Creating a quarterly report in NQAIS-Histopathology

Step 1: To create the Quarterly Report, go to your hospital homepage in NQAIS-Histopathology and click on the 'Signed off data' tab.

Step 2: In the 'Signed off data tab, scroll to the end of the page and click on 'Create Report' on the bottom right-hand side.

Step 3: The 'Create Report' options menu opens.

Step 4: When choosing the Comparison group, there are 4 options:

All: By choosing "All" you can compare KQIs against all participating sites.

*Cancer Centres***:** If you are a Cancer Centre, you can also choose to compare against the other 'Cancer centres' only.

General Centres: If you are a General Centre, you can also choose to compare against the other 'General centres' only.

*None***:** By choosing 'None', the report will not calculate or compare the hospital KQIs to the National Averages.

Step 5: 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 the quarter. Select "quarter" in the trend interval section.

Step 6: Please select "Show Frozen Section" and "Show Autopsy" to ensure they are included in the report.

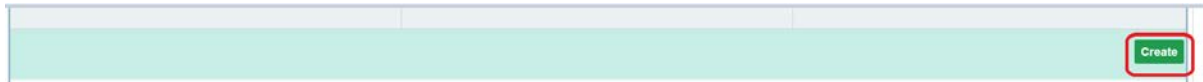**Step 7:** Select all procedure codes to capture the full workload for this quarter.

Step 7: Click the green "Create" button to run the quarterly report.
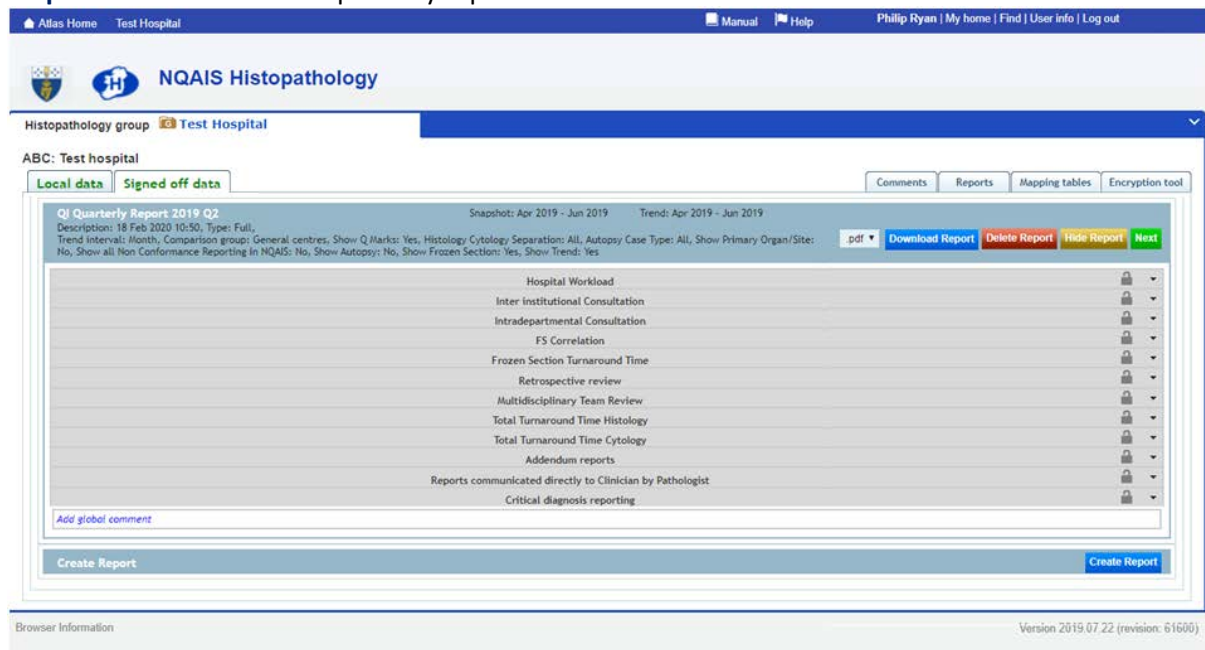

Step 8: When the report is created, the new Quarterly Report will appear at the top of your 'Signed off data' page.
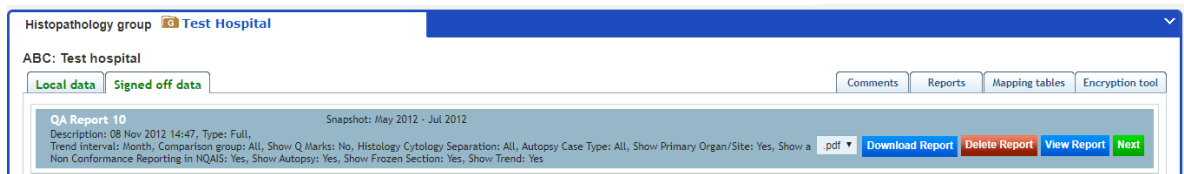
Step 9: You can view the report by clicking on the blue 'View Report' button.
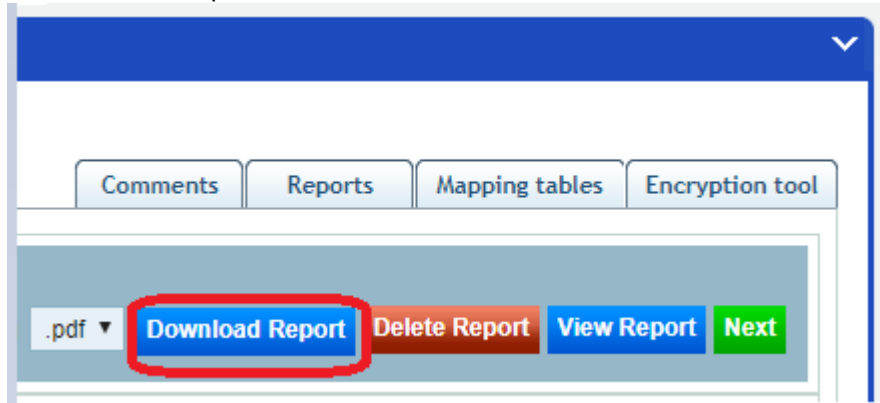

Step 10: Here is what the quarterly report looks like. You can view the section headers.
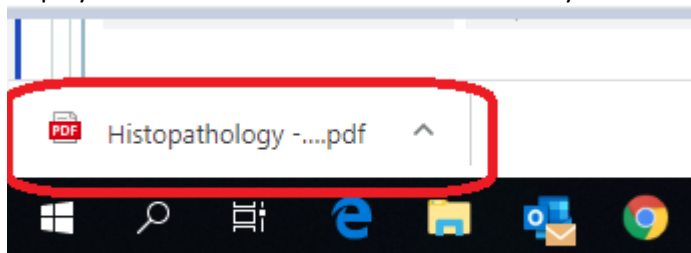
Step 11: To download the report, first ensure that the template option menu reads '.pdf', and click on 'Download Report'.

Step 12: At the bottom of the screen, a link to the quarterly report you just created will appear on the bottom right hand corner of the page. You can click on this and the quarterly report will display. It can be saved as a PDF to a folder of your choice.

Step. 14: This report will also be available from your Downloads folder, if you cannot access it directly from your Desktop screen.

Step 15: Save the file to a preferred folder.