

# 2

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## ACCESSING THE CASPER REPORTING APPLICATION

Home Health Agency (HHA) providers access the CASPER Reporting application via their **CMS OASIS System Welcome** page (Figure 2-1) by selecting the CASPER Reporting link.

**Figure 2-1. CMS OASIS System Welcome Page**

**CMS**  
CENTERS for MEDICARE & MEDICAID SERVICES

### Welcome to the CMS OASIS System!

Reminder: The State QIES System may be down for maintenance the third Sunday of each month. If you experience any problems submitting or retrieving reports, please try again on Monday.

**Please Note:** UserIDs should be entered using all uppercase letters.

• [OASIS Submissions](#) •

**[Unable to Login? Click here for QIES User Maintenance](#)**

[QIES User Maintenance Application User's Guide](#)

The QIES User Maintenance link can be used if you forgot your password, need to reset an inactive account, change your password or update your personal user information.

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[CASPER Reporting](#) Online Reports (OBQI, OBQM and HHA Reports)

[CASPER Reporting Users Manual](#) Last update: 09/22/2008

[OASIS System Requirements](#) Last update: 04/29/2008

[AT&T Global Dialer Requirements](#) Last update: 04/29/2008

[Bulletins](#)

[Points of Contact](#)

[OASIS/HAVEN Updates](#) Last update: 10/16/2009

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## Login

Selecting the [Online Reports](#) link from the preceding website connects you to the **CASPER Login** page (Figure 2-2).

**Figure 2-2. CASPER Login Page**

Table of System Requirements:

CPU:	Pentium 3 (500 MHz)
Memory:	256 Mb
Operating System:	Windows 2000 or XP
Hard Drive:	500 Mb free space
Browser:	Internet Explorer v5.5 SP2

Enter your login information in the appropriate fields and select the **Login** button. The **CASPER Topics** (Home) page displays (Figure 2-3).

**Figure 2-3. CASPER Topics Page – Home Page Pane**

Toolbar Button Functions:

- Logout** - End current session and exit the CASPER Application
- Folders** - View your folders and the documents in them
- Reports** - Select report categories and request reports
- Queue** - List the reports that have been requested but not yet completed
- Options** - Customize the report format, number of links displayed per page and report display size
- Maint** - Perform maintenance such as creating, renaming and/or deleting folders
- Home** - Return to this page

The **CASPER Topics/Home** page includes a list of related topic links in the left navigation pane. Refer to the *CASPER Topics* section of this guide for more information.

The main body of the **CASPER Topics** page is the **Home** page pane. The **Home** page includes a “Welcome to CASPER” greeting and links to the functionality available in the CASPER Reporting application. The links and descriptions of the functionality they provide are included in the **Home** page pane:

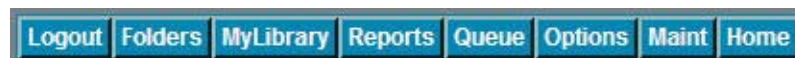
- **Logout** – End current session and exit the CASPER Application
- **Folders** – View your output report folders and the documents in them
- **Reports** – Select report categories and request reports
- **Queue** – List the reports that have been requested but not yet completed
- **Options** – Customize the report format, number of links displayed per page and report display size
- **Maint** – Perform maintenance such as creating, renaming and/or deleting folders
- **Home** – Return to this page

The functionality provided by these links is also available on the CASPER Reporting application toolbar that is described below.

## **Toolbar**

Across the top of each page of the CASPER Reporting application is a toolbar (Figure 2-4) with which you may access the CASPER Reporting application functionality.

**Figure 2-4. CASPER Reporting Application Toolbar**



The CASPER Reporting toolbar includes the following buttons:

- Logout
- Folders
- MyLibrary
- Reports
- Queue
- Options
- Maint
- Home

You can select the buttons of the CASPER Reporting toolbar in two ways:

- With the mouse, you may click on a button to access the functionality associated with that button.

- Keyboard users may use the following shortcut keys bring focus to items on the toolbar:

Shortcut Keys	To Access
Alt + l	Logout
Alt + s	Folders
Alt + y	MyLibrary
Alt + r	Reports
Alt + q	Queue
Alt + o	Options
Alt + m	Maint
Alt + g	Home

With focus on a button, press the **Enter** key to access the function associated with that button.

### **Navigating the CASPER Reporting Application**

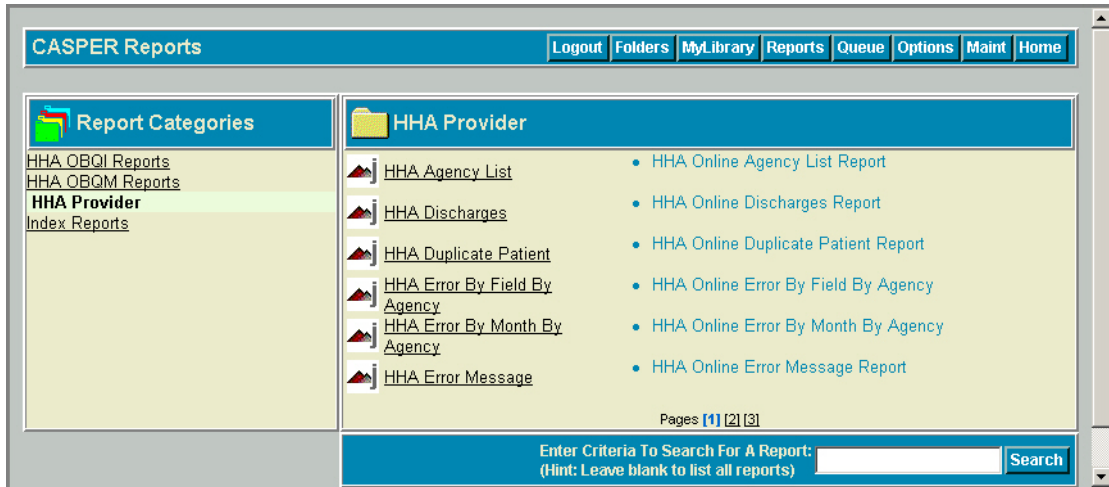
To begin using the CASPER Reporting application, select one of the buttons on the CASPER toolbar across the top of the **CASPER Topics** page (Figure 2-3, above) or a descriptive link in the *Home Page* pane.

If you select the **Reports** button [Alt + r] from the toolbar or the Reports link from the *Home Page* pane, you proceed to the **CASPER Reports** page where you may request reports. If you select the **Folders** button [Alt + s] or the Folders link, you proceed to the **CASPER Folders** page where you may view previously requested report output.

## REQUESTING REPORTS

1. Select the **Reports** button [Alt + r] from the CASPER toolbar to access the **CASPER Reports** page (Figure 2-5).

**Figure 2-5. CASPER Reports Page**



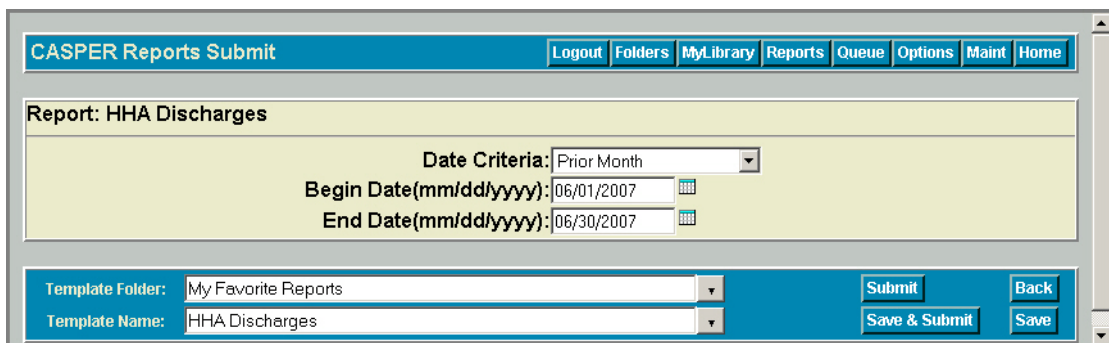
The *Report Categories* pane on the left lists the various report categories that are available to you. Some reports are restricted to specific users/user groups.

The pane on the right lists the reports contained in the selected report category. This list may span multiple pages. Use the page number links at the bottom of the pane to navigate from one page to another.

