

atmolytics

Report Definitions and Outputs

User Guide v2.66



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1 A Note about Terminology

Because Atmolytics is fully configurable, different organizations may use different terms to describe the individuals and events they are working with, and these will be reflected in the Atmolytics screens. For example, one organization's **patients, admissions** and **reports** may be another organization's **service users, involvements** and **explorations**. Your organization may use different terminology in their implementation of Atmolytics.

In this user guide, we've used the terminology **patients, admissions/visits, Apps** and **reports** throughout.

We refer to the 'start' area of Atmolytics (found by clicking the  icon) as the **Home** area.

2 Overview of Report Creation

Reports are created within Atmolytics using a simple, intuitive, step-by-step process which begins once you select the **App** you wish to use:

Step 1: Who?	Which patients do you want to report on?
Step 2: Which selections?	What settings do you wish to use to produce your report?
Step 3: Which data sources?	Which sources or locations do you want the report data to be drawn from?
Step 4: Which timeframe?	Do you want to report on data from a particular period of time?

Steps 1, 3 and **4** are similar for every App and are explained in this guide.

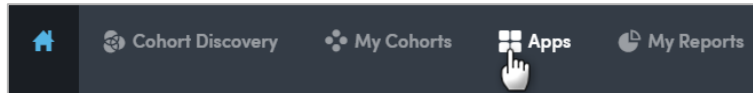
Step 2 enables you to select the specific report settings you want to use in creating an output with the App you've selected. In contrast with the other steps, **Step 2** differs from App to App. See the [Atmolytics Apps Guide](#) for more complete information about each individual App.

3 Finding and Selecting an App

There are several ways of accessing and selecting Apps in Atmolitics:


3.1 Accessing Apps via the top menu bar

The simplest way to access Apps from anywhere in Atmolitics is to click **Apps** in the top menu bar:



You will be taken to the **App selection** screen:

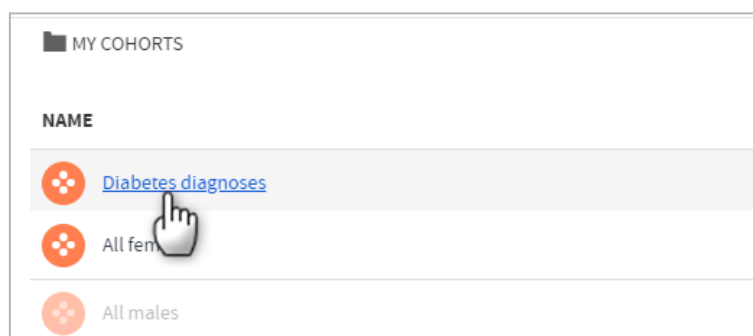


If you click the information symbol  on the top right of each App name, you can see a summary of the features and uses of that App. Click any App to open it and go to the first step of the report creation process.

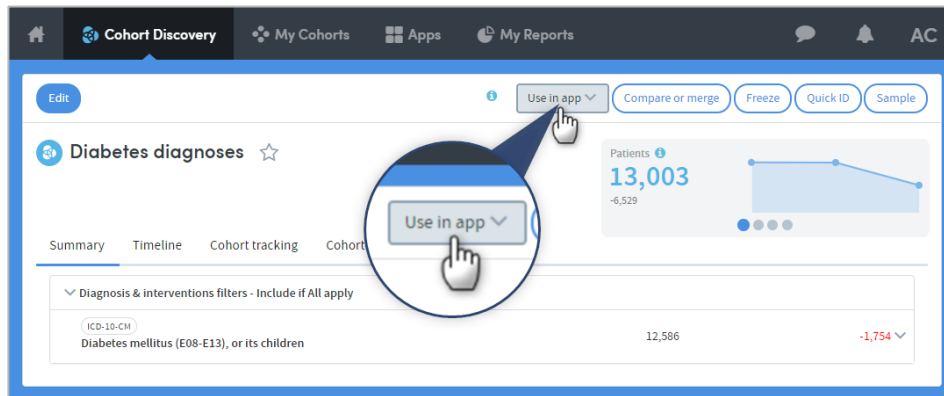
3.2 Accessing Apps via My Cohorts

If you are working with cohorts, you can select a cohort and jump straight to the App you want to use.

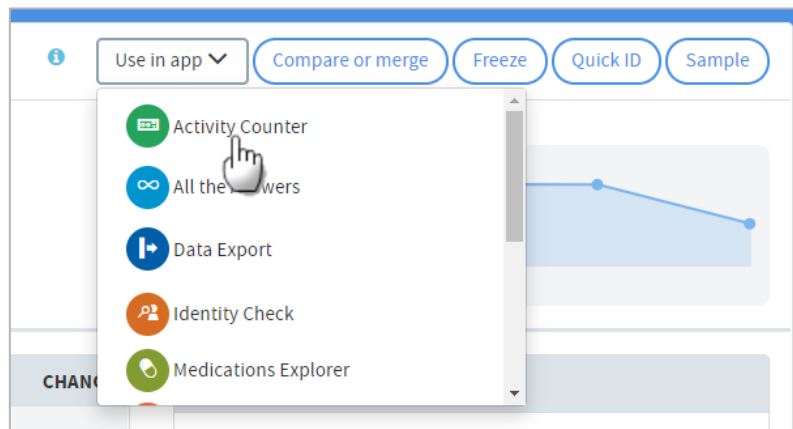
On the **My cohorts** screen, click the name of a cohort:



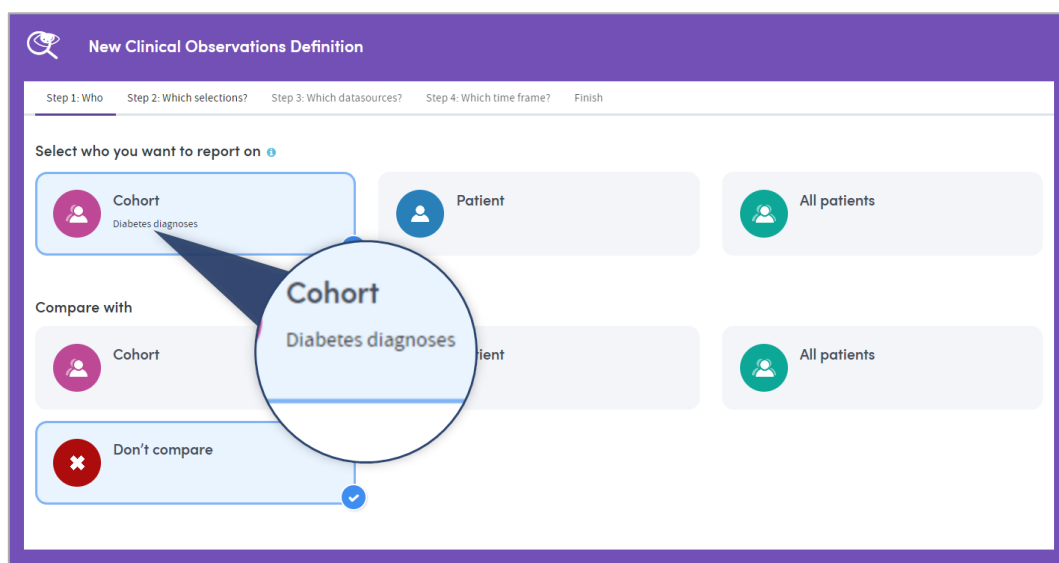
You'll be taken to the **Cohort details** screen. Click the **Use in app** button on the top right:



Select the App you want to use from the drop-down list:

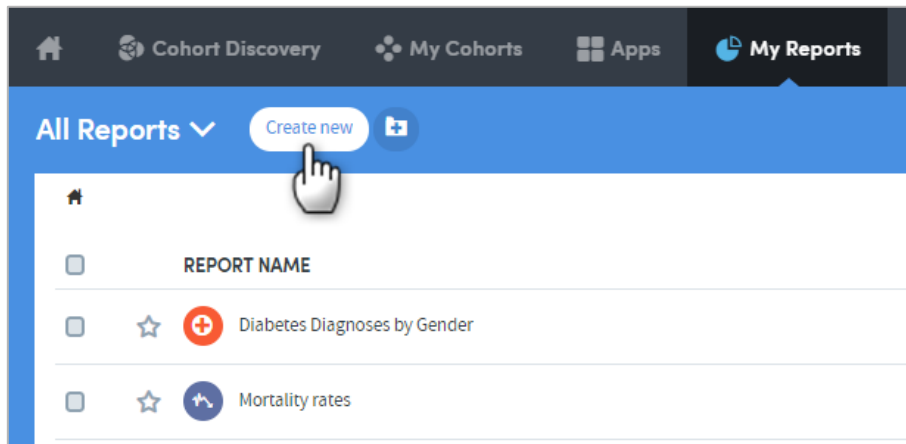


You will be taken straight to the first step of the report creation process for the App you've selected. Your cohort will already be included as part of the report:

