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WHAT IS LEEDS?

Louisiana Early Event Detection System (LEEDS) is a web-based system created to replace the former Excel and SAS based syndromic surveillance tools. Syndromic Surveillance is the field data collection and analysis of pre-diagnostic and non-clinical disease indicators, used to monitor trends in syndromes of public health importance and rapidly detect clusters of symptoms and health complaints that might indicate a disease outbreak or other public health threat.

LEEDS OVERVIEW

The LEEDS system automatically imports and processes multiple hospitals' emergency department data files, and flags each patient record for syndromes. The system also incorporates a manual processing function to review and alter records before processing, in order to bypass system validation. Once data has been brought into the system, users have a multitude of reports to run statistics on various parameters. Reports can be filtered by date range, syndrome, hospital and region. U.S. Emergency Department Visit statistics are also captured by the system to enable reports to compare Louisiana statistics to national statistics.

Additional features included in the LEEDS system are code tables, retro mapping, historical definitions, and an address book. These features allow users to make modifications in the system through a user-friendly interface, altering code data, input data, and internal staff data.

TYPES OF USER ACCESS

The LEEDS system has two types of user access: administrative users and hospital users. Administrative users have full access to the entire LEEDS system. Hospital users have access to specific reports so that they can run statistics on their submitted data.

FILE FORMATTING

All hospital files should be sent in the following format:

Header Record: Record will be comma separated with the following information:

Field Name	Required/Optional Field	Required Format	Comments
Title	Required		Required input is 'Header'
Hospital Name	Required		
Date Sent	Required	MM-DD-YYYY	

Patient Records: Each Patient Record will be comma separated with the following information:

Field Name	Required/Optional Field	Required Format	Comments
Hospital Name	Required		Text string that identifies the Emergency Department
Patient ID	Required		A unique identifier for each individual patient
Triage Date	Required	MM-DD-YYYY	Day of ED visit; Date must be separated with dashes (-)
Triage Time	Optional	HH:MM	Time of ED visit; Hours and minutes must be separated by a colon (:)
Age	Required		Age of patient in years. If child is less than a year old, use 0 as the age.
Birth Date	Required	MM-DD-YYYY	Date of Birth of patient; Date must be separated with dashes (-)
Gender	Optional	'M' or 'F'	Gender of patient
Zip Code	Optional	00000	Patient's 5-digit Residence Zip Code (do not include additional characters)
Chief Complaint	Required		Patient's chief complaint(s)
Chief Complaint Code	Required	Codes must be sent without periods; Multiple codes must be separated by a semicolon	Patient's chief complaint(s), expressed as ICD-9 or ICD-10 code(s).
Discharge Disposition	Optional		Patient's Discharge Disposition at time of ER departure
Discharge Diagnosis	Optional		Patient's diagnosis upon discharge
Extra Information	Optional		Any extra information in the record will be captured one column – must be at the end of the record

Trailer Record: Record will be comma separated with the following information:

Field Name	Required/Optional Field	Required Format	Comments
Title	Required		Required input is 'Trailer'
Record Count	Required		The number of records that are in the file.

Records will be processed as long as all required fields are present and are in the correct format. If the records are declined, an error record will be produced to indicate which fields are delinquent.

