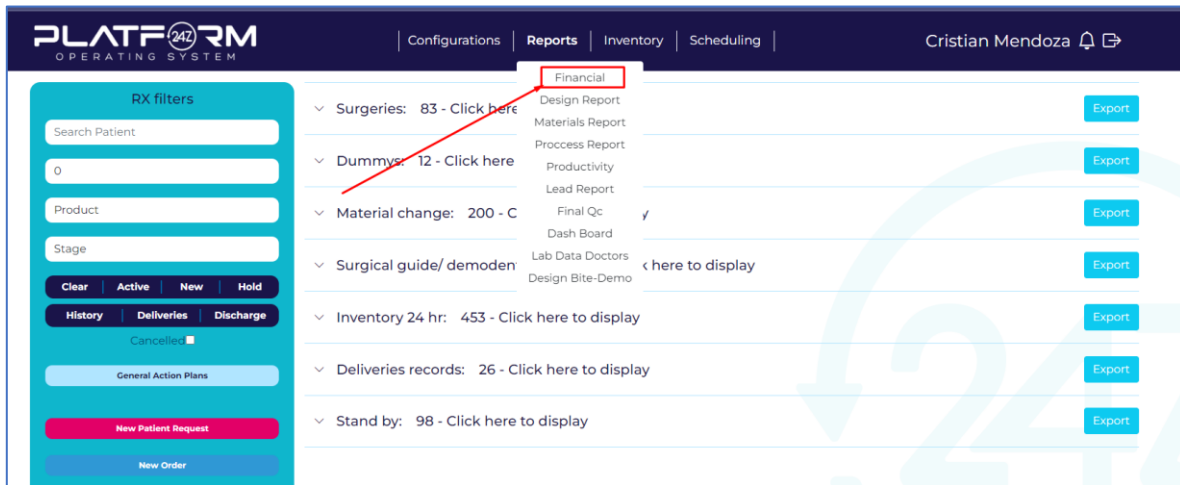


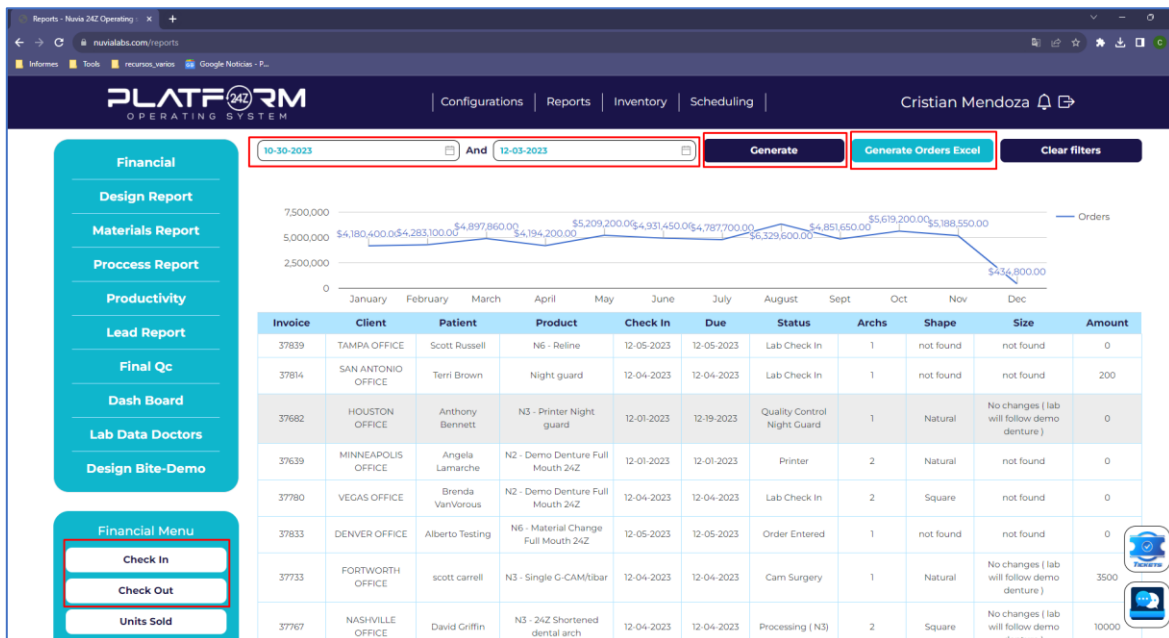
## Nuvia app report

### User Manual

## Uploading information and accessing reports





Once logged into the Nuvia platform, go to the reports/Financial section. If this option does not appear, contact the platform team to request the necessary permissions for this action.



Once you have entered the route of reports/Financial, choose the dates of interest for the month. These can be selected for completed months. Do not forget to click the 'generate' button to query the server for the data. After that, click on 'generate orders excels' for their export. A similar process is required for extracting completed orders in the same time period. To access these, select the 'Check Out' option in the Financial Menu located at the bottom left of the screen.

