

Demographic Extract Reports

Introduction

Most standard reports in eSIS run against a demographic extract of data. This guide shows you how to run reports using extracts, including a saved extract.

Running an Extract Report

1. Click the **Reports** button.
2. Click the + (plus sign) to the left of a folder of reports.
3. Click a specific report to highlight it.
4. Click the **Print** button.
The name of the report can be left double-clicked to open the **Run Report** window.
5. The **Run Report** window opens. Click the **Specify Extract Criteria** button.
6. Click the Clear Extract Criteria button to delete all existing extract criteria, or review the existing criteria and make the required modifications.
7. Click the **Run Extract** button.
8. The **Processing Extract Criteria ...** window opens. Click the **See Extract** button.
9. Results of the extract display on the **Results** tab of the **Demographic Extract** screen. Click the **Exit** button.
10. On the **Run Report** screen, click the **Run Report** button.
11. The parameter form window for the report opens. The report title can be changed. Review each field and make whatever changes are required for the report.
12. Click the **Print** button.
13. Click the **Down Arrow** button to scroll through the report.
14. Click the **Windows Exit** button.

Running an Extract Report Using a Saved Extract

1. Follow steps 1-4 above.
2. The **Run Report** window opens. Click the **Saved Extracts List** button.
3. The **Saved Extracts** screen opens. Click the name of the required saved extract.
4. Click the **Restore Saved Extract** button.
5. Click the **OK** button in the **Saved extract restored** window.
6. Click the **Exit** button.
7. The **Run Report** window opens with the details of the restored extract in the **Extract Information** pane. Click the **Run Report** button.
8. Follow steps 10-14 above.