

# Generate the Resource Details Report

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To access the Resource Details report, you must have the **Setup Region Information** right enabled. Then, all resources for which you have the **Run Reports** right are available and you can choose which ones to include in the report.

After selecting resources, the status types associated with those resources that you are authorized to view are available on the next tab. After selecting the status types, the report is generated and automatically downloaded in Microsoft® Excel® format.

You may also be able to access and generate a report about incoming patient notifications. Refer to the [Incoming Patient Notification report](#) for details.

## To generate the Resource Details report

1. In the main menu, click **Report** and then click **Resource Details**. The *Resource Detail Report* page opens with the **Resources** tab active.
2. Select the checkboxes for every resource you want to include.

**Tip:** You can filter the list by selecting a resource group, status (active or inactive), resource type, or entering part of the name, and clicking **Search**. Also, you can reorder the list by clicking any column header.

3. At the bottom of the list, click **Next**. The **Status Types** tab opens.
4. Select the checkboxes for the status types you want to include.
5. Click **Generate Report**. The *Jobs* page opens.
6. Click the report to download it according to your browser settings.