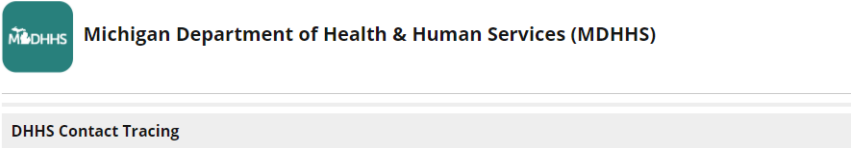
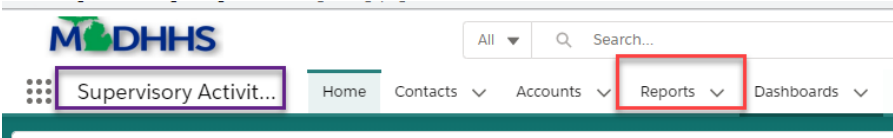


Running Reports from Traceforce

This document contains all the steps to run a preexisting report in Contact Tracing.

Minimum Requirements:

- Active MI Login account
- Active DHHS Contact Tracing account with **Supervisor** or **Superuser** access

<p>Step 1: Sign into MI Login then Traceforce /Contact Tracing</p>	
<p>Step 2: Click on the "Reports" tab (must be a Supervisor to access Reports)</p>	

Step 3:

Navigate to **All Folders** And click on the appropriate folder that contains the report

The screenshot shows the MDHHS web application interface. At the top, there is a navigation bar with 'Supervisory Activit...', 'Home', 'Contacts', 'Accounts', 'Reports', 'Dashboards', 'Reporting Snapshots', 'Topics', and 'User Deactivation'. The 'Reports' menu item is highlighted with a red box. Below the navigation bar, the 'Reports' section is displayed with a search bar and buttons for 'New Report' and 'New Report (Salesforce Classic)'. A sidebar on the left lists various report categories: 'RECENT', 'Created by Me', 'Private Reports', 'Public Reports', 'All Reports', 'FOLDERS', 'All Folders', 'Created by Me', 'Shared with Me', 'FAVORITES', and 'All Favorites'. The 'All Folders' item is highlighted with a red box. The main content area shows a table of reports with columns: 'Name', 'Created By', 'Created On', 'Last Modified By', and 'Last Modified Date'. A folder named 'LHD Daily Reports' is highlighted with a red box in the table.

Step 4:

Open the appropriate folder

The screenshot shows the MDHHS web application interface with the 'LHD Daily Reports' folder selected. The breadcrumb navigation shows 'All Folders > LHD Daily Reports'. The sidebar on the left has 'All Folders' highlighted with a red box. The main content area displays a table of reports within the 'LHD Daily Reports' folder. The table has columns: 'Name', 'Description', 'Folder', 'Created By', 'Created On', and 'Subscribed'. A red box highlights the first row of the table, which is for the 'Allegan' folder.

Step 5:

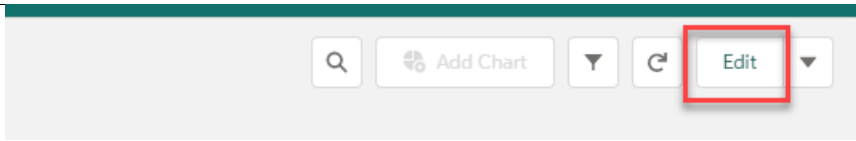
Open the Report

The screenshot shows the MDHHS web application interface with a specific report selected. The breadcrumb navigation shows '> LHD Daily Reports > Allegan'. The sidebar on the left has 'All Folders' highlighted with a red box. The main content area displays a table of reports within the 'Allegan' folder. A red box highlights the first row of the table, which is for the 'LHD daily report'.

Daily report (editing, saving, and exporting)

Step 1:

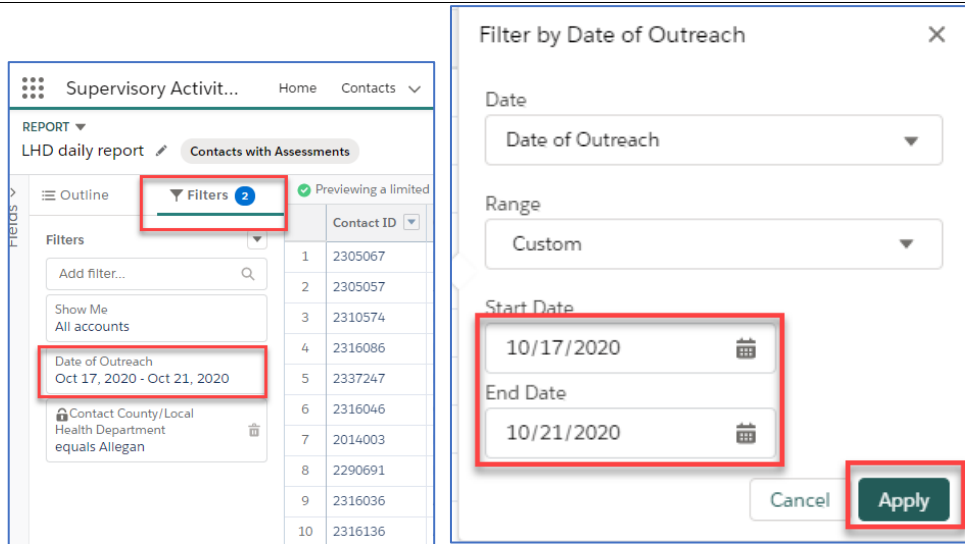
Click on the **edit** button on the upper right side of the table header