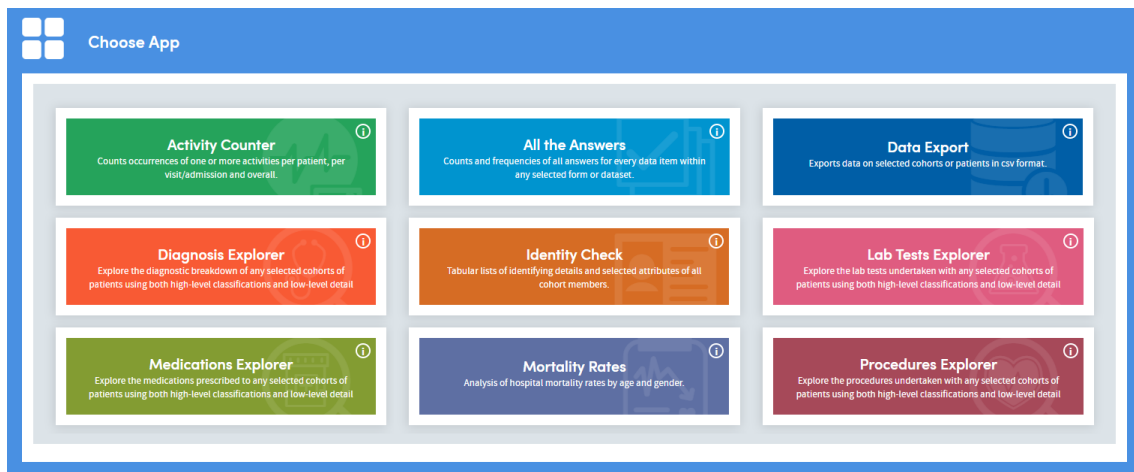



3.3 Accessing Apps via My Reports

If you are viewing or working with existing reports in the **My Reports** area, you can access the Apps by clicking **Create new** on the top left of the page:



You will be taken to the **App selection** screen:



If you click the information symbol  on the top right of each App name, you can see a useful summary of the features and uses of that App. Click any App to open it and go to the first step of the report creation process.

4 Step 1: Who

New Clinical Observations Definition

Step 1: Who Step 2: What Step 3: Where Step 4: When Finish

Select who you want to report on

Cohort Patient All patients

Compare with

Cohort Patient All patients Don't compare

When you are selecting who to report on and who to compare data with, it's important to remember that **you can only report on patients who are included in your own base cohort**. The base cohort contains all the patients you are permitted to report on in your current role. Any other cohorts you create or receive from other users will be automatically filtered to only contain patients who are already in your base cohort.

Depending on the App you're using, you will be able to choose from **Cohorts, Patients and All Patients**, and you may be able to compare one selection with a second.

Make your selections and click **Next** to move on to Step 2.

4.1 Cohort

Click **Cohort** to choose from all the cohorts available to you in your **My Cohorts** area. This includes your base cohort, any cohorts you have created, and any cohorts that other users have shared with you:

Select a cohort

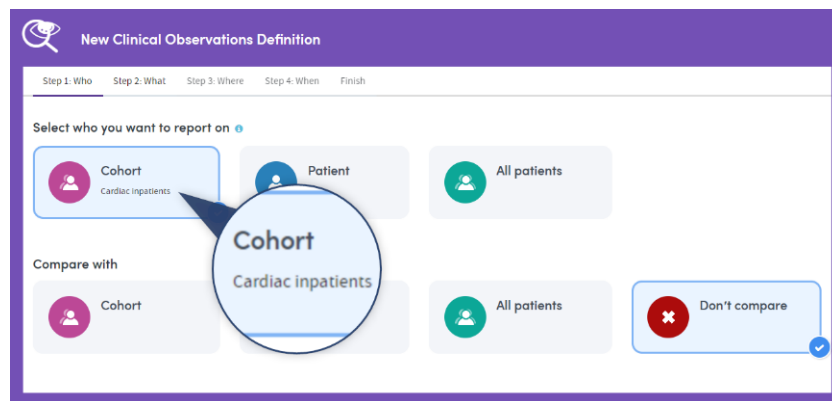
MY COHORTS

Cardiac inpatients	3,511	10 Sep 2018
Dr A Person's Study Cohort	94	02 Aug 2016
Female patients		25 Jul 2016
Female patients [Clone] - 22		07 Mar 2019

Cardiac inpatients

Cancel

Once you've chosen a cohort, its name will be displayed on screen:



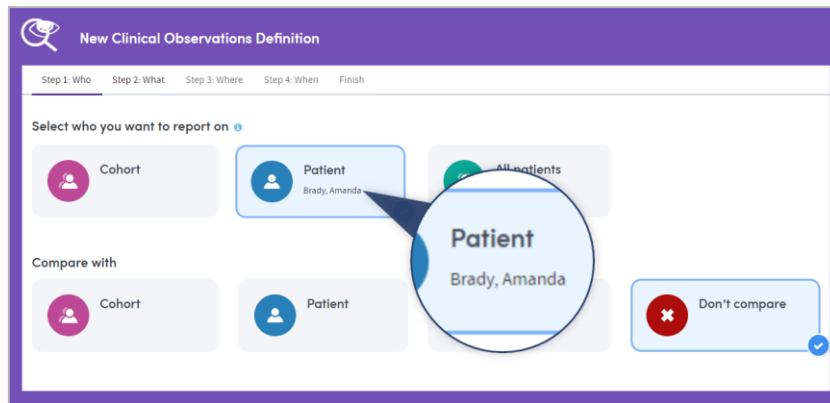
4.2 Patient

Select this option to report on a single patient. A search panel will appear.

You must know the patient's name in order to search for them. Type in part or all the name and click **Search**:

The search results will only list the names of matching patients who are members of your base cohort:

Click the matching name and it will be displayed on the main **Who** screen:



4.3 All patients

Select this option to report on all the patients in your base cohort.

5 Step 2: What

The **What** step enables you to select the settings you wish to use in creating a report with the App you have selected. In contrast with other steps in the process, the **What** step can be significantly different for every App. Report settings typically include options such as:

- Which data is to be reported upon?
- Should the output count patients or admissions/visits?
- Selection of items to include on the cover sheet of the report.

Below are some sample images of typical **What** screens. Make your selections and click **Next** to move on to Step 3.

Please refer to our [Atmolytics Apps Guide](#) for detailed information about each App.

New Mortality Rates Definition

Step 1: Who Step 2: What Step 3: Where Step 4: When Finish

Select output options

Calculate expected vs observed deaths
(Calculation of expected deaths will be based on the underlying mortality rates in your base cohort)

Select age bands

Default Custom

Start (Greater than or equal to)	End (Less than)
0	18
18	35
35	50

Select denominator

Number of patients discharged within the selected time frame

Number of patients with no record of death at commencement of time frame

New Identity Check Definition

Step 1: Who Step 2: What Step 3: Where Step 4: When Finish

Select items to include in your exploration

Patient Registration Select item(s)

Most Recent Encounter Details Select item(s)

Select additional items

Select a dataset: Add datasets

0 items selected

Select the item and question you want to appear as the first column of the exploration

Select an item: -

Select a question: -

New Activity Counter Definition

Step 1: Who Step 2: What Step 3: Where Step 4: When Finish

Select activities to report upon

Activity name

Select an activity: Filter Add to cover sheet

Report by

Patients
Patients for which the selected activities were completed

Admissions
Admissions for which the selected activities were completed

Both
Counts will be provided of both patients and admissions in which the selected activities were completed

New Events and Processes Definition

Step 1: Who Step 2: What Step 3: Where Step 4: When Finish

Select two events to report upon, and (optionally) define a standard and set a benchmark:

Select events
Select any two events from any event set:

Initial event	Blood Sugar Result	Completed date
Subsequent event	Blood Sugar Result	None

Including Only cases when both events have occurred

Define standard
Specify the standard interval between your selected events

Include benchmark
Specify how often the standard needs to be met to achieve the benchmark

Specify additional outputs
Choose which additional outputs to include

6 Step 3: Where

New Costs and Charges Definition

Step 1: Who Step 2: What **Step 3: Where** Step 4: When Finish

Include data from:

All admissions
Any location
Including observation stays
Only include data from admissions in which the cohort definition was met
[Change](#)

And financial data recorded:

Charges
Any location
[Change](#)

In this step, you select the data sources you want to include in the report. In most cases, you'll need to choose:

- The type(s) of patient admissions/visits you want to include (e.g. **any admissions/visits**, or **inpatient** or **outpatient** admissions/visits).
- The location(s) of the patient admissions/visits you want to include (e.g. **any location**, or specific clinical departments or hospitals).
- The location(s) in which the report data was recorded (e.g. **any location**, or specific clinical departments or hospitals).

