Population Health Analytics & Reporting
User Training Guide

December 2017
Section 1. Population Health Analytics & Reporting

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1.1 Navigation to HealthEC
1.2 Selecting a Report Category

Scroll down and click on a Report Category to access specific Reports.
1.3 Selecting a Report

Click on a tab to select the Report you want to run.
1.4 Choosing Report Filters

Select the set of filters that will be used to define the data to be included in the Report.
1.5 Running a Report

After selecting the desired Report Filters, you must click on 'View Report' to produce the report results.
1.6.1 Reviewing a Report - Drill-down Capabilities

You may drill-down on any field that is underlined to see the set of records that are included.
1.6.1 Reviewing a Report - Drill-down Capabilities (cont’d)

You can also drill-down on any data field that is preceded by a ‘+’; click on the ‘+’ to see an expanded list of records that are included.
1.6.2 Reviewing a Report - Pivot Capabilities (before/after)

Some Reports have a pivot capability that allows the user to change the grouping of report results by moving the column headings.

To reorder the report results, click on a column heading and drag it to the top bar of the report display.
1.6.3 Reviewing a Report - Sort Capabilities

You may change the order in which report results are displayed by clicking on the column heading.

Click on the column heading arrow to reorder the report results again.

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1.7 Exporting Report Data

Report results may be exported for other purposes. To do so, click on ‘Export to’ and select the desired export format.
1.8.1 Downloading & Saving a Report (Firefox)

If using Firefox as your browser, this pop up box will display. Select ‘open with’ or ‘save file’ as desired.
If using Chrome as your browser, the file containing the exported data will display as shown below. Click on the file name to open the document.
1.8.3 Downloading & Saving a Report (Internet Explorer)

If using Internet Explorer as your browser, the file containing the exported data will display as shown below. Click on 'open' or 'save' as desired.
1.9 Exiting the Reporting Module

To exit the Population Health Analytics & Reporting application, click on the ‘x’ to return to the ULP home page.