From the Office of Health Informatics

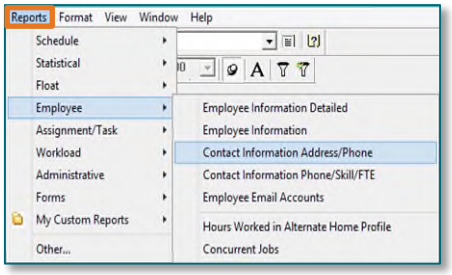
Clairvia

Saving & Printing Reports

July 2, 2025

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

Printing Reports from Clairvia Staff Manager

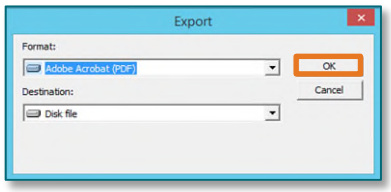


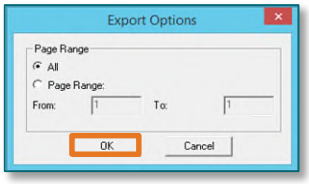
Within **Schedule Navigator**, select **Reports** from the toolbar, and select the desired report to print.

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

The **Export** window will open.

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



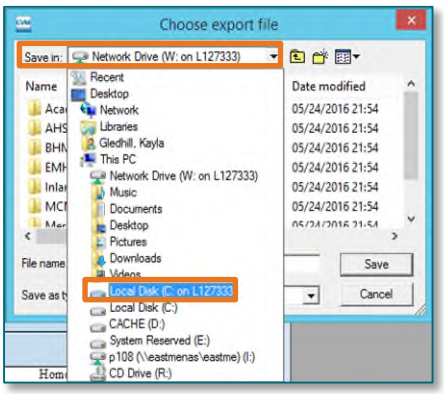


STEP 2: The **Export Options** window will open.

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

STEP 3: The **Choose export file** window will open.

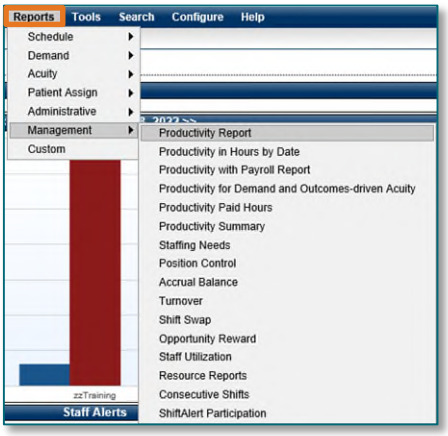
- Select **Local Disk: (C: on <*your deviceID*>)** within the **Save in:** dropdown list.
- Select the **Users** folder, then select **Open**.
- Select the folder with your **network sign on**, then select **Open**.
- Select the **Desktop** folder, then select **Open**.
- Rename the file and select **Save**.

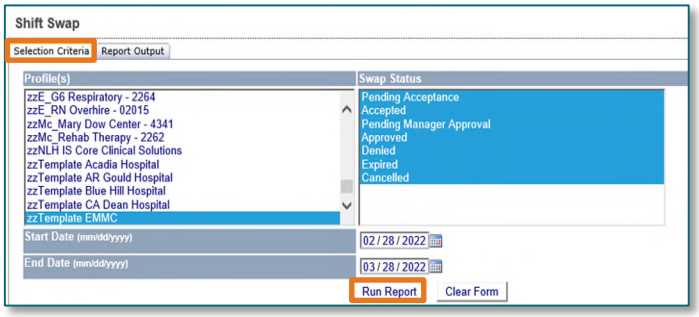


NOTE: **The report is now saved on the desktop where it can be printed or attached in an email to send as necessary.**

Printing Reports from Clairvia Web

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

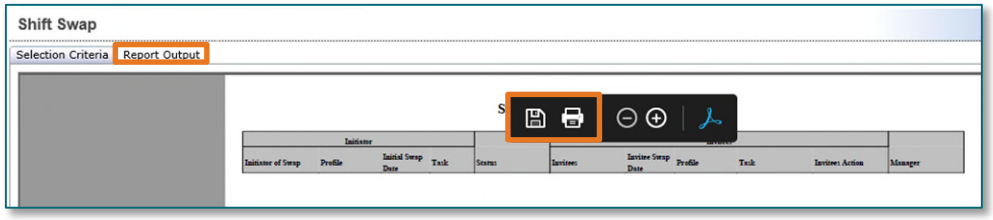




STEP 1: Complete the **Selection Criteria** and select **Run Report**.

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.



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**.