Reports (logged in as a user)

**Case Status Summary Report** – tells you the number of cases submitted to the warehouse and how many were accepted and/or rejected. Here are the steps to run that report:

1. Look for “My Reports” and from the drop-down menu select “Run Reports”
2. Select “Run Reports” from the “I’d Like To....” list
3. Select “OQR” or “IQR” from the “Report Program” drop-down menu
4. Select “Hospital Reporting – Feedback Reports” from the list in the “Report Category” drop-down menu
5. Select “View Reports” to display a list of report names
6. Select “Hospital Reporting – Case Status Summary Report” under “Report Name”
7. Select the quarter and measure sets for the data you have just submitted
8. Select “Run Reports” at the bottom of the screen