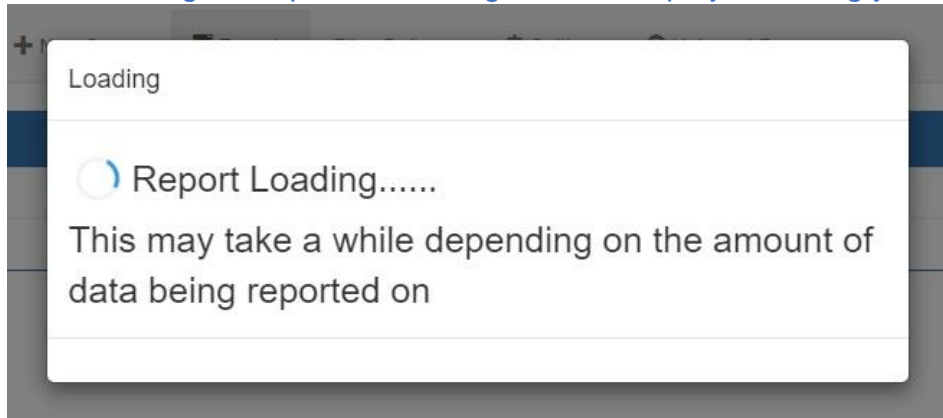


Special Topics –

- **Report Catalog Update**

- The Tech team has made several enhancements to the Report Catalog. The method for running reports has not changed. There has been no change to the report names or categories. The reports can be sorted and filtered in the same manner as before. ***However, the performance of the report catalog has been adjusted and we sincerely hope it improves your day-to-day interaction with the MIS.*** Please review the list of enhancements below:
 - The newly enhanced Report Catalog now functions on ***Mac computers and iPads.***
 - When running the report, a message will be displayed, letting you know the report is running.

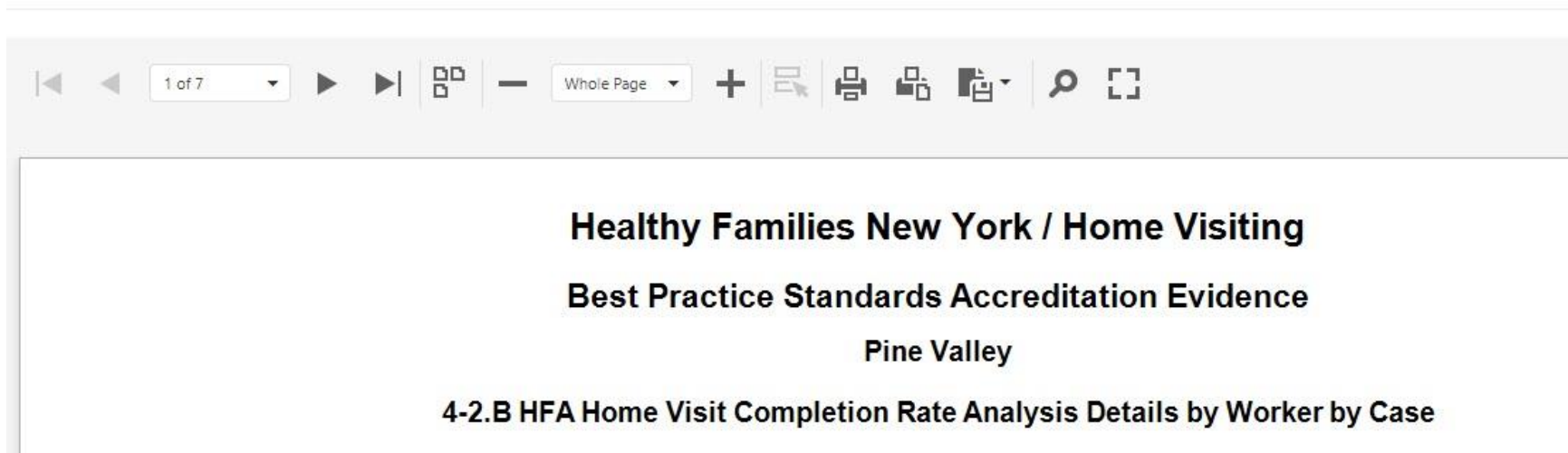


Hopefully, this will eliminate re-clicking and double clicking the Run Report button, causing the reporting process to begin again.