Make your selections and click **Next** to move on to Step 4.

Additional options may be available depending on the App you're using. The default setting is to include all admission types from any location, and data recorded in any location.

Click **Change** to make your own selections (this example is taken from the Costs and Charges App):

New Costs and Charges Definition

Step 1: Who Step 2: What **Step 3: Where** Step 4: When Finish

Include data from:

Admissions OK

Admission type

Any

Selected

Please select

Selected locations

Any

Selected locations

Search Select all

Admission and testing department

Adult neurology

Anesthesiology and pain care

Asthma clinic

CAT scan

Additional options ^

Only include data from admissions in which the cohort definition was met ⓘ

Exclude observation stays

List

All locations

Only locations with data

And financial data recorded:

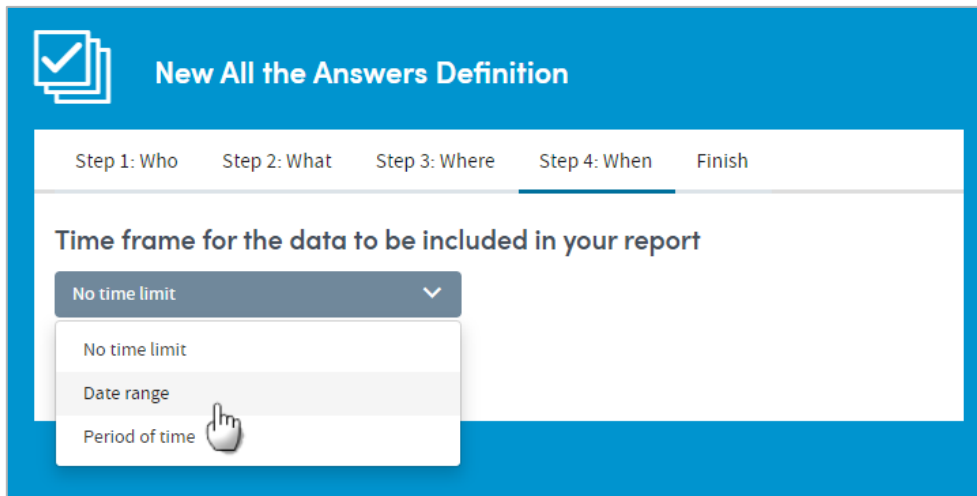
Charges

Any location

Change

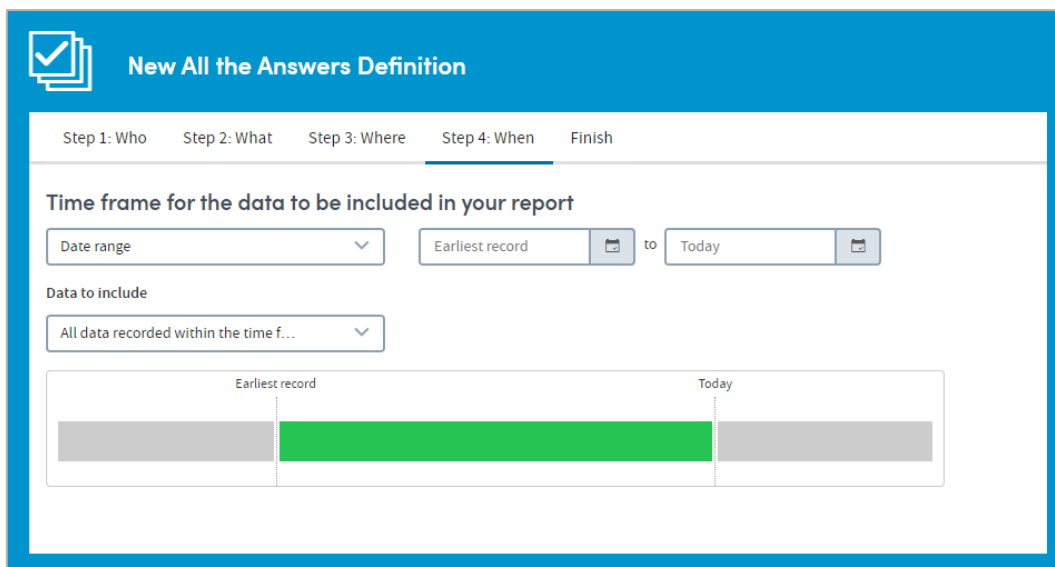
- 1 Click **Selected** to choose specific admission types (inpatient, outpatient, etc.)
- 2 **Any location** is selected by default, but by clicking **Selected locations** you can choose one or more locations from the list, either by clicking the checkboxes, or by typing in the search field.
- 3 Click **List** to filter the list of available locations by either **All locations**, or **Only locations with data**.
- 4 Any additional options specific to the App you're using, will be listed here.
- 5 Data recorded in **Any location** is selected by default, but by clicking here, the screen will unfold to present you with the same search options as those in 2 above. Choose one or more **Selected locations** from the list, either by clicking the checkboxes, or by typing in the search field. You'll also have the option to click the **List** drop-down, to filter the list of available locations by either **All locations**, or **Only locations with data**.

7 Step 4: When



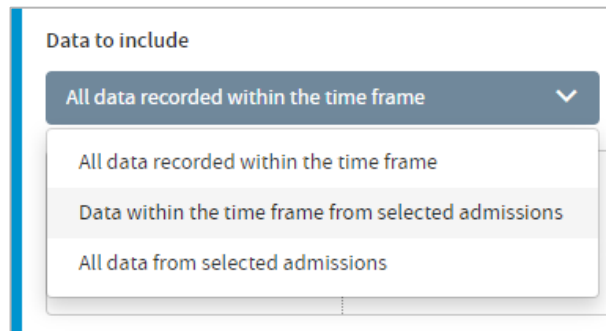
This step lets you set time limits on the data to be included in your report. You can choose to apply a date range or time period to the data from your selected sources, or you can select the **No time limit** option.

If you choose **Date range** or **Period of time**, you'll then select a date range by clicking the calendar icons, or choose a period of time from a drop-down list (the last week, the last year, etc.).



Once a date range or time period has been selected you need to decide which data from which admissions/visits to include within the time frame. Because admissions/visits themselves have a duration, there is the potential for overlap between the duration of an admission/visit and the time frame selected.

The options are:



- **All data recorded during the time frame**
The report will include any and all data which was **only recorded during the time limits you have set**.
- **Data within the time frame from selected admissions/visits**
The report will include data which was **only recorded during the time limits you have set**, and **is also** data which was only recorded during admissions/visits meeting specific time-bound criteria (which you will select).
- **All data from selected admissions/visits**
The report will include **all** data from your selected admissions/visits, even if some of this data was recorded **during a time which extends beyond the time limits you have set**. For example, if you have set a date range of January 1st 2015 – December 31st 2015 and have chosen to include data from admissions/visits that 'neither began nor ended within the time frame' (see below), then your report will include analysis of data pertaining to such admissions/visits that was recorded before January 1st 2015 or after December 31st 2015 (as well as the data recorded within the timeframe).

If you select either of the last two options, you will be presented with up to four specific time-bound criteria to select from. You can choose any available combination of these types using the tick boxes:

Make your selections and click **Finish** to complete your report.

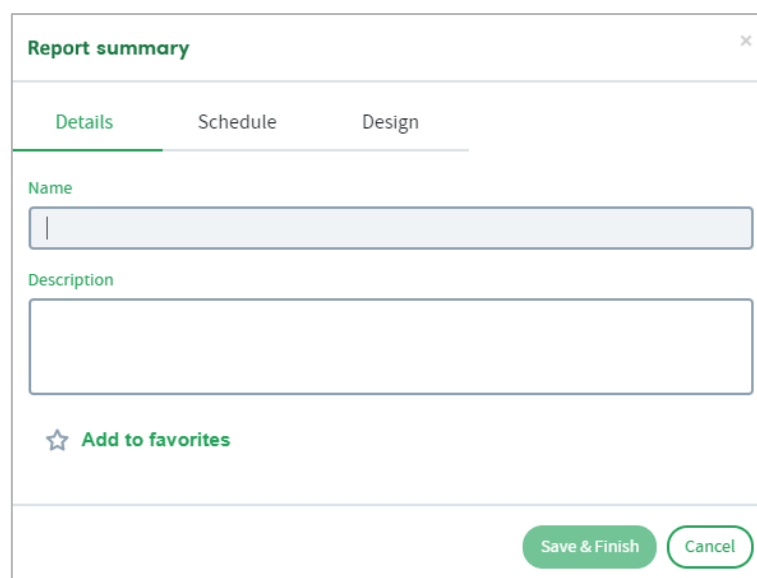
8 Report Summary

After you've made your **When** selections and clicked **Finish**, the **Report summary** panel will appear. The panel has three tabs; **Details**, **Schedule** and **Design**. You must name your report in the **Details** tab of the Report summary, but changing the other settings is optional.

