

How to Run a Report

Reports can be run across any date range and for various groups of people. You may want to run a report you have previously made, a public report or an ad-hoc report.

First find the report you wish to run. If it is one you previously built it will be saved in 'My Report Templates'.

Choose the date range or search across whole database. Please note: this is based on pathway start date, any patients whose pathways started in that range will be included in the report.

You can then choose your report scope options:

The screenshot shows the 'Reports Dashboard' with a navigation bar at the top containing icons for home, list, add, search, bar chart, table, settings, and help. On the left, there are three main sections: 'REPORT WRITER' (with a sub-section for '2 COMPLETED REPORTS'), 'INSTANT REPORTS', and 'FUNNEL PLOT'. The main content area is divided into several categories of report templates: 'MY REPORT TEMPLATES (5 Items)', 'PUBLIC REPORT TEMPLATES (6 Items)', 'IN-BUILT SYSTEM REPORT TEMPLATES (1 Item)', 'AD-HOC REPORTS (9 Items)', 'MY RUNNING REPORTS (0 Items)', and 'MY COMPLETED REPORTS (2 Items)'. A table under 'MY REPORT TEMPLATES' lists reports such as 'Primary Hip Arthroplasty NIR', 'Shoulder Primary Arthroplasty', 'Example Report', 'Shoulder (Instability) Dashboard Report', and 'Knee Demo Report'. A 'Report Options' dialog box is open over the 'Example Report', showing options for search scope, date range, report scope, and export file type. A 'Run Report' button is visible at the bottom of the dialog. Yellow arrows point to the search icon, the 'Run Report' button, and the 'Report Options' dialog.

- 'My Patients Only' – this will include only the patients whose pathways you are the owner of. This will not return any data for delegates.
- 'All Patients I Have Access To' – this will return all patients whose pathways you are the owner of and all other patients you have been given access to.
- 'All Patients' – this is only available to select users, this returns all patients on your Amplitude system.
- 'All Patients of Users I Delegate For' – will return all of the patients, belonging to all of the users you currently delegate for.

You can then choose to export the file to Microsoft Excel or as a csv file.

Click Run Report.

Whilst the report runs it will show in 'My Running Reports' with a spinning arrow. The time it takes to run depends on the amount of data in the report.

Reports Dashboard

REPORT WRITER
2 COMPLETED REPORTS

INSTANT REPORTS

FUNNEL PLOT

Add Report Template

MY REPORT TEMPLATES (5 Items)

Name	Created Date	Visibility	Run
Primary Hip Arthroplasty NJR Hip (Primary Arthroplasty) Pathway	09 Jul 2019	Private	▶
Shoulder Primary Arthroplasty Shoulder (Primary Arthroplasty) Pathway	11 Jul 2019	Private	▶
Example Report Elbow (Revision Arthroplasty) Pathway	06 Sep 2019	Private	▶
Shoulder (Instability) Dashboard Report Shoulder (Instability) Pathway	09 Sep 2019	Private	▶
Knee Demo Report Knee Pathway	10 Sep 2019	Private	▶

PUBLIC REPORT TEMPLATES (6 Items)

IN-BUILT SYSTEM REPORT TEMPLATES (1 Item)

AD-HOC REPORTS (9 Items)

MY RUNNING REPORTS (1 Item)

Name	Start Date	End Date	Scope	Status
Knee Demo Report Knee Pathway	01 Jan 1900	01 Jan 2100	🌐	🔄

MY COMPLETED REPORTS (2 Items)

Once complete it will move to 'My Completed Reports'.

Click the green arrow and confirm to download the report. You will then be able to find it in your downloads folder on your computer.

You can delete the report by clicking the red trash icon.

Reports Dashboard

REPORT WRITER
1 COMPLETED REPORTS

INSTANT REPORTS

FUNNEL PLOT

Add Report Template

MY REPORT TEMPLATES (5 Items)

Name	Created Date	Visibility	Run
Primary Hip Arthroplasty NJR Hip (Primary Arthroplasty) Pathway	09 Jul 2019	Private	▶
Shoulder Primary Arthroplasty Shoulder (Primary Arthroplasty) Pathway	11 Jul 2019	Private	▶
Example Report Elbow (Revision Arthroplasty) Pathway	06 Sep 2019	Private	▶
Shoulder (Instability) Dashboard Report Shoulder (Instability) Pathway	09 Sep 2019	Private	▶
Knee Demo Report Knee Pathway	10 Sep 2019	Private	▶

PUBLIC REPORT TEMPLATES (6 Items)

IN-BUILT SYSTEM REPORT TEMPLATES (1 Item)

AD-HOC REPORTS (9 Items)

MY RUNNING REPORTS (0 Items)
There are no running reports to display

MY COMPLETED REPORTS (1 Item)

Name	Start Date	End Date	Completed Date	Scope	
Reports completed today					
Knee Demo Report Knee Pathway	01 Jan 1900	01 Jan 2100	10 Sep 2019	🌐	▶ 🗑️

Please note: The reports server updates once a night. Any changes you made today will not show on a report until tomorrow.