2. To request a specific report, click the abbreviated report name displayed as a black underlined link in the right pane of the page.

The **CASPER Reports Submit** page (Figure 2-6) is presented for the selected report.

**Figure 2-6. CASPER Reports Submit Page**



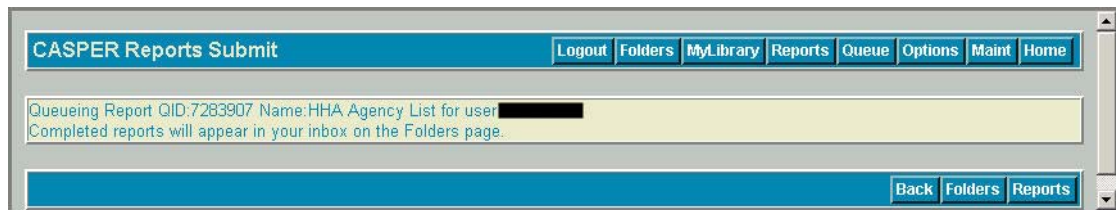
3. Select the desired report criteria. If another page of criteria selections exists, select the **Next** button to proceed to it. The **Back** button returns you to the previous page. When you are finished specifying all of the desired report criteria, select the **Submit** button.

**NOTE:** The criteria choices presented on the **CASPER Reports Submit** pages vary depending upon the specific report requested and the level of access assigned to you.

Refer to the individual report descriptions in subsequent sections of the CASPER Reporting HHA Provider User's Guide for report-specific criteria.

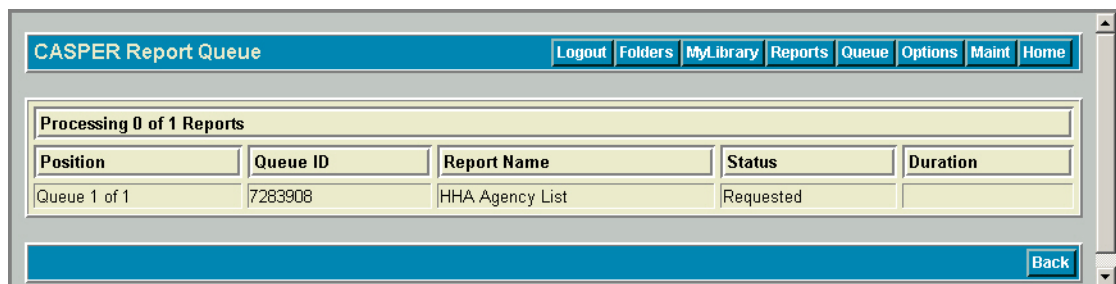
Following a report submission request, you receive verification that it was placed into the queue for processing (Figure 2-7).

**Figure 2-7. CASPER Reports Submit Verification Page**



4. If desired, select the **Queue** button [Alt + q] from the CASPER toolbar to view the status of a requested report. The **CASPER Report Queue** page (Figure 2-8) is presented.

**Figure 2-8. CASPER Reports Queue Page**



The **CASPER Report Queue** page provides detailed information including the report's position in the queue, the corresponding Queue Id, the name of the requested report, the processing status, and the duration (or time) the report has spent processing.

*Processing # of # Reports* tells you how many reports are currently being processed for all users in the nation. *Position* tells you where the report you submitted is in the queue. For example, if the *Position* is 2 of 3, this

indicates that your report is next to be processed out of the 3 requests submitted nationwide.

The **CASPER Queue** page is refreshed every 7 seconds so that you can monitor the progress of your reports. When all of your reports are done processing, the **CASPER Folders** page is presented so that you can view the reports in the My Inbox folder.

**NOTE:** The length of time it takes to generate a report varies. You may consider logging off after requesting reports, and returning to the reporting system at a later time to retrieve them. However, some reports may process so quickly that they are delivered to your inbox before you can view them on the **CASPER Queue** page.

The completed report is delivered to the default folder, My Inbox, and is accessed by selecting the **Folders** button [Alt + s]. Refer to the *Viewing, Printing, Saving And Exporting Reports* section of this document for more information.

To request another report, select the **Reports** button [Alt + r] to return to the listing of reports.

The **Back** button [Alt + b] on the **CASPER Report Queue** page returns you to the previous page you were viewing.



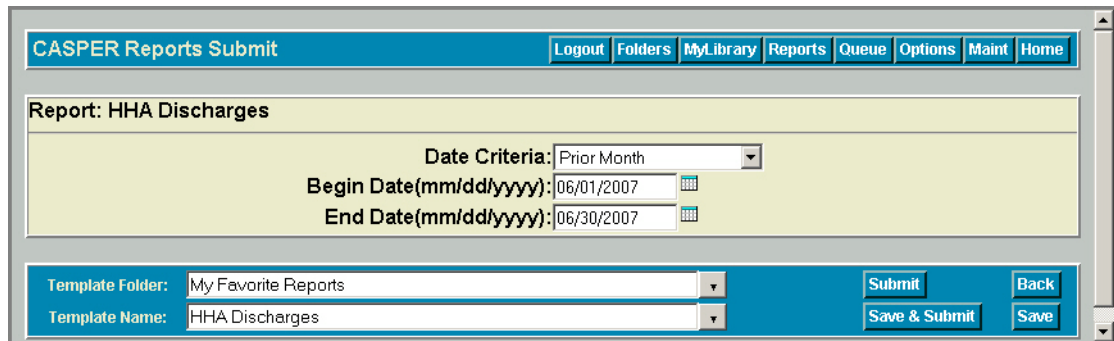
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## SAVING REPORT CRITERIA

The CASPER Reporting application includes functionality that allows you to save the criteria you selected for a report so that you may run it at a later time without selecting all of the criteria again.

The last **CASPER Reports Submit** criteria page (Figure 2-9) for each report provides *Template Folder* and *Template Name* fields as well as **Save** and **Save & Submit** buttons for the purpose of saving the report criteria you selected.

**Figure 2-9. CASPER Reports Submit Page**



The screenshot shows the 'CASPER Reports Submit' interface. At the top, there is a navigation bar with buttons for 'Logout', 'Folders', 'MyLibrary', 'Reports', 'Queue', 'Options', 'Maint', and 'Home'. Below this, the report title 'Report: HHA Discharges' is displayed. The 'Date Criteria' is set to 'Prior Month'. The 'Begin Date(mm/dd/yyyy)' is '06/01/2007' and the 'End Date(mm/dd/yyyy)' is '06/30/2007'. At the bottom, there are two dropdown menus: 'Template Folder' (set to 'My Favorite Reports') and 'Template Name' (set to 'HHA Discharges'). To the right of these dropdowns are four buttons: 'Submit', 'Back', 'Save & Submit', and 'Save'.

1. To save report criteria, select the desired criteria options, advancing as necessary through all of the **CASPER Reports Submit** criteria pages.

On the last **CASPER Reports Submit** criteria page, the generic name of the report you selected is defaulted into the *Template Name* field. You may save your template with this name, select another template name from the drop-down list or create a new template name by typing in the *Template Name* field.

**NOTE:** If you select an existing template name from the drop-down list, the criteria previously saved in that template are replaced with the current criteria selections.

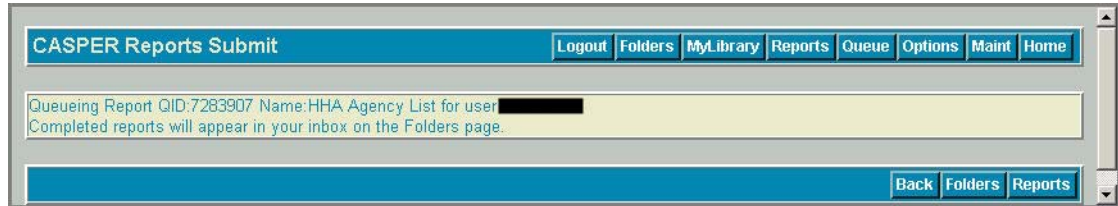
In the *Template Folder* field, *My Favorite Reports* is the defaulted folder name. You may save your template into this folder or create a new folder by typing the new folder name in the *Template Folder* field.

**NOTE:** The *My Favorite Reports* folder does not actually exist until you save a template to it. If you choose to save a template to the *My Favorite Reports* folder, it is created for you when you save the template.

