Plant Management

View Reports

Welcome to the Public Health Information System. In this demonstration, you will learn how to view reports. I'll guide you through the steps of accomplishing this task.
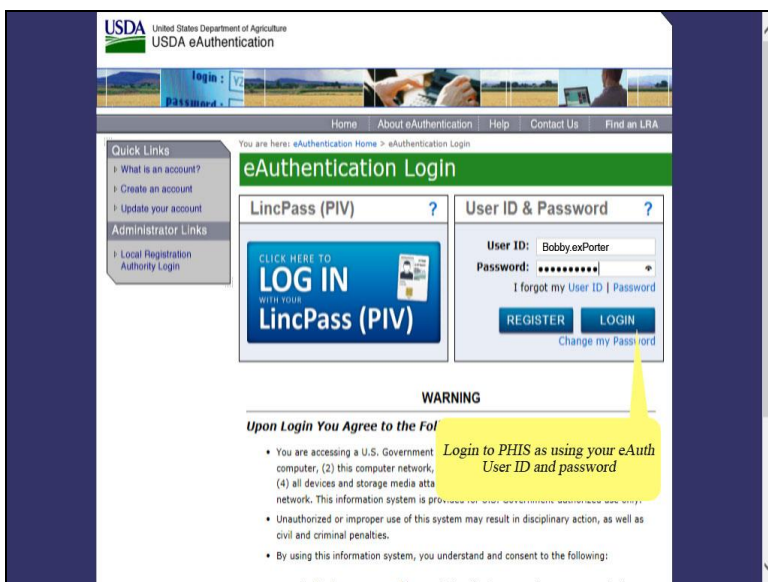
Login to PHIS using your eAuth User ID and password and then click the Login button.
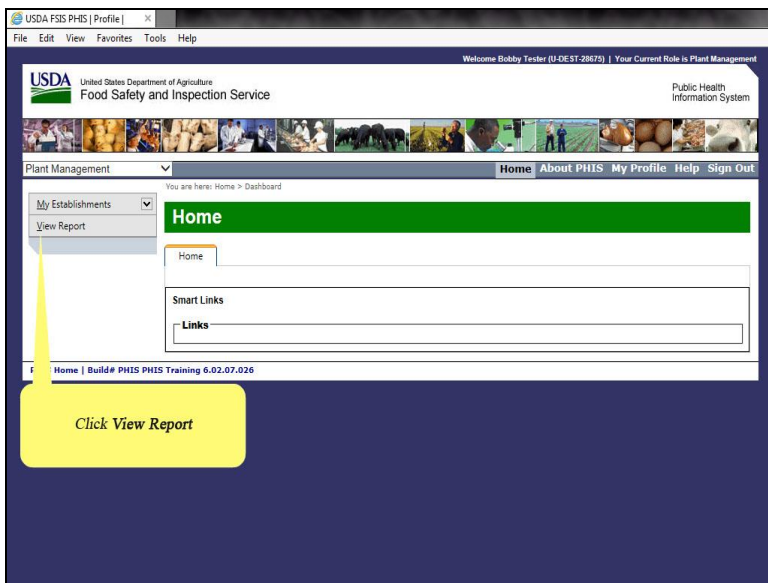
First, click View Reports in the left menu of Plant Management.
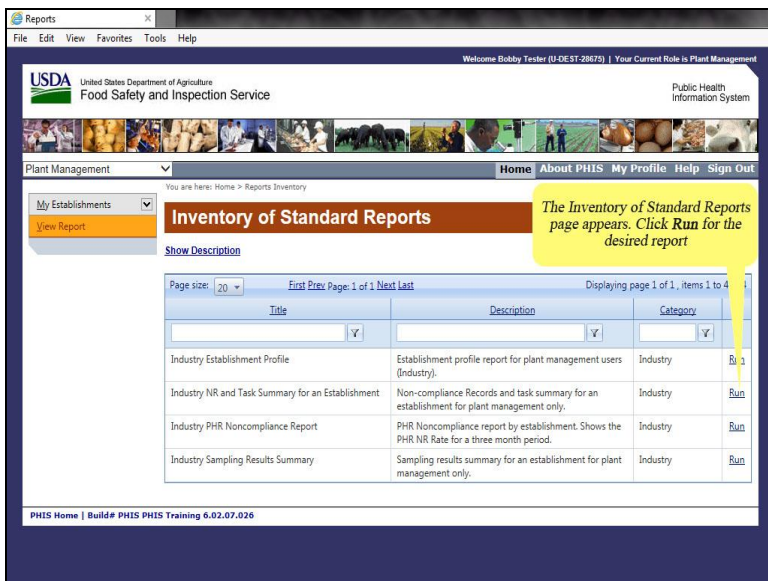
The Inventory of Standard Reports page appears.
Click Run in the last column for the desired report.

