

Manifest Report

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The Manifest Report provides a list of all individuals who are being or have been transported via a specific mobile provider unit. Mobile provider administrators can generate the report for units in their division. Regional Administrators can generate this report for any unit in their region.

To generate this report, you must specify a time frame, as well as the mobile provider unit.

To generate this report

1. Click the **Reports** tab.
2. Click **Manifest Report**. The *Manifest Report* window opens.
3. Complete the appropriate fields:

Field and Options	Description
Select One	Time frame for the manifest report.
Transporting At	Includes only active clients being transported on the selected unit at an exact date and time. The accompanying fields show the current date and time by default. You can enter or select a different date and time.
Transported Between	Includes all records for active clients who were being transported on the specified unit at the start of the date range, as well as any other clients transported by that unit during the range specified. This option includes all appropriate client records, even if they were later archived.
Transport Unit Name	Unit for which you want to run the report. Tip: As you begin to type a value in the field, the system automatically suggests units based on the data you enter. Each value includes the provider and unit number/name.
Include Deleted Records	If No (default), the report does not include deleted records. When Yes is selected, the report includes all records that were active at or between the dates and times specified, even if the record was later deleted. Note: The delete feature is generally reserved for client records that were created by mistake. Therefore, the report does not automatically include these records.
Format	Report format: PDF or CSV (comma-separated value).

4. Click **Run Report**. The *Generating report* window opens.
5. Do you want to generate another report, click **Yes** or **No**.
6. Open or save the report.