## MedTrainer User guide HOW TO CREATE REPORTS



New report Save Save as Using the "New report" button. Step 1: Select the "new report" button = Sort range Columns **Filters** 🛓 Export Schedule Step 2: Fill in the required fields by Create new report Х A. Choosing a data set. The dataset will determine the Data set\* • source from which the report will retrieve the information. Report name B. Naming the new report that is about to be created. Create Cancel Step 3: Select the "Create" button. Step 4: Start adding columns to the report through the **A** Unsaved configuration changes New report "Columns" option in order to enable the grayed out options, including the "Save" and "Save as" buttons Columns Export Schedule Sort range Step 5: After having added some columns to the brand new New report Save Save as A Unsaved configuration changes report, select either "Save" or "Save as" buttons to save the new report Columns **Filters** = Sort range 🛃 Export 🔊 Schedule × × Save as Save report Data set : Enrollments (One location Data set : Enrollments (One location Step 6: Select the "Save" button on either the "Save report" per row) per row) or the "Save as" dialog windows. Demo Demo Cancel Save Cancel Sav