

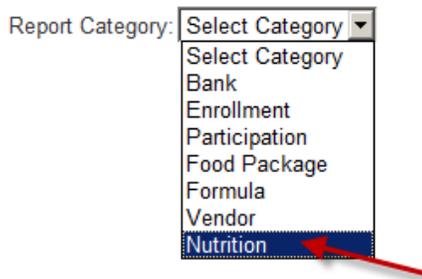


How to Run Reports in WISPr

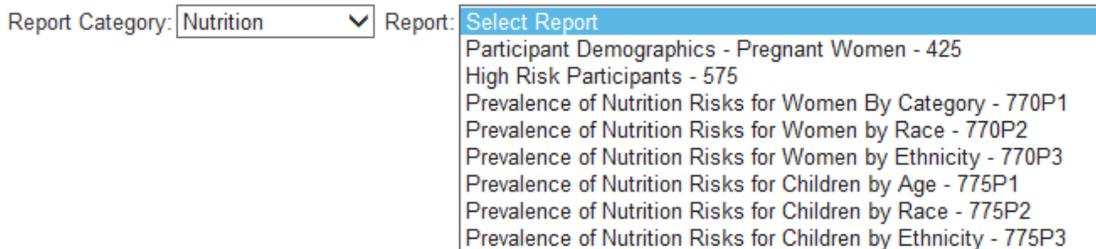
1. Click on Reports in the top tool bar and click on Select Report.



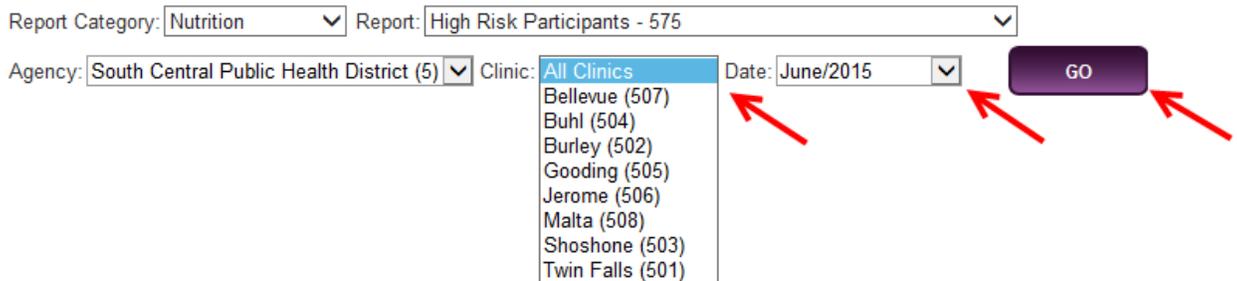
2. Select Nutrition from the Report Category drop-down box.



3. Select Participant Demographics- Pregnant Women- 425 from the Report drop-down box.



4. Select the Agency from the Agency drop-down box, next select All or the clinic you would like to generate a report for from the Clinic drop-down box, select the month from the Date drop-down and click the Go button.





5. A report of all the High Risk participants in the clinic is generated. This report shows all of the High Risk participants as of the day you generate the report.

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575P - High Risk Participants Report Idaho Department of Health & Welfare - WIC Progr
 Valid for: May, 2015 Agency: 5 Clinic: All Clinics Run Date: 07/16/2015 9:06 AM Page 1 of 42
 Test Database: DHWSQLDEV2DR/HWCW_DB_WISPR_APP_L

Clinic 501 Twin Falls				Agency 5 South Central Pt				
Name	Client ID	Catg	Risk Codes Assigned	Certification		Registered Dietitian		
				Start Date	End Date	Referred Date	Follow Up Date	Follow
	2065702	I	701.000,702.000,,121.000,141.000,	03/05/2015	02/10/2016	03/05/2015		

6. For each High Risk participant, the report shows the following from their WISPr record:

- Name
- Client ID
- Catg
- Risk Codes Assigned
- Cert Start Date
- Cert End Date
- Previous EDD
- RD Referred Date
- RD Follow Up date
- Follow Up Results

7. To export the data to a savable file,  click on the  icon and select the type of file you want.

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575P - High Risk Participants Report
 Valid for: May, 2015 Agency: 5 Clinic: All Clinics

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

Note: The following are commonly used file types and functionalities:

PDF: viewing, printing

Excel: sorting data, adding notes

Word: adding notes