MedTrainer User guide

HOW TO CREATE REPORTS

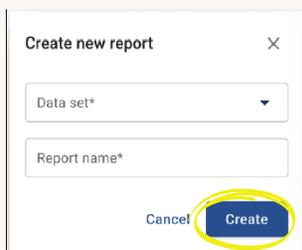**NORTHWEST Kidney Centers**

Using the "New report" button.
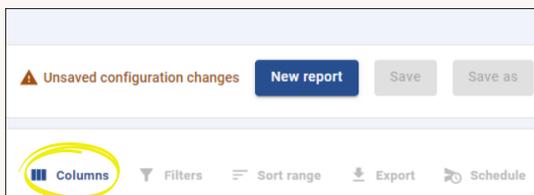**Step 1:** Select the "new report" button


Step 2: Fill in the required fields by
A. Choosing a data set. The dataset will determine the source from which the report will retrieve the information.
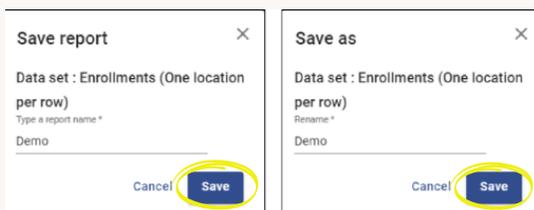B. Naming the new report that is about to be created.
Step 3: Select the "Create" button.

Step 4: Start adding columns to the report through the "Columns" option in order to enable the grayed out options, including the "Save" and "Save as" buttons

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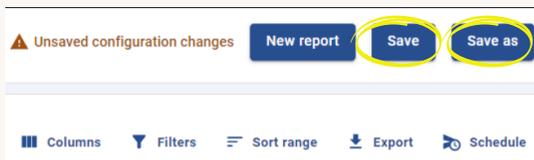
Step 5: After having added some columns to the brand new report, select either "Save" or "Save as" buttons to save the new report

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Step 6: Select the "Save" button on either the "Save report" or the "Save as" dialog windows.