Click **Save & Finish** when you are ready to generate your report.

8.1 Details

Give your report a name and a description, e.g. its purpose, and why you made the selections that you did. You must name the report, but the description is optional.

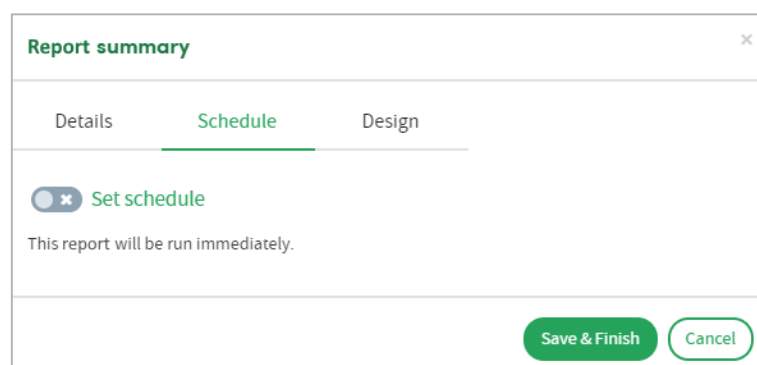


The screenshot shows a window titled "Report summary" with a close button (x) in the top right corner. Below the title bar are three tabs: "Details" (selected), "Schedule", and "Design". Under the "Details" tab, there is a "Name" label followed by a text input field. Below that is a "Description" label followed by a larger text area. At the bottom left of the form area, there is a star icon and the text "Add to favorites". At the bottom right, there are two buttons: "Save & Finish" and "Cancel".

If you wish, add the report to your favorites list by clicking the star icon. You can also add the report or remove it from your favorites list after you've generated and viewed it.

8.2 Schedule report

You can choose whether to run the report once only:



The screenshot shows the same "Report summary" window, but with the "Schedule" tab selected. Under the "Schedule" tab, there is a "Set schedule" label with a radio button that is currently selected. Below this, it says "This report will be run immediately." At the bottom right, there are two buttons: "Save & Finish" and "Cancel".

or schedule it to run regularly:

Report summary

Details **Schedule** Design

Set schedule

Run report

Every 1 Day

Starts on: 12 Mar 2019

Ends on:

Save & Finish Cancel

Complete the fields, using the drop-down list and/or the calendars as needed:

Report summary

Details **Schedule** Design

Set schedule

Run report

Every 1 Day

Starts on: 13 Mar 2019

Ends on:

Day
Week
Month

March 2019

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	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	29	30
31	1	2	3	4	5	6

Cancel

8.3 Report design

Finally, you can choose the colour scheme and layout of the cover sheet of the report. The cover sheet layout options available to you will automatically reflect the number of items you selected for inclusion on the cover sheet, and whether you are reporting on a single cohort/patient, or two:

Report summary

Details Schedule **Design**

Chart theme

Series colours

Save & Finish Cancel

Report summary

Details Schedule **Design**

Chart theme

Series colours

Save & Finish Cancel

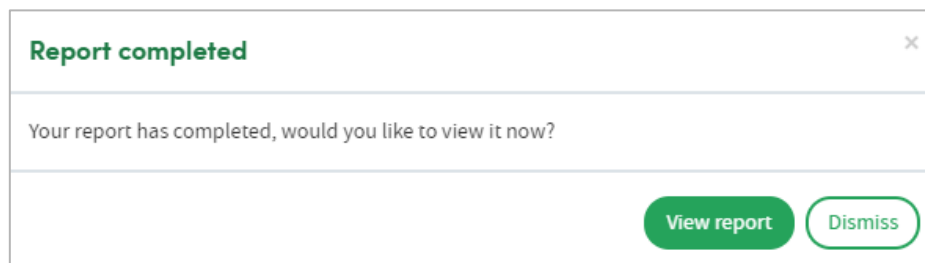
9 Generating the Report

You must name your report in the **Details** tab of the Report summary (see 8.1) but changing the other settings in the summary panel is optional. Click **Save & Finish** when you are ready to generate your report.

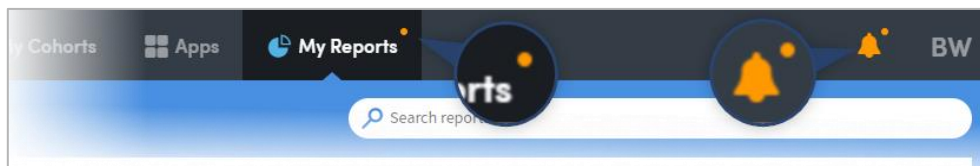
If you wish, you can move to other areas of Atmolytics while the report is running. You'll see brief notifications in the bottom right corner of your screen, confirming that the report is being generated, and informing you when it's ready:



You may also see a popup panel, confirming that your report is ready, and giving you the option to view it now, or dismiss it:



If a new report is ready to view, or a report has been shared with you, the notification bell in the top menu bar will turn orange, and a small orange dot will be visible next to **My Reports**:



Click **My Reports** in the top menu bar to see all the reports available to you. The most recent reports will be at the top of the list. Click the name of a report to view it:



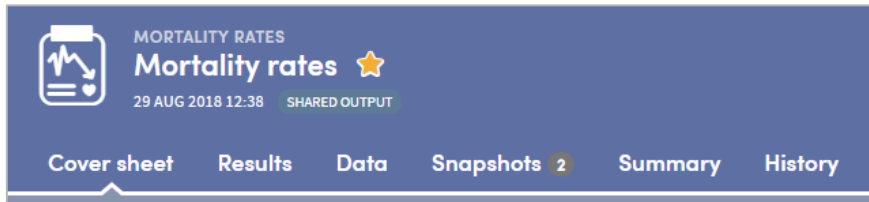
10 Report Outputs

Report outputs have a standard format, including a range of standard options:



You can choose to **Run** the report again, **Schedule** the report, **Print** the data from the current tab, or **Share** the output with other users. You can choose to share either the most recent instance of the report or all instances, with other users who have the same role as you.

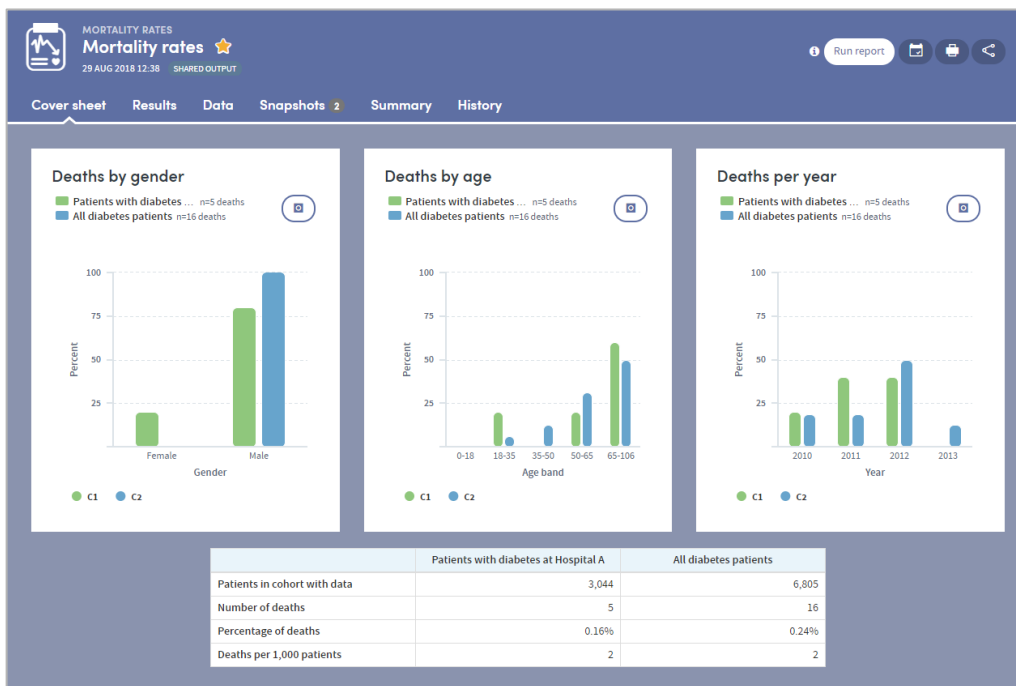
The content of report outputs depends on the type of App you're working with, but all reports contain **Results**, **Summary** and **History** tabs. Most report outputs also include **Cover sheet**, **Snapshots** and **Data** tabs:



Reports also include a range of interactive facilities designed to enable easy sorting and sifting of the data. Again, these are tailored for each App.

