

## Running Reports

### Introduction

DAWN is able to provide a suite of reports to practices – these cover a broad range of topics, however should bespoke reporting be required please contact [support@4s-DAWN.com](mailto:support@4s-DAWN.com) to have the reports created.

DAWN's reports can be viewed either as a web page or downloaded as a text (.csv) file. The CVS file is more easily saved for future use.

1. To access the reports module of DAWN, login and click **"Reports"** on the Home Page.



2. Use the drop down menu at the top of the screen to select the report you wish to view, DAWN comes with **40** standard default reports to choose from.

Example **!DNA daily check report**

The image shows a screenshot of the DAWN report selection interface. A red rectangular box highlights the 'Report' dropdown menu, which is currently set to '!DNA daily check report'. Below the dropdown, there are input fields for 'Start date' and 'End date', each with a calendar icon. There are also links for 'Show report', 'Download as XML', and 'Download as Text'. At the bottom, there is an 'Email address' input field and a 'Send' button.

3. Select Dates for the period you are searching for.
4. To see results click **"Show Report"**.

Report: % Time in Range Between Dates

Start date: 02/01/2013

End date: < February > < 2014 > X

Show report

Download as XML

Download as Text

Email address:

Depending on the report, the format may differ – Report for the above search will look like this:

Report: % Time in Range Between Dates

Start date: 02/01/2013

End date: 02/01/2014

Show report

Download as XML

Download as Text

Email address: Send

**% Time in Range for All Active Treatment Plans**

**Anticoagulation Clinic - Room 1**

Panel	INR Range	Total Days of Treatment	Days in Range	% Time in Range
Anticoagulation Clinic - Room 1	2.0 - 3.0 (2.5 Target)	95	95	100.00
Anticoagulation Clinic - Room 1	2.5 - 3.5 (3.0 Target)	168	99	59.13

**Anticoagulation Clinic - Room 2**

Panel	INR Range	Total Days of Treatment	Days in Range	% Time in Range
Anticoagulation Clinic - Room 2	2.0 - 3.0 (2.5 Target)	528	423	80.11
Anticoagulation Clinic - Room 2	2.5 - 3.5 (3.0 Target)	66	41	62.49

**Self-testers Clinic**

Panel	INR Range	Total Days of Treatment	Days in Range	% Time in Range
Self-testers Clinic	2.0 - 3.0 (2.5 Target)	21	12	55.00

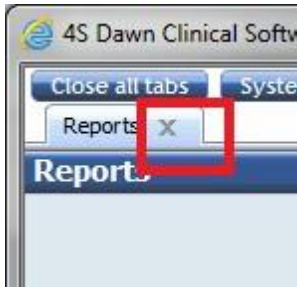
**Telephone Patients**


Panel	INR Range	Total Days of Treatment	Days in Range	% Time in Range
Telephone Patients	2.0 - 3.0 (2.5 Target)	255	145	56.81
Telephone Patients	2.5 - 3.5 (3.0 Target)	66	17	25.86

Print

5. Once you are happy with the report outcome choose the following to present the report:
  - a. **Download as XML (Excle)**
  - b. **Download as Text (Word)**
  - c. **Email address**
  - d. **Print**

6. To close report, click “X” next to the “Reports” Tab.



7. If you wish to view another report, start the process from the home page by clicking on “Reports” again.
8. Once you have finished, please remember to log out using the  icon at the top of the screen.

**Safety Check:**

- Ensure all new altered and imported reports have been thoroughly tested before using them in a live situation.
- Check that all the required reports have been defined and are available for use.
- For each report, check that the correct fields are included in the report.
- For each report, check that the correct data is being generated.