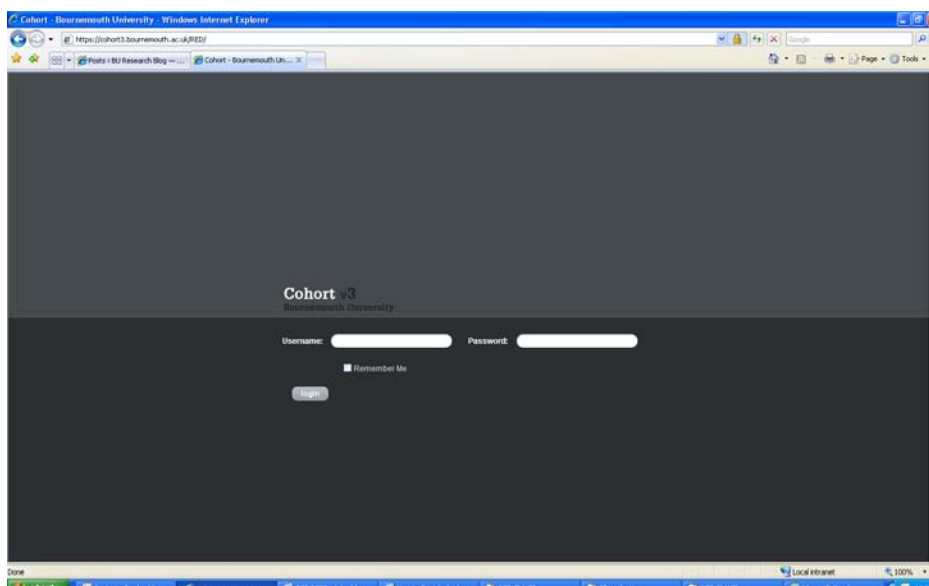
Aimed primarily at: Academics

What is RED?

The Research and Enterprise Database (RED, previously known as RAKE) has been in use within BU since 2007 and acts as a database for all R&E bids and projects. The system underwent a redesign in 2011 but contains the same data as before. The data is used to generate regular reports to monitor R&E activity against the Schools' budgeted targets.

How do I print my own record as PI from RED?

1. Open RED using the following address: <https://cohort3.bournemouth.ac.uk/RED/>
2. Sign in using your regular university login details. You don't need to add *staff/* or *@bournemouth.ac.uk*. If you are unable to log into RED, please contact the Research Development Unit (Susan Dowdle or Julie Northam).



3. Once logged in, the first screen you see is the User dashboard screen.
4. Click on the word 'RED' at the top of the page. A drop down list will appear, select 'Reports' which is the last item on the list.
5. From the left hand side of the screen select 'Projects by PI'.
6. Select your name from the drop-down box.
7. Select the start and end dates for the report period. For example, if you are looking for new bid/project activity during the 2010-11 academic year then entering the following dates will show the correct records:
 - Exclude projects commenced later than: 1 August 2015
 - Exclude projects finished before: 31 July 2010

8. Click on 'Generate'.
9. The screen will show a list of the relevant projects.
10. You can print this screen directly from your internet browser.
11. Alternatively, you can download the data to Excel by clicking the green Excel icon at the top of the page and then print as normal from Excel.

How do I print my own record as a project team member (non-PI) from RED?

1. Open RED using the following address: <https://cohort3.bournemouth.ac.uk/RED/>
2. Sign in using your regular university login details. . You don't need to add *staff/* or *@bournemouth.ac.uk*. If you are unable to log into RED, please contact the Research Development Unit (Susan Dowdle or Julie Northam).
3. Once logged in, the first screen you see is the User dashboard screen.
4. Click on the word 'RED' at the top of the page. A drop down list will appear, select 'Reports' which is the last item on the list.
5. From the left hand side of the screen select 'Projects by team member'.
6. Select your name from the drop-down box.
7. Select the start and end dates for the report period. For example, if you are looking for new bid/project activity during the 20010-11 academic year then entering the following dates will show the correct records:
 - Exclude projects commenced later than: 1 August 2015
 - Exclude projects finished before: 31 July 2010
8. Click on 'Generate'.
9. The screen will show a list of the relevant projects.
10. You can print this screen directly from your internet browser.
11. Alternatively, you can download the data to Excel by clicking the green Excel icon at the top of the page and then print as normal from Excel.

Where can I get further information?

Should you have any questions or require any further information on using RED, please contact Susan Dowdle (email: sdowdle@bournemouth.ac.uk ext: 61209) or Julie Northam (email: jnortham@bournemouth.ac.uk, telephone ext: 61208) in the Research Development Unit.