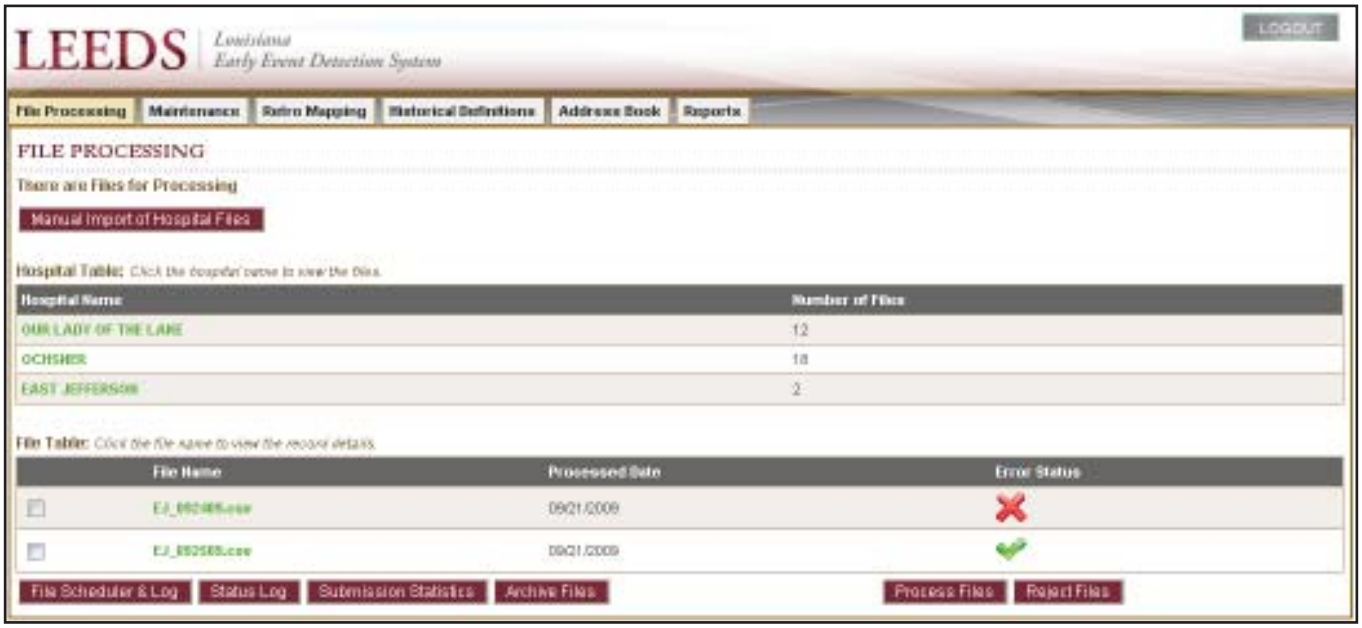
FOLDER MAINTENANCE

Each hospital reporting to the LEEDS program will have an FTP folder with four subfolders: Incoming, Failed, Outgoing, and Processed. The file path to the FTP folder will be uploaded to the Hospital Maintenance table to alert the LEEDS program where to search for and upload files. Incoming files from the hospitals will be stored in the Incoming folder until they are processed by the system. Any files that the system cannot read will be placed in the Failed folder. Once the system processes a file, it will be placed in the Processed folder. Any records that are processed but contain formatting issues will be placed in the Outgoing folder with an error report attached.

ADMINISTRATIVE FUNCTIONS

FILE PROCESSING

Files can be processed into the LEEDS system automatically or manually.



Manual Processing

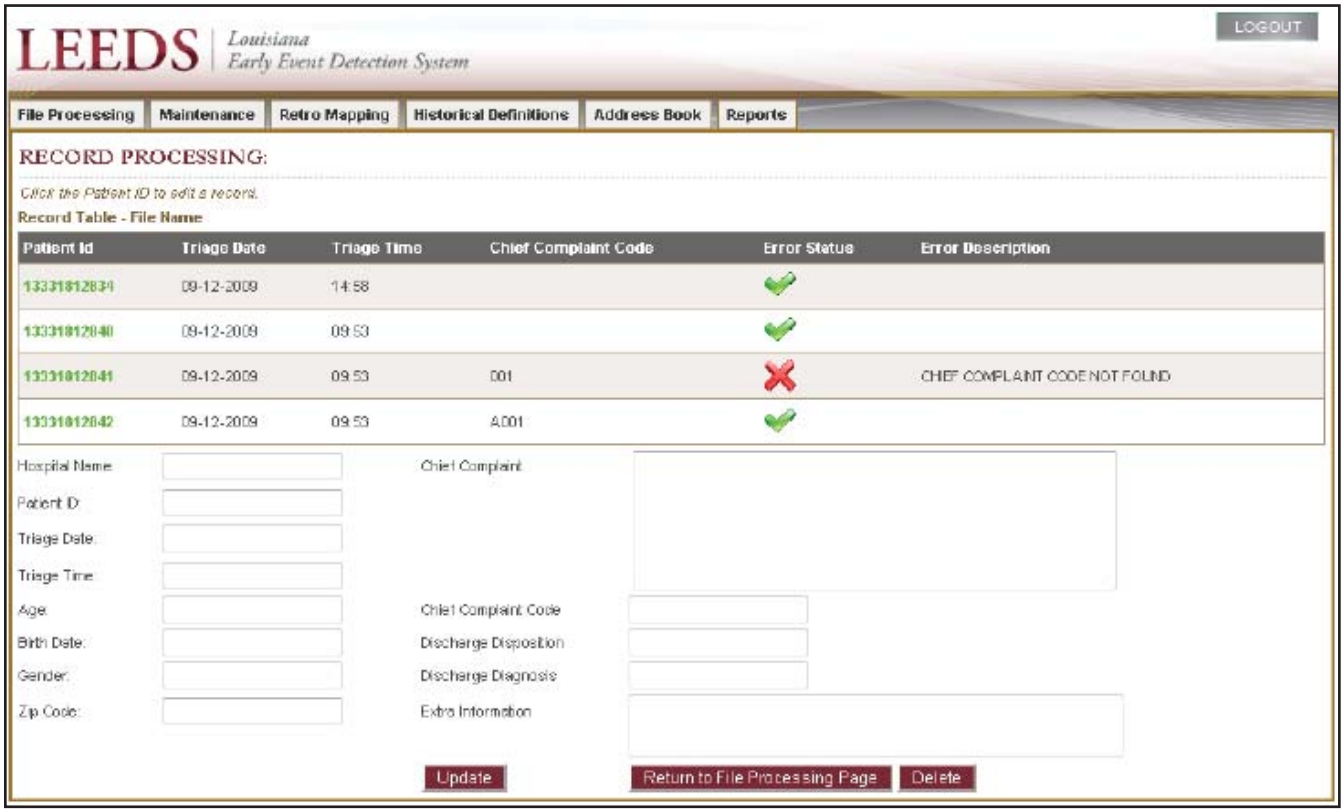
To process files manually, click on the File Processing tab. Check the text above the 'Manual Import of Hospital Files' button to ensure that there are files to be processed. Click the 'Manual Import of Hospital Files' button.

The hospitals with properly formatted, incoming files will be displayed in the Hospital Table. NOTE: If a file errors out completely it will not be brought into the staging tables.

