

# Home Clinic Portal: Generating Home Clinic Reports

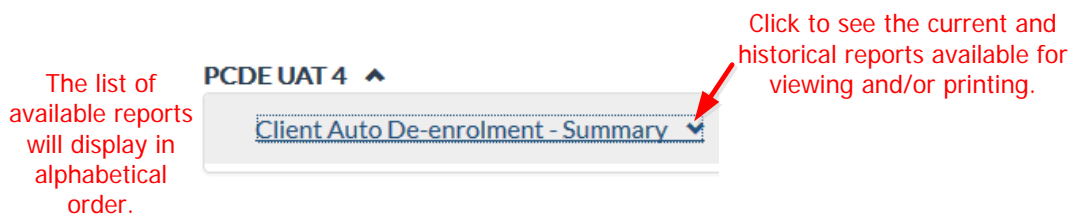
This quick reference contains instructions for viewing, printing and exporting Home Clinic reports.

## Getting Started

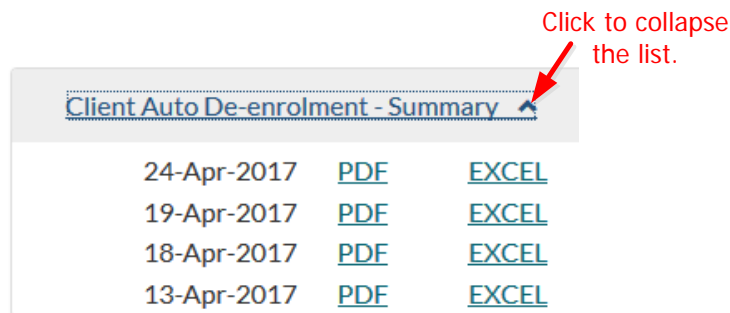
1. Log onto the [Home Clinic Portal](#).
2. Acknowledge the Confidentiality Statement by selecting **OK**.
3. Select the *Home Clinic* name displayed on the Home page.

## 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 clinic name.



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



3. Select either [PDF](#) or MS [EXCEL](#) formats to generate the report results. Generation of the results may take a few seconds, and then report results will be displayed.
4. Use the tools available when viewing the document to page up or down, print or save the document.