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

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.
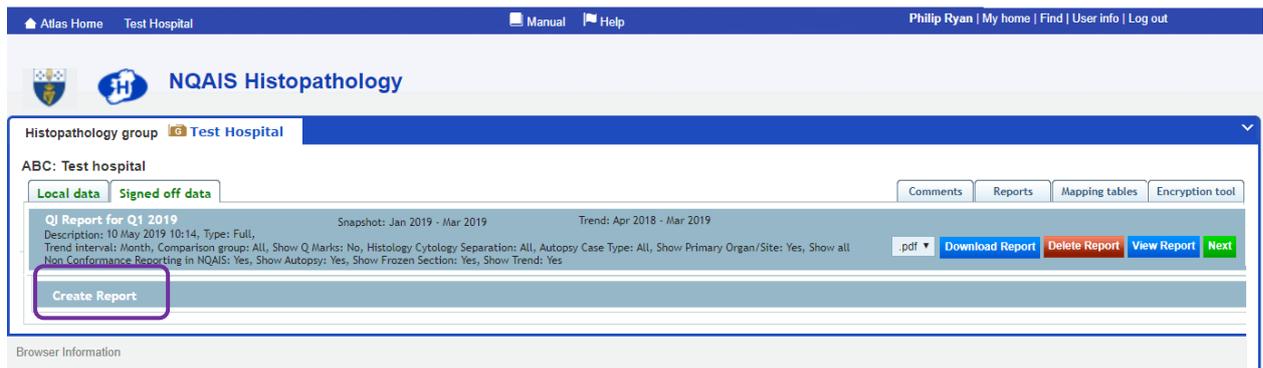
The create Report options menu opens.
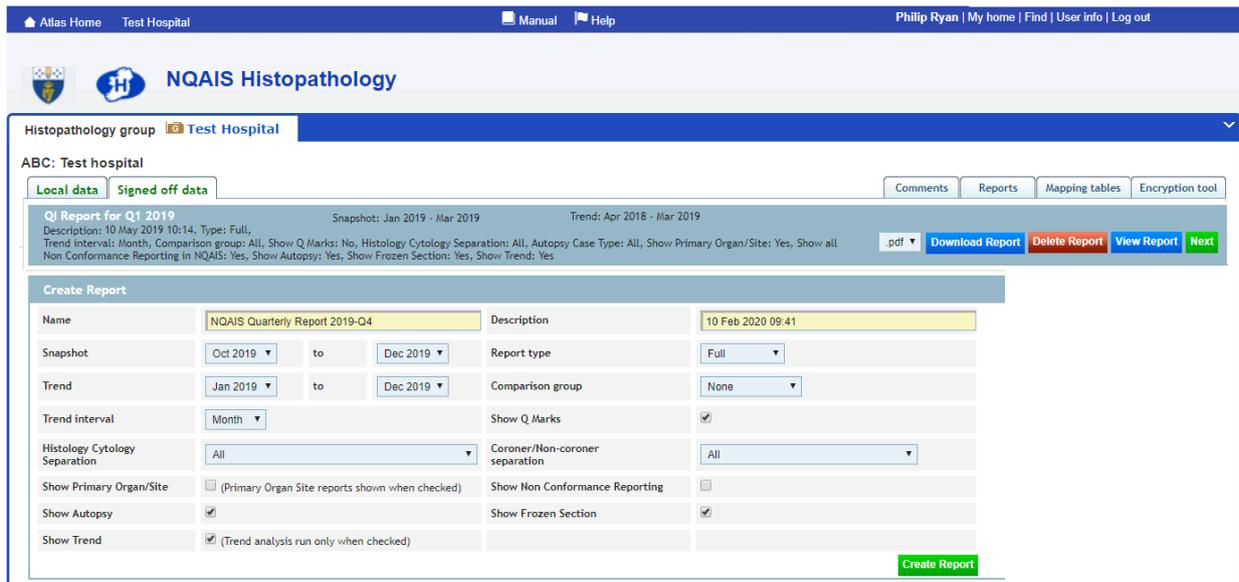
Change the Snapshot dates to the quarter that you wish to run the report for, and the Trend to a rolling year to end date of quarter.
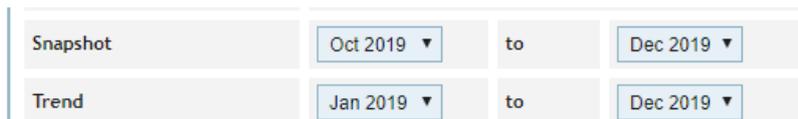
The Comparison group should be changed to XXXXXX
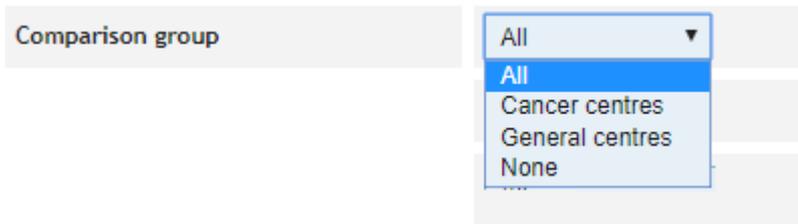
If you do not complete Autopsies at the hospital, you can untick the 'Show Autopsy' button
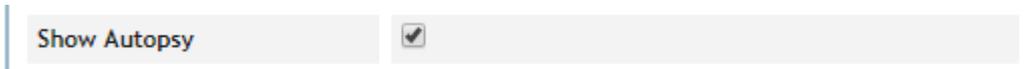
If you do not complete Frozen Sections at the hospital, you can untick the 'Frozen Section' button
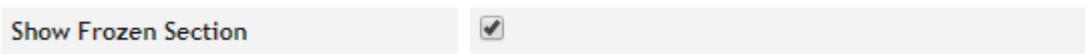
Click the green 'Create Report' button to create a quarter Report. When the report is created, the new Quarterly Report will appear at the top of your Reports page