Click on the name of the hospital for which you would like to review files. The File Table will display with the available files listed. Each file will display an error status icon. If the error status is a check, the file is ready to be processed. Mark the checkbox next to the file and click the 'Process Files' button. If the error status is an 'x,' one or more of the records within the file contains a formatting error. Click on the File Name to open the Record Processing screen and fix the errors. If you would like to process the file as is, mark the checkbox and click 'Process Files.' Any records that contain an error will fail, but all correctly formatted records will be processed. To completely reject a file, mark the checkbox next to the file and click the 'Reject Files' button.

Record Processing

Once you open a file in the Record Processing screen, you have a couple of options to remedy formatting errors within a record. Each patient record has an error status icon and an error description. If the error status is an 'x,' one or more fields within the patient record contains incorrect information or a formatting error.



Click on the Patient ID to bring the patient record details into the fields at the bottom of the page. From this point, you can either change the information in the fields and click 'Update' to remedy the formatting issue, or click 'Delete' to remove the record. Click 'Return to File Processing Page' when you are finished editing the records.

Automatic Processing

To process files automatically, simply set the File Scheduler and the system will process the files according to the scheduler frequency and time.

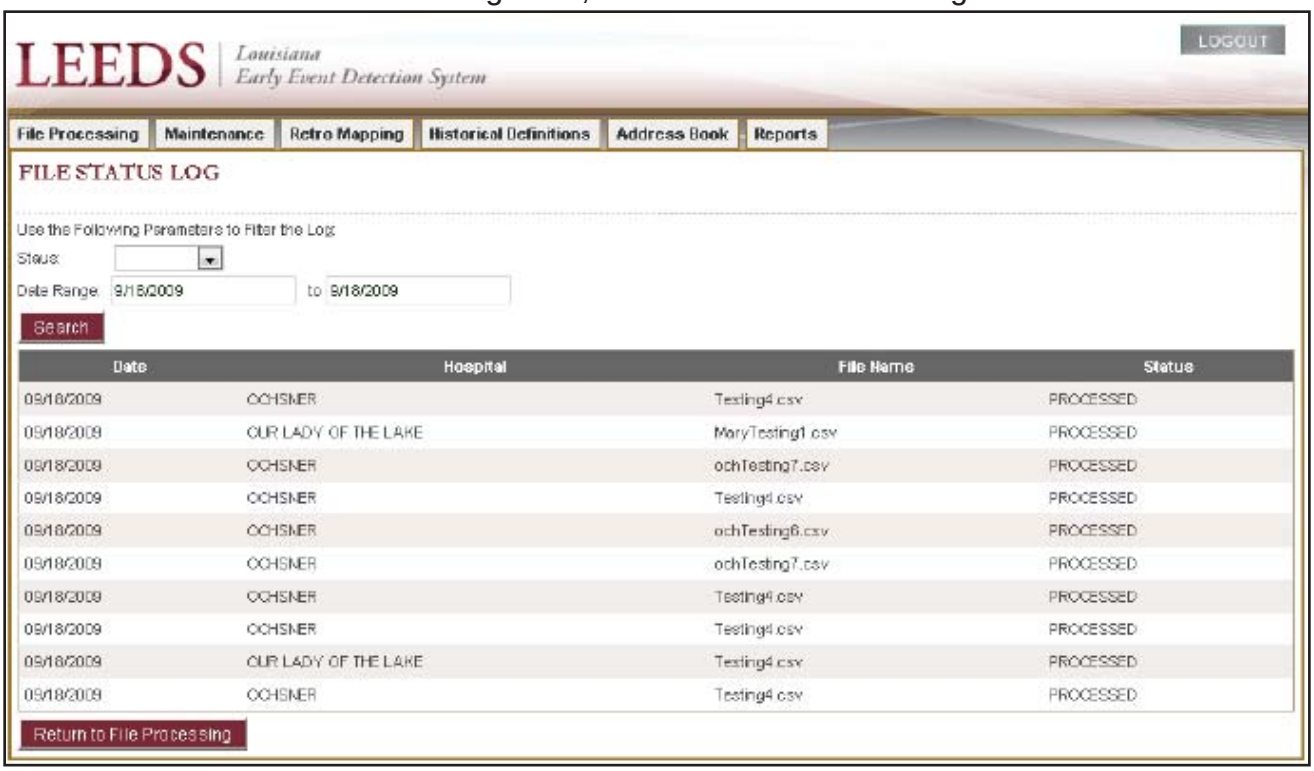
File Scheduler

Click the 'File Scheduler' button on the File Processing tab. The File Processing Scheduler screen will display.

Set the scheduler to either Daily or Weekly by marking the respective checkboxes. If Daily is chosen, set a time and click 'Update Schedule.' If Weekly is chosen, set a day and a time and click 'Update Schedule.' Click 'Return to File Processing.'

