HOW-TO ACCESS REPORTS IN DELPHI


2. **Log** in with your username and password

3. Click on the **Reports** tab near the top. Your screen should now look like this:

   ![Report Screen](image.png)

*If you have followed these instructions but are still unable to access your reports, Use the “Contact” link at pqcnc.org to get additional assistance.*
4. Click on your initiative. A list of options will appear for your initiative. For example, C-MOP report options look like this:

![Image of report options]

Scroll down a little bit and you will see the rest of the options:

![Image of report options]

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5. Click on **Toggle All** at the top of these options in blue. Checks will appear in all boxes for all reports for this initiative.

You may uncheck any of these boxes by clicking on each box individually, or clicking the blue Toggle All again.

6. **Manually uncheck** the last two options by clicking on their boxes individually.

You are unchecking these two boxes because exporting data is not necessary to run reports and doing so makes the program run more slowly. That’s why we’re unchecking these boxes.

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7. Optional: Choose your start and end date for your reports. Make sure it’s in the format YYYY-MM-DD. If you don’t enter in a start and end date, DELPHI will give you reports for all data you’ve ever entered for the initiative. Choose a start and end date if you only want to see certain months of data.

8. Choose your facility code from the list on the right hand side. Your list will be different depending on which facilities you have access to - for example, I’ve chosen 1110:

9. Click Run Reports on the bottom left hand corner.

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10. Wait while the results are loading. Do NOT click anything, open any exported files, click on any links during this time. WAIT for reports to load. It looks like this when loading:

The following message appears if you don’t wait for it to load by clicking something, hitting refresh, attempting to go back to the previous page, or doing anything on your computer other than simply waiting: “Sorry! An error was encountered trying to run the report. Please advise the site administrator.” Do NOT advise the site administrator! Try again, but this time WAIT for it to load:

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11. Once it’s finished loading, **one of two things will happen**, depending on how much data you’ve entered online:

a. If you **have NOT entered** any data for the period of time between the dates you selected on the previous screen, graphs will **NOT** appear for this data. Instead, it will say “no matching data was found” like the image below:

If you feel you are receiving this message in error, go back to the first page and make sure you’ve entered the correct dates, that the start and end dates aren’t reversed, that you’ve checked all the reports you want to run, and that you checked your correct facility code.

Please **WAIT** and don’t leave the screen, don’t click anything else, just **WAIT**, until you see either the “no matching data was found” message or graphs appear. If you have selected all the reports available, **it could take several minutes to complete!**

b. If you **have entered** any data for the period of time between the dates you selected on the previous screen, a series of **graphs** will appear for this data:

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12. If you click on the blue **Show Table** under each graph, the data for the corresponding graph will appear:

![Graph Image]

<table>
<thead>
<tr>
<th>Month/Year</th>
<th># Deliveries With Diagnosis</th>
<th># With Magnesium</th>
<th>% With Magnesium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb '14</td>
<td>38</td>
<td>11</td>
<td>29</td>
</tr>
<tr>
<td>Mar '14</td>
<td>38</td>
<td>11</td>
<td>29</td>
</tr>
<tr>
<td>Apr '14</td>
<td>20</td>
<td>7</td>
<td>35</td>
</tr>
<tr>
<td>May '14</td>
<td>12</td>
<td>5</td>
<td>42</td>
</tr>
</tbody>
</table>

13. At the top right hand corner of every graph there are **three small lines**. Click on these lines to see options for printing or downloading each graph. **Print** your reports and show them to your team! Post them at the Nurse’s Station or in the break room, or wherever your team will see them.

![Graph Image with Print Options]

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Congrats - that’s it!

Thank you for all you do for mothers and babies! Printing these reports will serve as a tangible reminder of your hard work. Please let us know if you have any questions.

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