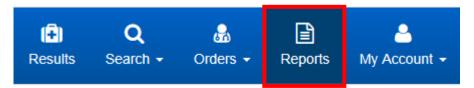## ➢ Reports

- Preauthorization is required to view and create reports from the Reports Module.
- Reports are specific to facility and user authorization. Some reports may not be available to all users depending on the level of authorization.
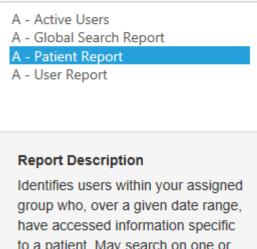- Click Reports on the navigation menu

- Select the intended Report in the Select a Report section.

Audit Reports

- When selecting a Report, the Report Description will appear below the Reports List.

- Enter the report parameters and click Search.

- Sort search results by clicking on the column headings.

- Search results may be exported to an Excel worksheet by clicking the Export to Excel button.