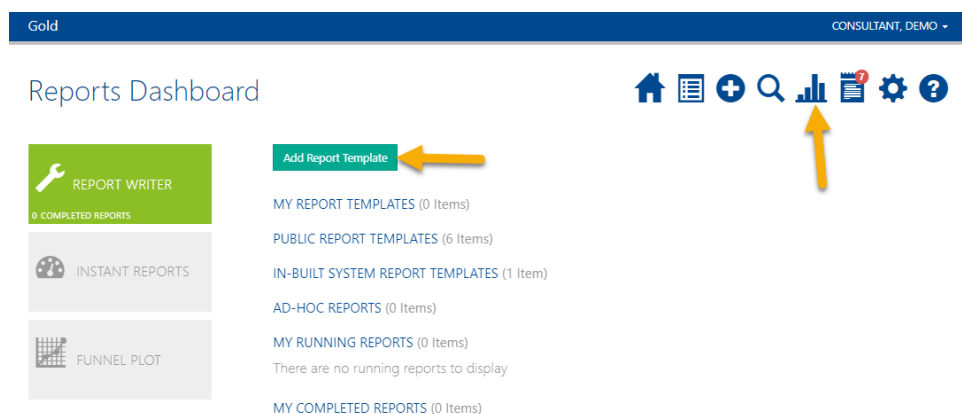


# How to Create a Simple Report

As well as the Public Report Templates and Instant Reports it is also possible to create your own private reports. The report data will export to excel in a table format to allow you to sort, filter, create pivot tables, format graphs and analyse the outcomes. These reports can only be run across one pathway due to the variation in forms across multiple pathways, you will need to create separate report templates for multiple pathways.

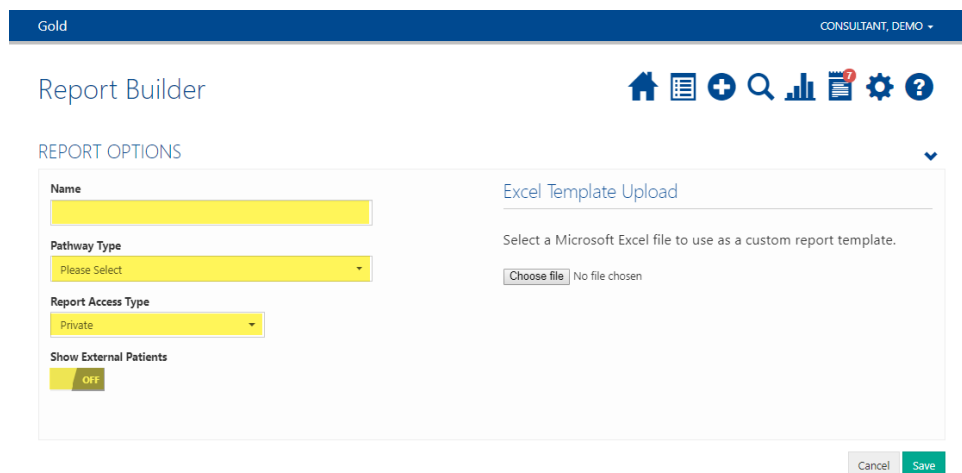
Click the Reports icon then click 'Add Report Template'.



Name the report something meaningful to you and choose the Pathway Type.

If you would like this report to be available to all other users of the system change Report Access Type to Public.

Turn Show External Patients ON if you want to include those patients that have come through via data exchange. This is only relevant if you use an Enterprise or Pro One system.



Once you have selected a pathway type you will see a selection of report items. Blue icons are standard forms, green icons are forms with score components and red icons are procedure forms.

Click and drag the forms you require for the report onto the canvas below. This will open up a list of items within that form.

Tick the boxes next to the individual items you want to include in the report, each item you tick will be another column.

Continue to choose all the items you would like to show in the report.

You can remove forms by clicking the cross on the right-hand side.

Once complete, click save at the bottom of the page. This will now show in 'My Report Templates' and can be run at any time.