












HT28: HOW TO RUN A REPORT


1. Select Reports > Reports Manager.
2. From the HIFIS Reports or Custom Reports tab, click the Run Report Action button to select the report you want to run.

Report Manager

HIFIS Reports Custom Reports Archived Reports Add Report

Show 10 entries Filter items

Report Name	Description	Version	Date Created	Action
Bed List.rpt	This report shows all beds at specified service providers, along with the clients booked into those beds on a specific day.	58.01	11-25-2019	  
Client Profile.rpt	Demographic information and the interactions that the selected client has had with HIFIS.	58.01	11-25-2019	  
Client Service History.rpt	This report shows the service history for a single client.	58.01	11-25-2019	  

3. Populate the report parameters, then click Run Report: 
4. To export the report, click the Export this Report button, then select the file format you want to download (PDF, Excel file, etc.).



5. The download will appear at the bottom of your screen (for Macs, the downloaded file will be saved in your Download folder). Click the file to open the report.