Status Log

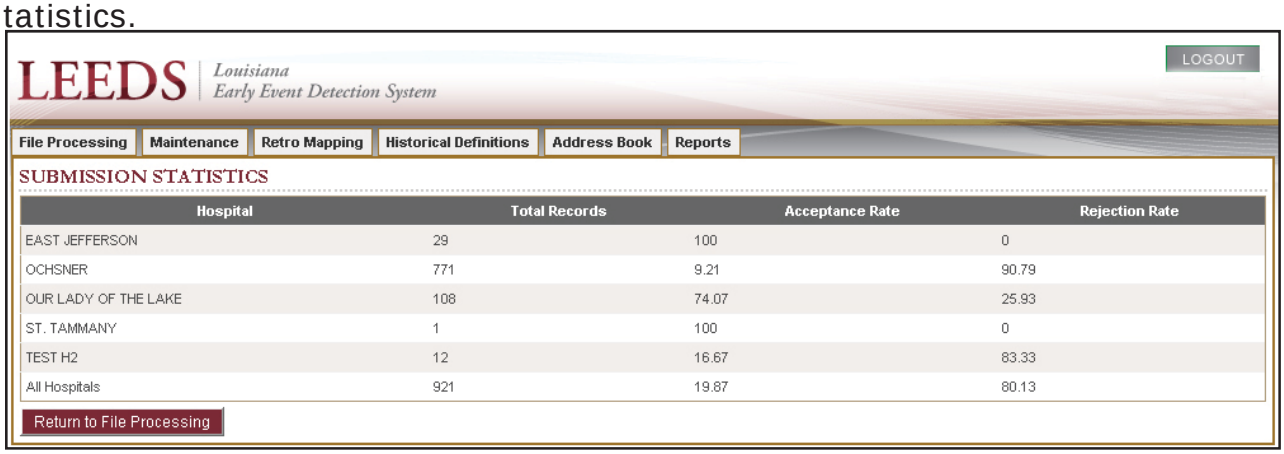
To review the status of incoming files, refer to the Status Log.



Click the 'Status Log' button on the File Processing tab. The File Status Log screen will display. Either filter by a specific status or a date range and click 'Search.' The table will filter accordingly. Click 'Return to File Processing.'

Submission Statistics

To review the rate of hospital file acceptance or rejection, refer to the Submission Statistics.



Click the 'Submission Statistics' button on the File Processing tab. Click 'Return to File Processing.'

File Archive

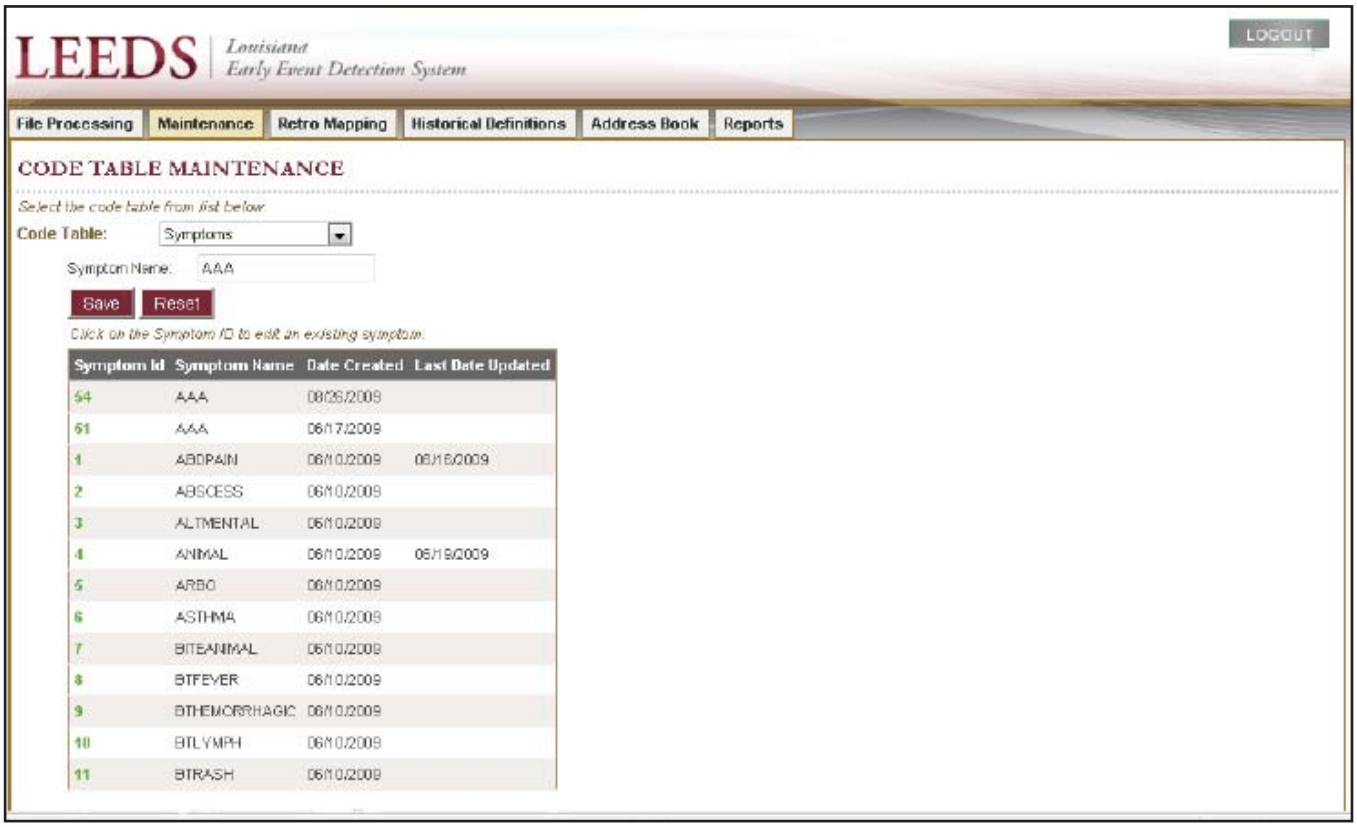
File can be archived manually from the File Processing tab by clicking the File Archive button. This function will move all processed, outgoing and failed files to a single archived folder. Automatic archival will also occur on a nightly basis and will archive any processed, outgoing and failed files 60 days or older.