2. Select or enter a name for your report criteria template in the *Template Name* field and a folder in which to save the template in the *Template Folder* field.

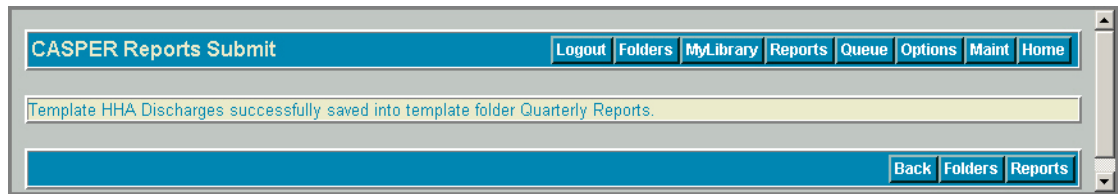
3. To run the report AND save the criteria for future use, select the **Save & Submit** button. The system responds with verification that the report was placed into the queue for processing (Figure 2-10). The template is saved into the folder you specified.

**Figure 2-10. CASPER Reports Submit Verification Page**



4. If you wish only to save the report criteria for future use, select the **Save** button. The system responds with verification that the report criteria template was saved into the folder you specified (Figure 2-11).

**Figure 2-11. CASPER Reports Submit Verification Page – Template Saved**

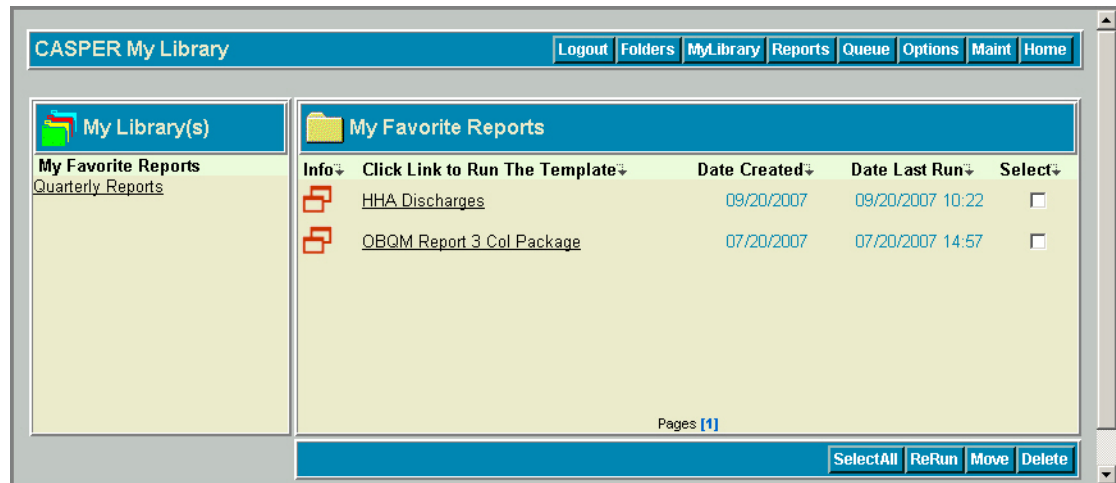


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## RUNNING AND MAINTAINING SAVED CRITERIA TEMPLATES

To view, run or maintain a report criteria template you saved, select the **MyLibrary** button [Alt + y] on the CASPER toolbar. The **CASPER My Library** page (Figure 2-12) is presented.

**Figure 2-12. CASPER My Library Page**



Your report criteria template folders are listed in the *My Library(s)* frame of the **CASPER My Library** page. The saved report criteria templates that are stored in the selected (highlighted) template folder are listed in the right frame of the page.

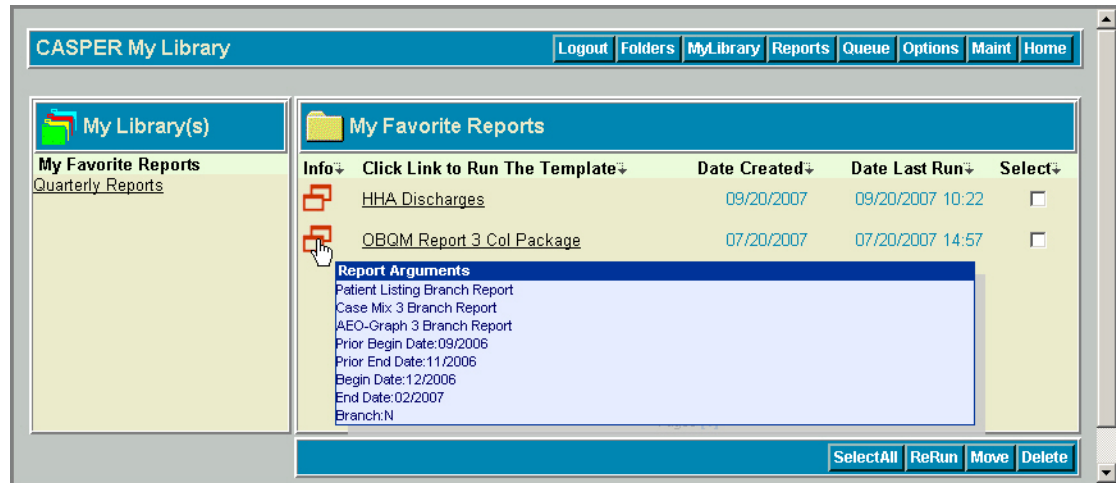
### **Viewing and Modifying Saved Criteria Templates**

The saved report criteria template names listed in the right frame of the **CASPER My Library** page are links with which you may view the report criteria options saved in a template.

Select the report criteria template name link to view the **CASPER Reports Submit** criteria page(s) with the criteria options you previously saved. Review or modify the criteria as needed, using the **Next** button to advance through multiple pages, if applicable. You may save the template and/or submit the report from the final **CASPER Reports Submit** criteria page.

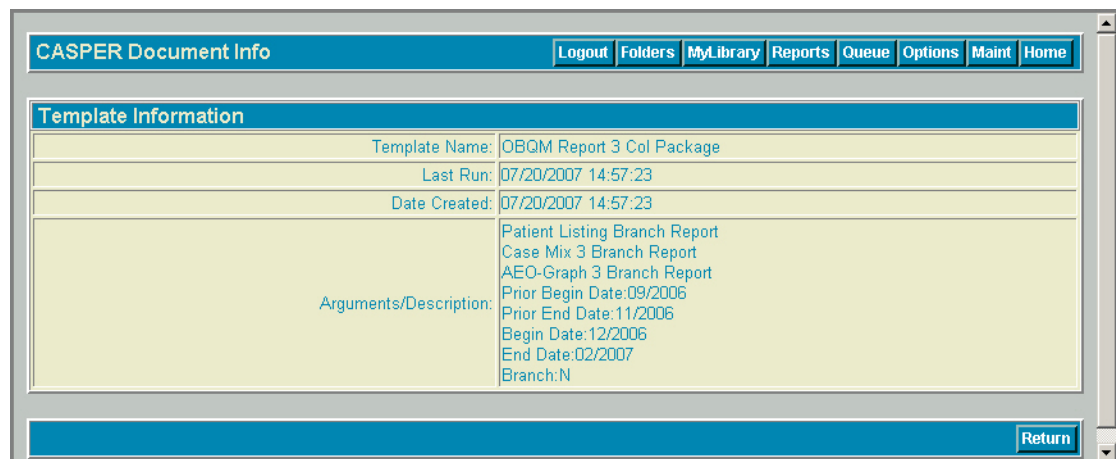
To view a synopsis of the saved criteria, with your mouse, point to and hover over the report icon in the Info column to the left of the template name. A **Report Arguments** pop-up box (Figure 2-13) containing the details of the saved criteria is presented.

**Figure 2-13. Template Info – Report Arguments**



When you click the Info icon, the **CASPER Document Info** page (Figure 2-14) is presented for the associated template. This page displays the saved criteria selections in addition to the date the template was created and the date it was last run. If needed, use your browser's print function to print this page.

**Figure 2-14. CASPER Document Info Page**



## Running Reports From Saved Criteria Templates

To run one or more reports without first viewing or modifying the saved criteria, check the *Select* box(es) to the far right of the desired template(s) and select the **Rerun** button on the **CASPER My Library** page (Figure 2-12). All selected reports are placed into the queue for processing.

