# *Accessing the Data Quality Report in Elite*

All Service and Medical Directors used to receive the Data Quality Report from WARDS every month. Unfortunately we are unable to schedule reports to these groups in WARDS Elite. All Service and Medical Directors have individual access to run this report locally. To access the report after you have logged into your account go to the **Tools** tab then click **Report Writer** hyperlink.
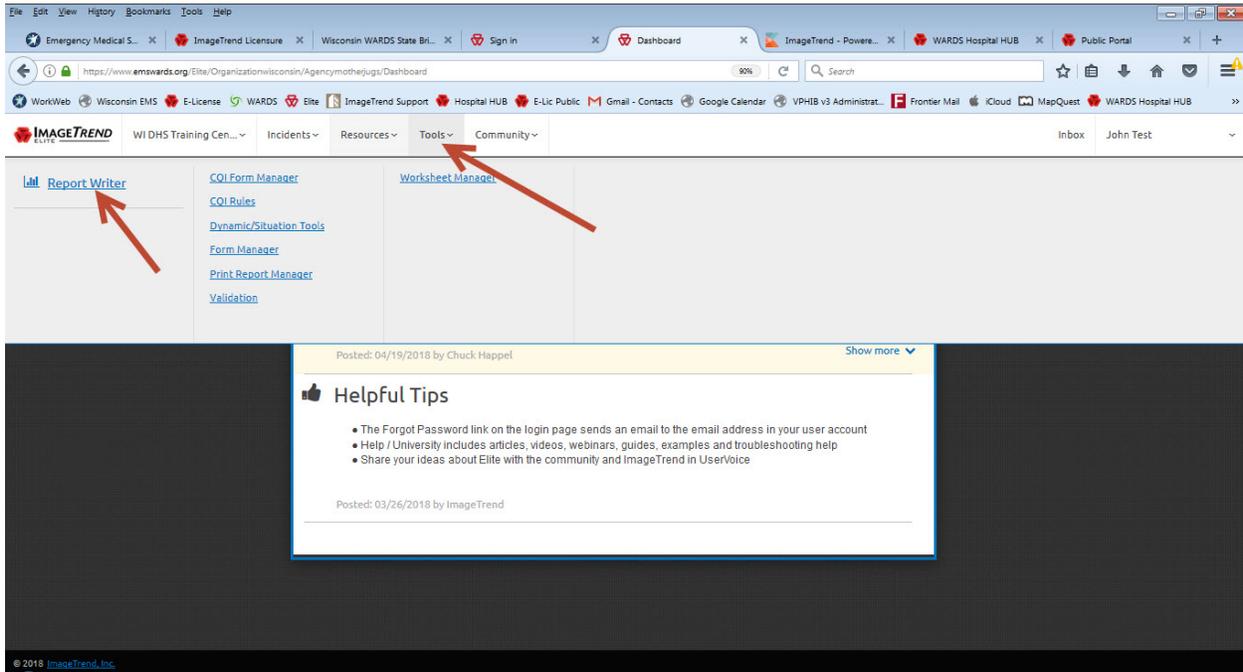
In the *Search* box just type in "***data***" and the **Ambulance Run Data Report** will show up in the **Call Information** folder. *Click* on it to open it up.
