Run Reports
Quick Reference Guide

Note: There are a variety of reports available to users in *imMTrax*. Review the *imMTrax* Reports Guide for a description of all of the avalable report options in *imMTrax*. This quick reference guide is an overview to run a report in *imMTrax*.

Required Condition:
1. Patient consent is "Yes" or "Undetermined".

Steps to Follow:

1. Select **Report Module**, located under the Reports menu.

2. Select a Report.

    a. You have options to select Schedule to run report at a specified time, including the option set the report to run on a recurring basis.

3. Select parameters for report. Some reports allow to limit by:

    a. **By Ownership**: if checked the report will pull only patients your facility currently owns.

    b. **By Service**: if checked the report will pull patients with a recorded administered immunization by your facility regardless of ownership status.

    c. **Patient Status**: select to include Active and Inactive patients to view all patients eligible for the report.

4. Select Create Report or Export Report (if available).

    a. Create Report: will open the report in a new tab.

    b. Export Report: will open the report in an Excel file.