

# About Reports

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Depending on the resources, roles, and user rights with which you are associated, you may have access to various reports. To find out which reports are available to you, in the main menu, click **Report**. The list of reports opens. Alternatively, to see a list of reports with descriptions, in the breadcrumbs, click the arrow on the second chip and, in the menu, click **Report**.

After running most of these reports, they are available for seven days on the [Jobs List](#).

Your reporting options may include:

- [Status Reports](#)
- [Resource Reports](#) - resources and/or sub-resources; incoming patient notifications
- [Event Reports](#)
- [Admin Reports](#)
- [Form Reports](#)

## Search

When a report requires you to select resources, and the list contains more than 15 options, search fields appear at the top of the page. You can filter the list by resource group, resource status (active or inactive), resource type, and/or resource name.

Active: (Any Resource) Resource Type: (Any Resource Type) Resource Name:

Resource Type Active

## Format

For some reports, the generation process involves choosing an output format, such as PDF. In other cases, the solution automatically generates the file in PDF or (.xlsx) format. For spreadsheet formats, you can use Microsoft® Excel® or a text editor to open the files.

**Note:** For reports that are generated in the Excel spreadsheet format, EMResource generates .xlsx files and does not support the older .xls format.