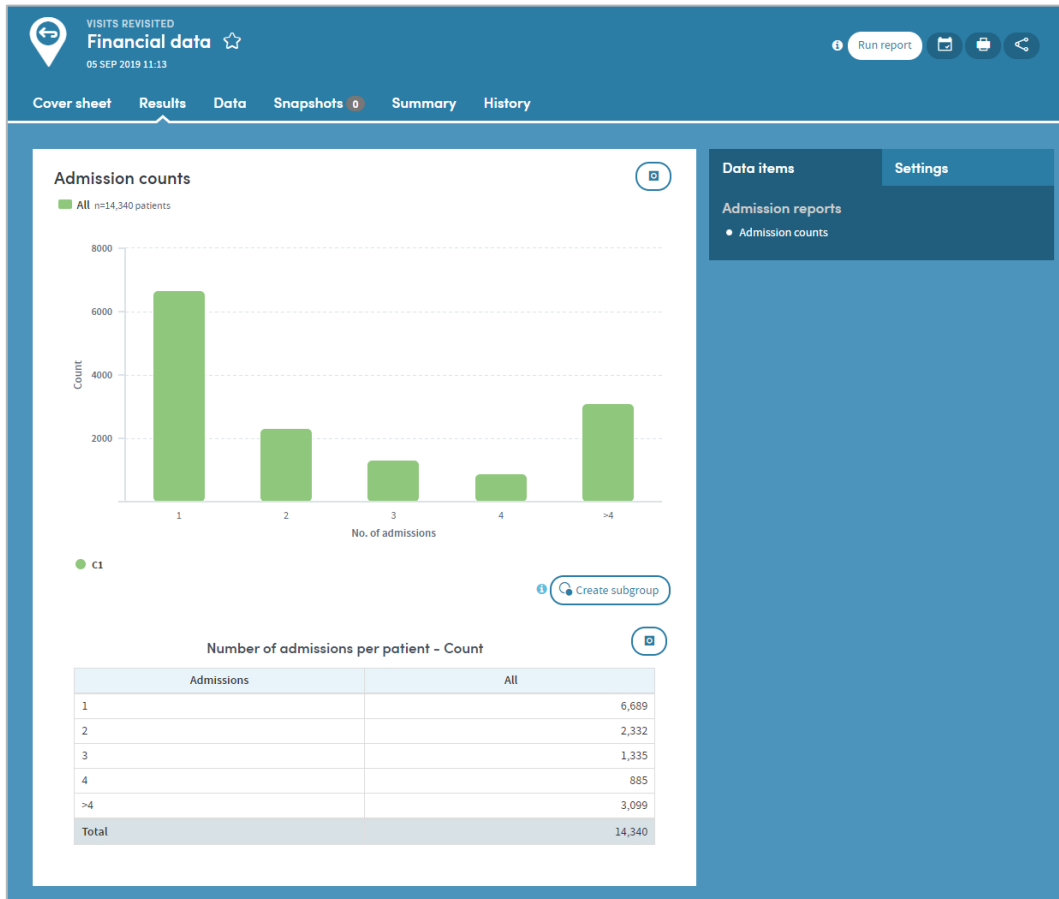
10.1 Cover sheet

The Cover sheet of a report highlights key findings from the report:



10.2 Results tab

The Results tab allows you to browse the report data in great depth, on an item-by-item basis with both graphical and tabular representations where appropriate. You'll find a range of interactive facilities designed to enable easy sorting and sifting of the data. Again, these are tailored for each App, but you can see an example below:



10.3 Data tab

Some types of report include a Data section which presents the report data in tabular format, with features which enable in-depth sorting and analysis:

Activity name	All	
	Completions	Patients
Blood Sugar Result	371,123	8,273
Medication Prescription	0	0
Totals	371,123	

10.4 Summary tab

The Summary specifies all the options selected by the user who created the report. You can also add annotations to the Summary if you wish:

The screenshot shows the 'Summary' tab of a report titled 'Financial data' by 'VISITS REVISITED'. The interface includes a navigation bar with 'Cover sheet', 'Results', 'Data', 'Snapshots', 'Summary', and 'History'. The main content area is divided into three sections:

- Used within this report:** A diagram showing two boxes connected by a line. The left box is 'All patients' (14,365 patients) with sub-points: 'Number sampled by report' (14,365) and 'Total number with data' (14,340). The right box is 'Report: Financial data' (Visits Revisited) with sub-points: 'Created by Bill Wilson', 'Created on 05 Sep 2019 11:13', and 'Generated on 05 Sep 2019 11:13'.
- Settings:** A list of configuration options:
 - What:** Reporting on: Total admissions
 - Where:** Admission type: Any; Any location; Included data: Only visits in which the cohort definition were met; Observation stays: Included; Visits/Admissions with no charges: Included; Include planned visits?: Included
 - When:** Time frame: No time limit
- Annotation:** A text input field with the prompt 'Please provide an annotation' and a 'Save' button. A character count '0/1,024' is visible.

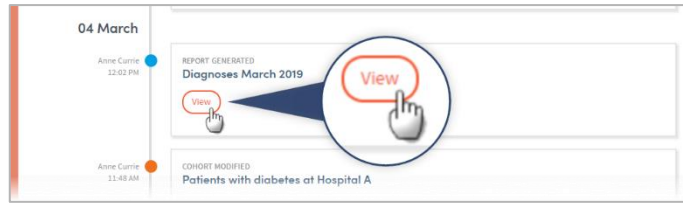
10.5 History tab

Every time a report is generated, it is saved and can be reviewed at any time. The **History** tab allows you to select and view any previous version of your report:

The screenshot shows the 'History' tab of a report titled 'Diagnoses March 2019' by 'DIAGNOSIS EXPLORER'. The interface includes a navigation bar with 'Cover sheet', 'Results', 'Snapshots', 'Summary', and 'History'. The main content area displays a vertical timeline for 'March 2019' with three entries:

- 13 March:** 1:38 PM, Anne Currie. 'REPORT GENERATED Diagnoses March 2019'. Status: 'CURRENTLY BEING VIEWED'.
- 04 March:** 12:02 PM, Anne Currie. 'REPORT GENERATED Diagnoses March 2019'. A 'View' button is visible.
- 11:48 AM:** Anne Currie. 'COHORT MODIFIED Patients with diabetes at Hospital A'. 6,399 patients. A 'View' button is visible.

Click the **View** button to see previous versions of the report:



10.6 Snapshots

As well as sharing report outputs, you can also take, share, and discuss 'snapshots' of your Atmolitics reports with other users, using a built-in chat room facility. At various places in the **Cover sheet** and **Results** tabs of your report, you'll see a snapshot icon:



Click the icon to take a snapshot of that area of the report:

Snapshot

Deaths by age

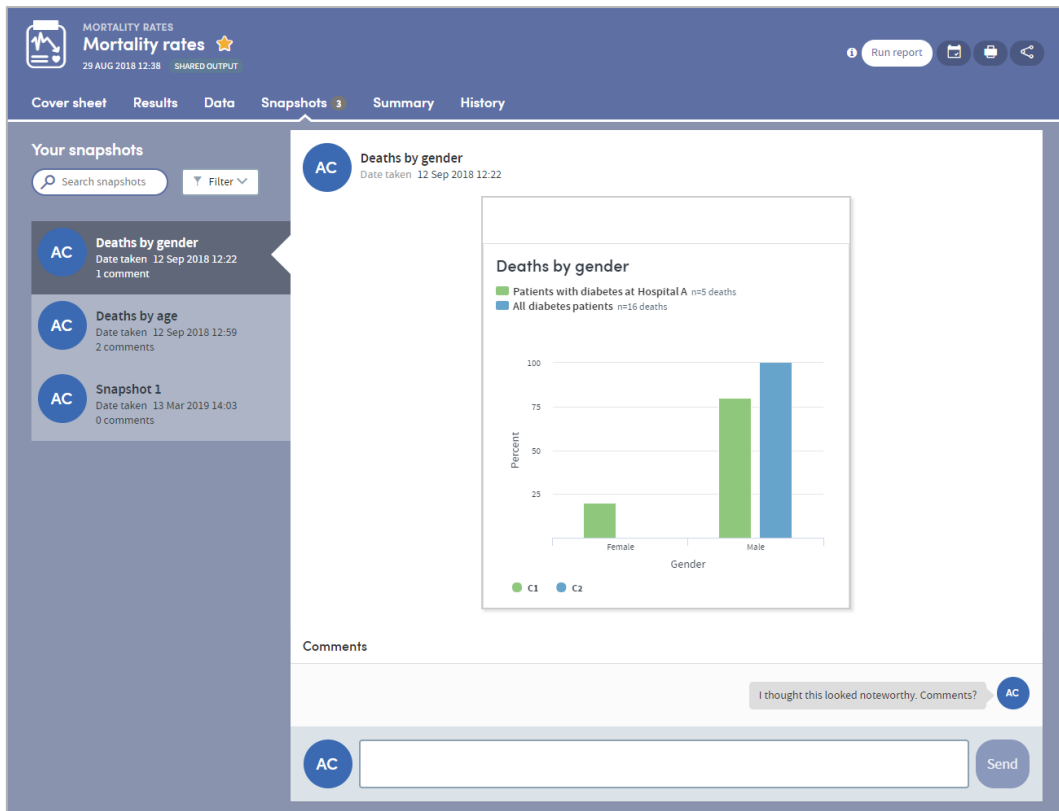
- Patients with diabetes at Hospital A n=5 deaths
- All diabetes patients n=16 deaths

Title
Deaths by age

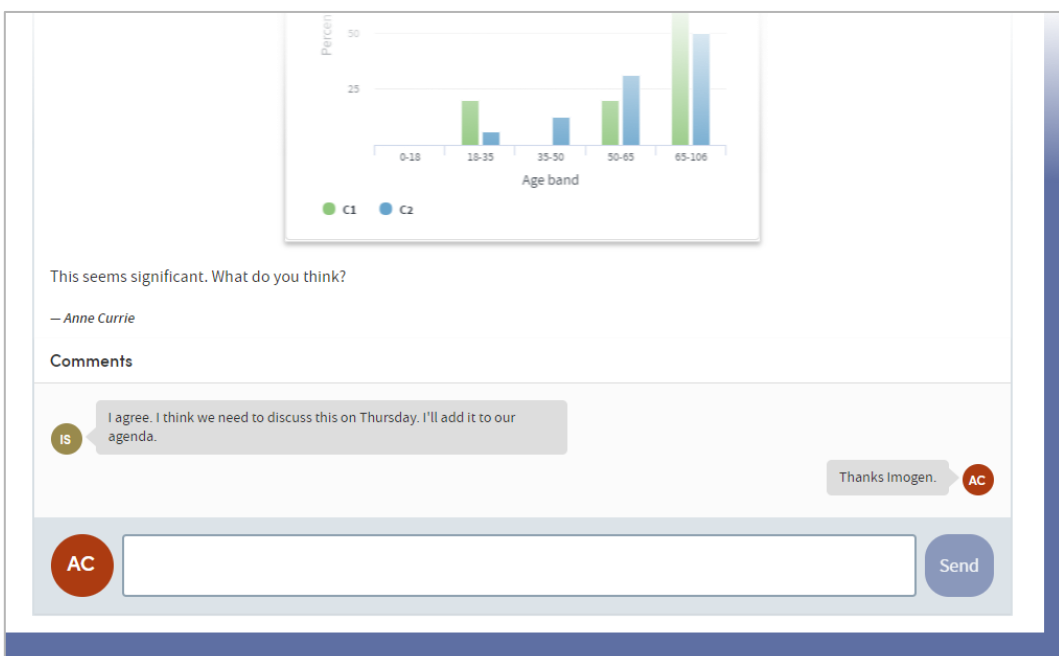
Note
This seems significant. What do you think?

Close Save snapshot

Add a title and an optional note, and click **Save snapshot**. Once the snapshot is saved, the image and comment are saved under the report's snapshot tab:



Every user who shares the report output will be sent a notification, letting them know that a new snapshot has been created. Everyone can add comments and discuss the snapshot in real time, enabling easy collaboration with your colleagues:

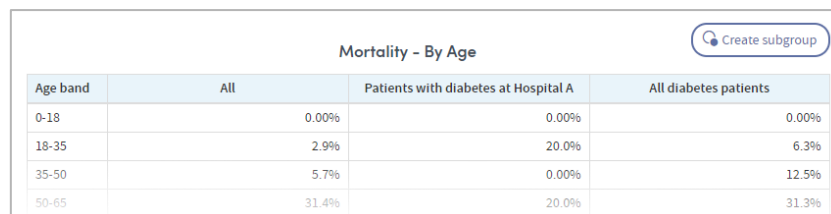


11 Subgroups

Some of the most frequently used Apps enable **subgroups** to be created within a report and saved as a new cohort.

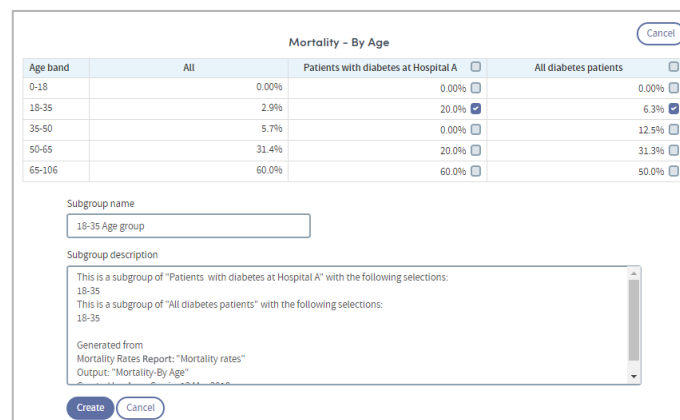
Subgroups are a special type of cohort. They are defined by the **identities** of the individuals who belong to the cohort rather than by the **criteria that select those individuals**. Because of this, subgroups are not editable in the way that standard cohort definitions are editable, since all that Atmolytics has available to it are the IDs of the individuals in the subgroup rather than a set of criteria that can easily be applied back with Cohort Discovery.

The **Results** tab of your report may display the **Create subgroup** button:



Age band	All	Patients with diabetes at Hospital A	All diabetes patients
0-18	0.00%	0.00%	0.00%
18-35	2.9%	20.0%	6.3%
35-50	5.7%	0.00%	12.5%
50-65	31.4%	20.0%	31.3%

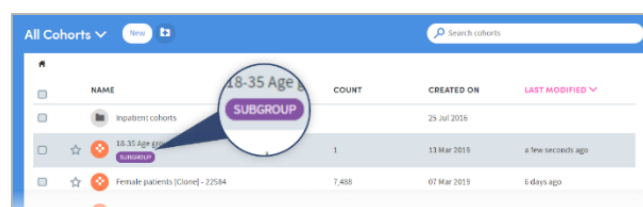
Click the button and choose the individuals you want to include by clicking the check boxes next to the data in the table. As you do so, the **Subgroup description** field will be populated with the relevant information. You can edit this description if you wish. You also need to complete the **Subgroup name** field.



Subgroup name: 18-35 Age group

Subgroup description: This is a subgroup of "Patients with diabetes at Hospital A" with the following selections: 18-35. This is a subgroup of "All diabetes patients" with the following selections: 18-35. Generated from Mortality Rates Report: "Mortality rates". Output: "Mortality-By Age".

Click **Create** when you're ready. The subgroup will be created. You'll find the new cohort in the My Cohorts area, with a **SUBGROUP** tag under the cohort name:



NAME	COUNT	CREATED ON	LAST MODIFIED
Inpatient cohorts		25 Jul 2016	
18-35 Age group SUBGROUP	1	13 Mar 2019	a few seconds ago
Female patients (Cloned) - 22544	7,488	07 Mar 2019	6 days ago

Subgroups can be used in reports and (subject to user permissions), shared with other users.

12 Report Sharing

There are two forms of report sharing: sharing **outputs** and sharing **definitions**.

A report definition is different from a report output. When you share a report output, you are also sharing the generated information which that specific instance of that report contains. When you share a report definition, you are in effect sharing the 'framework' of a report; the choices and decisions you made along the way about, for example, which cohorts, which datasets, or which period of time to include.