**NOTE:** Use the **SelectAll** button to place checks in the *Select* boxes for all of the report criteria templates in the selected folder. The **SelectAll** button then changes to an **UnSelectAll** button with which you may remove all checks in the *Select* boxes.

## Moving Saved Criteria Templates

To move one or more templates in the selected template folder to another template folder, check the *Select* box(es) to the far right of the desired template(s) and select the **Move** button on the **CASPER My Library** page (Figure 2-12, above). The **CASPER Template Move** page (Figure 2-15) presents a list of the report(s) you selected.

**Figure 2-15. CASPER Template Move Page**

CASPER Template Move			Logout	Folders	MyLibrary	Reports	Queue	Options	Maint	Home
Move From: My Favorite Reports	Template Name	Template Created								
To: My Favorite Reports	OBQM Report 3 Col Package	07/20/2007 14:57:23								
			Back	Save	Next					

Open the *To* drop-down list and highlight the template folder to which you wish to move the selected template(s). Select the **Save** button.

From the **CASPER Template Move** page, you may also change a template name. Select a template displayed under the *Template Name* heading and type a new name.

When all changes are complete, select the **Save** button to retain the change.

## Deleting Saved Criteria Templates

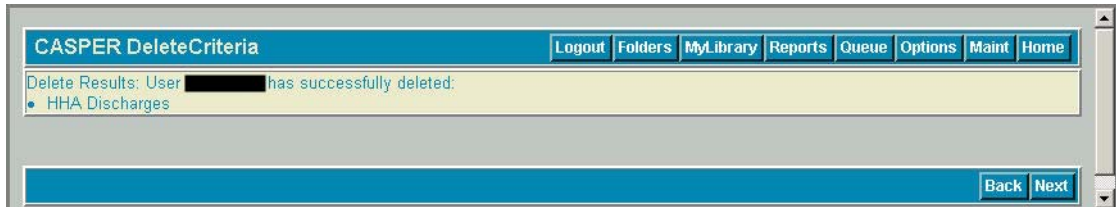
To delete one or more report criteria templates, check the *Select* box(es) to the far right of the desired template(s) and select the **Delete** button on the **CASPER My Library** page (Figure 2-12, above). A delete confirmation dialog box (Figure 2-16) is presented.

**Figure 2-16. Delete Confirmation**



Select the **OK** button to confirm the delete request. The **CASPER DeleteCriteria** page (Figure 2-17) is presented indicating the template(s) you successfully deleted.

**Figure 2-17. CASPER DeleteCriteria Page**



**NOTE:** Upon deletion of all saved report criteria templates from a template folder, the system automatically deletes the template folder.

## PACKAGE REPORTS

Several report categories include “Package” listings (Figure 2-18) that allow you to request multiple reports with a single submission.

**Figure 2-18. CASPER Reports Page – Package Report**



**NOTE:** When submitting requests containing multiple reports and/or facilities, expect the total processing time to increase. Please limit the number of reports you submit to a reasonable number.

When a package is selected, the name of each report included in the package is presented (Figure 2-19) with checkboxes checked by default. If only specific reports in the group are desired, uncheck those that you do not need.

**Figure 2-19. CASPER Reports Package**

The screenshot shows a web interface titled "CASPER Reports Submit". At the top, there is a navigation bar with links: Logout, Folders, MyLibrary, Reports, Queue, Options, Maint, and Home. Below this, the main content area is titled "Report: OBQI Report 2 Col Package". Under the heading "Reports:", there are five items, each with a checked checkbox: "Case Mix for RAO - 2 Col", "Outcome: Desc - 2 Bar", "Outcome: Risk Adj - 2 Bar", "Tally: Case Mix", and "Tally: Outcome". Below the report list, there are date selection fields: "Begin Date" (text input with "03/2006"), "End Date" (dropdown menu with "02/2007"), "Filter Begin Date" (dropdown menu with "03/2006" and a note "- only applicable to Tally report"), and "Filter End Date" (dropdown menu with "02/2007" and a note "- only applicable to Tally report"). There is also a "Report By Branch:" checkbox which is currently unchecked. At the bottom of the form, there are two dropdown menus: "Template Folder:" (set to "My Favorite Reports") and "Template Name:" (set to "OBQI Report 2 Col Package"). To the right of these dropdowns are four buttons: "Submit", "Back", "Save & Submit", and "Save".

Specify the desired date criteria and select the **Submit** button. Each report is then individually sent to the queue, processed and delivered to your Inbox.



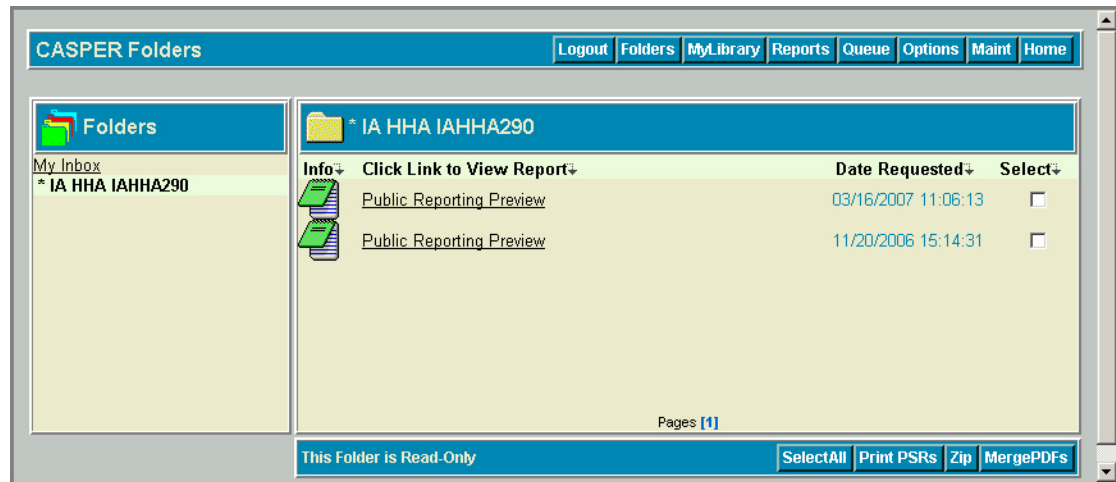
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## SHARED FOLDERS

Shared folders are “read-only” folders into which automatically-generated reports are distributed for your agency. One shared folder exists for and is visible to each provider. You may view the shared folder and the reports that it contains, but cannot alter, modify, delete, move, or rename these items.

Select the **Folders** button [Alt + s] from the CASPER toolbar to access the **CASPER Folders** page (Figure 2-20) and view the shared folders that are available to you.

**Figure 2-20. CASPER Folders page - Shared Folder**



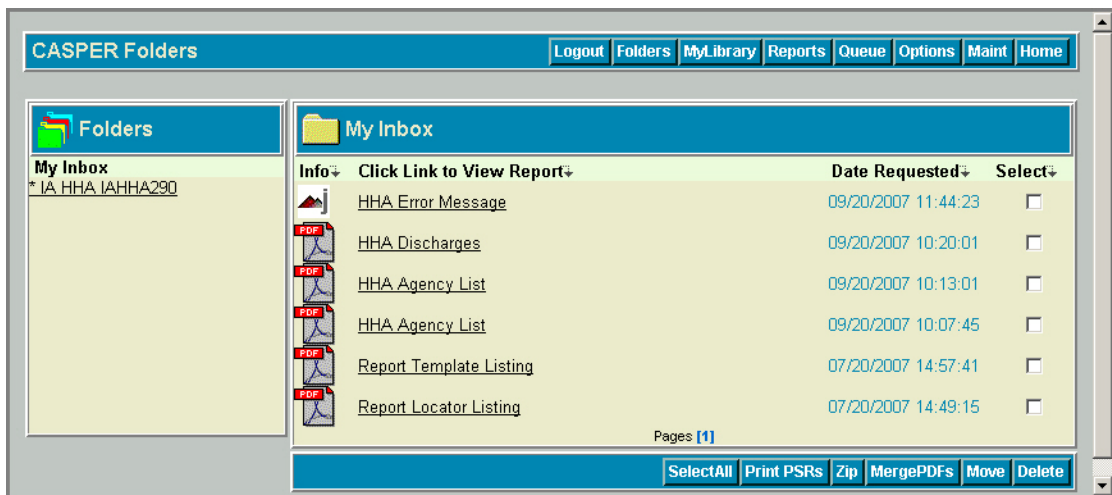
**NOTE:** The names of shared folders begin with the 2-letter abbreviation for your state.

