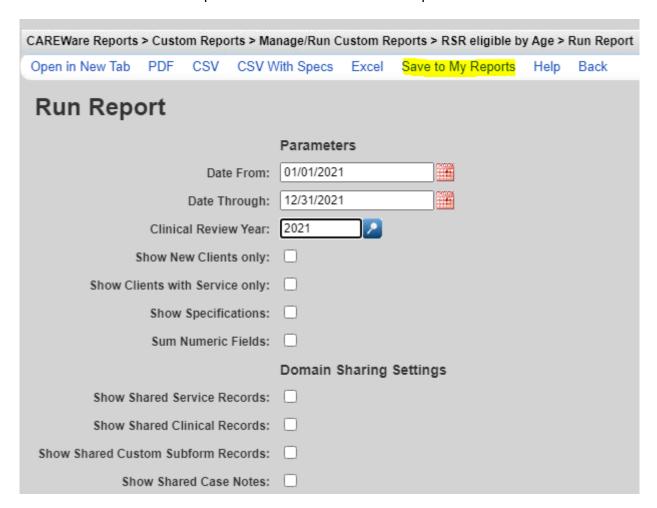
Users can save reports they use often in a single location under My Reports. This includes custom reports, financial reports, and performance measures. This customized list of reports can be saved for a single user or shared with all users for the provider.

Follow these instructions to save custom reports under My Reports:

- 1. Click Reports.
- 2. Click Custom Reports.
- 3. Click Manage/Run Custom Reports.
- 4. Select a report.
- 5. Click Manage/Run.
- 6. Click Run Report.
- 7. Click Save to My Reports.
- 8. Enter the My Report Name.
- 9. Click Save.

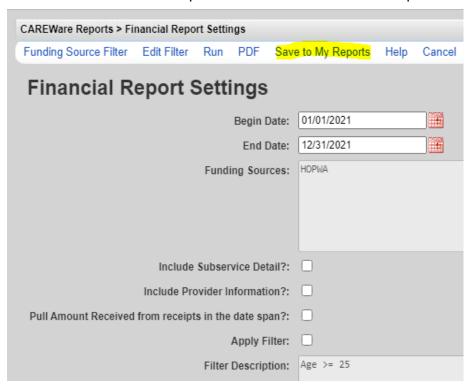
Note: Check All Users if the report should be shared across the provider.



Follow these instructions to save financial reports under My Reports:

- 1. Click Reports.
- 2. Click Financial Reports.
- 3. Complete all settings for the financial report.
- 4. Enter the My Report Name.
- 5. Click Save.

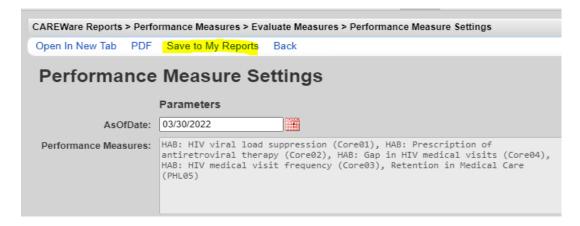
Note: Check All Users if the report should be shared across the provider.



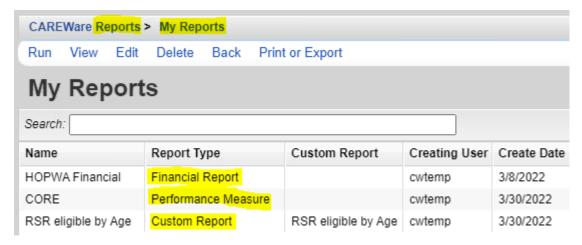
Follow these instructions to save performance measures under My Reports:

- 1. Click Reports.
- 2. Click Performance Measures.
- 3. Click Run Performance Measures.
- 4. Select the performance measures to be included.
- 5. Click Evaluate Selected.
- 6. Click Save to My Reports.
- 7. Enter the My Report Name.
- 8. Click Save.

Note: Check All Users if the report should be shared across the provider.

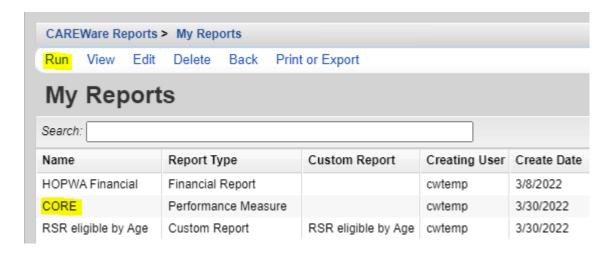


Once the reports are saved, they are listed under My Reports where they can be run.

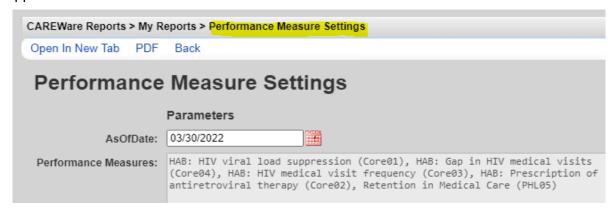


Follow these instructions to run a report from My Reports:

- 1. Click Reports.
- 2. Click My Reports.
- 3. Select a report from the list.
- 4. Click Run.



After clicking *Run*, the options that appear are based on the type of report selected. In this example, a performance measure report type was selected, so the *Performance Measure Settings* appear.



- 5. Select an AsofDate.
- 6. Click Open in New Tab or PDF to get the results.