




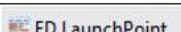


This Quick Reference Guide (QRG) Reviews the Workflow for Viewing ED Reports and Dashboards.

Common Buttons & Icons

	Menu icon
	New Report icon
	Exit icon
	ED Real Time Dashboard button
	Arrow icon
	ED LaunchPoint button

Launch a Report

➤ From the ED LaunchPoint screen:

STEP 1: Hover over the **Menu** icon.

STEP 2: Click **Discern Reports** . The Launch Report window displays.

STEP 3: Click the desired report. Then, click **OK**. The ED Activity Log window displays.

NOTE: You may need to select the **ED Interactive Reports** check box at the top of the window.

STEP 4: Enter the appropriate **Start Date** and **End Date** for the report.

STEP 5: Click the **Location View** drop-down arrow.

STEP 6: Make the appropriate selection. Then, click **Run**. The report displays in a new window.

NOTE: Use the **New Report icon** to launch a new report.

STEP 7: Click the **Exit** icon to return to ED LaunchPoint.

Use the ED Real Time Dashboard

➤ From the ED LaunchPoint screen:

STEP 1: Click **ED Real Time Dashboard** in the action toolbar. The Dashboard displays.

STEP 2: Click the **Location** drop-down arrow to update the location if necessary.

Review Component Information

➤ From the ED Real Time Dashboard screen:

STEP 1: Click the **Arrow** icon in the corner of the desired component. A dialogue box displays.

STEP 2: Review the information as needed. Then, click the **X Close** button to return to the Dashboard.

- Different components display information in different formats. Use the buttons and tabs as appropriate for the component.
- The ED Dashboard Summary and NEDOCS Detail reports pull information directly from this Dashboard.