

Digital Innovation, Inc.

DI Web Report Runner Module

User Guide

Version 1.2

June 2011



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DI Web Report Runner Module

The DI Web Report Runner Module is used to run pre-configured reports, queries, and gathers. Some of the features of the Web Report Runner include:

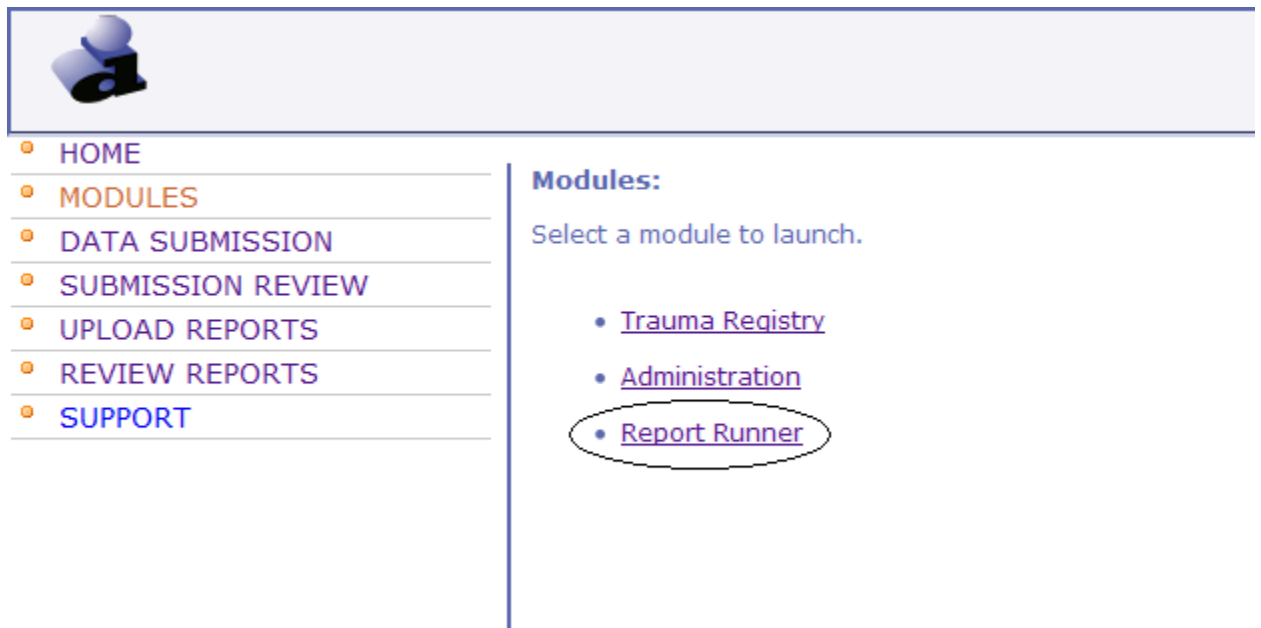
- Easily select pre-configured reports, queries, and gathers desired to generate a report.
- View a complete history of any report jobs completed.
- One-touch report view via Report Runner history.

User Requirements

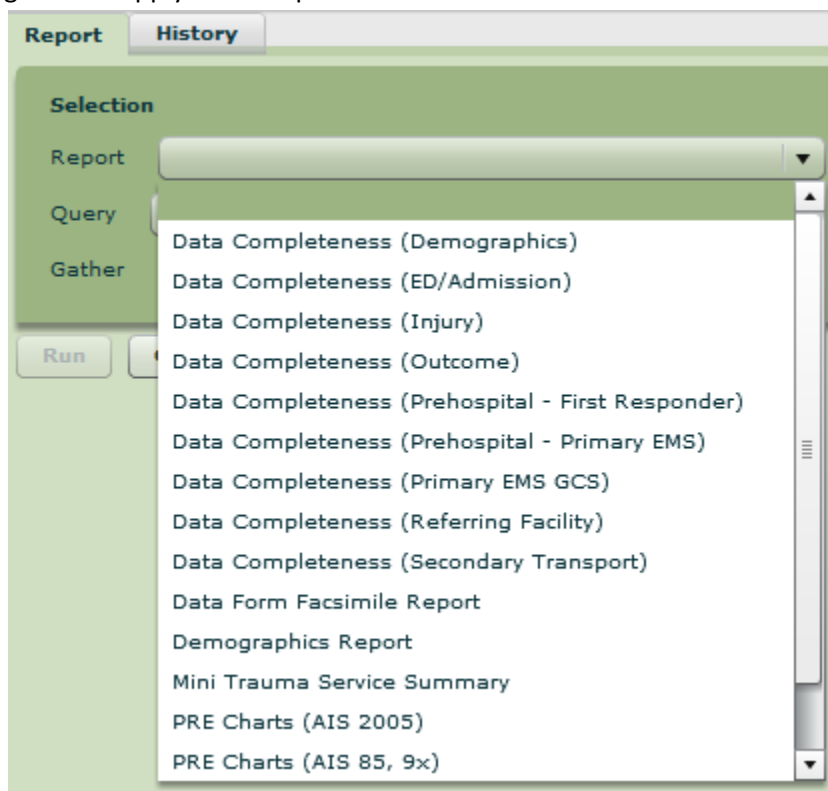
- Connection to the Internet
- Access to the DI Web Portal
- Access to the DI Web Report Runner Module
 - Contact the Web Portal Administrator for information on having access to the Web Report Runner Module

