

## How to Execute and Save Crystal Reports in Hyperspace

#### APeX Version 2019

#### **UCSF-BCHO Enterprise EHR Reporting Team**

### Contents

Executing the Report with Your Own Parameters	2
Subscribing to and Running Published Reports	6
Viewing Previous Report Runs	. 15

# Executing the Report with Your Own Parameters

This section demonstrates how to modify report parameters, then save and execute the new report. To find your report first:

1. Select Epic Menu -> Reports -> My Reports

Red	cent				
0	Database Object Search				
*	Clarity Settings				
0	Column Search		ni	nistrator Das	5
7	Chart			monutor Dut	
	Action Criteria Edit				
	Patient Care	F.			
	Scheduling	×			
	HIM	F			
	Enterprise <u>B</u> illing	F			
	Reg/ADT	F			
	Surgery	F			
	Lab	•	-	Schoduling Reports	*
	Pharmacy	•		Scheduling Reports HIM Reports	*
	CRM/CM	F		OR <u>R</u> eports	*
	Referrals	×	-	BI Portal	1
	Radiology	×		Professional Billing Reports	
	Home Health	F	1923	Registration Reports	
	Hospice	F		Miscellaneous Reports	Ť
	R <u>e</u> ports	×	0	Patient Care Reports	
-	Report Management	۲	P	Identity Reports	
	Tools	F	-	Referrals Reports	
	Admin	×	-	My Reports	
	Help	•	-	ABN Follow-Up Report	
	Personalize	۶	1400	ABN Report	
•	Change Context			SQL Report Viewer	
	Log Out		22.7	ADT Reports	
Ŧ	Exit		21513	Home Health Reports	
	Customize This Menu			Home Health Billing Reports	
	00000000000000000000000000000000000000	-		Unverified Providers Report	
Y	ou have no messages in y	0		My Dashboards	
				Analytics Catalog	
			õ	Report/HTML Assistance	
				ED Reports	•
			-	Hospital Billing Reports	
				Coding Reports	
			R,	Pharmacy Reports	
				Lab Reports	
				Imaging Reports	
			-	Charge Router Reports	
			e	Care Everywhere	
				SlicerDicer	
				SilcerDicer	

2. Search Library by REP# (recommended) or by Name



 Click on the New Report button and the Report Settings window will appear. Select the parameter you would like to edit by clicking in that section. In this example, we will edit the Start Date and End Date for the report. Click on the Start Date section, then highlight the existing start date that you would like to change. In this example, we are changing the start date from MB-1 (month begin minus one month) to T-7 (today minus seven days). Type in T-7 for the Start Date.

		Deserve (2)								
		Records ()								
Find Criter	ria Enter a search term, or click the search	h icon to browse available	criteria 🔎							
Start Date										
Start Date										
1										
	▲ Mar ▶ ▲ 2020 ▶		局 Using Relative Date Shortcuts							
nd Date	Su Mo Tu We Th Fr	Sa T Today	T is the shortcut for today.							
IE-1 (2/29/2020)	23 24 25 26 27 28		Use T+ Number for future dates.							
	1 2 3 4 5 6	7 M Month	Use T-Number for past dates. You can also use * as a shortcut for today.							
ocation	8 9 10 11 12 13	MB Month Begin	Examples:							
Locations	15 16 17 18 19 20	ME Month End	T is today.							
	22 23 24 25 26 27	28 Y Year	T+2 is 2 days from today. T-5 is 5 days ago.							
	29 30 31 1 2 3	4								
			Show search su							

- 2. Click on the End Date section. Highlight the End Date you would like to change.
- 3. To change a parameter that indicates All Locations, or All Departments click on that parameter and it will show a drop down box. In order to actually look up values for that

parameter, you need to **check the Look up** box on the right hand side, the magnifying glass in the drop down box then becomes active and you can search for your specific location or department.