- When the data has been generated, another *message will be displayed*, letting you know the document is being created.

Creating the document...

- The *toolbar* at the top of the generated report has changed.



The image shows a screenshot of a report viewer interface. At the top, there is a toolbar with various navigation and viewing controls. Below the toolbar, the report content is displayed, starting with a title page. The title page text is centered and reads: "Healthy Families New York / Home Visiting", "Best Practice Standards Accreditation Evidence", "Pine Valley", and "4-2.B HFA Home Visit Completion Rate Analysis Details by Worker by Case".

1 of 7

Whole Page

Healthy Families New York / Home Visiting

Best Practice Standards Accreditation Evidence

Pine Valley

4-2.B HFA Home Visit Completion Rate Analysis Details by Worker by Case

Let's take a closer look at the changes on the toolbar.

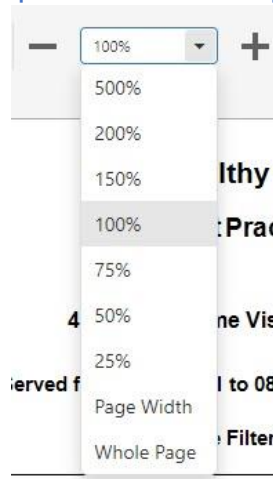
- Click the **arrow buttons to move from page to page on multi-page reports**. The speed at which the report moves through the pages has increased significantly. You no longer have to wait for the page to download before you see it because once the report is run, the pages are completely downloaded



- This symbol is a **toggle button** available for multi-page reports. Clicking it will quickly and completely make all the pages of the report available to view



- The next element on the toolbar allows you to increase or decrease the **zoom level** of the report. You can click the plus or minus signs or, click on the dropdown to see the page view options.



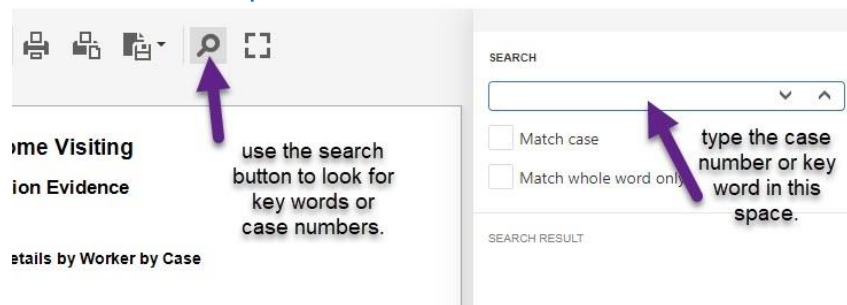
- The button after the zoom options is not currently used by the MIS and should be ignored. The following buttons are **print buttons** – the first allows the entire report to be printed and the second prints the currently viewed page.



- Click the dropdown arrow on the next button to see all the ways to **export reports**.



- Click the **Search button** to open the Search box. Use this to search for case numbers, names, or key words.



The updated Report Catalog will be posted next week. We hope these new enhancements are helpful to you. If you have any question about the Report Catalog or any part of the MIS, please do not hesitate to contact us.

We are available from 8-4 Monday through Friday. Please submit a support ticket (There is a direct link on the MIS, under Help and Docs) for any MIS related issues.

Please forward this missive to anyone who should be receiving it. Send us their email address so we can include them on the next one. **FYI, opting out of this email will remove you from the listserv.*

Best wishes for a wonderful weekend.

Take care,

Your MIS IT Team