Provider-level users see a shared folder for their facility, but cannot access shared folders for other providers. State Agency and QIO users may see all shared folders for their appropriate state(s). CMS users may see all shared folders for every provider in every state.

## VIEWING, PRINTING, AND SAVING INDIVIDUAL REPORTS

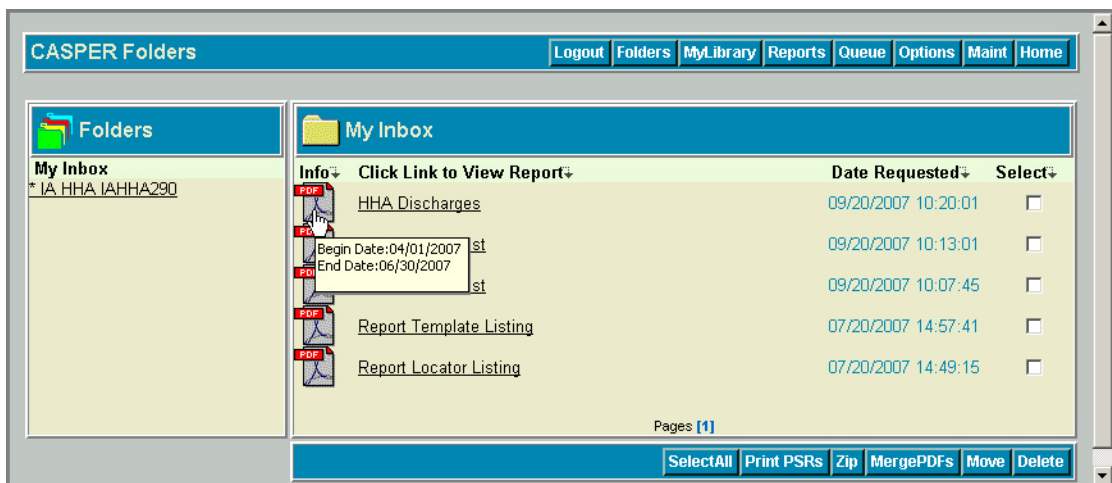
1. To view a completed report, select the **Folders** button [Alt + s] on the CASPER toolbar. The **CASPER Folders** page (Figure 2-21) is presented. By default, the *My Inbox* folder is selected. Reports that you request are placed in your *My Inbox* folder. Select another folder if necessary. Links to the reports stored in the selected folder are listed in the right-hand pane of the page.

**Figure 2-21. CASPER Folders Page – My Inbox**



When you hover the mouse pointer over a report icon in the Info column in the right-hand pane of the page, details of the criteria selected to generate the report appear briefly (Figure 2-22).

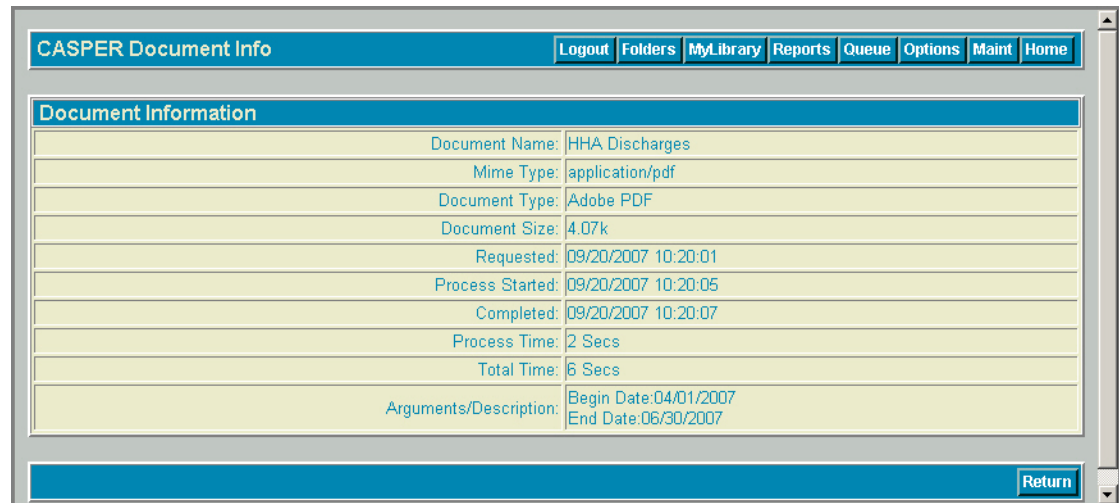
**Figure 2-22. CASPER Folders Page – Report Criteria Summary**



**NOTE:** Use the report criteria information to identify the specific report you wish to view from a list of similar reports.

When you select a report Info icon, the **CASPER Document Info** page (Figure 2-23) is presented for the associated report. This page displays the criteria selections used to generate the report in addition to other characteristics of the report document.

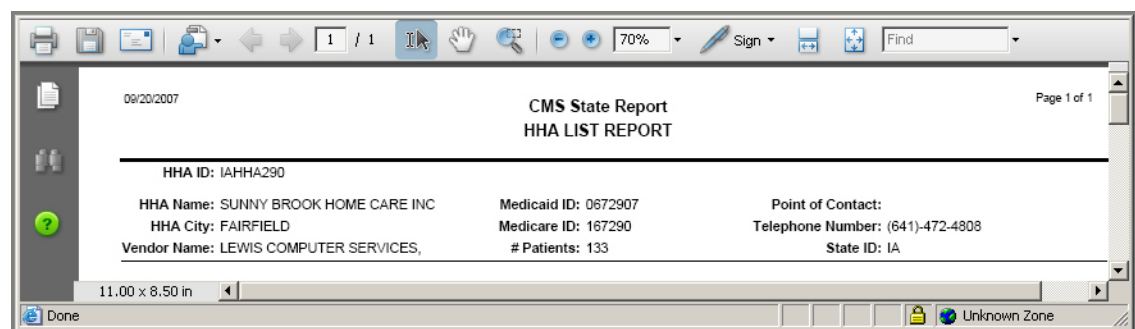
**Figure 2-23. CASPER Document Info Page**



2. To view the report, click the underlined report name link from the *My Inbox* folder (Figure 2-21, above).

A report generated in the PDF format (Figure 2-24) displays in your browser with the Adobe Reader plug-in.

**Figure 2-24. PDF Report Display**



**NOTE:** Other report formatting options include comma-separated values (CSV) and XLS for use with Microsoft Excel.

3. To locate specific text of interest in the displayed report, perform a Find function. The Find function [Ctrl + f] is available on the Edit menu for all report formats.
4. To print a displayed report, select the **Print** tool from the toolbar directly above the report.
5. To save a displayed PDF-formatted report to your workstation or local network, select the **Save A Copy** tool from the Adobe toolbar directly above the report. Specify the name and destination location of your file.

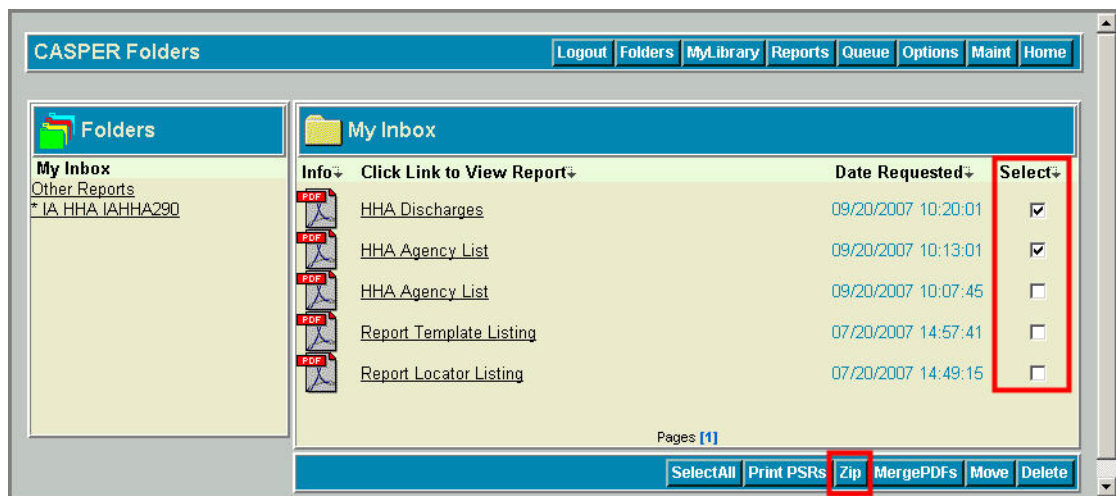
## ZIPPING, PRINTING, AND SAVING MULTIPLE REPORTS

The CASPER Reporting application includes functionality that allows you to collect multiple reports into a single compressed (zipped) file that you may print and/or download to your workstation.

