

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

Printing Reports from Clairvia Staff Manager

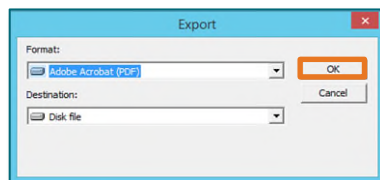
Within **Schedule Navigator**, select **Reports** from the toolbar, and select the desired report to print.

STEP 1: With the report open, select the **email** icon.



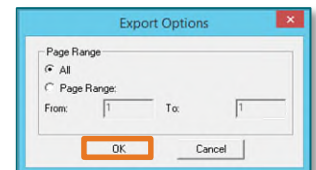
The **Export** window will open.

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



STEP 2: The **Export Options** window will open.

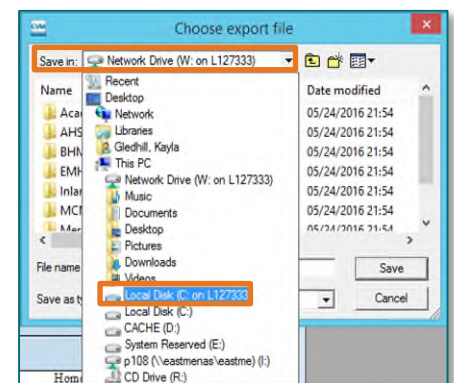
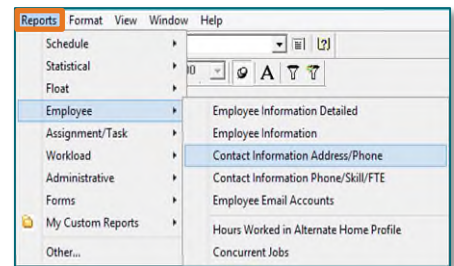
- Select the **Page Range**, then select **OK**.



STEP 3: 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**.
- Select the folder with your **network sign on**, then select **Open**.
- Select the **Desktop** folder, then select **Open**.
- Rename the file and select **Save**.

NOTE: The report is now saved on the desktop where it can be printed or attached in an email to send as necessary.



Printing Reports from Clairvia Web

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

Shift Swap

Selection Criteria | Report Output

Profile(s)	Swap Status
zzE_G6 Respiratory - 2264	Pending Acceptance
zzE_RN Overhire - 02015	Accepted
zzMc_Mary Dow Center - 4341	Pending Manager Approval
zzMc_Rehab Therapy - 2262	Approved
zzNLH IS Core Clinical Solutions	Denied
zzTemplate Acadia Hospital	Expired
zzTemplate AR Gould Hospital	Cancelled
zzTemplate Blue Hill Hospital	
zzTemplate CA Dean Hospital	
zzTemplate EMMC	

Start Date (mm/dd/yyyy): 02/28/2022

End Date (mm/dd/yyyy): 03/28/2022

Run Report | Clear Form



STEP 1: Complete the **Selection Criteria** and select **Run Report**.

STEP 2: 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.

Shift Swap

Selection Criteria | Report Output

Save | Print | Refresh | Zoom In | Zoom Out


Institution	Profile	Initial Swap Date	Task	Sources	Services	Service Swap Date	Profile	Task	Services	Action	Manager
-------------	---------	-------------------	------	---------	----------	-------------------	---------	------	----------	--------	---------

STEP 3: 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*>).

STEP 4: Select the **Users** folder, then select **Open**. 

STEP 5: Select the folder with **network sign on**, then select **Open**.

STEP 6: Select the **Desktop** folder, then select **Open**. 

STEP 7: Rename the file and select **Save**.