



OFFICE OF THE PROVOST

## Faculty Instructions: Download Existing Lyterati Data Prior to August 10 2024 System Close Date

Dear Faculty Colleagues,

As you probably know by now, we are in the process of implementing [Interfolio](#) as our new faculty information system, replacing Lyterati for promotion, tenure, PAR, and other reviews. There's a 2-minute action you should take in Lyterati before August 10 to make sure you have continuous access to your data.

If you were a faculty member in 2017–2022, you most likely used Lyterati to submit your PAR. To do so, you entered data related to your scholarship, teaching, and service. These data will be automatically migrated to Interfolio and will be available to you on that platform. You do not need to take any action in order for this migration to take place.

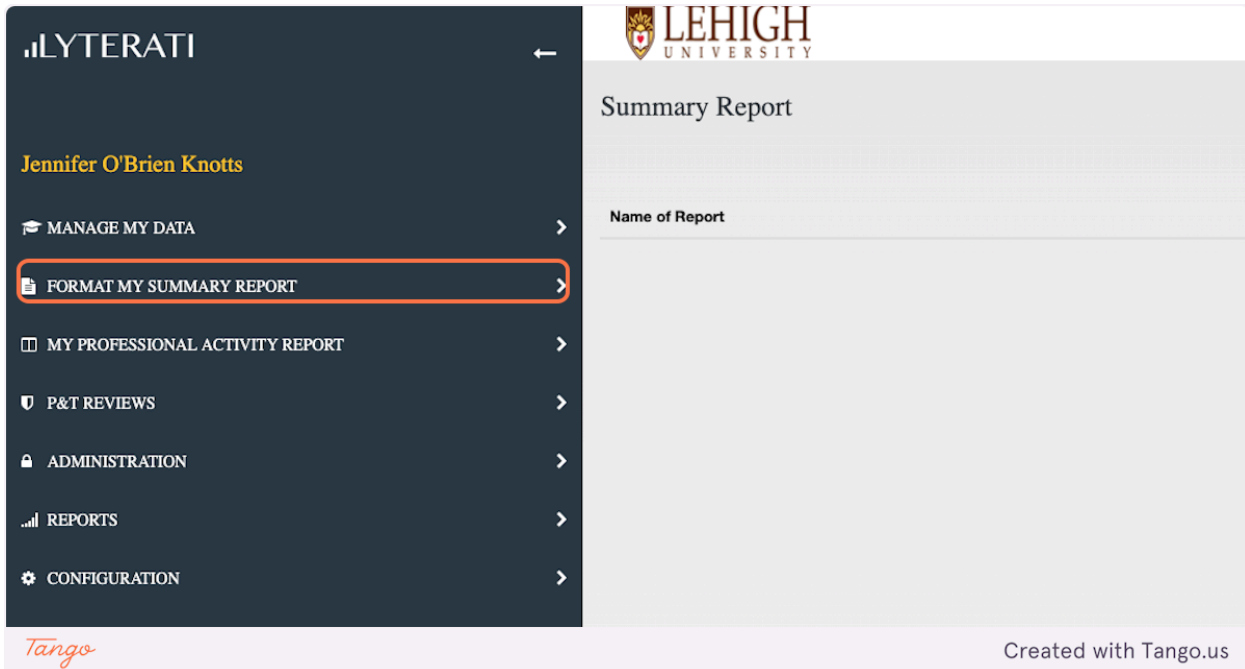
However, the migration process will take several months, during which time Lyterati will not be available. Therefore, we recommend that you download a copy of your Lyterati data for your own use, and as a backup, during the transition. Lyterati will go off-line for Lehigh users on August 10, 2024, so you should download your data before that date.

Below are the steps you should follow to download your data:

# How to Generate a Professional Activity Summary Report

1. Log into Lyterati at [lehigh.lyteraticloud.com/home](http://lehigh.lyteraticloud.com/home) using your Lehigh credentials

2. In the left-hand navigation menu, click on "Format My Summary Report"



The screenshot shows the Lyterati interface. On the left is a dark navigation menu with the user name "Jennifer O'Brien Knotts" at the top. Below the name are several menu items: "MANAGE MY DATA", "FORMAT MY SUMMARY REPORT" (highlighted with an orange border), "MY PROFESSIONAL ACTIVITY REPORT", "P&T REVIEWS", "ADMINISTRATION", "REPORTS", and "CONFIGURATION". On the right is a light gray panel titled "Summary Report" with a "Name of Report" input field. The Lehigh University logo is visible at the top right of the interface. A "Tango" logo and "Created with Tango.us" text are at the bottom.

3. Click on "Add New Report"



The screenshot shows the Lyterati interface with the "Format My Summary Report" menu item expanded. The "Add New Report" option is highlighted with an orange border. The "Name of Report" input field is visible on the right. The "Tango" logo and "Created with Tango.us" text are at the bottom.

