

What Pulls to my Report?

In ECS, a variety of reports can be set up to pull in information that is documented by users. If a report is not showing the information that you are expecting, this is how you can find out where the information is coming from:

Use Report Maker to see how a particular report works:

- Click on the "American Data - ECS" dropdown menu, then choose "Setup," then "Report," and then "Report Maker."
- Open the report in question by choosing the "Open" button in the upper left corner.

Once the report is open, you can double-click into individual fields to see where information is coming from.

1. Yellow Fields: These show demographics entered when a resident is admitted. Double-click on these and use the drop-down menu that pops up to see what piece of information they are set up to display.
2. Green Fields: These fields are for viewing entries on an individual resident. The large box in the upper left corner lists the topics and words where information is getting pulled from. The add and remove options to the right of this box can be used to adjust the information sources.
3. Red Fields: These fields display columns of information for one or many residents at once. The names of the columns are listed in the upper right corner. Once you click on the column name, you will see the source(s) of the information for that column displayed in the "Review" box in the bottom left corner of the screen. Information can be added or removed from the column by using the Add and Remove options located below the display box.

Additional information:

1. Information is organized by its location within ECS. This is shown as Section(tab)/Topic(folder)/Word.
 - a. If a path is listed as Section/Topic/All, this indicates that the entire topic is included, rather than just an individual word.
 - b. If a path contains the word unknown, this indicates that the link is has been broken and the report is not able to find the location of the information sought.
2. There are many ways of gathering and organizing information using reports. This is only a brief guide to finding out where information is coming from. There are more in-depth resources available for utilizing additional features on Client Sign-On, or by reaching out to clinical support.
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