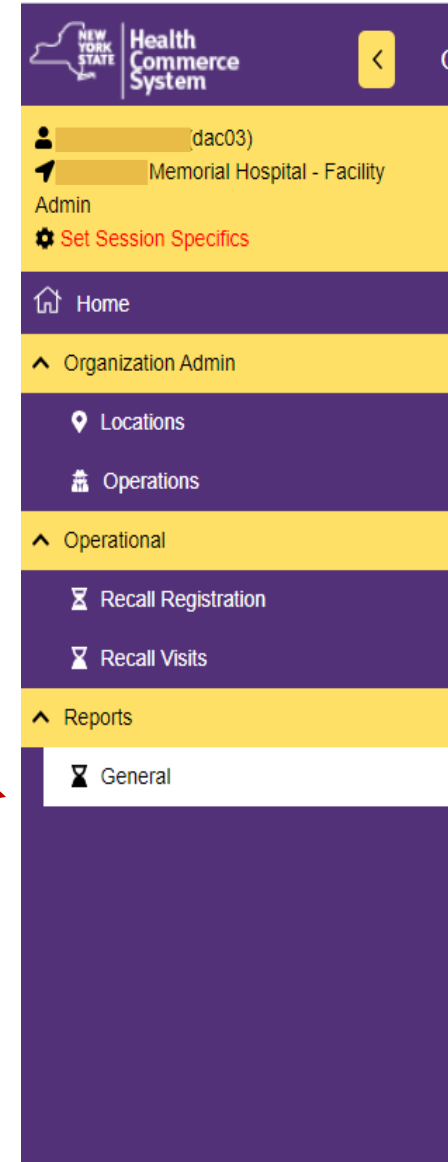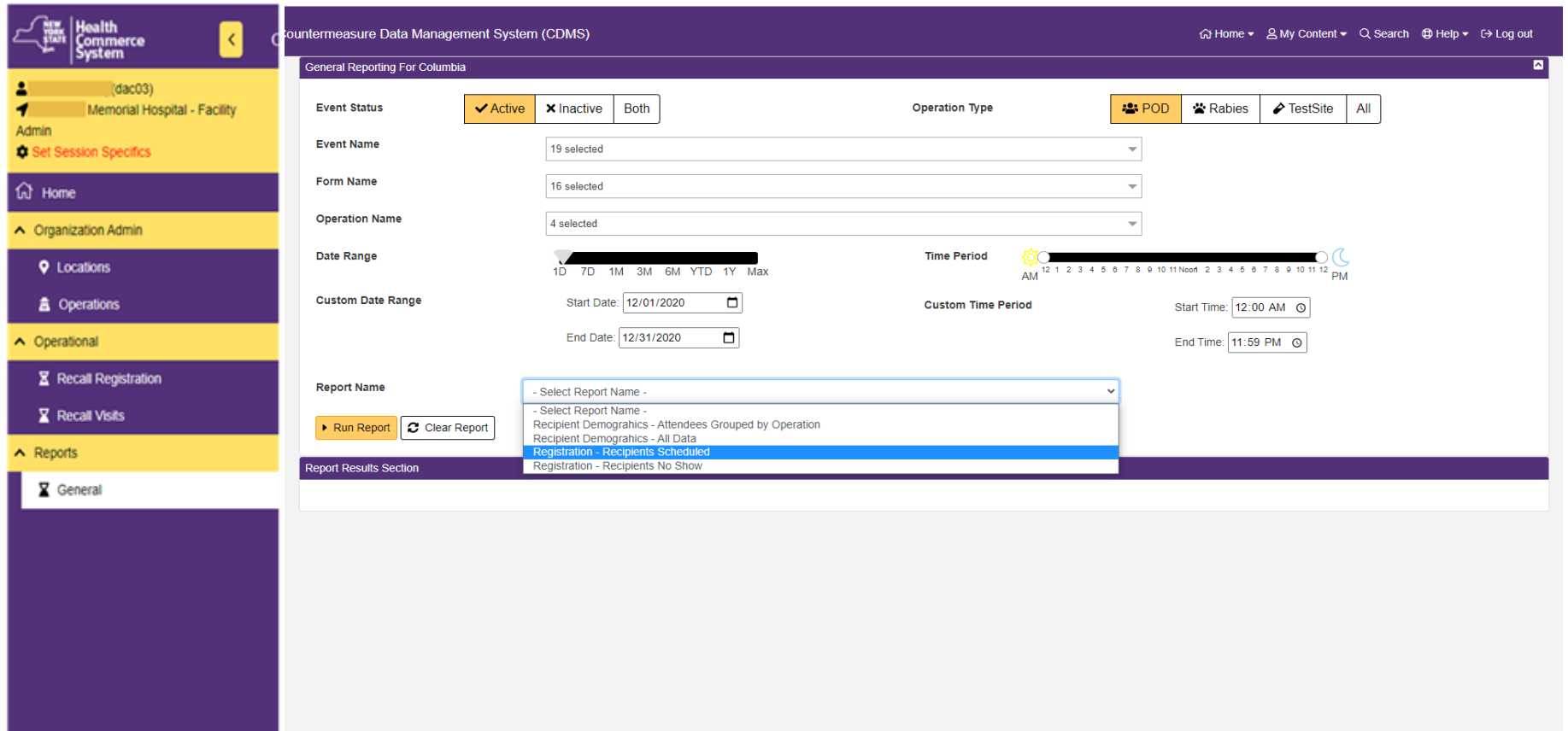## How to Create Reports in CDMS