Using this zip functionality, you may print multiple reports with a single print command as follows:

1. From the **CASPER Folders** page (Figure 2-25), select the reports you wish to include in a zipped file by checking the checkbox under the *Select* heading associated with each report.

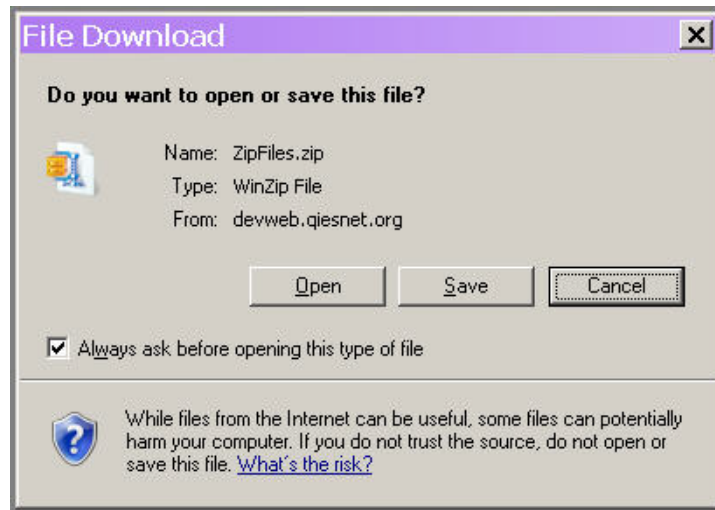
**Figure 2-25. CASPER Folders Page – Reports Selected**



2. Select the **Zip** button.

A Windows **File Download** dialog box (Figure 2-26) opens.

**Figure 2-26. Windows File Download Dialog Box**

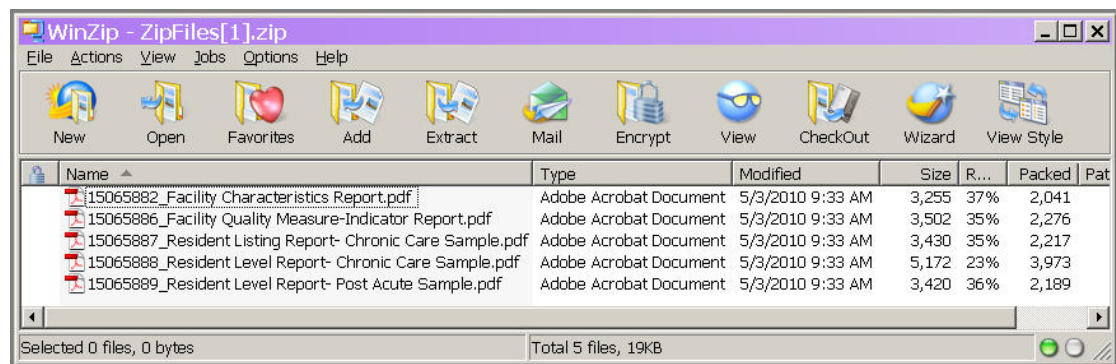


3. If you wish to print the one or more reports in their entirety immediately, select the **Open** button.

**NOTE:** If you prefer to save the zip file to your workstation so that you may readily view and/or print the reports it in the future, select the **Save** button.

A WinZip window (Figure 2-27) displays the contents of the zipped file.

**Figure 2-27. WinZip Window**

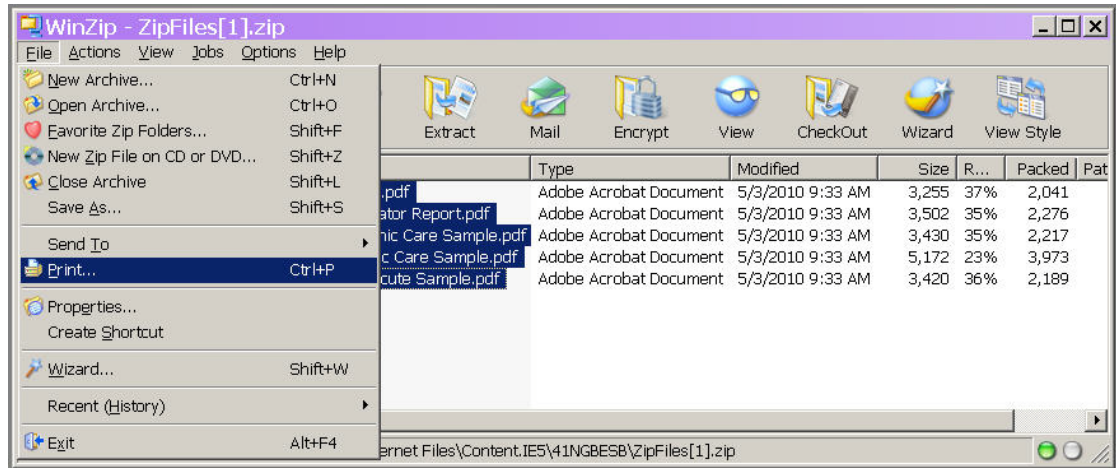


4. Select (highlight) each report you wish to print.

**NOTE:** To highlight two or more reports, press and hold the Ctrl key as you select the reports.

- From the *File* menu select the *Print* option (Figure 2-28) or right-click and select the *Print* option. All pages of each report are sent to your default printer.

**Figure 2-28. WinZip File Menu**



**NOTE:** To print select pages from the zipped reports you must open each report individually.

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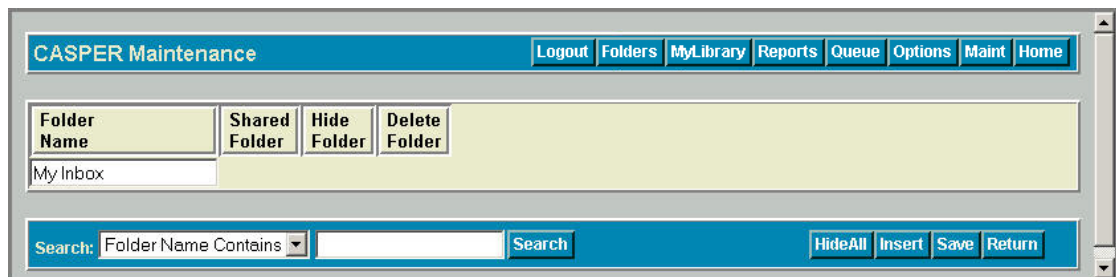
## CUSTOMIZING THE CASPER REPORTING TOOL

### Maintaining Folders

*My Inbox* is the default folder and cannot be deleted. You can, however, change the name of this folder and create additional folders.

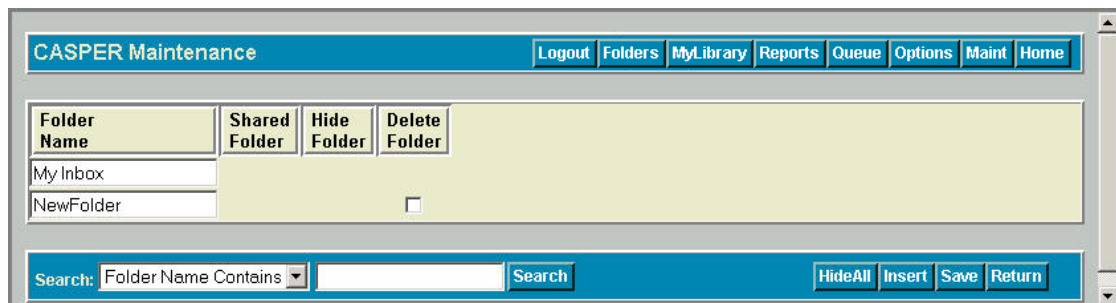
1. Select the **Maint** button [Alt + m] from the CASPER toolbar. The **CASPER Maintenance** page (Figure 2-29) displays.

