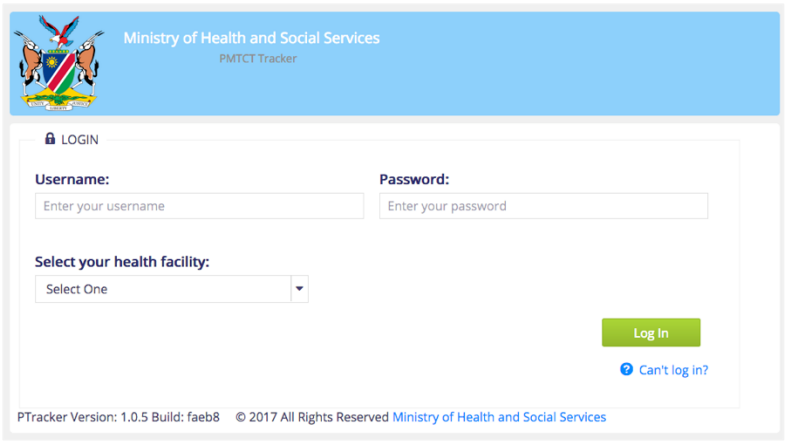
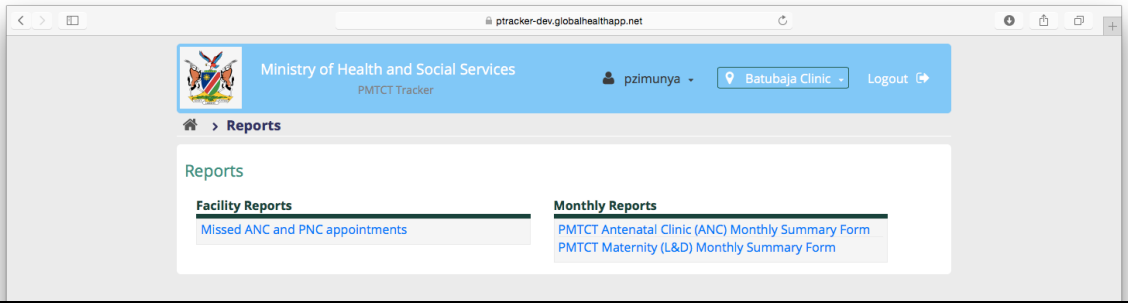
10. How to Run Reports In PTracker

Objective:	To be able to generate aggregate monthly summary forms and and other programmatic reports on different indicators and time periods
Tasks:	Specify the data elements to be included in report Aggregate monthly summary data from all entered records
When:	At the end of a specified time period e.g. month, quarter
Who:	MOHSS staff with user IDs and login details
Required Materials:	• Username, password, hardware with an Firefox web browser or ODK collect application to access the PTracker remotely installed

STEP	ACTION
1.	Login into system with your user details. See section 1: **How to Login to PTracker** 
2.	Then go to the **Reports** icon, the page below will appear. 
3.	Select the summary form by clicking