MAINTENANCE TABLES

Maintenance tables allow the OPH users to update code table information with a user-friendly interface.

Symptom Maintenance

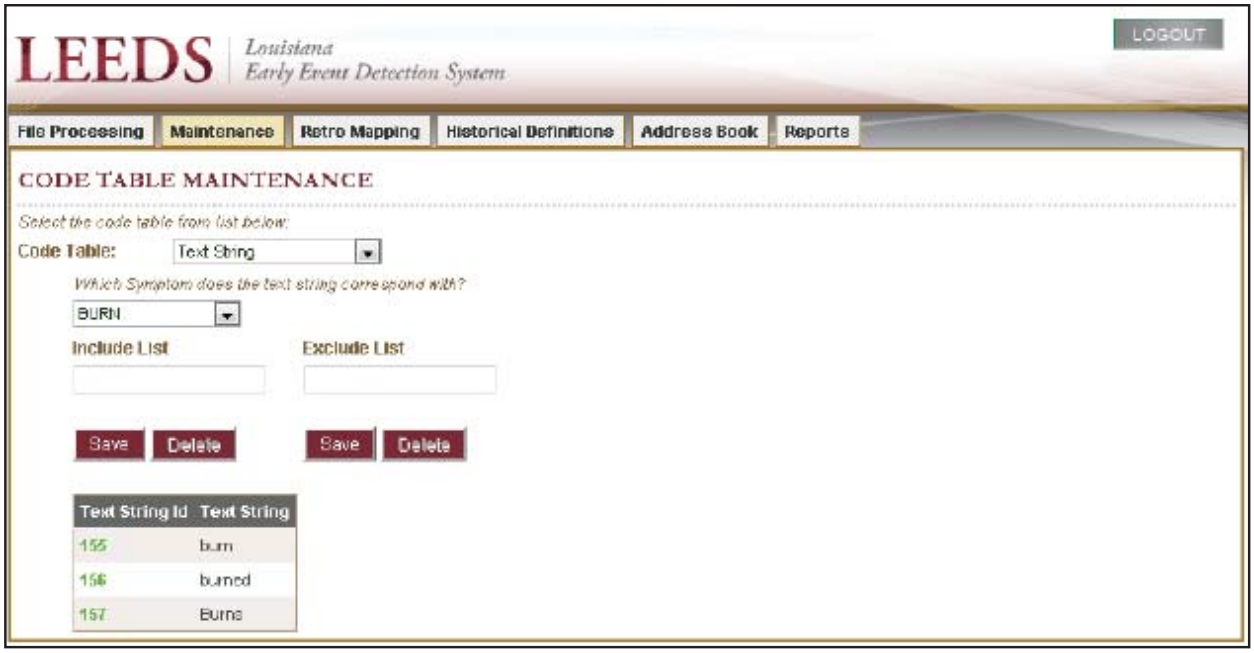
The Symptom Maintenance table is used to add and update symptom within LEEDS.



Select 'Symptoms' in the code table drop down from the Maintenance tab. Type a symptom name in the Symptom Name field and click 'Save' to add a symptom. To edit a symptom, click a Symptom ID. The symptom name will fill into the Symptom Name field. Edit the name and click 'Save.'

