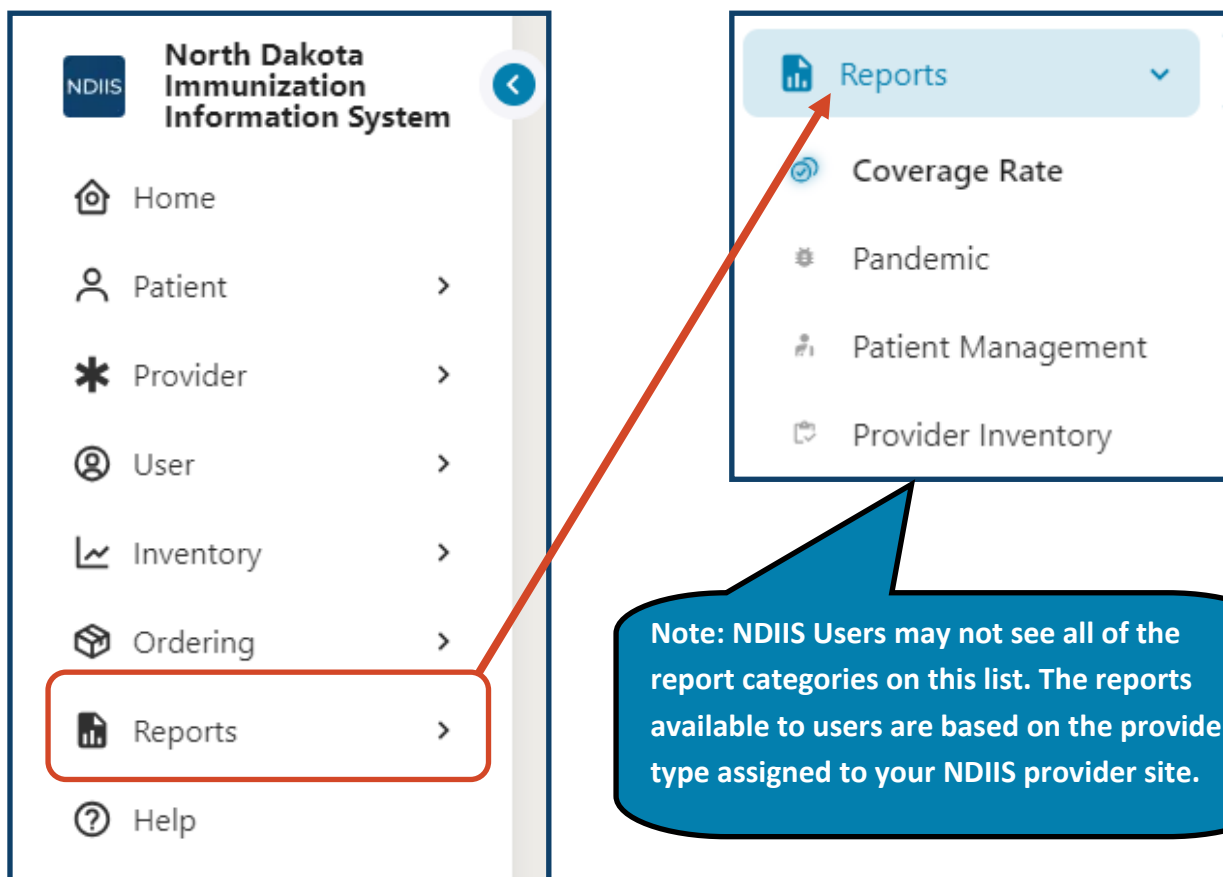


Running Reports

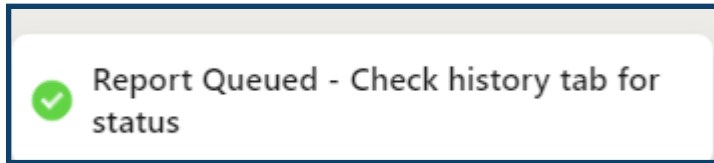
Getting Started

All available NDIIS reports can be found in the **Reports** dropdown in the NDIIS **Main Menu**. Reports are available to all NDIIS users with Standard or Provider Admin level access. Users with Restricted access will not see the Reports option in their Main Menu.



- 1.) To run a report, select one of the report categories. This will open up a drop-down menu of the reports available under that category.
- 2.) Select your desired report. This will open up the **Selection Criteria** for that report.
- 3.) Fill in all necessary selection criteria including all required fields. Required fields are marked with an asterisk (*).

4.) When all criteria have been selected, click '**Run**' to run the report. A pop-up will appear to indicate the report has been submitted.



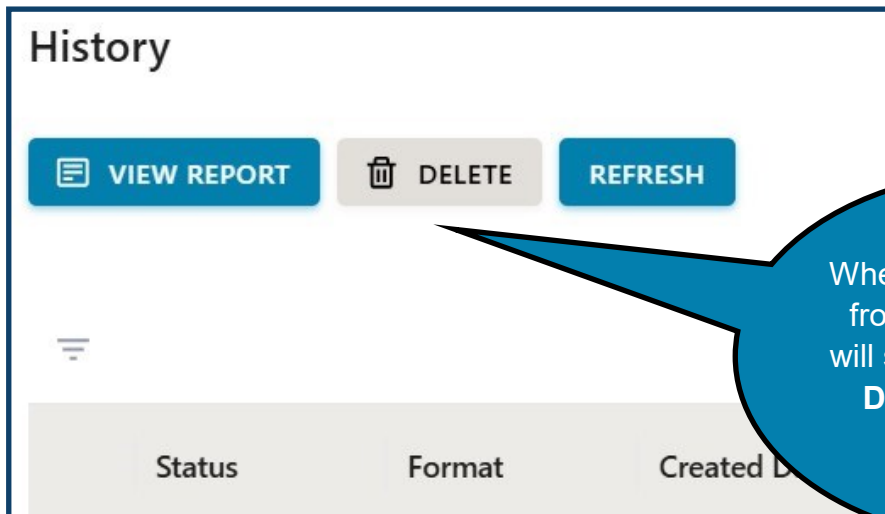
5.) Navigate to the **History** tab to see the report status and view the report. The History tab can be viewed by selecting '**History**' next to '**New**' below the report name.

⇒ All queued and finished reports of this report type will display in the History tab.

6.) The report status will show as 'Processing', 'Finished', or 'Failed'. To check if a processing report is finished click the '**Refresh**' button and it will reload the page. Only reports in a 'Finished Status' can be viewed.

7.) To view the report, click anywhere in the row for the report you wish to view. This will highlight the row. Then click the '**View Report**' button. The report will automatically download.

⇒ Reports can also be deleted by selecting the report from the list and clicking the '**Delete**' button.



When a report is selected from the History, users will see the **View Report**, **Delete**, and **Refresh** options enabled.