Critigni       Queeridie       Find Records ()         Find Critignia       Index a search term, or dick the search icon to treaves available criteria       Image: Criticria         Image: Criticria       Image: Criticria       Image: Criticria       Image: Criticria       Image: Criticria         Image: Criticria       Queeridia       Image: Criticria       Image: Criticria       Image: Criticria       Image: Criticria         Image: Criticria       Queeridia       General       Image: Criticria       Image: Criticria       Image: Criticria       Image: Criticria         Image: Criticria       Queeridia       Image: Criticria       Image: Critria <td< th=""><th>T</th><th></th><th>Report Settings - Daily PACU Census REP0065451 [1121161]</th></td<>	T		Report Settings - Daily PACU Census REP0065451 [1121161]
Find Crigens       Find we assuch term, or dick the search term to three available orthold         Min 1 (17/17/2020)         End Date         Min 1 (17/17/2020)         Location         1         Location         2             Image: Crigens             Image: Crigens         Image: Crigens             Image: Crigens         Image: Crigens             Image: Crigens         Image: Crigens         Image: Crigens             Image: Crigens         Image: Crigens         Image: Crigens         Image: Crigens             Image: Crigens         Image: Crigens             Image: Crigens         Image: Crigens             Image: Crigens         Image: Crigens         Image: Crigens         Image: Crigens         Image: Crigens         Image: Crigens         Image: Crigens         Image: Crigens         Image: Crigens         Image: Crigens         Image: Crigens         Image: Crigens		Crit <u>e</u> ria <u>O</u> verride <u>G</u> eneral	
Start Date       ● @         MB-1 (7/1/2020)       ● @         Location       ● @         Location       ● @         1       2         Citigeta       Citigeta         End Date       ●         Image: Start Date       ●         Im			
H8-1 (7/12020) End Date WE-1 (7/12020) Cocation Location Cotation Cotation Cotation Cotation Start Date End Date Start Date Cotation Start Date Cotation Start Date Cotation Start Date Cotation Start Date Cotation Start Date Cotation Start Date Start Date Cotation Start Date Start Date Sta		Find Criteria Enter	a search term, or click the search icon to browse available criteria
End Date ME-1 (731/2029) Constion Constion Constion Constion Constion Constion Constion Constion Constion Constion Constion Constion Constinue Constin			× (1)
ME-1 (771/2220) Location Location Location 2 Boow search sugner E Boow search searc		MB-1 (7/1/2020)	
Containing I containing <pi containing<="" p=""> I containing I con</pi>		End Date	* (1)
Location   1 Location     2     2     1     2     1     Critignia   Qverride   General     Find Critignia     Find Critignia     1    1   1   1   1   1   1   1   1    1   1   1   1   1    1   1   1   1   1   1   1   1   1   1   1   1   1   1   1   1   1   1   1    1    1   1   <		ME-1 (7/31/2020)	
Image: Start Date       Image: Start Date		Location	😞 🎽 Lookup 🕧
2      3      4      5      6      7      8      9      1      1      2      2      3      4      5      6      7      8      9      1      1      2      2      3      4      5      6      7      8      9      1      1      2      2      3      4      5      6      7      8      9      1		Location	
Show search sugmary     Show search		1 All Locations	Q
Image: Start Date       Im		2	
Image: Start Date       Im	· · ·		
Image: Start Date       Im			
Image: Start Date       Im			
Image: Start Date       Im			
Image: Start Date       Im			
Report Settings - Daily PACU Census REP0065451 [1121161]       X         Criteria       Qverride       General         Find Criteria       P       Find Records ()         Start Date       Image: Content of the search leon to browse available criteria       P         Start Date       Image: Content of the search leon to browse available criteria       P         End Date       Image: Content of the search leon to browse available criteria       P         End Date       Image: Content of the search leon to browse available criteria       P         End Date       Image: Content of the search leon to browse available criteria       P         End Date       Image: Content of the search leon to browse available criteria       P         Image: Content of the search leon to browse available criteria       P       Image: Content of the search leon to browse available criteria         Image: Content of the search leon to browse available criteria       Image: Content of the search leon to browse available criteria       Image: Content of the search leon to browse available criteria         Image: Content of the search leon to browse available criteria       Image: Content of the search leon to browse available criteria       Image: Content of the search leon to browse available criteria         Image: Content of the search leon to browse available criteria       Image: Content of the search leon to browse available criteria       Image: Content of the search leon t			D Show search summary
Image: Criteria       Qverride       General         Find Criteria         Find Criteria       Enter a search term, or click the search icon to browse available criteria         Start Date       Image: Criteria         Start Date       Image: Criteria         Image: Criteria       Image: Criteria         Start Date       Image: Criteria         Image: Criteria       Im			🗐 Save 🗐 Save As 🛛 🕊 Restore 🗙 Close
