Creating a Quarterly Report

To create a Quarterly report for a hospital, go to your hospital homepage and click on the Signed-off data tab

Histopathology group 📧 Test Hospital			
ABC: Test hospital			
Local data Signed off data			

In Signed-off data, click on Create Report. You may need to scroll down as the Create Report button is after any reports that you created for the hospital.

📤 Atlas Home 🛛 Test Hospital	📕 Manual 📔 Help	Philip Ryan My home Find User info Log out
💗 🐽 NQAIS Histopathol	ogy	
Histopathology group 📧 Test Hospital		~
ABC: Test hospital		Comments Reports Mapping tables Encryption tool
QI Report for Q1 2019 Snaps Description: 10 May 2019 10:14, Type: Full, Trend Internal: Month, Comparison group: All, Show Q Marks: No, Non Conformance Reporting in NQAIS: Yes, Show Autopsy: Yes, Sho Create Report	hot: Jan 2019 - Mar 2019 Histology Cytology Separation: All, Autopsy Case Type: All, Show Primary Organ/Site: Yes, Sho w Frozen Section: Yes, Show Trend: Yes	w all .pdf • Download Report Delete Report View Report Next
Browser Information		

The create Report options menu opens.

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NQAIS Histopathology					
Histopathology group 🔟	Test Hospital			· · · · · · · · · · · · · · · · · · ·	
ABC: Test hospital	ata			Comments Reports Mapping tables Encryption tool	
QI Report for Q1 2019 Description: 10 May 2019 10:1 Trend interval: Month, Compa Non Conformance Reporting in	Snapshot: Jan 2019 - Mar 20 4, Type: Full, rison group: All, Show Q Marks: No, Histology Cytology Sep I NQAIS: Yes, Show Autopsy: Yes, Show Frozen Section: Yes,	9 Trend: Apr 2018 - Mar 2 aration: All, Autopsy Case Type: All, Show Pr Show Trend: Yes	019 rimary Organ/Site: Yes, Show all	pdf Y Download Report Delete Report View Report Next	
Create Report					
Name	NQAIS Quarterly Report 2019-Q4	Description	10 Feb 2020 09:41		
Snapshot	Oct 2019 V to Dec 2019 V	Report type	Full		
Trend	Jan 2019 V to Dec 2019 V	Comparison group	None 🔻		
Trend interval	Month •	Show Q Marks	2		
Histology Cytology Separation	All	Coroner/Non-coroner separation	All	Ŧ	
Show Primary Organ/Site	(Primary Organ Site reports shown when checked)	Show Non Conformance Reporting			
Show Autopsy		Show Frozen Section			
Show Trend	 (Trend analysis run only when checked) 				
				Create Report	

Change the Snapshot dates to the quarter that you wish to run the report for, and the Trend to a rolling year to end date of quarter.

Snapshot	Oct 2019 🔻	to	Dec 2019 🔻
Trend	Jan 2019 🔻	to	Dec 2019 🔻

The Comparison group should be changed to XXXXXX

Comparison group	All 🔻
	All Cancer centres General centres None

If you do not complete Autopsies at the hospital, you can untick the 'Show Autopsy' button

Show Autopsy

If you do not complete Frozen Sections at the hospital, you can untick the 'Frozen Section' button

Show Frozen Section

Click the green 'Create Report' button to create a quarter Report. When the report is created, the new Quarterly Report will appear at the top of your Reports page