

Admin Reports

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If you have the appropriate rights, you can generate administrative reports that include the User Roles/Rights Grid and Notification Summary reports. These reports are generated in spreadsheet format (.xlsx) that are automatically downloaded through your web browser and can be opened with Microsoft® Excel® to view and work with the data.

User Roles/Rights Grid

The User Roles/Rights Grid report lists feature and/or functionality rights available in EMResource and the roles to which those rights are assigned. The list of rights can be extensive because it includes individual user and administrator rights, such as those that allow you to set up roles, maintain events, and/or configure forms. It also includes status-related rights, such as *Update Status - Pediatric* and *View Status - Monitored Beds*.

1	Roles/Rights Grid				
2		Admin	Default view rights	Hospital Admin	Hospital Type User
3	Event - Maintain Ad Hoc Events				
4	Event - Maintain Event Templates	X			
5	Event - Maintain Events	X			
6	Form - Do not participate in forms for resources				
7	Form - User may activate forms	X		X	X
8	Form - User may configure form security	X			
9	Form - User may create and modify forms				
10	HAvBED - Schedule and Activate HAvBED Interface				
11	Info - Edit Regional Message Bulletin Board	X			
12	Info - Maintain Document Library	X			
13	Info - View User Information Only	X		X	
14	Instant Messaging - Initiate Chat Session	X			X

To generate the User Roles/Rights Grid

1. In the main menu, click **Report** and then click **User Roles/Rights Grid**. The *Roles/Rights Grid* page opens.
2. Click **Generate Report**. The report is automatically downloaded according to your browser settings.

Notification Summary

The Notification Summary report details sent notifications by type and the method in which they were sent during a specified period.

1	Notification Summary Report for Springfield				
2	Start Date	2016-09-01			
3	End Date	2017-09-04			
4	Type	E-Mail	Pager	Web	Total
5	ICS	0	0	2	2
6	IPN	0	0	1	1
7	Grand Totals	0	0	3	3

To generate Notification Summary

1. In the main menu, click **Report** and then click **Notification Summary**. The *Notification Summary Report* page opens.
2. Enter this information.

Field	Description	Valid Values
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Start date	Initial date of notifications to include in the report.	mm/dd/yy
End date	Final date of notifications to include in the report.	mm/dd/yy
Notification Type	Type of notifications to include in the report.	<ul style="list-style-type: none"> • Event • Event Start • Event Update • Event End • Expired Status • Forms • ICS • IPN • Status Change
Method	Method notifications were sent that should be included in the report.	<ul style="list-style-type: none"> • Email • Pager • Web

3. Click **Generate Report**. The report is automatically downloaded according to your browser settings.