Image: Criteria       Qverride       General         Find Criteria         Find Criteria       Enter a search term, or click the search icon to browse available criteria         Start Date       Image: Criteria         Start Date       Image: Criteria         Image: Criteria       Image: Criteria         Start Date       Image: Criteria         Image: Criteria       Im	1005		
Find Criteria   End Criteria Enter a search term, or click the search icon to browse available criteria     Start Date   1   1   1   T-7     End Date   1   Image: Colspan="2">Marr > 1 = 2020 > Start Date   Image: Colspan="2">Voice Colspan="2">Using Relative Date Shortcuts   Image: Colspan="2">Today   Image: Colspan="2">Today </td <td>T</td> <td></td> <td>Report Settings - Daily PACU Census REP0065451 [1121161]</td>	T		Report Settings - Daily PACU Census REP0065451 [1121161]
Find Criteria       Image: Start Date       Image: Start Date         1       T.7       Image: Start Date       Image: Start Date         1       T.7       Image: Start Date       Image: Start Date       Image: Start Date         1       T.7       Image: Start Date       Image:	_	Crit <u>e</u> ria <u>Override</u> <u>G</u> eneral	
Start Date       Image: Constraint of the start date of the st			Find Records (i)
Start Date       Image: Constraint of the start date of the st		Find Criteria Enter	a search term, or click the search icon to browse available criteria
Start Date         1       1-7         End Date         1       Image: Colspan="2">Image: Colspan="2" Colspan="2">Image: Colspan="2" Colspa			
Start Date         1       T-7         End Date       Image: Construct of the construct of t		Start Date	* 0
1       T.7         End Date       Image: Construct of the state of the			
End DateImage: Image: I		Start Date	
End Date       1       Image: Second		1 T-7	
End Date1Image: Second			
1       Image: Sum of the start of the star		End Date	
1       Image: Second sec		End Date	
Image: Normal System       Mar       I       2020       Image: Normal System       Using Relative Date Shortcuts         Location       Su       Mo       Tu       We       Th       Fr       Sa       T Today       T is the shortcut for today.         All Locations       23       24       25       26       27       28       29       W Week       Use T+ Number for future dates.         1       2       3       4       5       6       7       M Month       You can also use * as a shortcut for today.         8       9       10       11       12       13       14       MB Month Begin       Examples:         15       16       17       18       19       20       21       T is today.         22       23       24       25       26       27       28       T or also use * as a shortcut for today.         MB       9       10       11       12       13       14       MB Month End       T is today.         12       23       24       25       26       27       28       T +2 is 2 days from today.         Y ear       T+2 is 5 days ago.       T-5 is 5 days ago.       T-5 is 5 days ago.			
LocationSuMoTuWeThFrSaTTTTTAll Locations23242526272829WWeekUse T+ Number for future dates. Use T- Number for past dates.12345678910111213141516171819202122232425262728	Þ		<u>መ</u>
All Locations       Su       Mo       Tu       We       Th       Fr       Sa       I       I oday       T is the shortcut for today.         23       24       25       26       27       28       29       W       Week       Use T+ Number for patt dates.         1       2       3       4       5       6       7       M Month       You can also use * as a shortcut for today.         8       9       10       11       12       13       14       MB Month Begin       Examples:       T is today.         15       16       17       18       19       20       21       Y ear       T +2 is 2 days from today.       T +2 is 2 days ago.			◄ Mar ▶   ◄ 2020 ▶
All Locations       23       24       25       26       27       28       29       W Week       Use T+ Number for future dates. Use T- Number for past dates. You can also use * as a shortcut for today.         1       2       3       4       5       6       7         8       9       10       11       12       13       14         15       16       17       18       19       20       21         22       23       24       25       26       27       28		Location	
1       2       3       4       5       6       7         8       9       10       11       12       13       14       MB Month       You can also use * as a shortcut for today.         15       16       17       18       19       20       21       ME Month End       T is today.         22       23       24       25       26       27       28       T = 5 is 5 days ago.		All Locations	23 24 25 26 27 28 29 W Week Use T+ Number for future dates.
8       9       10       11       12       13       14       MB Month Begin         15       16       17       18       19       20       21       ME Month End       T is today.         22       23       24       25       26       27       28       MB Month Begin       T is today.			
ME Month End       T is today.         15       16       17       18       19       20       21         22       23       24       25       26       27       28       T+2 is 2 days from today.         T-5 is 5 days ago.       T-5 is 5 days ago.       T       10       T			MB Month Begin
22     23     24     25     26     27     28       Y Year     T+2 is 2 days from today.       T-5 is 5 days ago.			15 16 17 18 19 20 21 T is today.
			Y Year T+2 is 2 days from today.
29 30 31 1 2 3 4			22 30 31 1 2 3 7
Show search summary			D Show search summary
			Save Save As M Restore X Clos
L Save L Save As LM Postoro Y Lloso			