Text String Maintenance

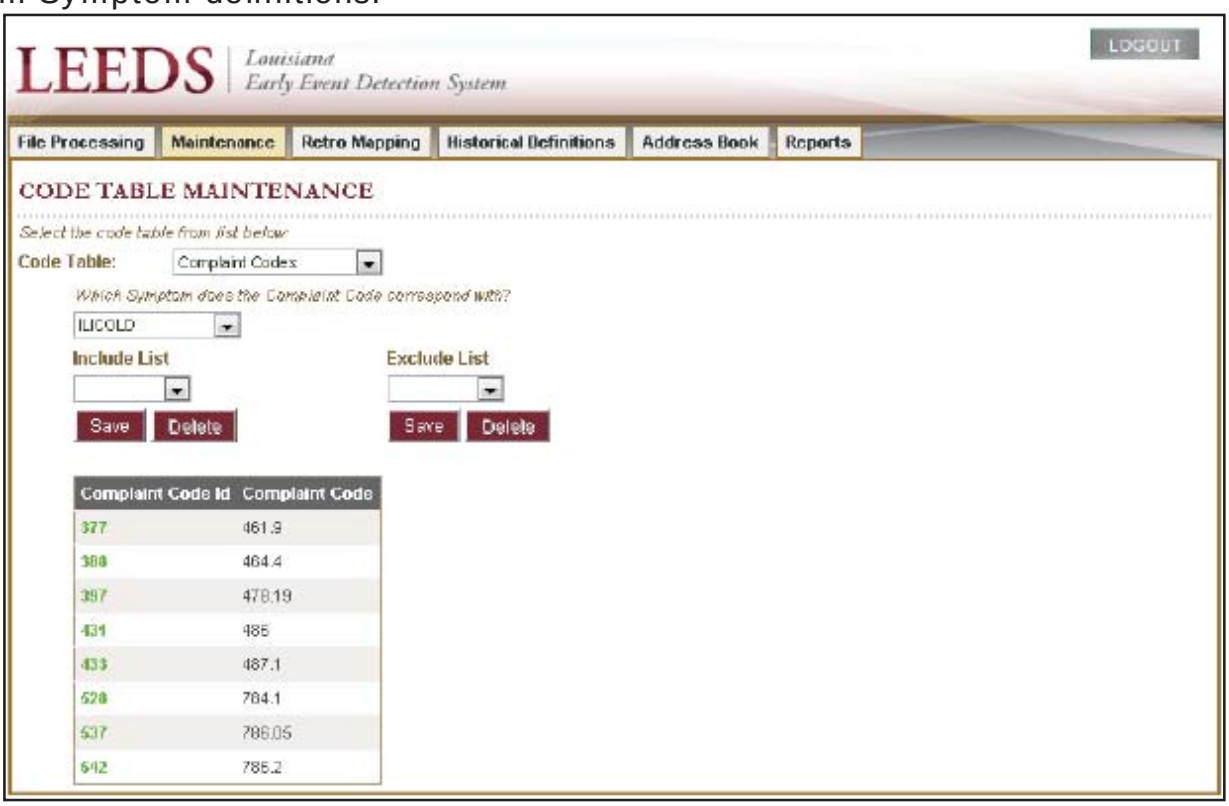
The Text String Maintenance table is used to add and update text strings, as well as add and remove text strings from symptom definitions.



Select 'Text String' in the code table drop down from the Maintenance tab. Select the symptom the text string corresponds with from the drop down. Type a text string in the Include List or Exclude List field and click 'Save' to add the text string. To edit or remove a text string, click a Text String ID. The text string will fill into the Include/Exclude List field. Edit the name and click 'Save' to update the text string. Click 'Delete' to remove the text string.

Complaint Code Maintenance

The Complaint Code Maintenance table is used to add and remove complaint codes from Symptom definitions.



Select ‘Complaint Codes’ in the code table drop down from the Maintenance tab. Select the symptom the complaint code corresponds with from the drop down. Select a complaint code in the Include List or Exclude List field and click ‘Save’ to add the complaint code. To remove a complaint code, click a Complaint Code ID. The complaint code will fill into the Include/Exclude List field. Click ‘Delete’ to remove the complaint code.

Syndrome Maintenance

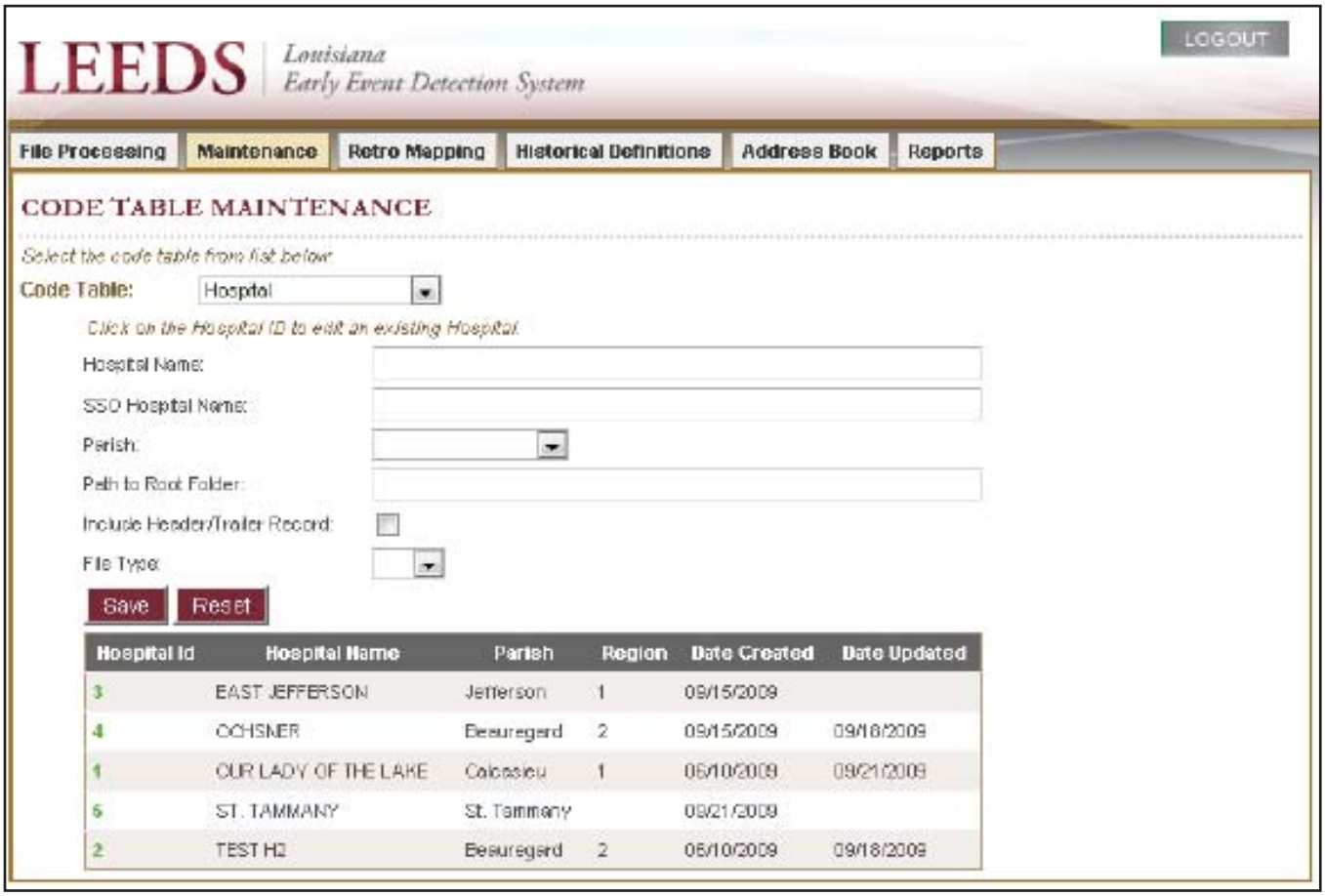
The Syndrome Maintenance table is used to add and edit syndromes, as well as syndrome definitions.

