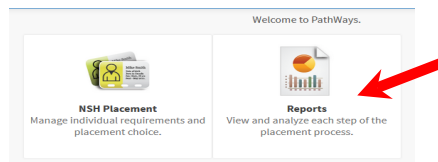


PathWays Pointers

“Viewing a Report”

1. Click on the Reports Module



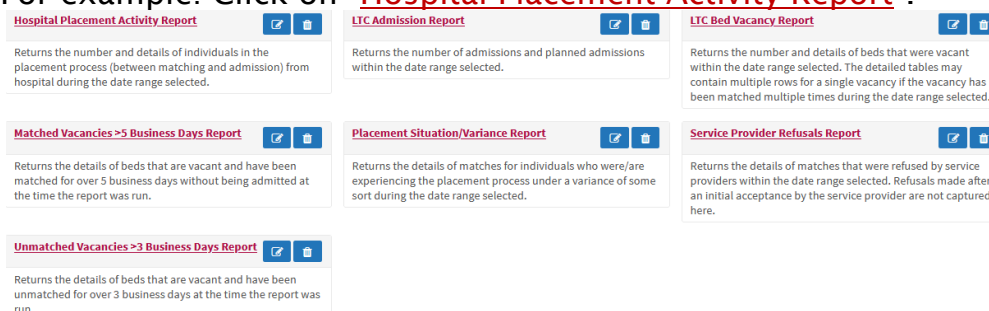
2. Go to “Logi Reports” in the top left “Viewing” dropdown.


- NOTE: This may be your default setting already.




3. Choose the report you want to view by clicking on the **report name** only.

- For example: Click on **“Hospital Placement Activity Report”**.



4. **DO NOT** click the edit or delete buttons  as this will temporarily remove access to those reports for **all** users.

5. Click the Filters button , which will allow you to customize your report (e.g., date range, zone, area, facility and/or bed type).

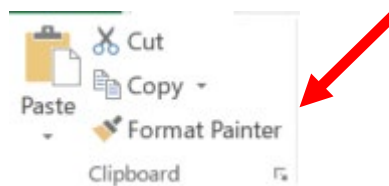
6. You can view the report in PathWays or export to CSV, Excel, or PDF

- For best results, access PathWays through Google Chrome, Microsoft Edge or FireFox Internet Browsers.



- Click on the column headers to sort data
- The horizontal scroll bar is located at the bottom of the report
- Some reports have multiple tabs with different tables

7. CSV opens a cleaner excel file than the Excel option.
 - The CSV files do not contain the “Total” row from the summary reports. Until this functionality is fixed, you can copy the “Total” row from the PathWays screen and paste it into the CSV file.
 - To align the formatting, highlight the row with the correct formatting
 - Click on Format Painter under the File tab in CSV, then highlight the row that needs to be reformatted (e.g., the “Total” row).



8. Reference the *PathWays Reports Reference Guide* available on the [PathWays Resource and Training Material website](#) to understand the data definitions, limitations and how to interpret the report.