Run a Report

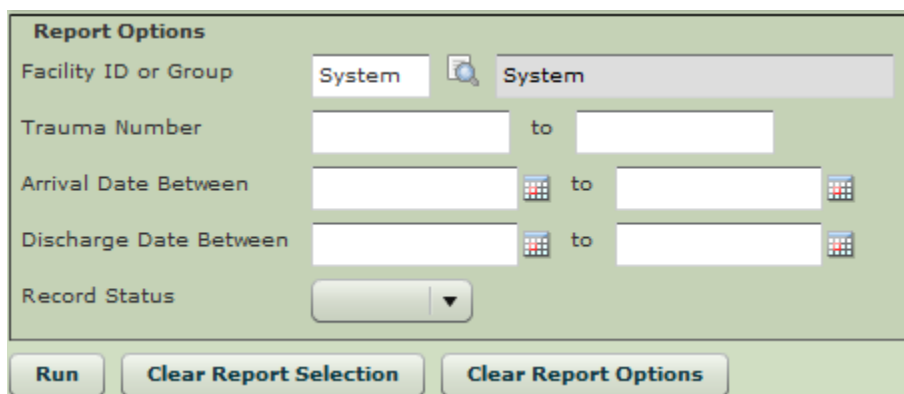
1. Log in to the DI Web Portal.
2. Select the **Report Runner** option located on the **Modules** section screen of the DI Web Portal.



- On the Report tab, select the report you would like to run, then select an optional query or gather to apply to the report.

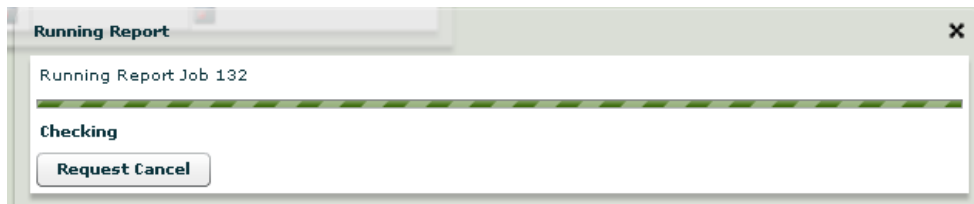


- To narrow your report results, select a range on the Report Options screen. Ranges include Trauma Number, Arrival Date, Discharge Date, and Record Status.



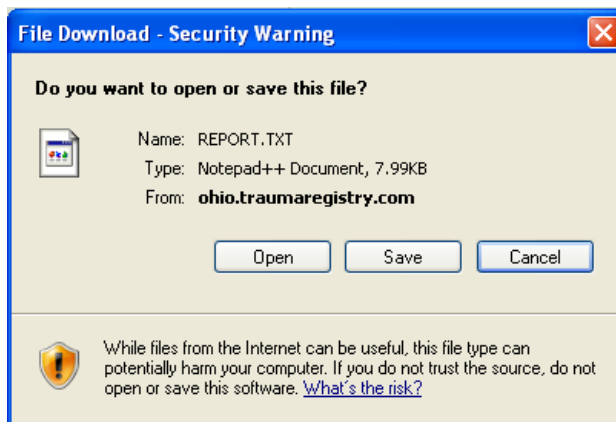
- Select **Clear Report Selection** button to clear the Report Selection window.
- Select **Clear Report Options** button to clear the Report Options window.

5. Select **Run** to run and display the report. The follow message box will appear while the report is being generated.



Note: To cancel your request, select the **Request Cancel** button on the Running Report window.

6. When the report is complete, the following window will appear. Select **Open** to open the report in the default file type opener.



Web Report Runner History

1. Select the **History** tab to view a list of Reports previously executed by the facility. If a Gather and/or Query was ran in conjunction with the report it will be listed.

Report		History						
Id	Submitted	Report	Gather	Query	Status	Status Message	View	
184	6/10/2011 14:46:23	PRE Charts (AIS 2005)			Success	Report Runner Run	Post	
183	6/10/2011 14:37:48	Data Completeness (F			Success	Report Runner Run	Rerun	
182	6/10/2011 14:36:50	Data Completeness (I			Success	Report Runner Run	Delete	
181	6/10/2011 14:36:33	Data Completeness (F			Success	Report Runner Run		
176	6/10/2011 11:55:01	Data Completeness (F			Success	Report Runner Run		
175	6/10/2011 11:32:32	Mini Trauma Service S		Gender Male	Success	Report Runner Run		
174	6/10/2011 11:30:54	Mini Trauma Service S			Success	Report Runner Run		

2. The following columns are displayed:

- a. **Submitted:** Date and time the report was previously executed.
- b. **Report:** Name of the selected Report at the time of report execution.
- c. **Query:** Name of selected Query at the time of report execution.
- d. **Gather:** Name of selection Gather at the time of report execution.
- e. **Status:** Describes the current state of the report at the time of execution.
 - i. The following statuses are:
 1. **Success:** Report request was executed successfully.
 2. **Dispatched:** Report request was dispatched and is either processing or part of the process failed.
 3. **Failure:** Report request failed

3. Select the **View** button to view a specific report request as it was generated on the submitted date.
4. Select the **Rerun** button to rerun a specific report request. This will refresh the data in the report with the most recent data in the database.
5. Select the **Refresh** button at the bottom of the History screen to update the History.

