

From the Office of Health Informatics Clairvia Saving & Printing Reports July 2, 2025

Reports Format View Window Help

This flyer reviews the process for saving & printing reports from Clairvia Staff Manager and Web.

Printing Reports from Clairvia Staff Manager

Within **Schedule Navigator**, select **Reports** from the toolbar, and select the desired report to print.

<u>STEP 1</u>: With the report open, select the **email** icon.



• Select the desired **Format** and **Destination**, then select **OK**.

Format:	
Adobe Acrobat (PDF)	▼ OK
Destination:	Cancel
Disk file	-

- **<u>STEP 2</u>**: The **Export Options** window will open.
 - Select the **Page Range**, then select **OK**.
- **<u>STEP 3</u>**: The **Choose export file** window will open.
 - Select Local Disk: (C: on <*your deviceID*>) within the Save in: dropdown list.
 - Select the Users folder, then select Open. Users
 - Select the folder with your network sign on, then select Open.
 - Select the **Desktop** folder, then select **Open**.
 - Rename the file and select **Save**.
- <u>NOTE</u>: The report is now saved on the desktop where it can be printed or attached in an email to send as necessary.

	Schedule +		- E 2					
	Statistical Float	. 10	- 9 A 7 7					
	Employee		Employee Information Detailed					
	Assignment/Task		Employee Information					
	Workload	•	Contact Information Address/Phone					
	Administrative		Contact Information Phone/Skill/FTE					
	Forms		Employee Email Accounts					
۵	My Custom Reports		Hours Worked in Alternate Home Profile					
	Other		Concurrent Jobs					

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-	choose export in			
Save in:	Network Drive (W: on L127333)		•	
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Printing Reports from Clairvia Web

Within **Clairvia Web**, select **Reports** from the toolbar, and select the report desired to print.

ection Criteria Report Output	
Profile(s)	Swap Status
22E_G6 Respiratory - 2264 22E_RN Overhier - 42015 22Mc_Rehab Therapy - 2262 22NL RIS Core Clinical Solutions 22Temptale Acadia Hospital 22Temptale AR Gould Hospital 22Temptale AR Gould Hospital 22Temptale CA Dean Hospital 22Temptale CA Dean Hospital	Pending Acceptance Acceptad Pending Manager Approval Approved Denied Expired Cancelled
Start Date (mm/dd/yyyy)	02/28/2022
End Date (mm/dd/yyyy)	03 / 28 / 2022
	Run Report Clear Form



- **<u>STEP 1</u>**: Complete the **Selection Criteria** and select **Run Report**.
- **<u>STEP 2</u>**: The report will open on the **Report Output** tab. Select the **Save** or **Print** icon.
 - **Save**: Save the report to the desktop to print later or email, as needed.
 - **Print**: Provides options to print the report or save as a PDF on desktop.

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- **<u>STEP 3</u>**: Selecting the **Save** icon will open the **Save As** window.
 - On the left side of this window, select the Local Disk: (C: on <*your deviceID*>).
- **<u>STEP 4</u>**: Select the **Users** folder, then select **Open**.
- **<u>STEP 5</u>**: Select the folder with **network sign on**, then select **Open**.
- **<u>STEP 6</u>**: Select the **Desktop** folder, then select **Open**.
- **<u>STEP 7</u>**: Rename the file and select **Save**.

For questions regarding process and/or policies, please contact your unit's Clinical Educator. For questions regarding workflow, please <u>place a ticket</u> to Health Informatics. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.