**Figure 2-29. CASPER Maintenance Page**



2. To create a new folder, select the **Insert** button [Alt + i]. Specify the name for the new folder in the *NewFolder* field (Figure 2-30).

**Figure 2-30. CASPER Maintenance Page – Insert New Folder**



3. Select the **Save** button [Alt + c] to save the new folder.  
Select the **Insert** button again to create another folder, or the **Return** button [Alt + u] to return to the **CASPER Folders** page.
4. To delete a folder you created, check the **Delete** box associated with that folder and select the **Save** button.

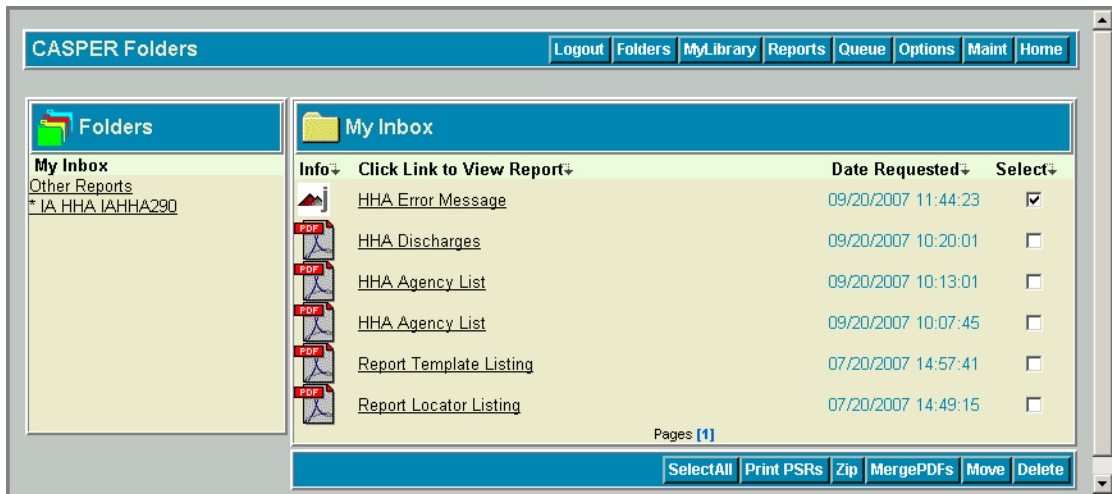


## Moving Reports

The **CASPER Folders** page provides you with functionality to move reports from one folder to another.

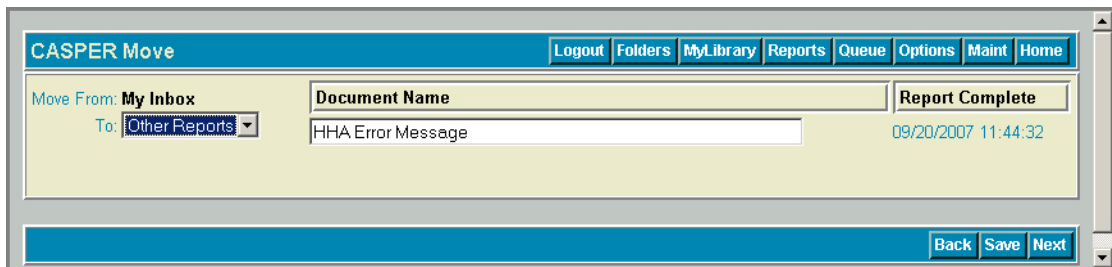
1. To move one or more reports, check the *Select* box to the far right of each report and select the **Move** button [Alt + n] (Figure 2-31).

**Figure 2-31. CASPER Folders Page - Moving Reports**



2. The **CASPER Move** page (Figure 2-32) lists the report(s) you selected.

**Figure 2-32. CASPER Move Page**



3. Open the drop-down list and highlight the folder to move the report(s) to. Select the **Save** button.

From the **CASPER Move** page, you may also change a report title. Select a report displayed under the *Document Name* heading and type a name for the report that is more meaningful to you.

When all changes are complete, select the **Save** button to retain the change.

## Deleting Reports

The **CASPER Folders** page also provides you with functionality to delete reports.

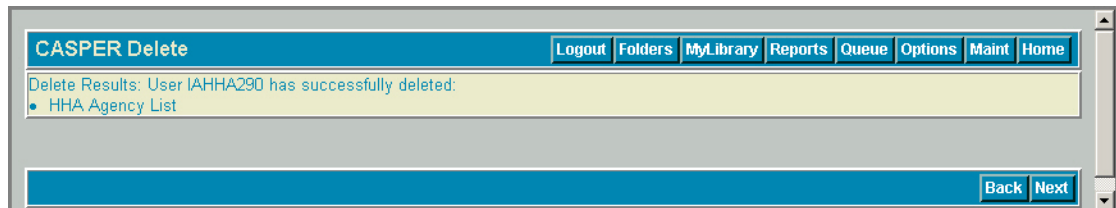
1. Place a check in the *Select* box to the far right of each report to delete on the **CASPER Folders** page (Figure 2-31, above) and select the **Delete** button [Alt + x]. A delete confirmation dialog box (Figure 2-33) is presented.

**Figure 2-33. Delete Confirmation**



2. Select the **OK** button to confirm the delete request. The **CASPER Delete** page (Figure 2-34) is presented indicating the report(s) you successfully deleted.

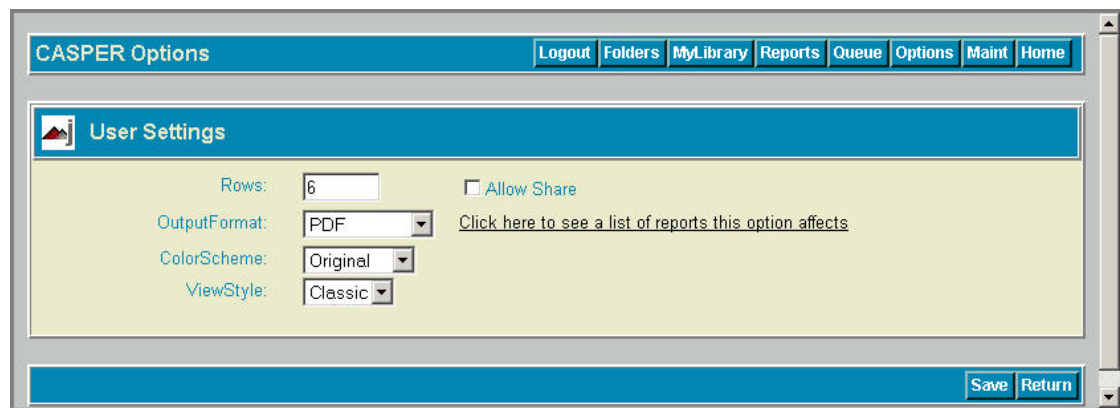
**Figure 2-34. CASPER Delete Page**



## Other Customizations

As reports are requested and delivered to the default folder, the list of reports in the default folder on the **CASPER Folders** page may expand to multiple pages. You can access specific pages of the list via the page number links at the bottom of the frame. To alter the number of reports per page that are displayed in a folder, and further customize the CASPER Reporting application, select the **Options** button [Alt + o] from the CASPER toolbar. The **CASPER Options** page (Figure 2-35) is presented.

**Figure 2-35. CASPER Options Page**



The screenshot shows the 'CASPER Options' page. At the top, there is a navigation bar with buttons for 'Logout', 'Folders', 'MyLibrary', 'Reports', 'Queue', 'Options', 'Maint', and 'Home'. Below this is a 'User Settings' section with a yellow background. It contains four settings: 'Rows' (a text input field with the value '6'), 'Allow Share' (a checkbox that is unchecked), 'OutputFormat' (a dropdown menu set to 'PDF'), and 'ColorScheme' (a dropdown menu set to 'Original'). Below these are 'ViewStyle' (a dropdown menu set to 'Classic') and a link that says 'Click here to see a list of reports this option affects'. At the bottom right of the settings area are 'Save' and 'Return' buttons.