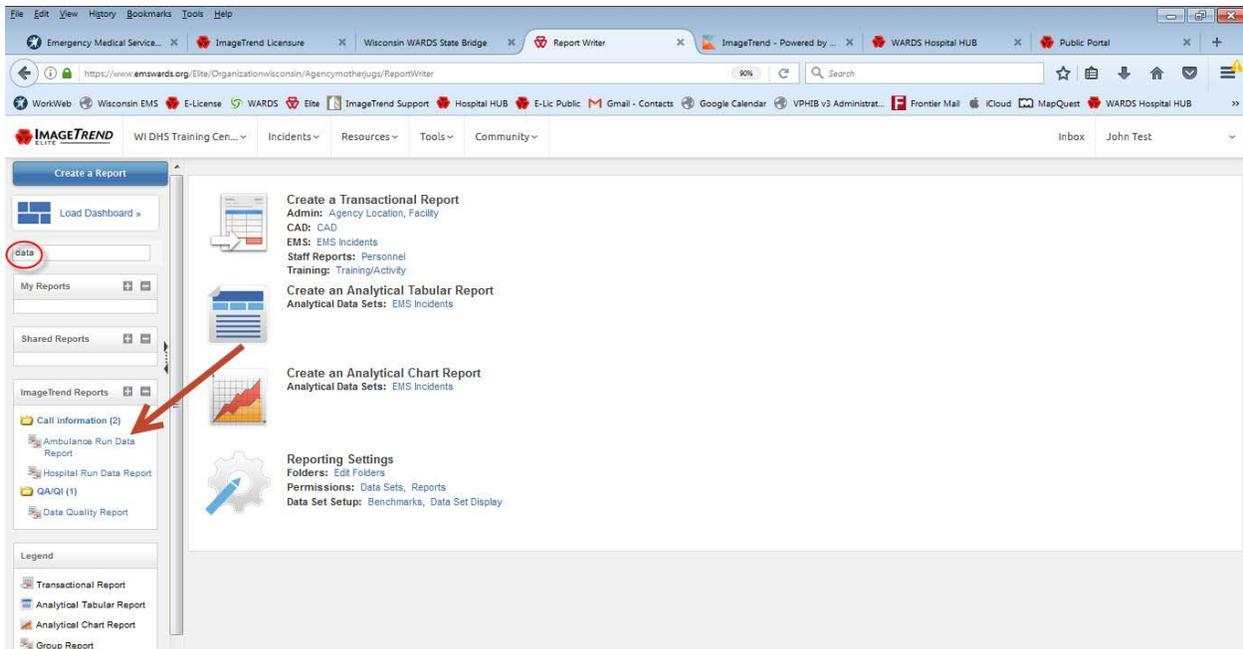
The first thing is to determine the date range you want to include. There are three different ways to choose them,
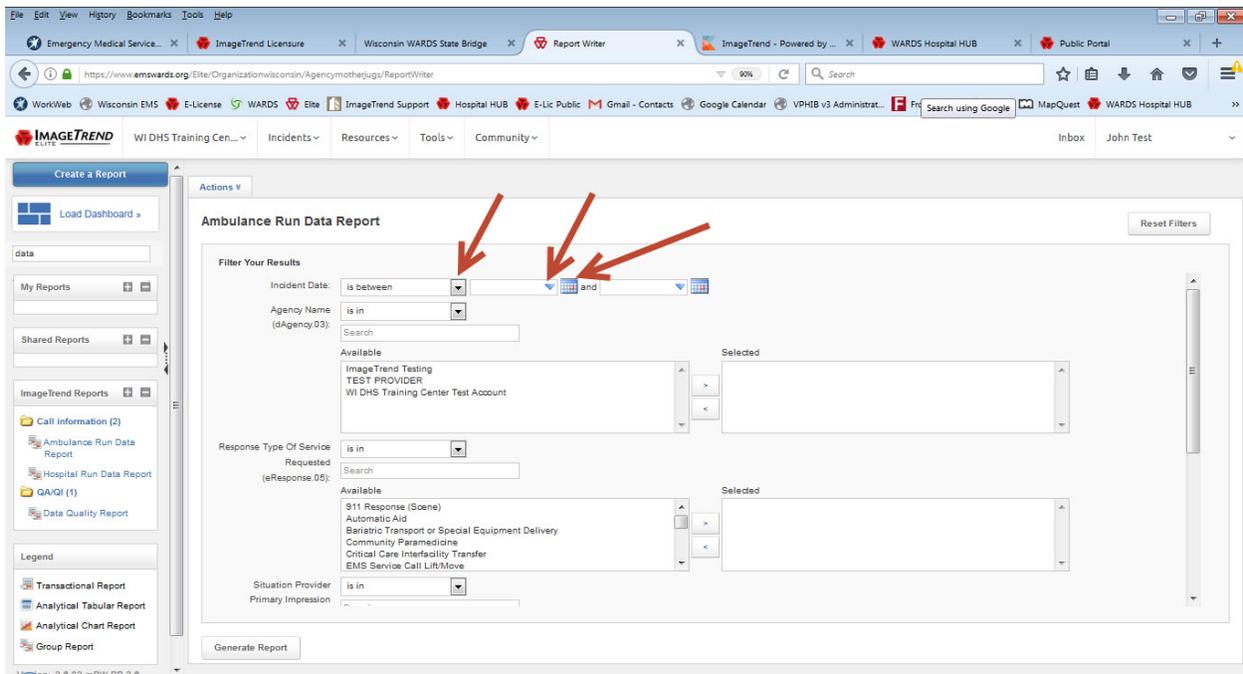
First choose if you want a range that is between, before, after, equal to, etc. then choose a description. This could be *This Week, Last Month* or *This Year*. For this report we will be using *is equal to* & *Last Month*.

