View HAvBED Data History

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Important: As of the fall of 2016, the Department of Health and Human Services (HSS) suspended the HAvBED program. These features are still available in EMResource so you may continue to use them for data aggregation purposes.

EMResource logs and retains your history of generating and/or submitting HAvBED data. The *Reporting History* page shows the data for each date on which a "snapshot" of your data was taken. The summary table shows each HAvBED category and the number reported in each at the date/time of the snapshot.

Tip: Some columns in the table contain an asterisk (*) in the column header. Scroll to the bottom of the page to view definitions of those categories.

When you view a snapshot's details, the top of the page shows the snapshot *Summary*. The next section shows the *Available Beds (by Hospital)*. These appear in tabs; click a tab header to view that data. The final section in the page contains *Error Messages & Warnings* for this snapshot, if any.

If your State is using HAvBED Version 3, the exported report shows subtotals by substate region.

To view history

- From any page, open the Setup menu in the main navigation bar and select HAvBED. The HAv BED Report Schedule page opens.
- 2. Click **History** at the bottom of the page. The *HAvBED Reporting History for (name)* page opens.
- 3. To view details for a particular snapshot, click **Details** in the **Action** column. The *HAvBED* Report Detail page opens.
- 4. Click a tab header to view the indicated information.
- 5. You can also do the following:
 - If you want to print information in a tab, select that tab and click print. The system generates a web page (HTML) containing the tab's data and sends it to your default printer.
 - Click export to export all of the HAvBED data (from all tabs) to a Microsoft® Excel® spreadsheet.
- 6. Click Return to HAvBED Home Page.

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