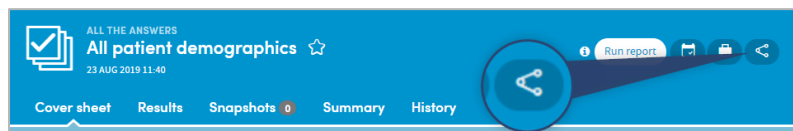
When you share a report definition, you also share the definitions of the cohorts included within the report. These will appear on the recipient's **My cohorts** list.

However, if the recipient has different permissions, or access to different data from you, the patients in their data who satisfy the cohort definition may differ from the patients that you can report upon. Hence, when a recipient runs a report using a definition that you have shared with them, they may generate different results from you.

This ensures that the sharing of a report definition does not allow the recipient to view sensitive data that they would otherwise not be permitted to view.

12.1 How to share a report output

To share a report output, first open the report you wish to share (you can do this by clicking the report name in the **Home** area or in the **My Reports** area). On the top right of the report is a small menu bar. Click the **Share** icon:



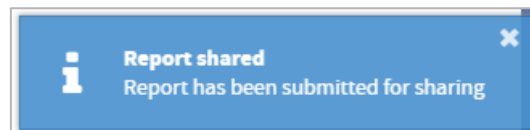
A pop-up box will appear:

A screenshot of a 'Share report output' pop-up window. The window has a title bar with 'Share report output' and a close button. It contains a dropdown menu for 'Any role' and a 'Filter' input field. Below this is a list of users with checkboxes: 'Clinical' (with sub-items 'Dr A. Smith (ASmith@hospitalB.com)' and 'Dr H. Jones (HJones@hospitalB.com)') and 'Decision support' (with sub-item 'Ms M. Brown (MBrown@hospitalB.com)'). There is a text area for 'Optional message to recipients'. At the bottom, there are two radio buttons: 'Share just the selected instance (29 Aug 2018 12:38)' (which is selected) and 'Share all report instances'. The window ends with 'Send' and 'Cancel' buttons. A red circle and red arrows highlight the 'Any role' dropdown and the 'Filter' input field.

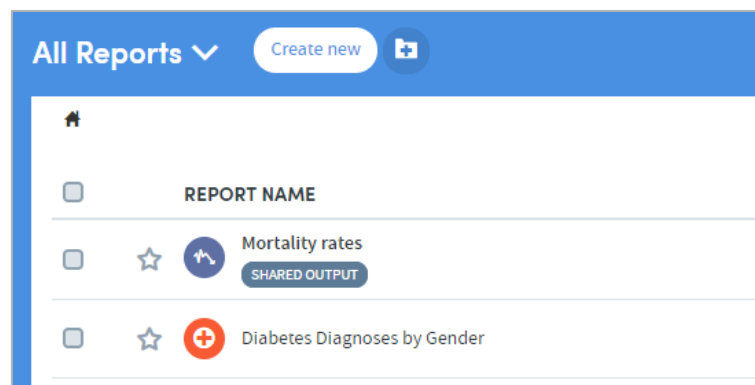
If you click the small down-arrow to the right of **Any role** you can select a specific role to narrow down the list of possible recipients. Alternatively, if you know their name, type this into the **Filter** space at the top, and the list below will display matching names for you to select from.

Click in the checkbox to the left of your chosen recipient(s). If you wish, you can add a message.

You can also choose whether to share all instances of this report or just the one that is open. When you have made all your choices, click **Send**. You will see a message at the bottom of the screen:



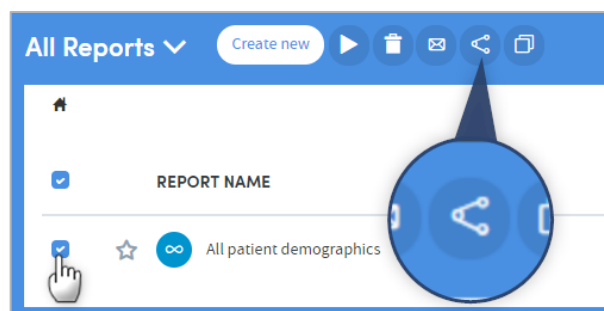
If you now go to your list of reports in the **My Reports** area, you will see that the report you shared has been tagged as **SHARED OUTPUT** in the list:



12.2 How to share a report definition

If you have been given the necessary user permissions, you may share report definitions that you have created.

Go to the **My Reports** area (accessed via the top menu bar) and click the checkbox on the left of the report whose definition you wish to share. Click the **Share report definition** icon:

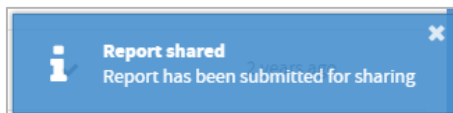


A pop-up box will appear:

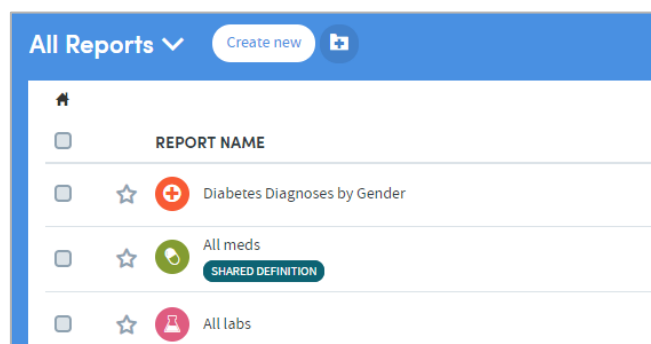
If you click the small down-arrow to the right of **Any role** you can select a specific role to narrow down the list of possible recipients. Alternatively, if you know their name, type this into the **Filter** space at the top, and the list below will display matching names for you to select from.

Click in the checkbox to the left of your chosen recipient(s). If you wish, you can add a message. Click **Send**.

You will see a message at the bottom of the screen:



If you now go to your list of reports in the **My Reports** area, you will see that the report definition you shared has been tagged as **SHARED DEFINITION** in the list:



12.3 More about report sharing rules

The principles of sharing data within Atmolytics

Users should be able to freely share information with other users who need to see it. In doing so, they should **not** be able to:

- Expose other users to information that they should not have access to.
- Make hidden modifications to other users' content.

There are some specific rules which Atmolytics applies when reports and report definitions are shared. Every user of the system is assigned a **Role** by their system administrator (in some cases a user may have multiple roles assigned to them). This role defines the type and level of permissions the user has when using Atmolytics.

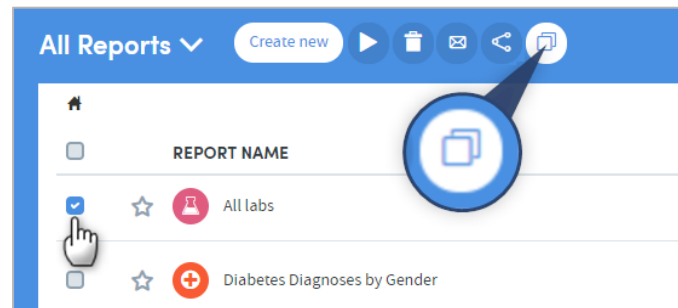
Depending on the role they have, some users may not be permitted to share reports or report definitions. Some users may not be able to create their own reports or report definitions, but may be able to see reports that other users have created and shared with them, or generate reports from definitions that other users have created and shared with them.

These permissions can be set on an app-by-app basis, so a role may allow a user to create and share reports using one app, but in the case of another app, prevent them from creating or sharing reports, or viewing reports that another user tries to share with them.