4. Enter your name in the “Name of Report field” (e.g, Jane Smith Lyterati Data Report)

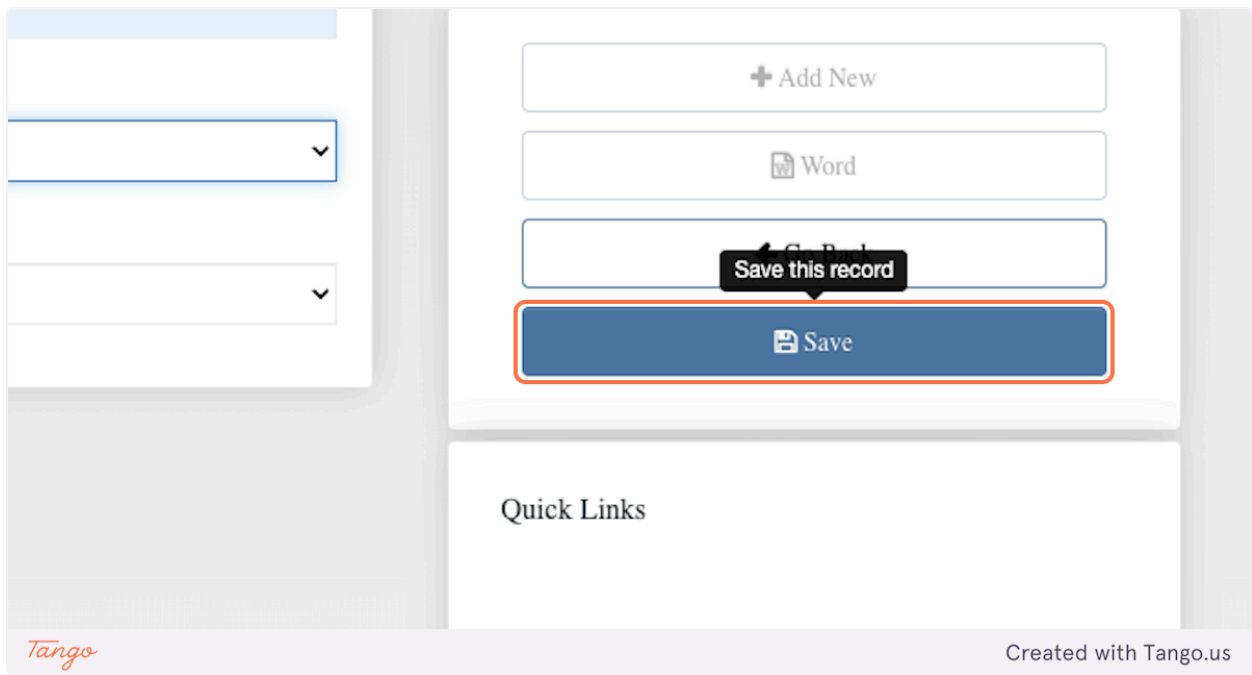
(For this example we used "TEST - ALL PROF REPORT")

The screenshot shows the Lehigh University Summary Report form. The 'NAME OF REPORT\*' field contains the text 'TEST - ALL PROF REPORT'. The 'TEMPLATE TYPE' field is currently empty. The 'IGNORE HEADING W/ NO DATA' field is set to 'Yes'. The form is part of a mobile application interface with a dark sidebar on the left and a top navigation bar with a search icon, home icon, settings icon, and a lightning bolt icon. A 'Prev' button is visible on the right side of the form. The footer of the page includes the 'Tango' logo and the text 'Created with Tango.us'.

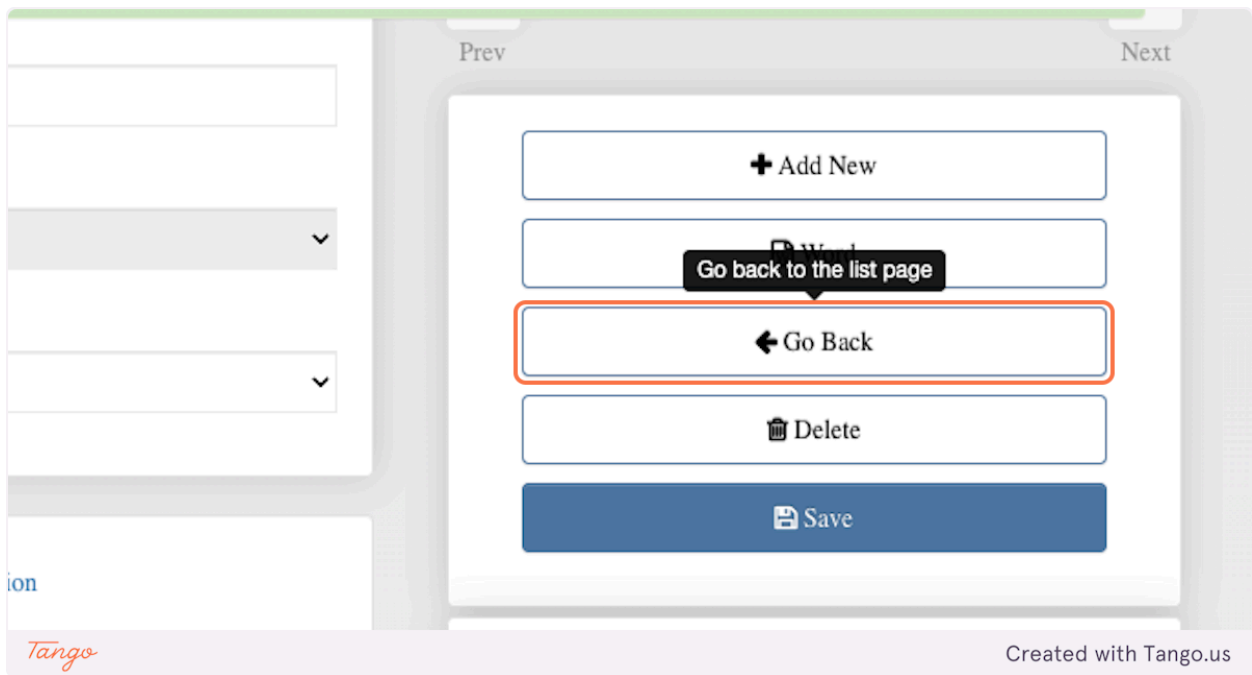
5. Select “All Professional Activity Content” from “Template Type” drop-down