Select ‘Syndrome’ in the code table drop down from the Maintenance tab. To add a new syndrome, type a syndrome name in the Syndrome Name field and select a syndrome group from the Syndrome Group drop down. Click ‘Save.’ To edit a syndrome click a Syndrome ID. The syndrome name and syndrome group will fill into the appropriate fields. Edit the name and click ‘Save.’

Upon clicking a Syndrome ID, additional fields will populate above the syndrome table. To include a symptom in a syndrome definition, select a symptom from the Include List drop down and click ‘Save.’ To remove a symptom in a syndrome definition, select a Symptom ID from the syndrome definition table. The symptom will fill into the Include List drop down. Click ‘Delete.’

Hospital Maintenance

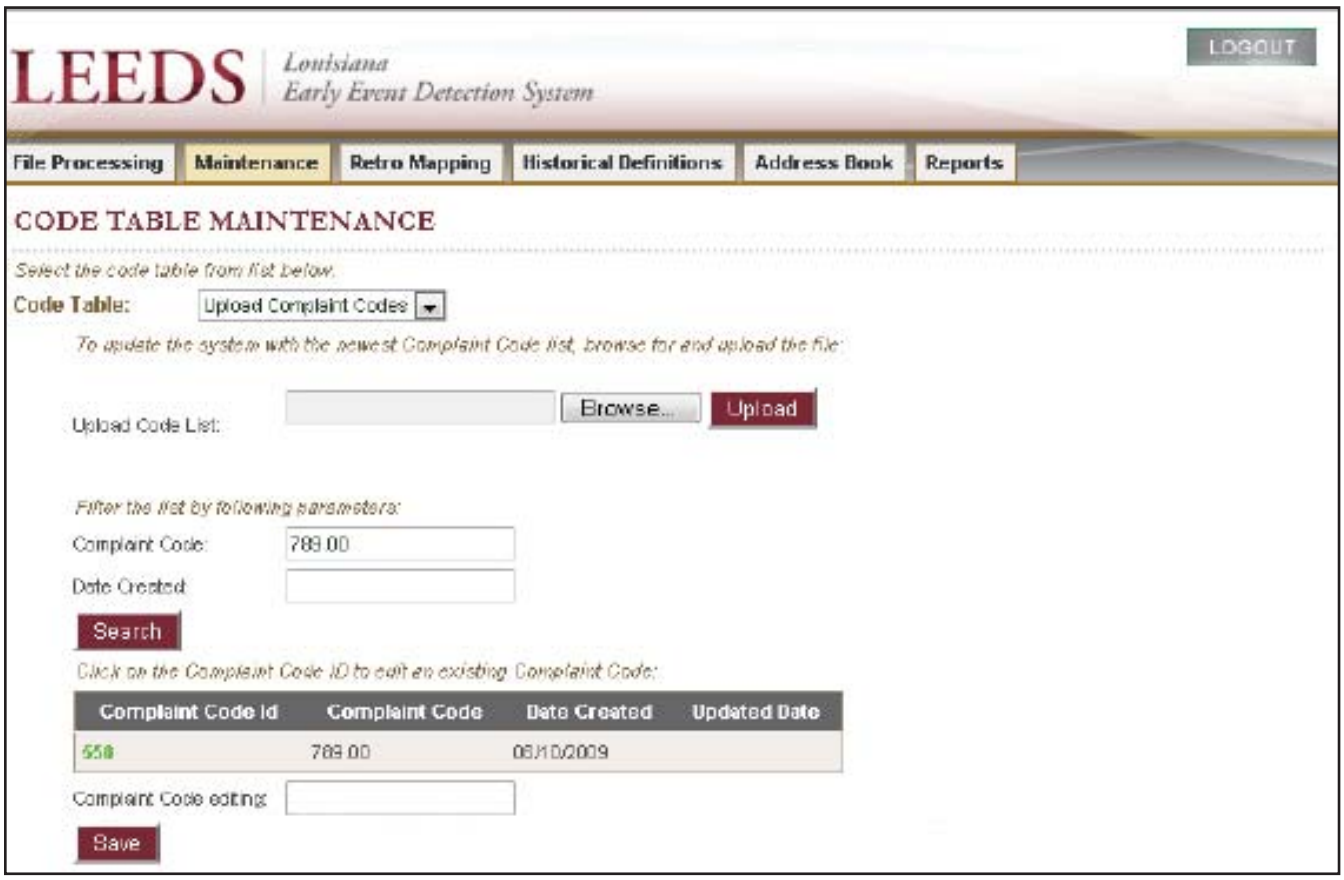
The Hospital Maintenance table is used to add and edit submitting hospital information.