13 Cloning a Report Definition

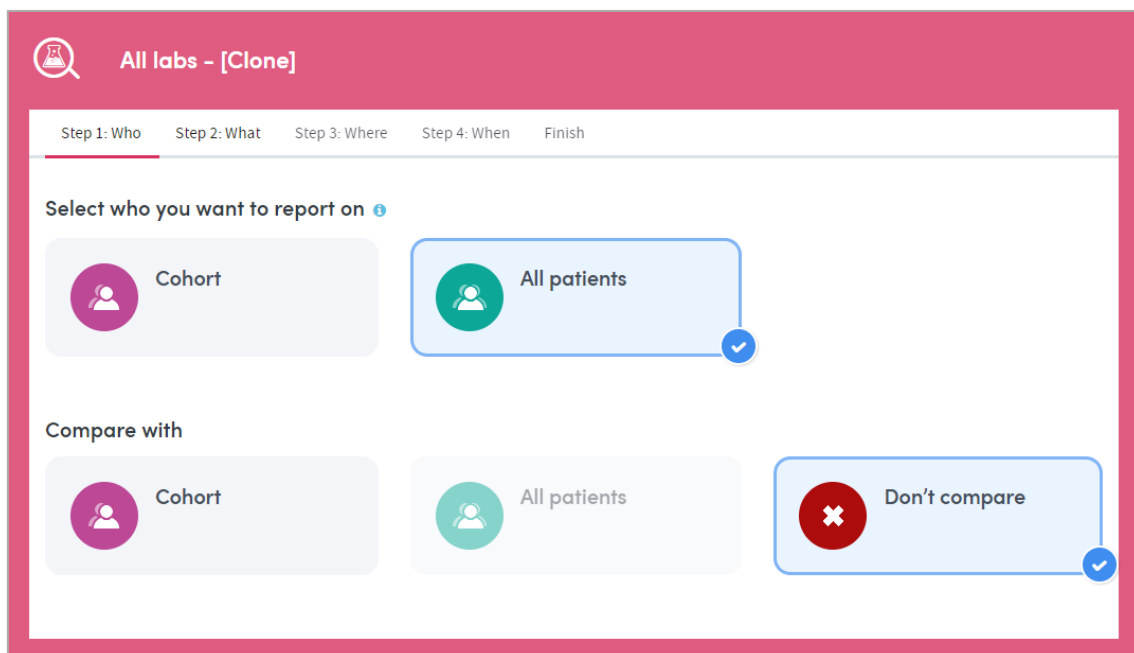
It is possible to create an exact copy of an existing report definition and then edit the report criteria. This is especially useful if you wish to create a variation of a complex report. The easiest way to do this is to clone the complex report and then alter the criteria, rather than create the whole report again. To do this:

Go to the **My Reports** page (accessed via the top menu bar) and click the checkbox to the left of the report definition you wish to clone. Then click the **Clone** icon:



A pop-up box will appear, prompting you to give the new report definition a name and a description (a default name is supplied).

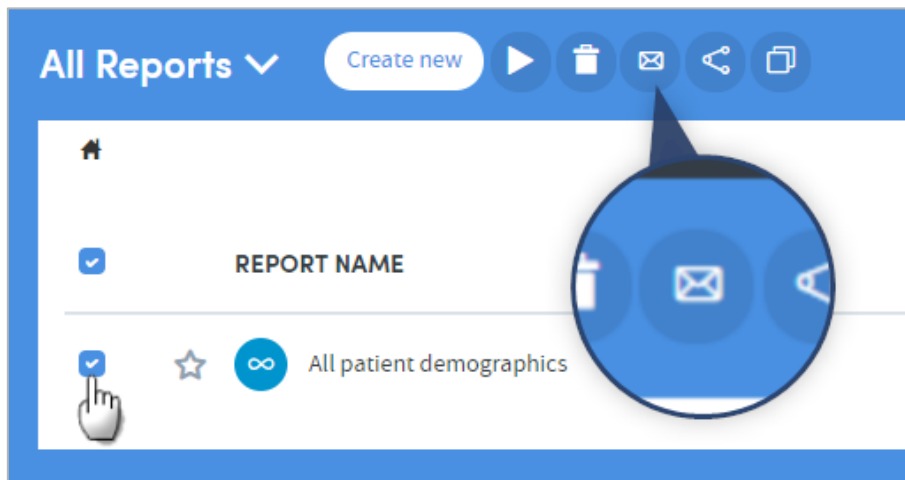
Enter the name and optional description, and click **Save**. You will be taken straight to **Step 1: Who** of the relevant App:



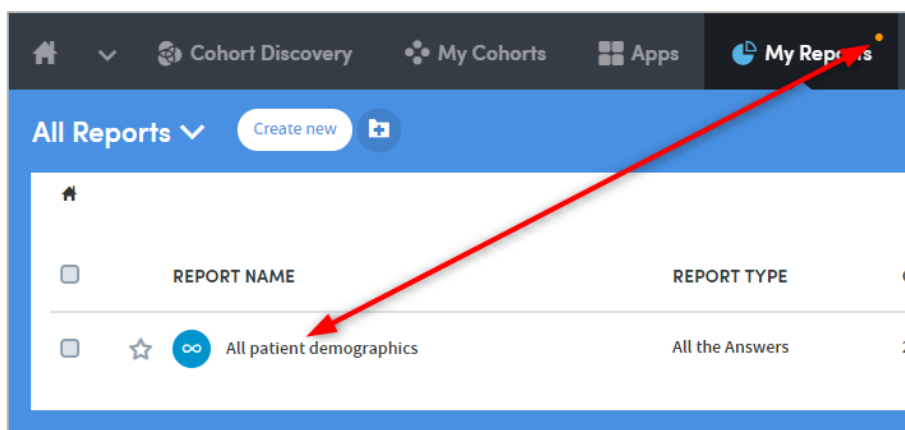
The criteria you set in your original report definition will be 'pre-loaded' into the report definition steps of the App. At any point in the process, you can edit the criteria of the report as you would any other, and generate the report in the usual way.

14 How to Tag a Report as Unread or Read

You can tag a report you've looked at as **unread**, and return to it later. To do this, click the checkbox to the left of the report, and click the envelope icon:



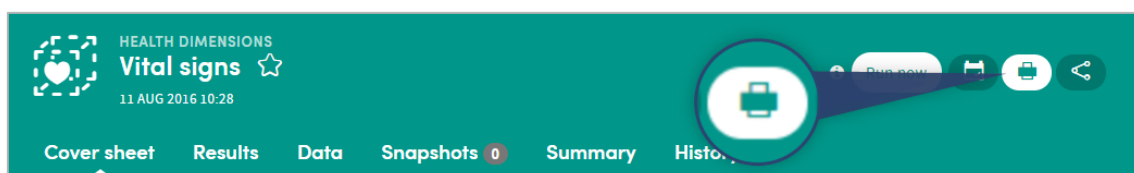
The name of the report will appear in bold, and you'll see the orange notification dot above **My Reports**, telling you there's an unread report in your list:



You can mark an unread report as **read** in the same way, by clicking the checkbox followed by the envelope icon.

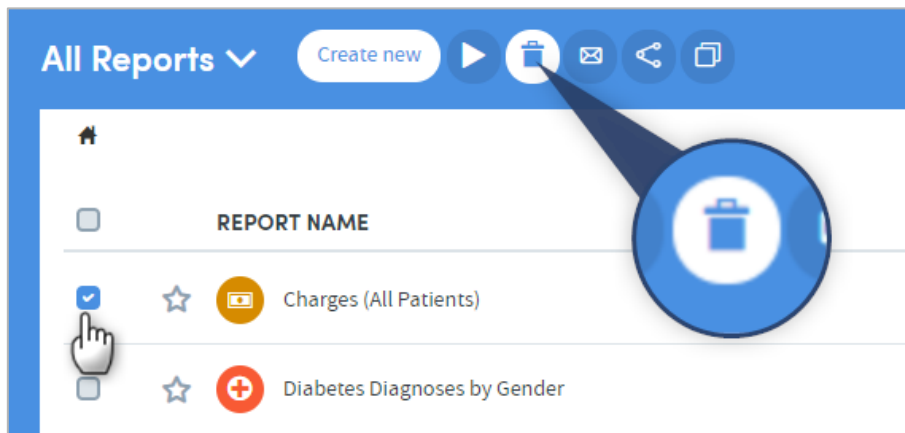
15 Printing Reports

When viewing a report, you can print the page which is currently displayed on screen, by clicking the **Print** icon on the top right:

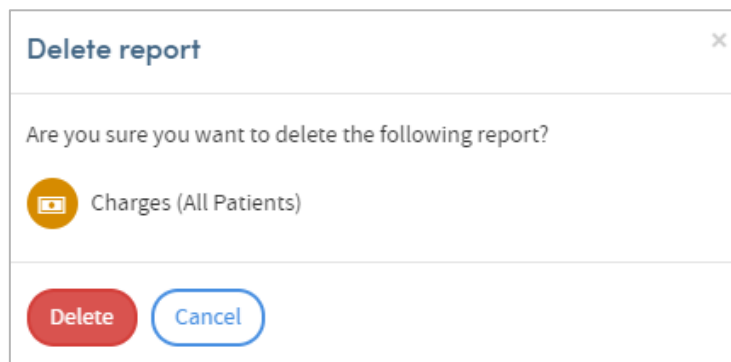


16 Deleting Reports

Go to the **My Reports** area (accessed via the top menu bar) and click the checkbox on the left of the report(s) you wish to delete. Click the **Delete** icon:



A pop-up box will appear, asking you to confirm your wish to delete the report(s):



Click **Delete** to confirm.