The screenshot shows the Lehigh University Summary Report form. The 'NAME OF REPORT\*' field contains the text 'TEST - ALL PROF REPORT'. The 'TEMPLATE TYPE' field is now a dropdown menu with 'All Professional Activity Content' selected. The 'IGNORE HEADING W/ NO DATA' field is set to 'Yes'. The form is part of a mobile application interface with a dark sidebar on the left and a top navigation bar with a search icon, home icon, settings icon, and a lightning bolt icon. A 'Prev' button is visible on the right side of the form. The footer of the page includes the 'Tango' logo and the text 'Created with Tango.us'.

6. Click on "Save"



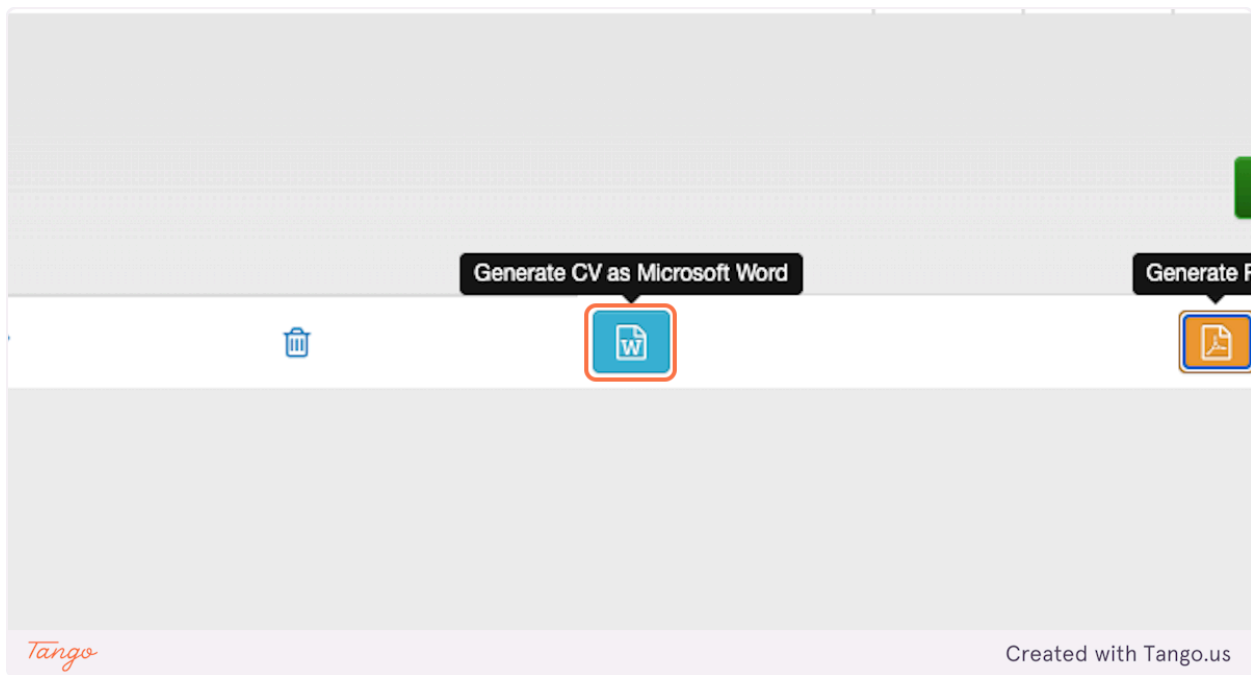
**7. Click on “Go Back” to access the list page**



**8. Click on the PDF Icon to generate a PDF or...**



**Click on the Microsoft Word Icon to generate a Word Document**



More information about the transition to Interfolio is available [here](#).

If you have any questions, please contact Janele Krzywicki ([jak511@lehigh.edu](mailto:jak511@lehigh.edu)).