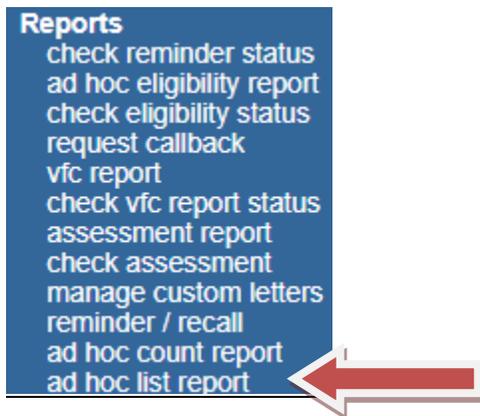


HOW TO RUN AD HOC LIST REPORT:

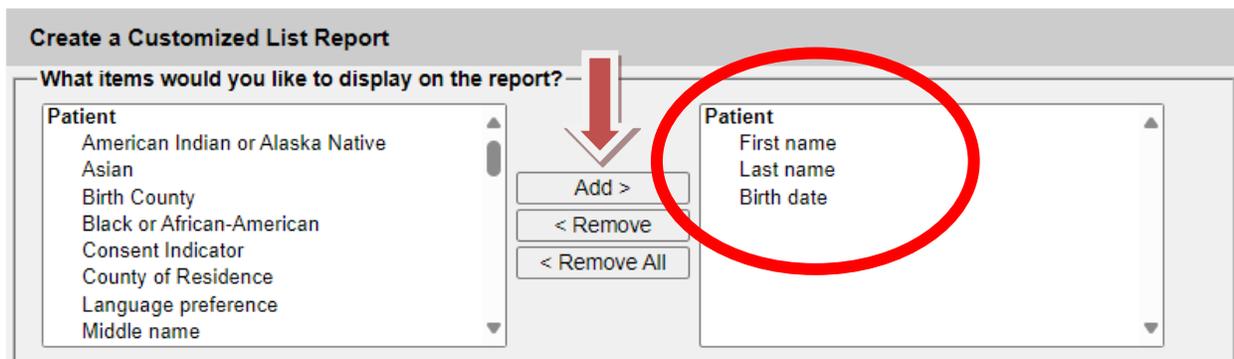
This report will help assist you in identifying patients that need to be “inactivated” in VIIS

STEP 1: Click “Ad Hoc List Report” under REPORTS section



STEP 2: Highlight the requested field on the LEFT and clicking “Add” to shift it over to the RIGHT side. We have selected BIRTH DATE, FIRST NAME, & LAST NAME in our image

*These are just the minimum recommended fields, you can adjust this list according to your needs



STEP 3:

- a. ITEM TO FILTER ON: Select “**Active Indicator**”
- b. COMPARISON: Select “**Equals**”
- c. VALUE TO COMPARE TO: Select “**Active**”
- d. Click “**Add/Save Edit**” to shift it into the SELECTED FILTERS area

How would you like to filter the data?

Item to filter on: Active Indicator Additional Optional Selection

Comparison: EQUALS

Value to compare to: ACTIVE

and


Add/Save Edit

Selected Filters

STEP 4: Click “**Generate**”

How would you like to filter the data?

Item to filter on: Active Indicator Additional Optional Selection

Comparison: EQUALS

Value to compare to: ACTIVE

and

Add/Save Edit

Selected Filters

Active Indicator EQUALS ACTIVE



Edit
Remove
And/Or
Group
UnGroup

Generate Cancel

STEP 5: Click “**Refresh**” until it turns into a hyperlink for you to click on for your results

Ad Hoc Report Status					Refresh	Cancel
Report Type	Started	Completed	Status	Row Count		
LIST	03/11/2016 11:18 AM	03/11/2016 11:18 AM	DONE	15		