Step 2:

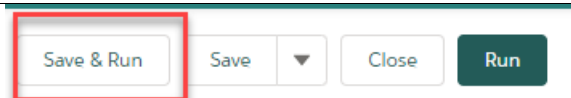
Once the edit panel opens, **click on the "filters" tab.**

Change the **parameters** as needed (and click apply)



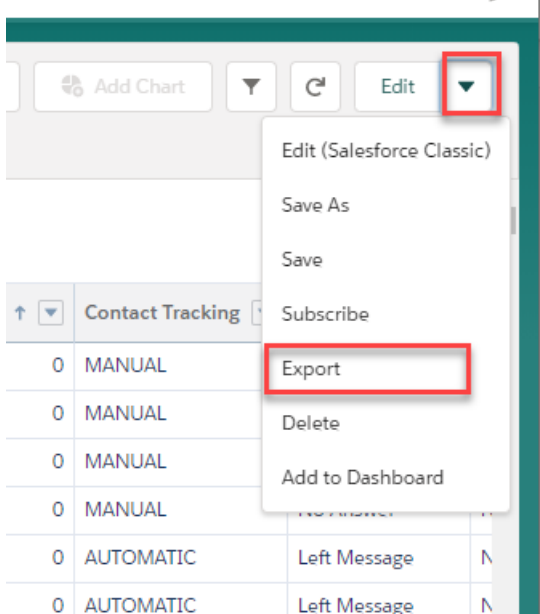
Step 3:

Click on the **"Save & Run"** button in the upper top right of the table header



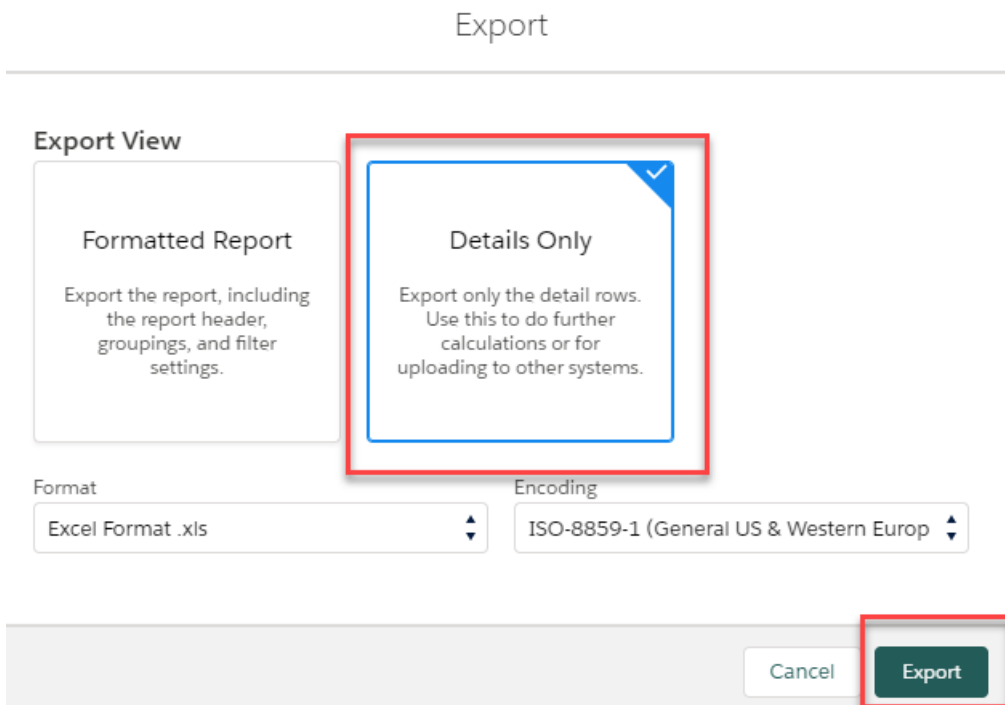
Step 4:

Export the report as an excel file by **Clicking on the drop-down arrow** next to the **Edit** button, then choosing **“Export”**



Step 5:

Choose to **export Details Only**, then **Export**



Final step:

Save
and/or
rename
the **Excel**
file to
your
computer.
*(these
exported
reports will
not be saved
in
Traceforce).*

