

## Home Clinic Portal: Generating Home Clinic Reports

This quick reference contains instructions for viewing, printing and exporting Home Clinic reports.

### Getting started

1. Log onto the Home Clinic Portal (<https://hcp.manitoba-ehealth.ca/hcp/Home>).
2. Acknowledge the Confidentiality Statement by selecting **OK**.
3. Select the **Home Clinic** name displayed on the Home page.

### Generate a scheduled report

1. Select **Scheduled Reports** from the Home page menu bar. A list of the available reports will be presented. Note: If you have access to multiple Home Clinics, reports will be grouped by Home Clinic name.

The list of available reports will display in alphabetical order.

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Client Auto De-enrolment - Summary v

Click to see the current and historical reports available for viewing and/or printing.

2. Click the arrow next to the report name to see a list of the current and historical reports, by report run date.

Client Auto De-enrolment - Summary ^

Click to collapse the list.

24-Apr-2017	<a href="#">PDF</a>	<a href="#">EXCEL</a>
19-Apr-2017	<a href="#">PDF</a>	<a href="#">EXCEL</a>
18-Apr-2017	<a href="#">PDF</a>	<a href="#">EXCEL</a>
13-Apr-2017	<a href="#">PDF</a>	<a href="#">EXCEL</a>

3. Select either PDF or MS Excel formats to generate the report results. Generation of the results may take a few seconds.
4. Use the tools available when viewing the document to page up or down, print or save.