Run an Administrative Report

You can run a variety of reports from the Administrative report option. You’ll find it in the Cardiovascular menu.

- Click the Cardiovascular menu option (1).
- Hover over Administrative reports (2).
- Select the report you’d like to run (3).
- The output defaults to Mine (this will display the report on the computer.) Choose a different printer (4) if you want a hard copy.
- Choose your start and end date (5).
- Choose your view options (6). A good option is both the report & graph.
- If the organization drop down doesn’t default to the facility you are at, be sure to select it from the drop down (7). It is important that you don’t leave All selected as this will produce a very large report and will take a long time to run.
- Click Execute (8).