- 4. When you are done changing parameters, select **Save As**.
- 5. Type in a new name for the report. In the example below, I added "MP" to the end of the existing report name to create a new one. Click Accept.

				Repo	ort Settings	- Daily PACU	Census RE	P0065451 [1	121161	1				
Crit <u>e</u> ria	<u>O</u> verride	<u>G</u> eneral												
						Find F	Records	٢						
		Find Criteria	Enter	a search te	arm, or click	k the search	icon to br	owse availat	ole crite	ria				
Start	Date													≈ 🛈
	Start Date													
1	T-7													
Paral 1														
End I			_								_	-		* (î)
	End Date		Rep	ort Settir	ngs						×			
1	Т		Enter	a new repo	ort name	Daily PACU (	Census RI	EP0065451	MP			_		
Locat	tion							Accept		Can	cel			× (1)
All Loc								Heeept		oun	COT			

The new report appears in your Library. You can now add that report to your Favorites and run the report as described in the next section, <u>Subscribing to and Running Published Reports</u>.

Epic -	E F	Reporting Home	😽 Component Edito	r 🗛 Dashboard Editor	Template I	Editor 🚞 Te	emplate Manager	🔎 Database Obje	ect Search	Column Se	arch 🔎 My R	eports 🚷	🤌 🌍 COVID-19 🖷		
B H		🗏 Reports	×								1997	1000	cogito MAURICE PA	SCUAL Q	Search
<b>+ + -</b>		Library													?
		REP0065451			₽ <u>S</u> earch	🗙 Clear				<b>√</b> Sh	ow templates	☆ Collagse all			
My Reports		Daily PACU	Census REP00	65451							+ New repor	t 💉 Edit 🚽 👝	Filt	ers	
		Matching reports	~										Reports I own		
Library			y PACU Census RE PACU Census REP0										Reports I ran rec		
			y PACU Census RE Census REP0065451	EP0065451 MP Crystal						و View	🖋 Edit 🗙 I	Delete 👻	Types		8
		Additional D	etails PASCUAL, MAURICE										Groups		8
		Report ID: 4	170918	U Census REP0065451 I	1016011								Template Types		8
		Report group	ps (template-level): OF Surgical/Procedural		101061]								Tags		8
		isopore type.	ougrous fotoutia								Detai	Is	× Clea	r <u>F</u> ilters	

## Subscribing to and Running Published Reports

This section describes how to subscribe to and run a report that has been published in APeX.

