**Northern Light Health**℠

**From the Office of Clinical Informatics**
# Home Care and Hospice
# Downloading Report and Query Results
**October 12, 2022**

**The process for retrieving results for reports or queries is listed below. Reports and queries are saved to the Network.**

## Reports or Queries

With Netsmart access via the Cloud, Reports and Queries that are downloaded are saved to the Network.

**STEP 1:** On the screen with the report or query, click the **download icon** in the top left.

**STEP 2:** In the left column, click **Network**.

**STEP 3:** Click **Client**.

**STEP 4:** Click **W$**.

**STEP 5:** Click the **VNA** folder.

**STEP 6:** Click the folder where you want to save the document.

**STEP 7:** Add a File name.

**STEP 8:** Click **Save**.