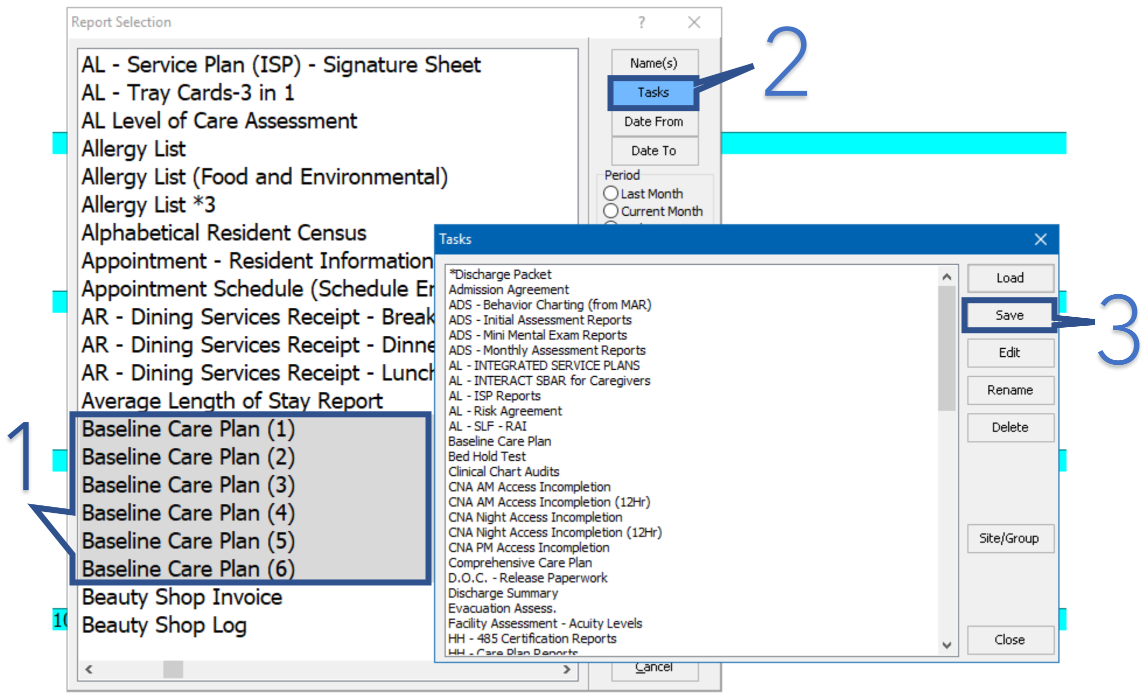
Saving a Report Task

In ECS, a variety of reports can be set up to pull in information that is documented by users. These are setup as individual pages and creating a Report Task can make them behave as one. This makes it more efficient to run and print these reports.



Creating a Report Task

- Click on the green Reports button on your toolbar.
- When the Report Selection box opens, hold Ctrl on your keyboard and select the tasks that you would like to unify.
- Select the "Tasks" button on the left side of the box.
- The Tasks dialogue box will pop up.
- Select "Save" from the options.
- Enter a name for your task.
- Choose the Sites/Services and User Groups that you would like to have access to this task from the boxes that pop up.

Using a Report Task

1. Click on the green Reports button on your toolbar.
2. Click "Tasks" from the right side of the box.
3. Scroll to the task that you would like to run and select it.
4. Click "Load."
5. This will display the Report Selection window with the reports that are included in the task already chosen. You may enter dates here, or simply click "OK" to run all the reports together.

Additional information:

1. Report tasks can be run as above or may be linked to easy buttons within ECS for efficiency.
2. There are many ways of gathering and organizing information using reports and more in-depth resources are available on the Client Sign-On page, or by reaching out to clinical support.
    a. (800)464-9942
    b. clinical@american-data.com
    c. www.american-data.com