3. Select Epic Menu -> Reports -> My Reports

Red	cent				
0	Database Object Search				
	Clarity Settings				
0	Column Search		ni	nistrator Das	
-	Chart			motifator Dat	
	Action Criteria Edit				
	Patient Care	F			
	Scheduling	×			
	HĨW	£.			
	Enterprise <u>B</u> illing	F			
	Reg/ADT	F			
	Surgery	F			
	Lab	۲Ċ	inter The second se	Scheduling Reports	
	Pharmacy	•		HIM Reports	1
	CRM/CM	F		OR <u>R</u> eports	
	Referrals	E	-	BI Portal	
	Radiology	•	国		•
	Home Health	۲	_	Registration Reports	
	Hospice	۲	E	Miscellaneous Reports	
	R <u>e</u> ports	۲		Patient Care Reports	
	Report Management	•	E		
	Tools	F	21	Referrals Reports	
	<u>A</u> dmin	٢	9	My Reports	
	Help	1 H	-	ABN Follow-Up Report	
	Personalize	•	Ð	ABN Report	
	Change Context		H	SQL Report Viewer	
÷	Log <u>O</u> ut			ADT Reports	+
F	Exit		E	Home Health Reports	
	Customize This Menu			Home Health Billing Reports	•
1			~	Unverified Providers Report	
1	ou have no messages in y			My Dashboards	
				Analytics Catalog	
			9	Report/HTML Assistance	
				ED Reports	•
			E.	Hospital Billing Reports	*
				Coding Reports	*
			R <sub>x</sub>	Pharmacy Reports	•
				Lab Reports	۲
				Imaging Reports	*
			۲	Charge Router Reports	۲
			e	Care Everywhere	•
				SlicerDicer	
				-	

4. Search Library by REP# (recommended) or by Name



You can select Edit to see the properties of the report, such as report parameters in the Criteria tab

T		Report Settings - Daily PACU Census REP0065451 [1121161]	×
	Crit <u>e</u> ria <u>O</u> verride	General	
		Find Records ①	
		Find Criteria Enter a search term, or click the search icon to browse available criteria	
	Start Date MB-1 (2/1/2020)	× (1)	
	End Date ME-1 (2/29/2020)	× (1)	
	Location All Locations	* ①	
		D Show search summary	y
		🖬 Save 🛱 Sa <u>v</u> e As 🖼 Restore 🗙 Clo	se

or Output Format, Report Frequency, Hours to keep results, etc. in the Override tab. If a Report frequency is set to Daily, Weekly, or Monthly, the report will run on that schedule once subscribed.

T			Report Settings - Daily PACU Census REP00654	451 [1121161]
	Crit <u>e</u> ria	Override Genera	ıl	
			Default values	Override values
	Output	format:	MICROSOFT EXCEL WORKBOOK DATA-ONLY	٩ ا
	Report	frequency:	INACTIVE	Q
	Hours	to keep results:	24	
	Days t	o keep instances:	1	
	Report	s folder:	Epic-Crystal  Optime	
	Report	priority:	Standard	0
•	Do not s Use Spec	default setting from	for users who have not viewed the output in the number of days sp template frequency: 100	pecified below:
				<mark>, S</mark> ave <b>S</b> a <u>v</u> e As <b>⊮</b> Restore <b>×</b> <u>C</u> lose

#### 5. Click on the star to add the report to your Favorites.

Epic 🔻	E F	Reporting Home 🛛 🤿 Component Editor 🗛 Dashboard E	ditor 👕 Template	Editor 🔚 Te	emplate Manager	O Database Object Search	Oclumn Sea	ch 🔎 My R	eports 🔗	👂 🎯 COVID-19 🔒	Print 👻 🕒 Log Out 🗸
BA		🛛 Reports 🛛 🕹							6.75	cogito MAURICE PASC	UAL 🔍 Search
+ + -		Library									0
2		REP0065451	OSearch	× Clear							
My Reports							Sho	w templates	☆ Collagse all		
my reports		Daily PACU Census REP0065451						New report	🖋 Edit 🚽 🔨	Filter	rs
		Matching reports								Reports I own	
Q		Daily PACU Census REP0065451 Crystal					D View	🖋 Edit 🗙 🛙	elete 👻	Reports I ran recen	itly
Library		Daily PACU Census REP0065451 Add the report to Favorites						Detail		Reports I am subso	cribed to
		L1						Detail	2	Types	8
										Groups	8
										Template Types	8
										Tags	8
										X Clear F	liters

6. Click on My Reports, and you will see the report that has just been added.

Epic •	🖹 Reporting Home 🛛 🤿 Comp	onent Editor 🔤 Dashboard Editor 🍸 Template Edito	or 🎽 Template Manager 👂 Database Object Search 👂 Column Search 👂 My Reports	😪 🤣 🌽 😌 COVID-19 🔒 Print 🔶 🕒 Log Out 🚽
B #	📮 📱 Reports	×		cogito MAURICE PASCUAL Q Search
🔶 🔶 🚽	My Reports			0
~	My Favorite Report	S		Open results immediately
My Reports	Folders	Daily PACU Census REP0065451 Crystal Report - Not available		^
Library				
	+ Create a new folder			~
	Recent Results	Saved Results (0)		
	Report		Status 🛋	Finished At
	You have no recently n	un results.		^

