

The Report Center

To open the Report Center:

Click **Reports** on the menu and select **Report Center**.

Score and Family Report

There are two reports – the Family Report and the Score Report – and a Data Export option. The fields for the reports vary depending on the battery type you select. The fields in the following instructions are for the BDI-3 Developmental Record Form.

To create the Score or Family report:

- 1 On the Create a Report tab, in the **Report Type** field, select Score Report or Family Report.

Note: The fields are the same for the Score and Family reports. The outputs vary slightly.

- 2 Complete the fields.

Note: These fields appear if you select the BDI-3 Developmental Record Form as the **Battery Type**.

- **Report Type** – Select Score Report or Family Report.
- **Program Label** (optional) – You can select a program label. Labels are created to track certain programs.
- **Locations** – Select one or more locations. You will have access to the child records in the selected locations.
- **Child** – The children for the selected locations who have committed record forms are listed. Select a child from the list.
- **Battery Type** – The battery types that have been committed for the selected child are listed. Select a battery type.
- **Record Form** – Committed record forms are listed. Select a record form.
- **Scores** – This field appears only for the BDI-3 Developmental Record Form. Select the scores you want to view from the drop-down list.
- These three check boxes appear below **Scores**. Select the ones you want to include.
 - **Include domain, subdomain and area descriptors**
 - **Item Scores**
 - **Suggested activities**
- **Notes** (optional) – Select the notes you want to see. **Item Score Notes** only appears if you selected **Item Scores** in the previous field.
- **Output Format** – Select Word or PDF as the output format.

- 3 Click **Run Report**. The report opens in the output format (Word or PDF) selected.

Export Data

Administrators can export data to an Excel spreadsheet, selecting one or more children whose data they want to export.

To export data:

- 1 On the Create a Report tab, select Data Export in the **Report Type** field.
- 2 Complete the fields.
 - **Data Export Name** – Type a descriptive name for the export.
 - **Date Range** – Select the **From** and **To** dates for the data to be exported.
 - **Program Label** (optional) – Select a program label.
 - **Locations** – Select one or more locations.
 - **Children** – The children who have data available for the selected locations will be listed. Select the children.
 - **Battery Type** - Select a battery type.
- 3 Click **Save to Report Library**. The Report Library opens. The Excel file can be downloaded when the **Status** column shows Complete.

Saved Criteria

To save report criteria:

- 1 On the Create a Report tab, complete the fields.
- 2 Click **Save Criteria**. The Save Criteria box opens.
- 3 Type a name for the criteria in the **Criteria Name** field.
- 4 If you want this criteria to appear when you open the Create Report tab, click the **Default Report Criteria** checkbox.
- 5 Click **Save**. The report is saved in the Saved Criteria tab.

Criteria Name	Last Updated	Actions
BDI-3 Score (Default)	09/10/2020	  
Score 1	09/09/2020	  
Score with AE and Item Notes	09/09/2020	  

Using Saved Criteria

Click the **Saved Criteria** tab and then:

- Click the Edit icon  to edit the name or change the default status. Note that the default is indicated in parentheses in the Criteria Name column.
- Click the Delete icon  to delete the criteria. When the Delete Criteria box opens, click **Yes**.
- Click the Load icon  to open the criteria in the Create a Report tab.

The Report Center

Report Options

Click the Report Options tab.

- Under **Scoring Options**, select 90% or 95% as the Developmental Quotient Confidence Interval.
- Under **Signatures**, type a signature to appear at the end of reports and click **Save**.
- Click **Delete** to delete the signature. You can enter another.
- Click **Restore Default** to restore the default Developmental Quotient Confidence Interval.

The screenshot shows the 'Report Options' tab with two main sections: 'Scoring Options' and 'Signatures'. In the 'Scoring Options' section, there is a dropdown menu for 'DEVELOPMENTAL QUOTIENT CONFIDENCE INTERVAL' set to '90%'. The 'Signatures' section includes a text area with a rich text editor toolbar (SANS SERIF, NORMAL, B, I, U, A, and alignment icons). Below the text area, there is a 'Please contact me if you have any questions.' note with the signature 'Steve Pike'. At the bottom right, there are buttons for 'Delete', 'Restore Defaults', and 'Save'.

Report Library

To save a report to the Report Library:

- 1 In the Create a Report tab, complete the report fields.
- 2 Click **Save to Reports Library**. The Save to Reports Library box opens.
- 3 Type a name in the **Report Name** field.
- 4 Click **Save**. The Report Library opens. In the Status column, In Progress appears until the report has finished loading. The status is then Completed.

The screenshot shows a dialog box titled 'Save to Reports Library'. It contains the text: 'The report you have selected will be available from the Report Library tab of your Reports Center for 30 days. Please specify a name for this report.' Below this text is a text input field labeled 'REPORT NAME' with the placeholder text 'Enter a report name'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Save'.

The screenshot shows the 'Report Library' tab with a table of saved reports. The table has columns for Report Name, Status, Date Created, Expiration Date, and Actions. The reports listed are Jackson Score, Pike 9-14, Amanda Church Score Report, and September Data.

Report Name	Status	Date Created	Expiration Date	Actions
Jackson Score	In Progress	09/20/2020	10/20/2020	Download/Print Delete
Pike 9-14	Completed	09/14/2020	10/14/2020	Download/Print Delete
Amanda Church Score Report	Completed	09/13/2020	10/13/2020	Download/Print Delete
September Data	Completed	09/09/2020	10/09/2020	Download/Print Delete

Using the Report Library

Reports you save are in the library for 30 days.

- When you click **Download/Print**:
 - For the Score or Family report, the report is output as a PDF or Word file.
 - For a data export, the Excel file downloads.
- Click **Delete** to delete the report.
- Click the icon to output a PDF file with a list of the fields and the format for a data export file.