To choose a specific date, first choose *is equal to* & *Pick Date*. Then click the calendar and navigate to the date you want to use. All three options are shown below:
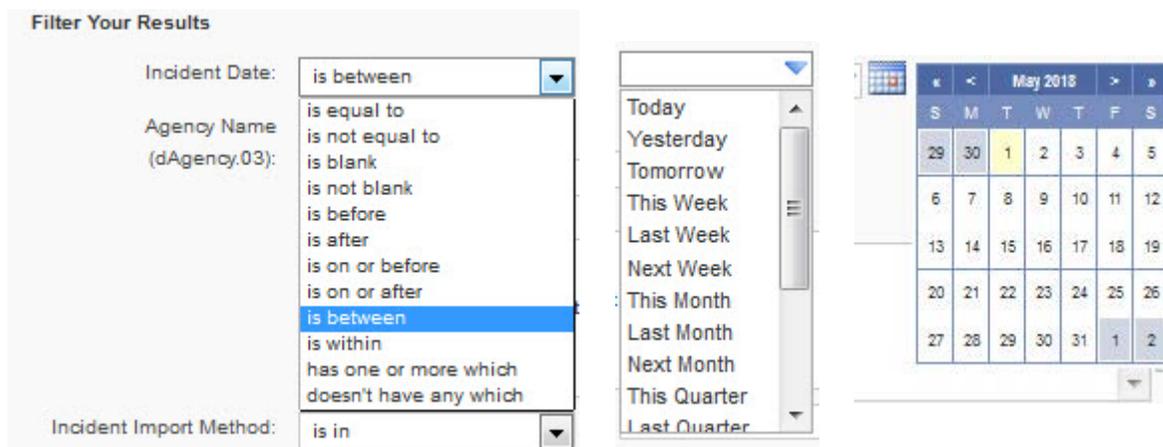
Only if you are a Service Director for more than one agency will you have multiple services to choose from. In this test account there are three. If you only have one you can just leave the dropdown list at the default *is in* choice. If you have multiples and leave it you will get them all included in your report.
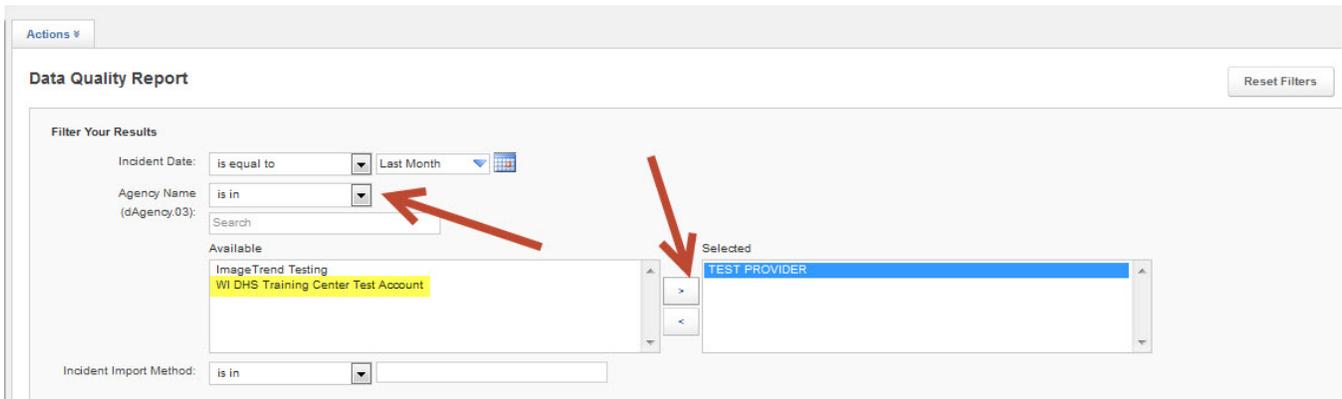

The remaining three fields are highlighted below. For **Response Type** & **Patient Disposition** we will only be choosing those highlighted in the **Selected** box. For *Primary Impression* we will leave it as *is in* to select them all.
