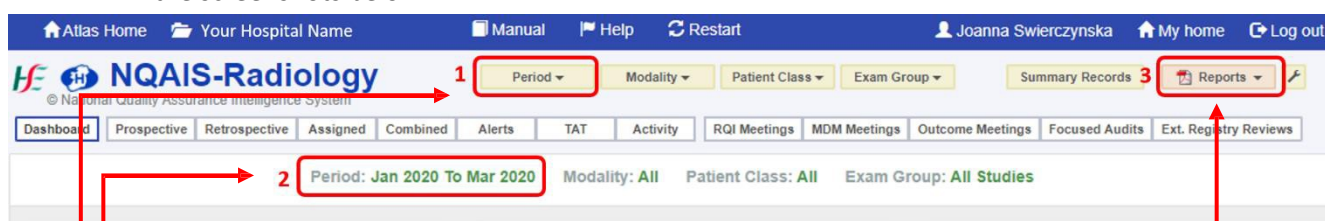


Extraction of Quarterly QI Data Report from NQAIS Radiology

- I. Open www.healthatlasireland.ie and click on Radiology
- II. A pop-up log in window will appear. Enter your **Username** (your email address) and **Password** and click 'Sign in'. If you don't know your password, please click the '**Forgot your password?**' link.



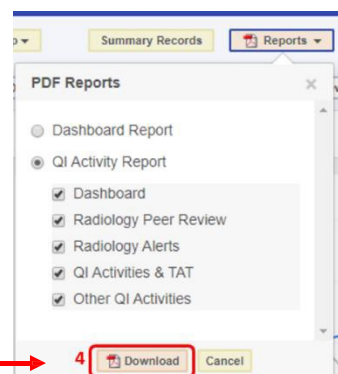
- III. Once you have logged in, the Dashboard for your hospital will be displayed and you will see the menu tab at the top.
- IV. In order to extract quarterly data report, please complete the following steps, as indicated in the screenshots below:



1. Select desired time period. When you click on **Period** a drop-down menu will show where you can select start (**From**) and end (**To**) date for your report.
2. Check if time period for an appropriate quarter is displayed, i.e. Jan 2020 To Mar 2020
3. Click on the **Reports**. You will see a drop-down menu with two options:
 - o **Dashboard Report** – a high level report which presents only information visible on your dashboard.
 - o **QI Activity Report** – a more detailed report with information for all QI Activities. This second option offers further selection of elements that may be downloaded for your report.

It is recommended that the Quarterly report will include all available options within QI Activity Report.

4. Select **Download**, allow a few moments for generation of your quarterly report.



5. Depending on individual settings on your computer, the report will be saved automatically in your **Downloads** folder or you will be asked to select a preferred location for saving the file. Again, depending on individual settings, it may either open automatically on your screen, or you may have to go to **Downloads** or your specified folder (where you saved it) to open it manually. Downloaded reports are always in PDF format.

If you need an assistance with your quarterly report extraction, please contact joannawolak@rcpi.ie