HOW-TO ACCESS REPORTS IN DELPHI

1. Go to http://delphi.pqcnc.org/.

2. **Log** in with you username and password

3. Click on the **Reports** tab on the left-hand menu. Your screen should now look like this:

4. Select your **initiative**.
5. Start and end dates are optional. If you don't enter in a start and end date, DELPHI will give you reports for **all** data you've ever entered for the initiative. Choose a start and end date if you only want to see certain months of data.
6. Select your **facility**. Your list will be different depending on which facilities you have access to for your account.
7. Click "**Generate Report**"

If you have followed these instructions but are still unable to access your reports, Use the "Contact" link at pqcnc.org to get additional assistance.

8. A list of reports will appear for your initiative. For example, RPC report options look like this:

9. Scroll down a little bit and you will see the reports that have been generated. If you **have entered** any data for the period of time between the dates you selected on the previous screen, a series of **graphs** will appear for this data:
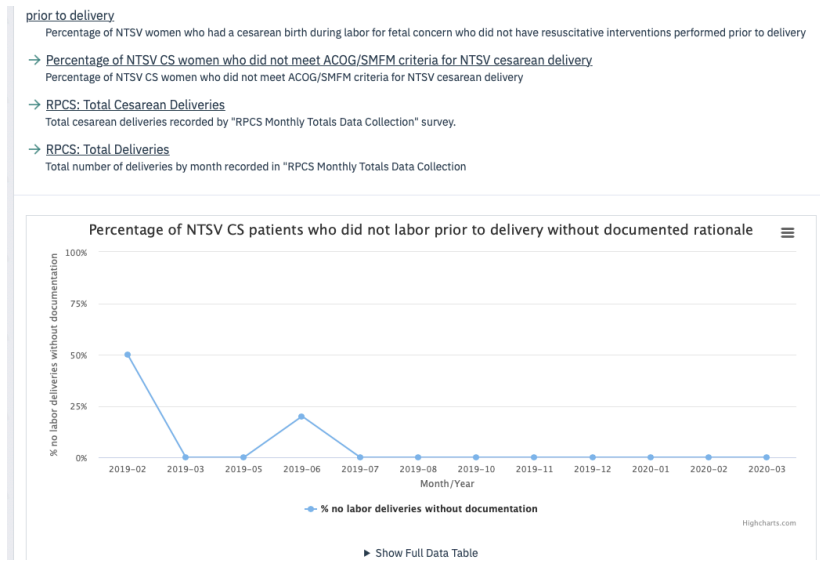
10. If you **have NOT entered** any data for the period of time between the dates you selected on the previous screen, reports will **NOT** appear. If you feel this is in error, go back and make sure you've entered the correct dates, that the start and end dates aren't reversed, and that you checked your correct facility code.
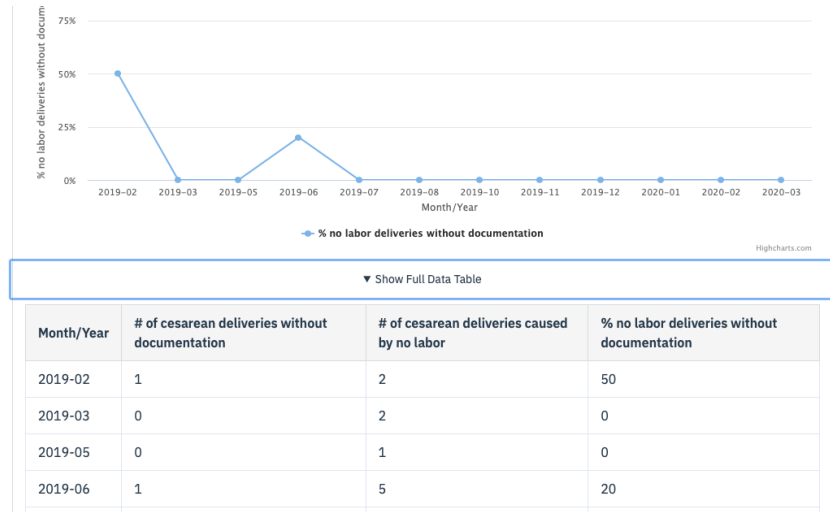
11. Click on **Show Full Data Table** to show the underlying data.

Underlying data will appear as a table below the graph.

12. At the top right-hand corner of every graph there are **three small lines**. Click on these lines to see options for printing or downloading each graph. **Print** your reports and show them to your team! Post them at the Nurse's Station or in the break room, or wherever your team will see them.
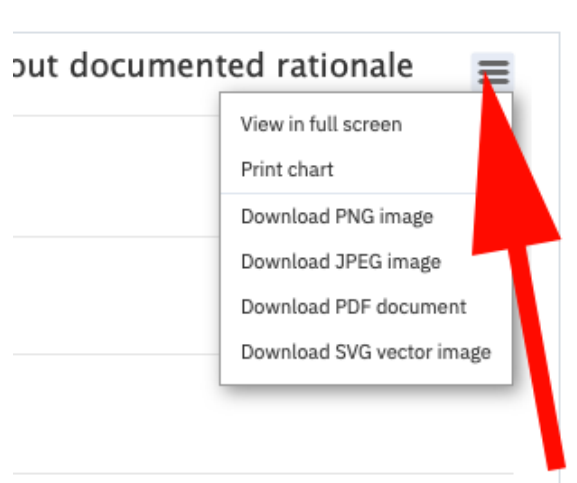
Congrats - that's it!

Thank you for all you do for mothers and babies! Printing these reports will serve as a tangible reminder of your hard work. Please let us know if you have any questions.

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