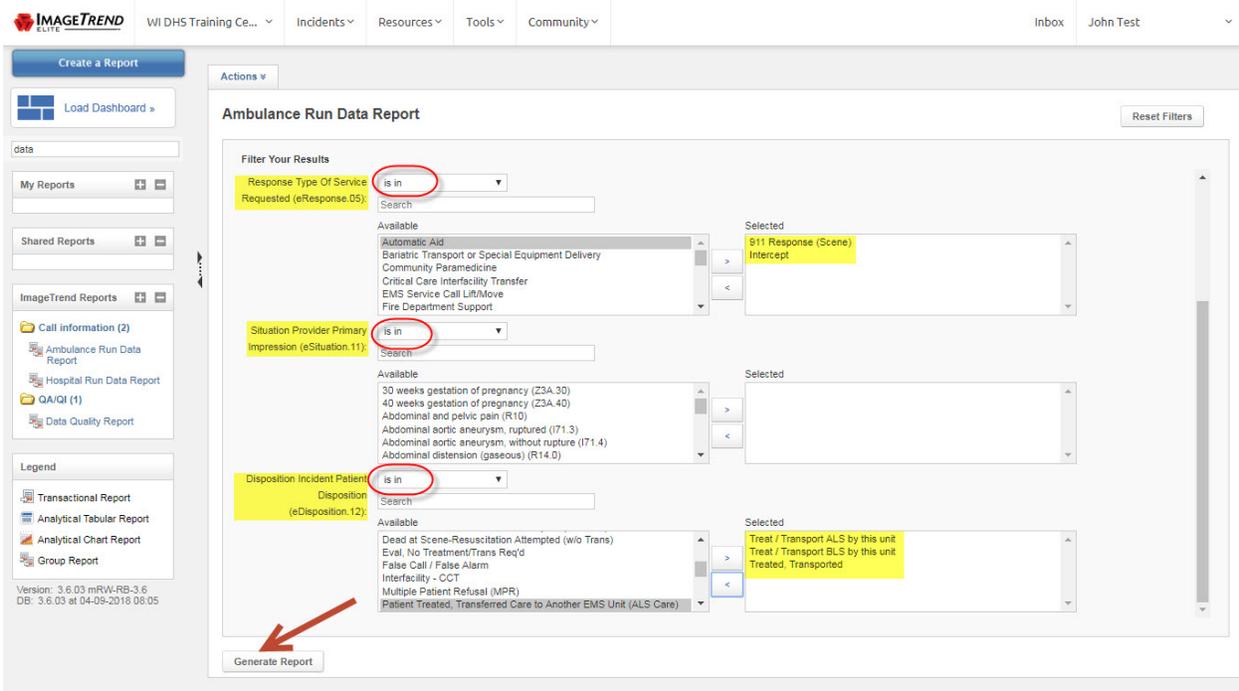

Like shown above the drop-down box can be used to choose any of the options such as **contains, is equal to** or even **is blank**. You can modify the selections for as many or as few as you would like. After you have made your choices **Click** the **Generate Report** button at the bottom of the screen.

As the report is running you will see the rotating circles shown below. When a segment of the report completes it display its results and provide totals and percentages.