The following items are currently available on the **CASPER Options** page:

- **Rows:** alters the number of reports available on each page and, therefore, the size of the report-viewing window. This setting must be between 5 and 50.
- **Allow Share:** displays when you have access to Shared Folders, but it cannot be modified. Only a CASPER Reporting Administrator can add or remove Shared Folder access.
- **OutputFormat:** allows report requests to be processed in one of the following formats: PDF, CSV, EXCEL, or Jasper. The standard default is PDF.
- **ColorScheme:** allows color customization of the application colors. Select from: CMS, Footprints, Original, Lavender, Forest, Wood, and Winter.
- **ViewStyle:** allows customization of the layout of your CASPER Reporting application workspace. Select from: Classic and DDLB. The screen shots included in this manual depict the Classic ViewStyle.

After selecting the desired options, select the **Save** button [Alt + c].

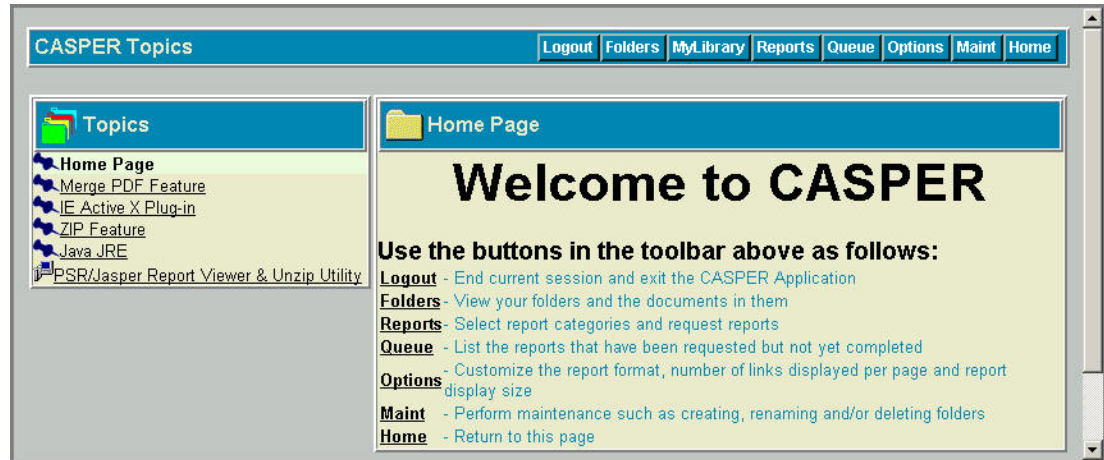
The **Return** button [Alt + u] on the **CASPER Options** page returns you to the previous page you were viewing.

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## CASPER TOPICS

The *Topics* frame of the **CASPER Topics** page (Figure 2-36) provides instructions, notices and bulletins, helpful information, and downloadable files pertaining to the CASPER Reporting application.

**Figure 2-36. CASPER Topics Page**



The **CASPER Topics** page is presented with each successful login to the CASPER Reporting application. To access the **CASPER Topics** page anytime thereafter, select the **Home** button [Alt + g] on the CASPER toolbar.

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## VIEWING REPORTS OFFLINE

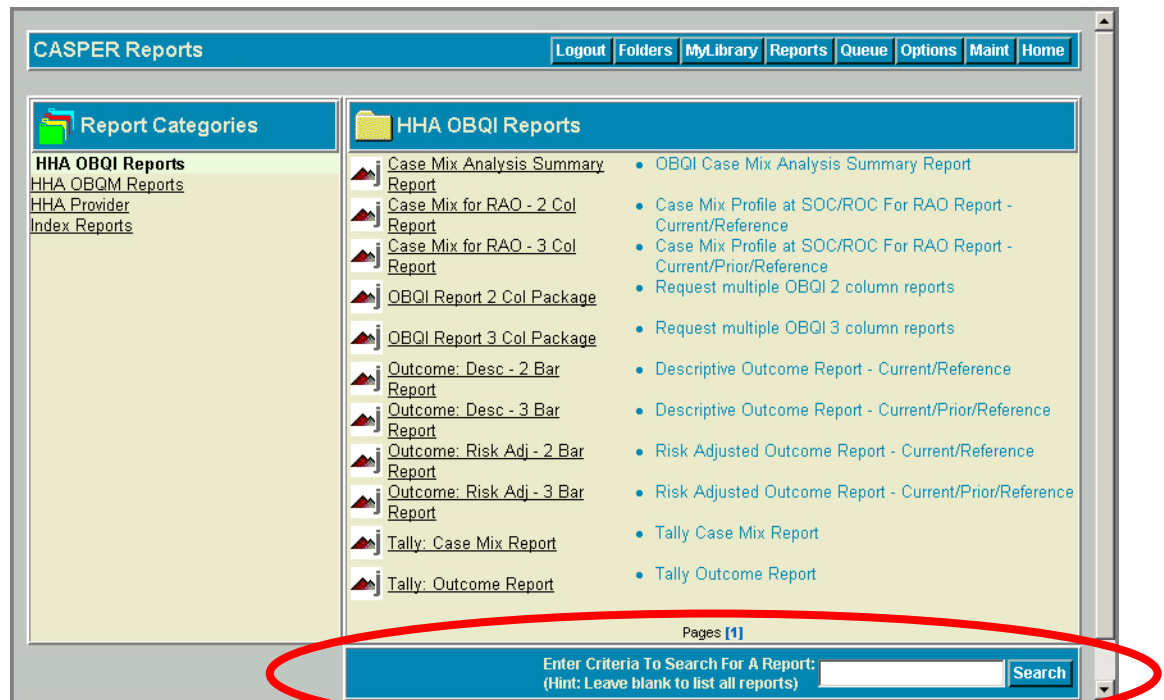
You can save PDF-formatted reports to a local drive and then view them with Adobe Reader at any time. Likewise, you can save and then view XLS- and CSV-formatted reports with Microsoft Excel. It is not necessary to be logged in to the CASPER Reporting application to view these types of reports offline.

**NOTE:** In order to be viewed offline, a report must first be saved to a local drive, workstation or other storage medium. Refer to the *Viewing, Printing, And Saving Reports* section for instructions.

## REPORT SEARCH FEATURE

A search feature is available on the **CASPER Reports** page (Figure 2-37). It returns a list of reports (only those to which you have access) matching the search criterion you entered.

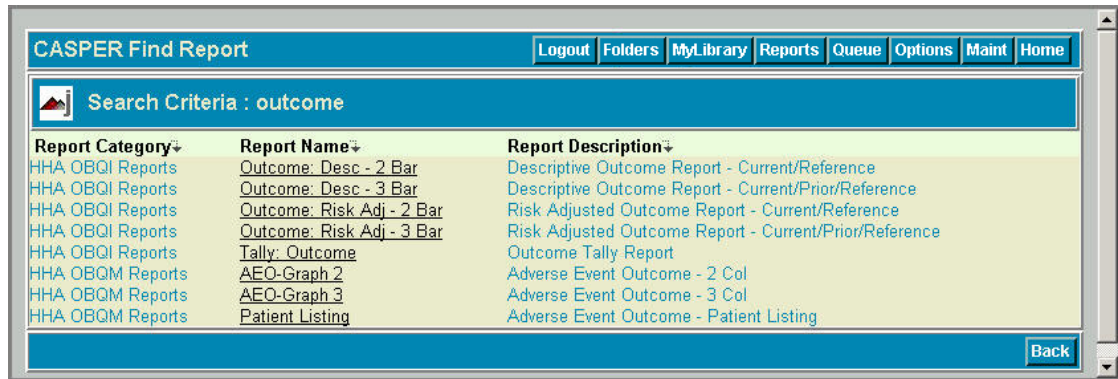
**Figure 2-37. Report Search Feature**



To perform a search, enter the characters for which you wish to search in the *Search* text box and select the **Search** button [Alt + c]. Leave the textbox blank to receive a complete list of all reports to which you have access.

*Report Category*, *Report Name*, and *Report Description* are searched for the criterion entered. For example, if you enter “outcome” as the search criterion, all reports containing “outcome” in the *Report Category*, *Report Name*, or *Report Description* are listed (Figure 2-38).

**Figure 2-38. Report Search Results**



You may then click the underlined report name link to go to the criteria selection and submission page for a particular report.