

From the Office of Clinical Informatics Home Care and Hospice Downloading Report and Query Results

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The process for retrieving results for reports or queries is listed below. Reports and queries are saved to the Network.

Reports or Queries

With Netsmart access via the Cloud, Reports and Queries that are downloaded are saved to the Network.

Network

WS

VNA

<u>STEP 1</u>: On the screen with the report or query, click the **download icon** in the top left.

Client\

- **<u>STEP 2</u>**: In the left column, click **Network**.
- **<u>STEP 3</u>**: Click **Client**.
- STEP 4: Click W\$.
- **<u>STEP 5</u>**: Click the **VNA** folder.
- **<u>STEP 6</u>**: Click the folder where you want to save the document.

File name:

- **<u>STEP 7</u>:** Add a File name.
- STEP 8: Click Save.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.