A window appears, prompting for report parameters. The report can be generated in Microsoft Excel or PDF format.
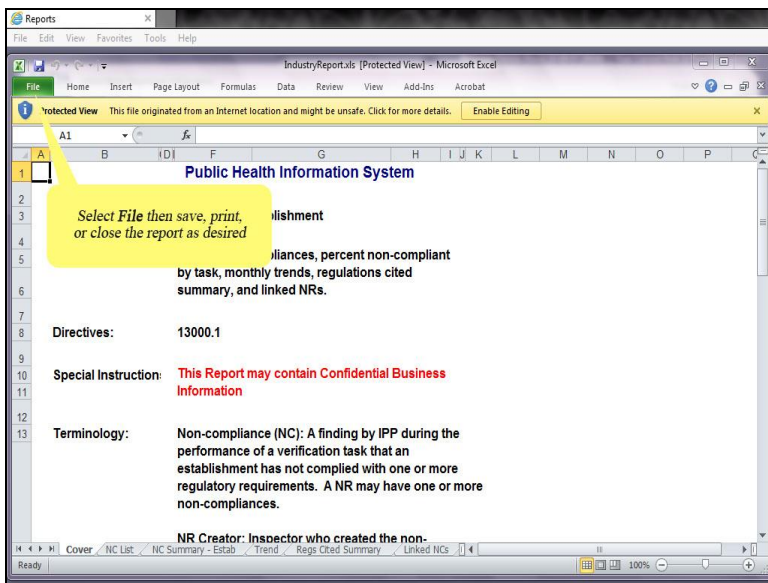

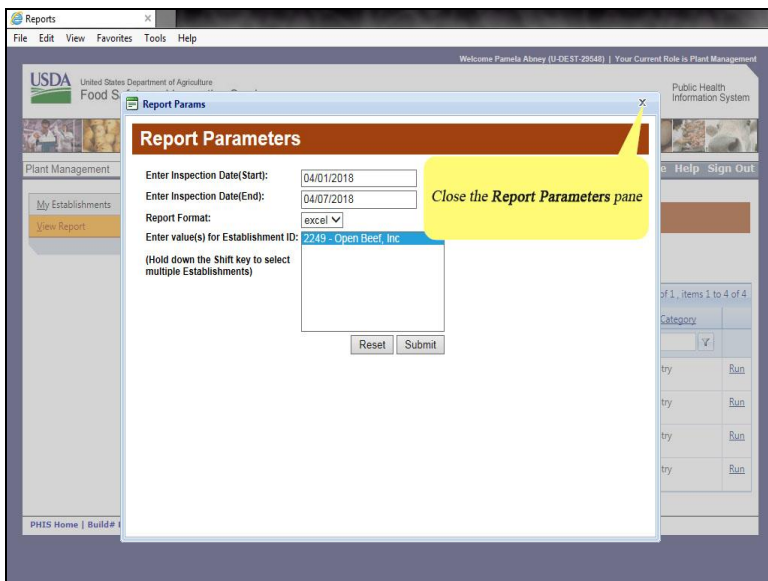Fill in the data range fields and select the desired report format.
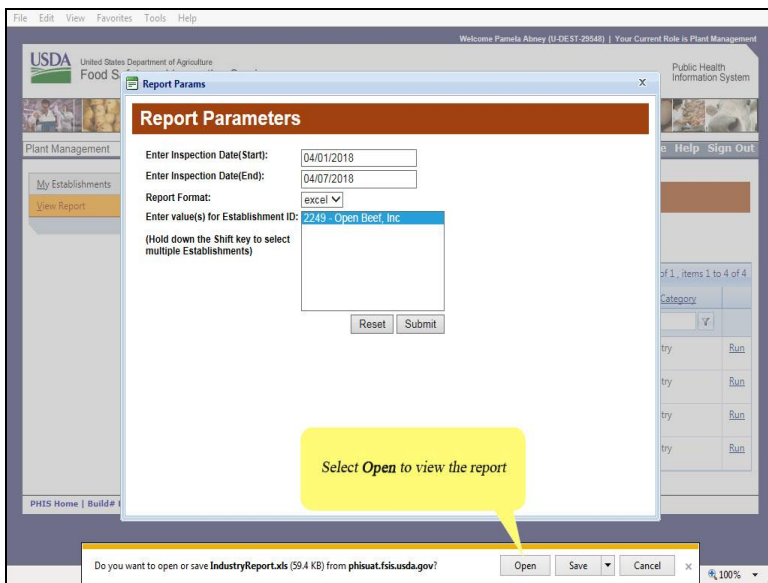
After clicking Submit, the report will run and you will be prompted to open the report.
Click Open.
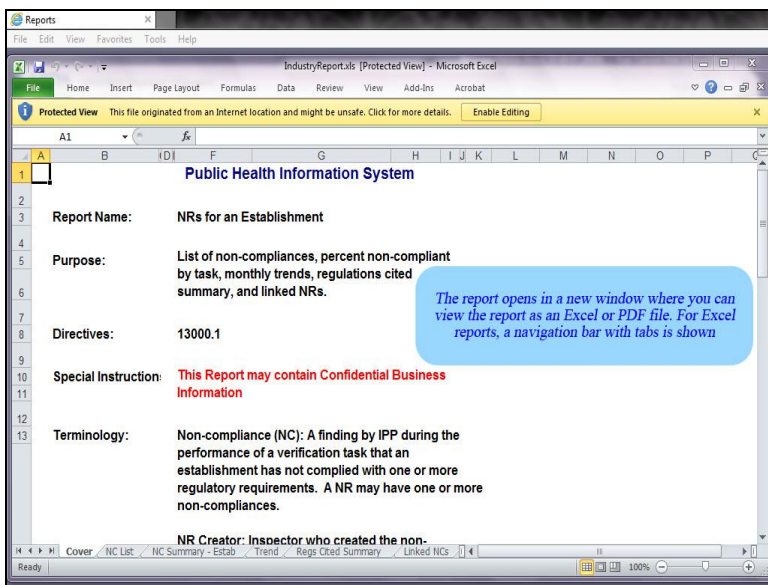
The report opens in a new window where you can view the report as an Excel or PDF file.
For Excel reports, a navigation bar with tabs is shown.

Select File. Then, save, print, or close the report as desired.

Close the Report Parameters pane.

Click Sign Out.

This is the end of this exercise. You will now be returned to the introductory screen. Thanks for your interest in the Public Health Information System.