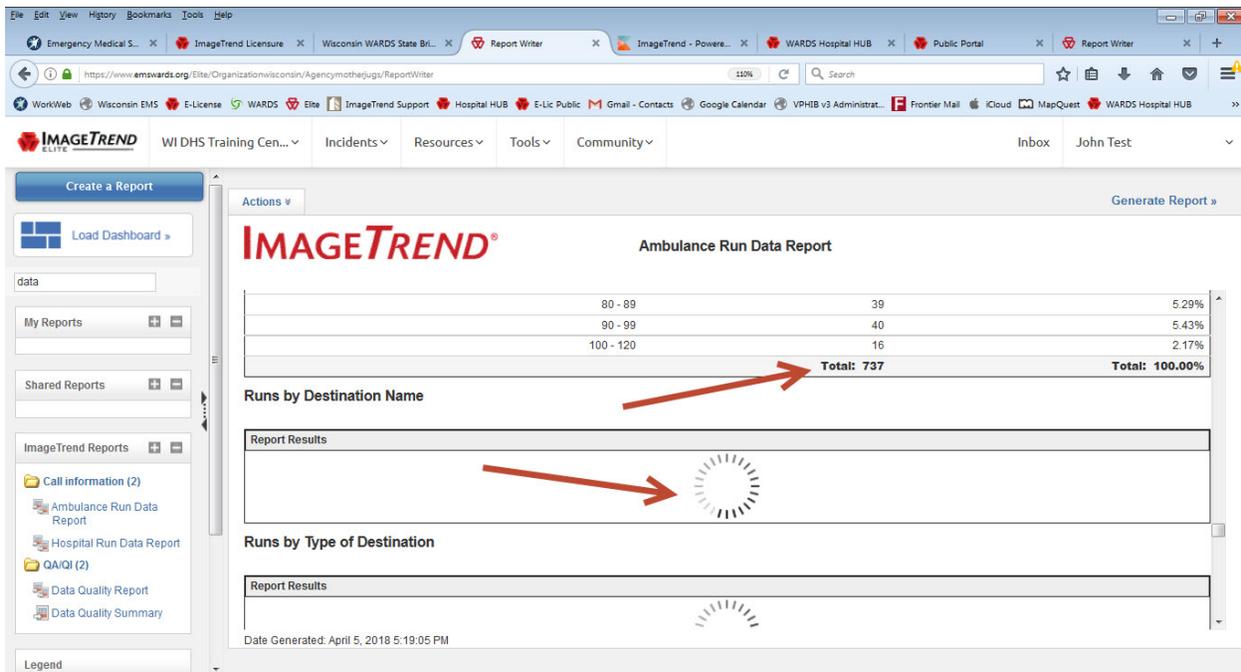
You can then review the results after it displays. If you happen to see blank fields as shown below, in this case the *Incident City* field did not have anything entered in 119 reports or 16.15% of the runs in this report. This would be worth looking into further and sharing it with your providers. Keep in mind this report is from a test site where many reports are not fully completed.
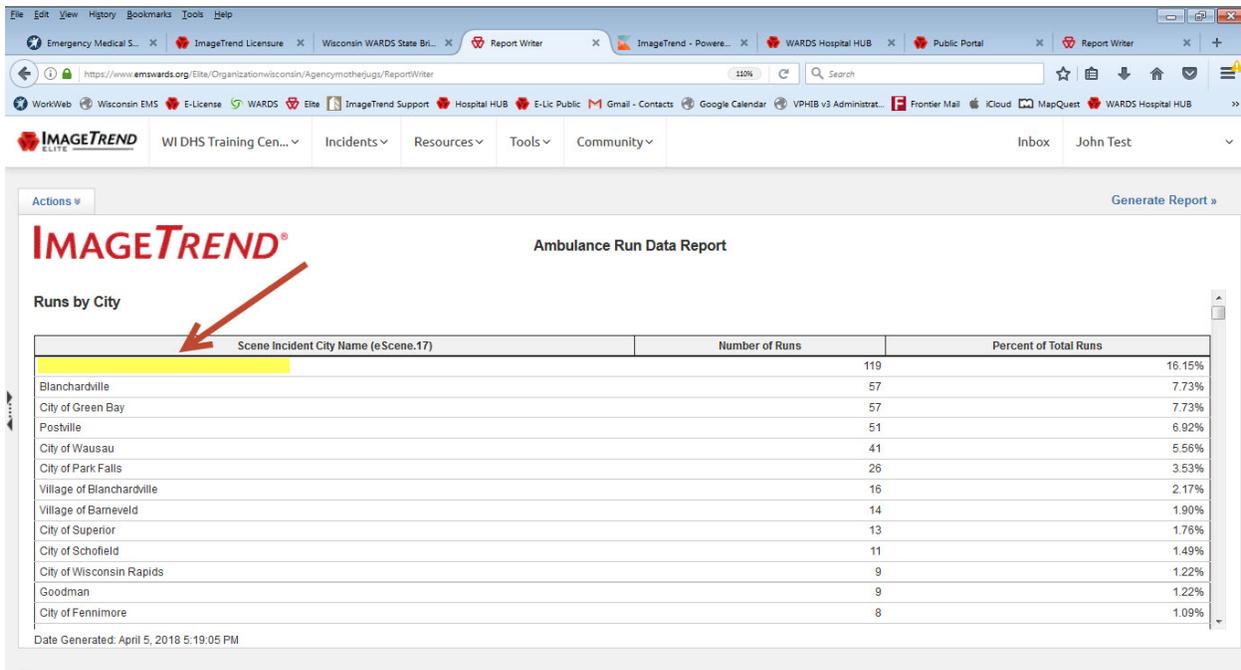
You can also create a printed version of the results. First, *Click* the *Actions* tab then choose *Export* and you can choose the type of report you would like. A PDF would be an Adobe

Acrobat file, CSV can be viewed in Excel, Doc is a Word document, HTML is a web page and XML would be for a specialty application. From there you can share the report with anyone.