7. Right click the report, and select Request Report.

Epic • 🗈 E 👗 💻	Reports	ent Editor 🐺 Dashboard Editor 👕 Temp		y Daababb objed oodren yn oordin
$\leftrightarrow \rightarrow -$	My Reports			
*	My Favorite Reports			
y Reports	Folders	Daily PACU Census REP00654	51	
, nopente		Crystal Report - Not available	Request Report	
			Edit	-
đ			Remove From Favorites	
brary			Move to	
				<u></u>

The status of the requested report will appear below the report title and in the Recent Results section below the My Favorite Reports section. Other reports that have been requested or recently viewed will also appear in this section.

Epic +		nent Editor 💀 Dashboard Editor	👕 Template Editor 🔚 Template Mai	nager 👂 Database Object Search	Column Search 🔎 My Reports		ut
another activity	y (Alt) 🗐 Reports	×				cogito MAURICE PASCUAL 🔍 Sea	rch
<b>+ + -</b>	My Reports						¢
2	My Favorite Reports					Open results immediate	ły
My Reports	Folders	Daily PACU Census RE Requested	EP0065451				0
C. Library							
	+ Create a new folder						V
	Recent Results	Saved Results (0)					
	Report				Status 🔺	Finished At	
	🔶 Daily PACU Census R	EP0065451			Requested		~

Clicking the "scheduled" checkbox will show you when the status changes from "Requested" to "Scheduled". Otherwise, the report will disappear momentarily until it stops running.

		1	
		1	
Show:	Expired	🗹 Sch	eduled

8. When the report has finished running, the status of the report will appear as Ready to View. When you hover above the status, Click to view results will appear. Click this status (in either the My Favorite Reports or Recent Results section).

Epic - E		ng Home 🕏 Component Editor 🗔 Dashboard Editor 🊏 Template Editor 🎽 Template Manager 👂 Database Object Search 👂 Column Search	O My Reports	ogito MAURICE PASCUAL Q Search
		Reports		0
		My Favorite Reports		Open results immediately
My Reports	Fol	Iers Daily PACU Census REP0065451		^
Library		Ready to view		^
	+	ireate a new folder		~
		Recent Results Saved Results (0)		
		Report Saved Results (6)	Status 🔺	Finished At
	*	Daily PACU Census REP0065451 Valid until 03/27/2020 7:28 AM	Ready to view	12/31/1840 12:00 AM
				v
				Show: Expired Scheduled
Epic ▼ ■ # ← ⇒		Reporting Home Component Editor Dashboard Editor Template	e Manager 🔎 🛛	Database Object Search 🔎 Co
My Reports		Folders Daily PACU Census REP0065451		
Library				

9. If this Restrictions alert appears, click OK to cancel the alert.



 The Save As dialog will appear. Click the drop-down button in the Save in field. Select your P: drive or other network drive that you can access through Explorer (Finder in Mac). Then, click Save. (Note: Saving anywhere else will not make the report available to you)

•		Save As		
Save in:	📃 Recent Item	u (\\usershare\userdata\$) (P:) ( Is	e modified	Type
Recent places Desktop Libraries This PC Network	Network     Network     Network     Downlo     Videos     Videos	ents c c Drive (Z: on MCB-120-LT) c Drive (T: on MCB-120-LT) c Drive (U: on MCB-120-LT)	4/2020 7:35 /2017 8:49 AM 5/2018 2:38 9/2014 7:29 /2019 12:26 3/2019 12:0 3/2019 9:57 3/2019 10:0 4/2020 7:48 /2019 1:27 PM /2019 10:02 3/2019 10:0	File folder File folder File folder File folder Microsoft Excel Microsoft Excel
	K File name: Save as type:	ily PACU Census REP0065451 Spreadsheet Files (* xlsx)	1.1	Save

11. You will be prompted to enter a password to encrypt the file. Enter a password you can remember in the Password field. Re-type the password in the Verify password field. Click Accept.