Facility Admin role has access to General Reports

General Reports include these 4 reports:

- Recipient Demographics - Attendees Grouped by Operation

- Recipient - All Data

- Recipients Scheduled

- Registration - Recipients No Show

General Reports:

Instructions for Generating Reports:

1. From the Home screen, click on 'Reports,' and select 'General.' From the report screen, select ✔ Active and 👥 POD

2. Select the appropriate options in the **Event Name, Form Name, and Operation Name** fields. The 'Select All' option may be used to generate reports providing data from multiple variables.

3. Enter the **Start Date** and **End Date** for the report by using the 'Date Range' sliding scale bar or manually entering dates in the provided fields.

4. Select the desired report from the available options in the **Report Name** field and click the 'Run Report' button.

5. The Report Results Section at the bottom of the screen will show report results. The report generated may be exported to an **Excel** spreadsheet by clicking on the green spreadsheet icon found on the right of the screen just above the Report Results Section.
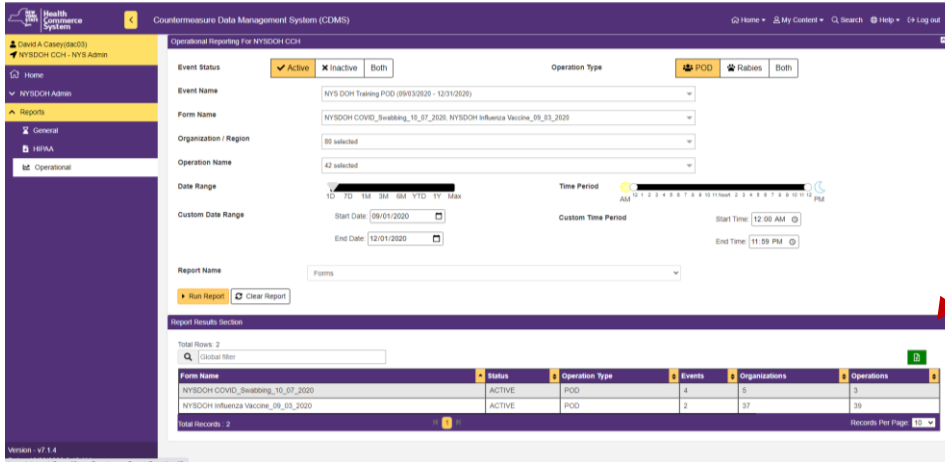
Click green spreadsheet icon to export to Excel.

Data Availability for Reports:

General Report Name	Able to Run BEFORE Operation	Able to Run AFTER Operation
Recipient Demographics - Attendees Grouped by Operation	Limited	Yes
Recipient - All Data	No	Yes (Recipient ID only; HIPPA compliant)
Recipients Scheduled	Yes (scheduled only, no cancellations)	Yes (not processed only)
Registration - Recipients No Show	Yes (scheduled + cancelled)	Yes (cancelled + not processed)

General - Recipient Demographics - Attendees Grouped by Operation:

Event Name	Form Name	Organization/Region	Operation Name	Recipients	Deferred	Medical Evals

General - Registration - Recipients Scheduled:

Event Name	Form Name	Operation Name	Registration ID #	Recipient Name	Appointment Date	Appointment Time

General - Registration - Recipients No Show:

Event Name	Form Name	Organization/Region	Operation Name	Registration ID #	Recipient Name	Date	Time

General - Recipient - All Data:

Event Name	Recipient County	CM Administration Site1
Form Name	Screen Initials	CM Administration Route1
Operation Name	Comments	CM Provider First Name1
Operation Organization	Screening Disposition	CM Provider Last Name1
Operation Location	Countermeasure Disposition	CM Provider License Number1
Recipient ID	CM Name1	CM Total Administered/Dispensed1
Visit Date	CM Dose1	CM Administered/Dispensed1
Recipient Age in Years and Months	CM Units1	CM Return Visit Date1
Recipient Weight	CM Lot Number1	Sent To NYSIIS
Recipient Gender	CM Expiration Date1	NYSIIS Rejection Details
Recipient Zip	CM NDC Code1	