Finally, you can schedule this report for your service. Choose *Actions* again but this time *Click Schedule Report*. In the next window *Click Add*.

You will need to choose the *frequency, time of day, duration and type of output* you would like for this report. This report will be sent by email so a *Subject* and *Message* are initially provided. You can modify them as you see fit.


Scroll down and you can choose additional service providers to get this report. You can search for them, *Click their name* to highlight them then *Click the Arrow* to add them to the *Selected* box. Be sure to *Click* the *Save Schedule* button when finished.

As time goes on you can go back into the *Schedule Report* link, *highlight it* and you can *Edit* your choices, *Delete* it or *Add* a new one.
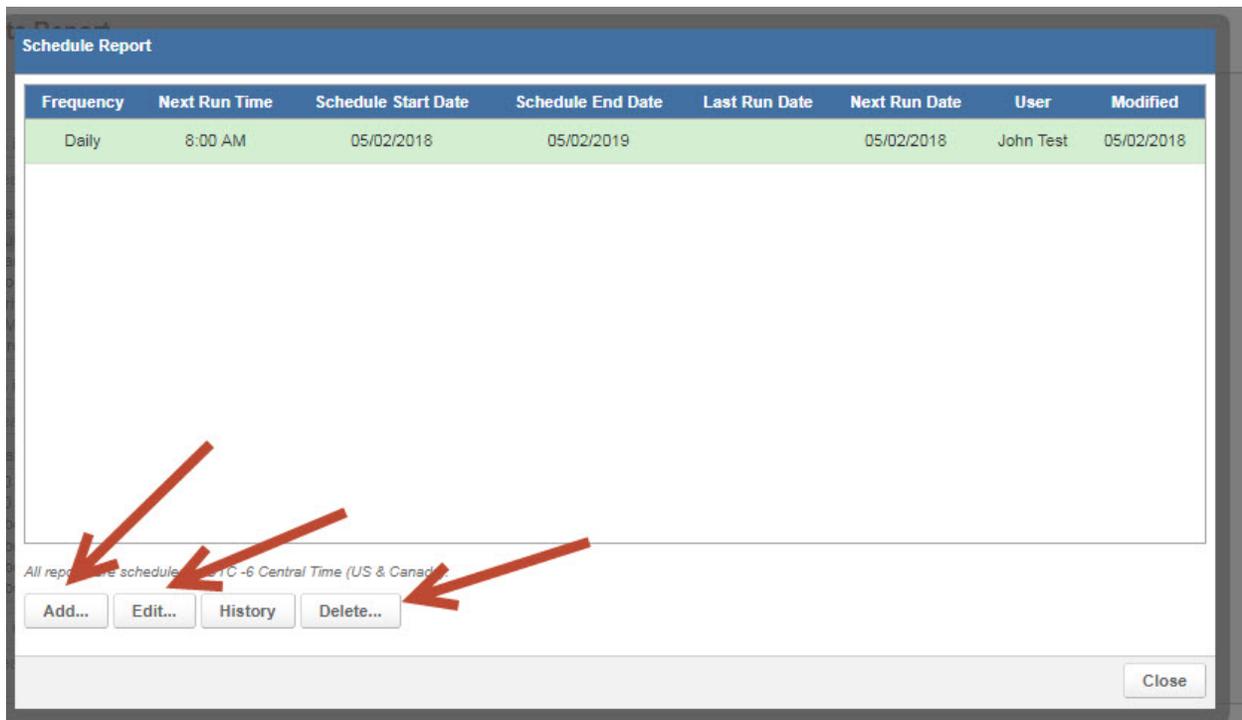
Hopefully this will make accessing, running and scheduling this report much easier.