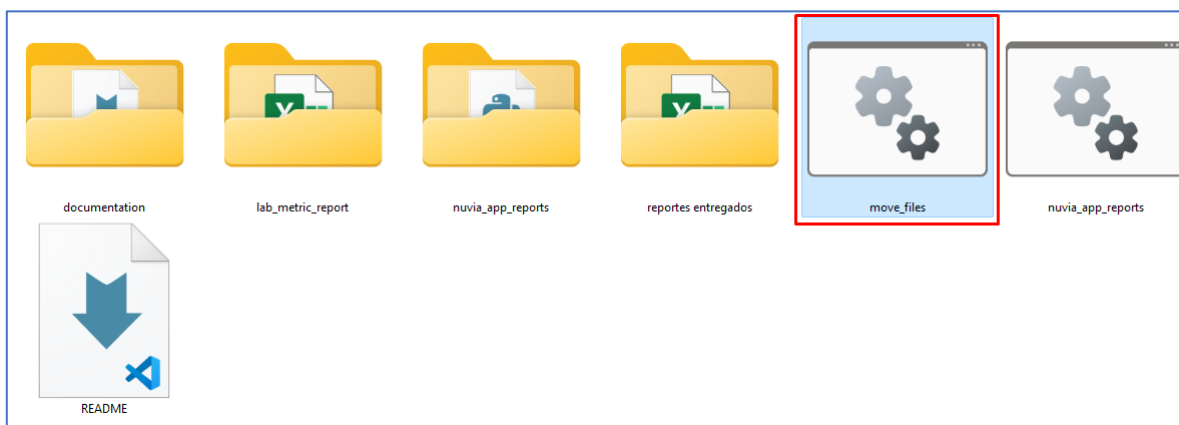
For example, for studying the performance, metrics, and products of the laboratories in November 2023, select the dates between October 30 and December 3 for a proper weekly study. These dates are available within the 'documentation' folder if you need to know the specific week-to-week boundaries of the reports. Once the correct time interval is selected.

▼ hoy			
 orders-sales-report2023_11_5	5/12/2023 11:39 a. m.	Hoja de cálculo d...	201 KB
 Orders-report2023_11_5	5/12/2023 11:35 a. m.	Hoja de cálculo d...	194 KB

Once this information is exported, rename the Excel files as follows:

- "Orders-report\_YYYY\_MM\_DD" will become "week\_"
- "orders-sales-reportYYYY\_MM\_DD" will become "week\_finished\_"

This way, the software will identify which file corresponds to each type of order.



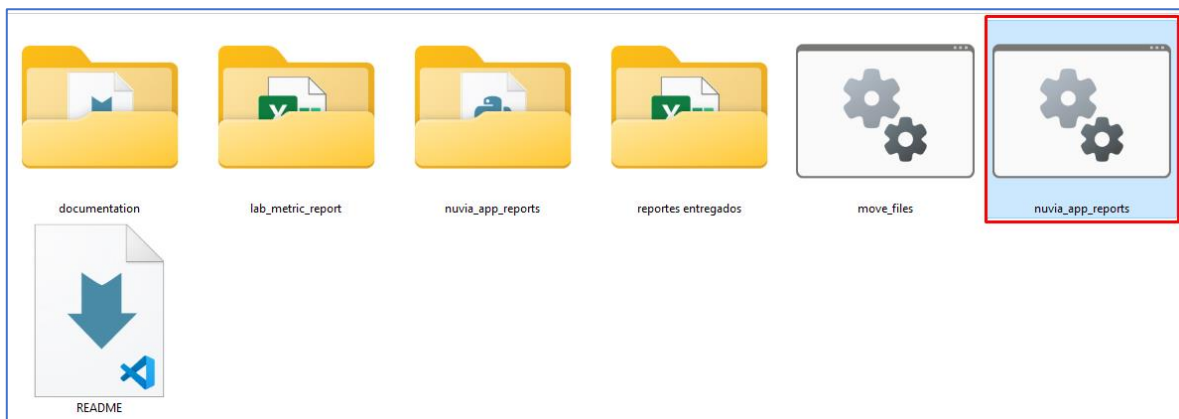
Now, with the files inside the NUVIA REPORTS folder, you will need to move these files to the corresponding year and month folder. To do this, double-click on the move\_files.bat file and enter

the appropriate year and month numbers. The program will then move the files to their respective locations.

For our example, this action takes the following form:

```
C:\WINDOWS\system32\cmd. x + v
Enter the year (e.g., 2023): 2023
Enter the month number (e.g., 1 for January): 12
Se han movido 1 archivos.
Se han movido 1 archivos.
Files moved successfully to: nuvia_app_reports\data\2023\12
Presione una tecla para continuar . . . |
```

Once the files are located in their respective paths, you can use the respective reports by clicking on `nuvia_app_reports.bat`. That is:



Which will display a terminal with the different options for the respective reports:

```
C:\WINDOWS\system32\cmd. x + v
Select an option to execute the python3.11 file:
1: lab_metric_report
2: weekly_waiting_for_24z
3: compare_statements (for update)
4: accounting
5: compare_clinic_patients
6: flux_analysis
7: pmma_counter
8: create_characteristics
9: count_n3_arches
10: update_checkIn_all
11: fracture_report
Enter a number (1 to 11): |
```

Locating the report you want to obtain, select its ID number, and access those reports located in the `".\nuvia_app_reports\results"` path.