

Administrative Report Macros Creation and Execution.

Administrative report macro screen allows individual report settings to be saved for reuse, without refining the filter data. Multiple individual reports can be "grouped" together as a set. This allows the user to run weekly, monthly, quarterly or annually, run reports at one time instead of having to select and run each report individually. Report macros allows the report generation process to be run unattended after hours. For facilities using groups the option exists to select an individual group, or multiple groups to have individual reports by said group. The system comes with a two installed macros to assist with MQSA audit. A Run Before MQSA Audit for preparation, and a MQSA Audit for the inspector containing the sets reports typically requested.

TO RECORD ADMIN REPORT MACRO: Select the report type, variable date range and filtering parameters, from the administrative reports Report Printing Screen. Tap the **Report Macros** button to transfer report settings to the macro recording screen. The **Add New Report Macro Using Report Screen Settings** window will now be populated with the report title. It is recommended that the "generic" report title be expanded to include comments to identify it. Macro names must be unique or they will be replaced each time that name is used. Once the recorded report name is modified, tap the **Add New Macro** button. The new report macro is then transferred to the **Defined Report Macros And Macro List** window, and is saved for future use.

TO RUN RECORDED ADMIN REPORTS: Enter report macro screen via the **Report Macros** button on the Report Printing Screen. Select report(s) by tapping on the report macro name in the **Defined Report Macros And Macro List** window. As each report is selected it is added to the **Report Macros Currently Selected For Printing** window. Tap the **Print All Selected** button to process selected reports. Once all printing is completed you will be returned to the Report Printing Screen.

TO PREVIEW RECORDED ADMIN REPORT MACROS: Select the report from **Report Macros Currently Selected For Printing** window, then tap the **Preview Setting** button to view the settings for that report. To preview a report tap the **Preview Report** button. If have multiple reports in the window, only the one highlighted will be previewed. To remove report macros tap the **Clear All** button. To print all reports selected tap the **Print All Selected** button. You can also print from the report screen.

TO PERMANENTLY DELETE A RECORDED ADMIN REPORT MACROS: Select report by tap from **Defined Report Macros And Macro List** window, and tap the **Delete Highlighted Macro** button. When deleting individual macros from the **Defined Report Macros And Macro List** window, it will not only delete the individual report but also will delete that report from any group it may be in.

TO OVERRIDE REPORT DATE RANGE: Select the specific begin/end date or variable date range from the **Option Custom Dates** control, prior to tapping the **Print All Selected Or Preview Report** button.

COMBINE REPORT MACROS INTO SINGLE MACRO: Select the individual report from the **Defined Report Macros And Macro List** window. As each report is selected, it is added to the **Report Macros Currently Selected For Printing** window. Next, enter the name for the combination report macro, in the **Save And Name Current List Of Selected Macros** window. Then tap the **Save Selection As** button. The combination reports macro will be added, to the **Defined Report Macros And Macro List** window for future use.

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Recommendation for product development?

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