		File End	ryption Password		
?	The file you are encryption.	e trying to save m	ust be encrypted. Ple	ase enter	a password for
Passv Verify	word: password:	*****	Accept	1	Cancel

12. If you receive this Filter Selection window, click Cancel.

Reports ×		cogito MAURICE PASCUAL Q
y PACU Census REP0065451 [	[3190968] as of Thu Mar 26, 2020 0728	٢
		S Show
	The report has been saved to the folder you selected.	
	Click here to reload your report.	
	S Filter Selection - 🗆 🗙	
	P:\Daily PACU Census REP0065451 - 13190968.xlsx	
	AportisDoc (Palm) A OK OK	
	dBASE Cancel	
	Help content HTML Document	
	HTML Document (OpenOffice Calc)	
	HTML Document (OpenOffice Writer) HTML Document Template	
	Lotus 1-2-3	
	Lotus 1-2-3 1.0 DOS (OpenOffice Writer) Lotus 1-2-3 1.0 WIN (OpenOffice Writer)	
	Microsoft Excel 2003 XML Microsoft Excel 2007 Binary	
	Microsoft Excel 2007 XML	
	Microsoft Excel 2007 XML Template Microsoft Excel 4.0	
	Microsoft Excel 4.0 (OpenOffice Writer)	
	Microsoft Excel 4.0 Template Microsoft Excel 5.0	

13. Open Windows Explorer (or Finder on Mac). Navigate to the network drive you saved the file to and find the file. Double-click the file.

anev reporting (\) deptrhare uccfmedicalcente	v <		>
> 👳 inputprd (\\qccetlwad218.ucsfmedicalcenter.c	Daily PACU Census REP0065451 - 13190968.xlsx	3/26/2020 7:34 AM	Microsoft Excel Work
> 🛫 pascualmau (\\usershare\userdata\$) (P:)	DCCT Positive PHQ and Antidepressants DGIM REP0067714 Test - 12966351.xlsx	2/14/2020 7:48 AM	Microsoft Excel Works
> 🏪 OSDisk (C:)	DCCT Positive PHQ and Antidepressants DGIM REP0067714 - 12966245.xls.zip	2/14/2020 7:34 AM	Compressed (zipped) F
> 📕 Videos	PPO ACO Daily Inpatient Census REP0056567 - 20190922.xlsx	9/23/2019 10:10 AM	Microsoft Excel Worksł
> E Pictures	PPO ACO Daily Inpatient Census REP0056567 - 20190921.xlsx	9/23/2019 10:09 AM	Microsoft Excel Worksł
	ACO Census Daily Report REP0052282 - 20190922.xlsx	9/23/2019 10:00 AM	Microsoft Excel Worksł
> Music	ACO Census Daily Report REP0052282 - 20190921.xlsx	9/23/2019 10:00 AM	Microsoft Excel Works
> 🐣 Downloads	ACO Census Daily Report REP0052282 - 12395444.xlsx	9/23/2019 9:57 AM	Microsoft Excel Works
> 🗄 Documents	ACO Census Daily Report REP0052282 - 12380580.xlsx	9/18/2019 12:02 PM	Microsoft Excel Worksł
> 🧾 Desktop	Medicare Advantage (CMC-HCC) Patients 5-7-2019 .xlsx	5/7/2019 10:02 PM	Microsoft Excel Worksł
🖌 💻 This PC	Medicare Advantage (CMC-HCC) Patients 5-2-2019 .xlsx	5/2/2019 1:27 PM	Microsoft Excel Worksł

v. May 2019, Page **13** of **16** 

14. You will be prompted by Excel to enter the password you entered in step 9. Enter the password and click OK.

e Home	Insert	Page Layout	Formulas	Data Revi	ew View	Develop	er PDF Architect	6 Creator	ΩT	ell me wh	at you want to do	
Cut E Copy + • Format Pai	inter B	I <u>U</u> -  ⊞	- A A - & A -		= = =	8/-	🖶 Wrap Text	- \$ ·		• 0.0 0.€		nat as
Clipboard	г <u>я</u> Х	Font	F	New Group		Alignm	ent	F <u>3</u>	Number	r <u>s</u>		
				Password	1	Alignm			Number	F2		
			F	Password	nsus REP006545	?	×		Number	E2		
			T	Password		?	×		Number	12		

