How to Modify a Report

Description

Any report within NHSN Analysis can be modified to meet many of your analytic needs. This quick reference guide will outline the basics of the report modification page. Remember to generate data sets before running a report.
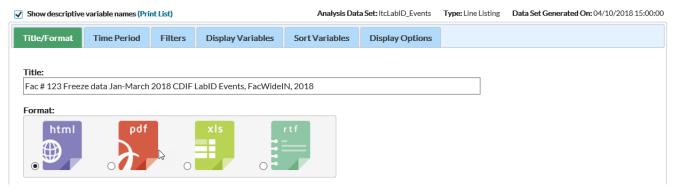
To modify a report, access it by navigating to Analysis > Reports. On the Reports screen, select the report you desire to run and a pop-up box will appear to allow you to "Run Report", "Modify Report," or "Export Data Set." Select Modify Report to customize your report.

Title/Format

In the 'Title/Format' tab of the modification page, you can modify the name and title of the report. The Title is what will appear at the top of the generated report. You may choose the format in which the report is displayed, such as HTML or PDF. Note: If you wish to save your modifications as a template for future reports, you will be prompted and required to change the report name.

Tip! *For more descriptive variable labels on your report, as well as on the modification screen, check the box "Show descriptive variable names" (recommended).*

Time Period

The "Time Period" tab allows you to select a specific time period for your report. To restrict a report to a specific time period, select a date variable from the "Date Variable" drop down menu and specify the beginning and ending date for the desired time period. If the "Ending" date is left blank, the results will include all data from the beginning time period and forward.

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NOTE: If you do not select a time period, your results will include all data reported, for the time period included in your analysis datasets.

Tip! *If you plan to save the report, check the option to "Enter the Date variable/Time period at the time you click the Run button". This will allow you to specify the desired time period every time you generate the report without having to return to this modification page.*

The available date variables can vary with each report option. The table below provides examples of date variables based on event date, along with the format of each variable. You can filter your report by year, half-year, quarter, or month. Date variables are based on the calendar year; if fiscal year is desired, specify time period by exact date or month range.

Tip: When entering Beginning and Ending dates, the computer will automatically enter the slash marks "/" and letters (H, Q) when applicable.

Specify By	Date Variable	Beginning	Ending
Date	EventDate	1/1/2015	12/31/2015
Year	evntDateYr	2015	2015
Half-year	evntDateYH	2015H1	2015H2
Quarter	evntDateYQ	2015Q1	2015Q4
Month	evntDateYM	01/2015	12/2015

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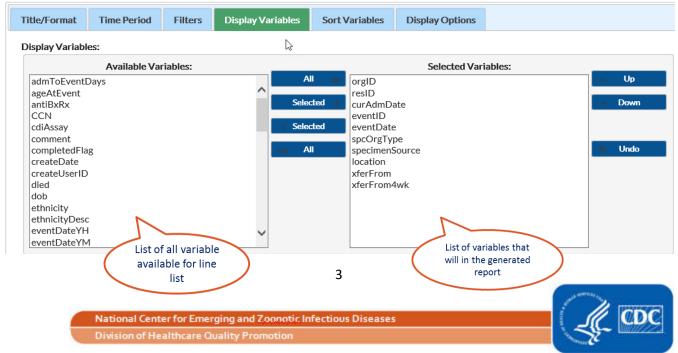
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Filter

The filter tab allows users to choose how the table is summarized. In this case we wish to view CDI data the default will be on "SpecificORgtype" equal "CDIF" to view those reports. We are keeping it as the default.

Display Variables

The "Display Variables" tab on the modification page is applicable to Line Lists and allows you to select which variables you would like to appear as columns in your report.

- To add a variable to the line list, select the variable in the "Available Variables" list and then click "Selected >" between the two columns. This will move the variable into the "Selected Variables" list.
- If you wish to add all of the variables to your line list, click "All >>".
- To remove variables from your line list, select the variable in the "Selected List" and click the center "< Selected" button.
- You can use the up and down arrows to arrange the order of the variables in the report.
- Click "Undo" on the far right to undo any of the changes previously made to this tab.

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Show descriptive variable names **(Print List)**   **Analysis Data Set:** ItcLabID_Events   **Type:** Line Listing   **Data Set Generated On:** 04/10/2018 15:00:00

Title/Format	Time Period	Filters	**Display Variables**	Sort Variables	Display Options

Display Variables:

Available Variables:

admToEventDays	
ageAtEvent	
antiBxRx	
CCN	
cdiAssay	
comment	
completedFlag	
createDate	
createUserID	
died	
dob	
ethnicity	
ethnicityDesc	
eventDateYH	
eventDateYM	

[All] [Selected] [Selected] [All]

Selecting ALL brings all variables to the right

Selected Variables:

orgID
resID
curAdmDate
eventID
eventDate
spcOrgType
specimenSource
location
xferFrom
xferFrom4wk

[Up] [Down] [Undo]

Show descriptive variable names **(Print List)**   **Analysis Data Set:** ItcLabID_Events   **Type:** Line Listing   **Data Set Generated On:** 04/10/2018 15:00:00

Title/Format	Time Period	Filters	**Display Variables**	Sort Variables	Display Options

Display Variables:

Available Variables:

admToEventDays	
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cdiAssay	
comment	
completedFlag	
createDate	
createUserID	
died	
dob	
ethnicity	
ethnicityDesc	
eventDateYH	
eventDateYM	

[All] [Selected]

Add selected variables to the report

[All]

When Selected dob will move to the right

Selected Variables:

orgID
resID
curAdmDate
eventID

specimenSource
location
xferFrom
xferFrom4wk

[Up] [Down] [Undo]

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Sort Variables

Similar to the "Display Variables" tab, the "Sort Variables" tab is available only for Line Lists and allows you to sort whichever variable is ascending or descending order. You can sort by more than one variable. We have sorted the table by "eventDate" which is the default. If you wanted to sort by another variable you could click on the variable on the "Available Variable" box using the selected arrow move it to the "Selected Variable" box. Here we have added location. Event dates will now be sorted for each location. NOTE: the variable must be in your line list in order to sort on that variable.

| Title/Format | Time Period | Filters | Display Variables | Sort Variables | Display Options |

Sort Variables:

Available Variables:		Selected Variables:	
admToEventDays ageAtEvent antiBxRx CCN cdiAssay comment completedFlag createDate createUserID curAdmDate died dob ethnicity ethnicityDesc eventDateYH	All / Selected / Selected / All	eventDate location	Up / Down / Undo

Display Options

The "Display Options" tab allows you to view your report organized by a specific criteria. The options for each report type are described below.

- **Line Lists:** There is one display option that allows you to obtain one table per value of the selected variable, in a single report. This is known as the "Page By" variable. In the example below, the line list report will include one table for each value of eventID included in the report.

| Title/Format | Time Period | Filters | Display Variables | Sort Variables | Display Options |

Line Listing Options:

Page by variable: eventID

Additional Resources

Data Quality Check Guidance: https://www.cdc.gov/nhsn/pdfs/ltc/data-quality-check-guidance-508.pdf

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