15. You now can view the report in Excel and work on the spreadsheet as needed.

8 5	• @ - =					Daily PACU C		1968.xlsx - Excel	
File	Home Inse	rt Page Layout Formulas	Data Review View	Developer PDF Archite	ect 6 Creator	Tell me what you	want to do		
aste	Cut	ARIAL - 10 - A A	abe 🔳 = =	🗧 🗞 🗧 🗟 Wrap Text	General	•	Norr	mal Bad	Good
aste → Vaste	Copy 🔻	в и ц • 🖂 • 🖄 • 🛆 •	Strikethrough = = =	🛛 💼 🖭 🛱 Merge & Cente	er • \$ • %	• • 0 00 Con		ck Cell Explanatory	Input
Clipbo	oard 🗔	Font 5	New Group	Alignment	ra Numi		lating labic	St	yles
1	• : ×	√ <i>f</i> ∗ Date							
4	A	В		C D		E	F	G	
Date		Patient Name	In Pacu	Ready for Disch	narge Out Pa	u	Average between colum	nn 3 & 4 Average between co	lumn 3 & 5

If you need to re-save the results, you can return to APeX and the Recent Results section in My Reports. Then, click on the report that just ran and return to step 7.

B # 💻	🗏 Reports	×		cogito MAURICE PASCUAL Q Search
<b>+ +</b> -	My Reports			Ĩ
	My Favorite Repor	ts		Open results immediately
My Reports	Folders	Daily PACU Census REP0065451 Viewed		^
Library				
	+ Create a new folder	Saved Results (0)		~
	Report		Status 🗠	Finished At
20	Daily PACU Censu Valid until 03/27/20		Viewed	03/26/2020 7:28 AM

# Viewing Previous Report Runs

This section demonstrates how to view a report that was previously executed.

1. From My Favorite Reports in My Reports, right-click on the report whose previous results you would like to view. Select View Results. Alternatively, you can choose the report from previous runs in the Recent Results section.

B 🖁 🖳	🗏 Reports	×	
<b>* *</b> *	My Reports		
~	My Favorite Reports		
y Reports	Folders	Daily PACU Census REP0	065451
		Click to view results	View Results
đ			Edit Remove From Favorites
ibrary			Move to 🕨

2. If the Restrictions dialog appears, click OK.



3. If the Save As dialog appears, click Cancel.

<b></b>		Sa	ve As		×
Save in:	Desktop		•	• 🛍 💣 🎟	•
Recent places		ual, Maurice		This PC	
Desktop	Libra	ries		Network	
Libraries					
This PC					
Network					
	File name:	ily PACU Censu	ıs REP0065451 - 1	3190968.xds.	Save
	Save as type:	Spreadsheet Fil	les (* <mark>.x</mark> lsx)	•	Cancel

4. Click on the Show button.



5. Previous runs of the report will appear (multiple rows if it was run more than once). Click on the run that you would like to view and follow the steps to re-save the report.

6pec	Hyperspace - MGBS - UCSF Production - MAURICE PASCUAL				- ×	
Epic 🔻	🖹 Reporting Home 🖙 Component Editor 🗔 D	ashboard Editor  Template Editor 🔚 Template Manag	ger 🔎 Database Object Search 🔎 Column Search 🦻	🗅 My Reports 💦 🤌 🤪 COVID-19  🖶 Print 🗸 🔂 Log	j Out 🗸	
B #	📮 🗄 Reports 🛛 🗙			cogito MAURICE PASCUAL 🔍 Se	earch	
( <b>+ +</b> )	Daily PACU Census REP0065	451 [13190968] as of Thu Mar 26, 2	020 0728	() w	2 X	
2	Instance Name	Scheduled	Finished At	Available Until		
and the second second	1 Daily PACU Census REP0065451 [1	3190968] Thu 3/26/2020 7:28 AM	Thu 3/26/2020 7:28 AM	Fri 3/27/2020 7:28 AM		
My Reports						
Q						
Library				Lide		
Daily PACU C	e .					
Daily 1100 C						
		The report has been saved to the folder you selected.				
	Click here to reload your report.					

APeX will keep as many instances (runs) as designated in the report's settings under the Override tab in the Days to keep instances field.