Select 'Hospital' in the code table drop down from the Maintenance tab. To add a new hospital, type a hospital name, SSO hospital name, and select a parish. Type the path to the main ftp root folder established outside of the LEEDS program. If the hospital files include the header and trailer record, mark the 'Include Header/Trailer Record' checkbox. Choose the file type the hospital sends and click 'Save.' To edit hospital information click a Hospital ID. Edit the information and click 'Save.' NOTE: Files will not be processed if the header/trailer or file type information is entered incorrectly.

Upload Complaint Code Maintenance

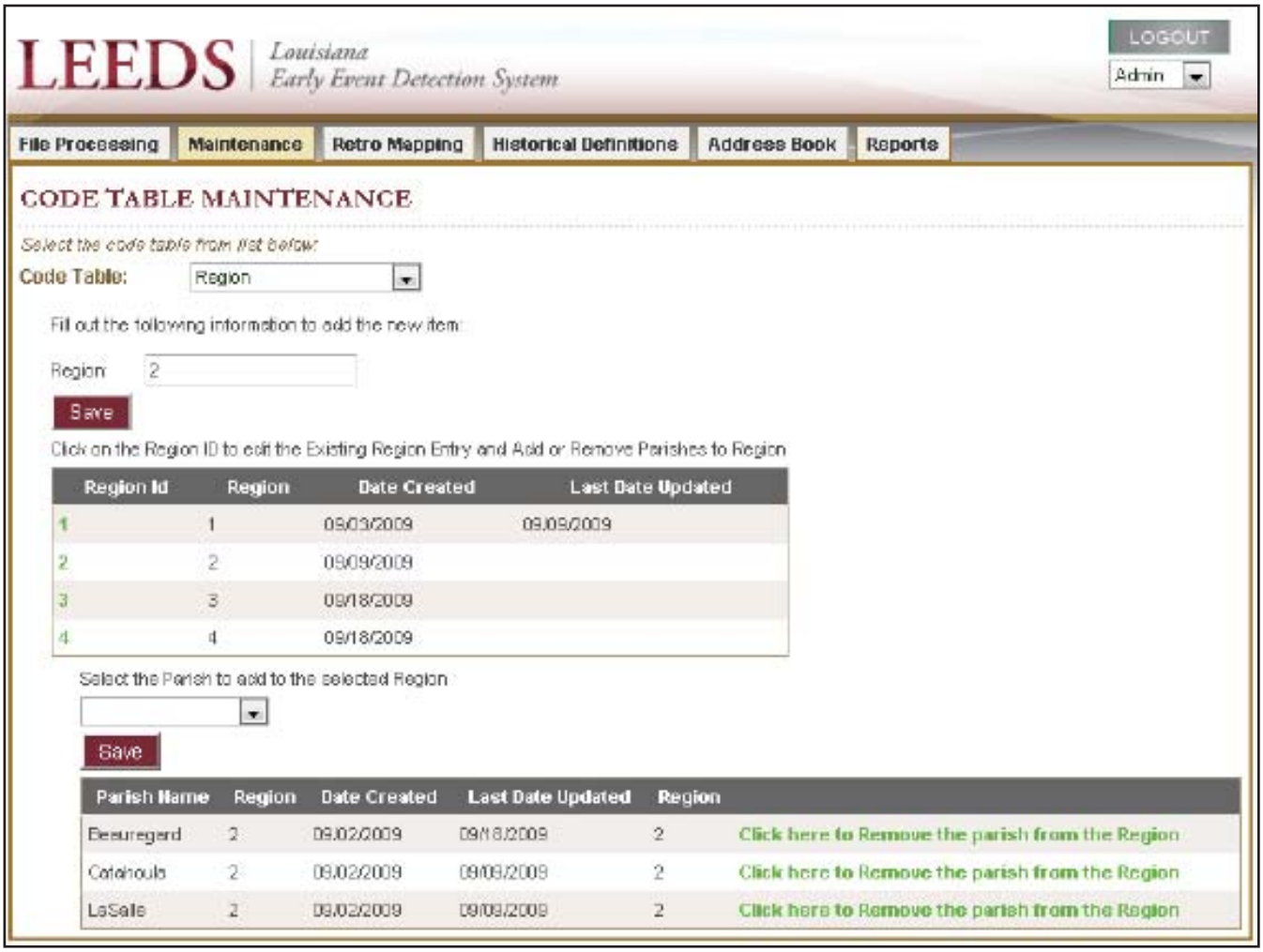
The Upload Complaint Code Maintenance table is used to upload and edit complaint codes.



Select 'Upload Complaint Codes' in the code table drop down from the Maintenance tab. Use the Complaint Code and Date Created fields to search the complaint code list. To add new complaint codes, browse and select the updated list of codes and click 'Upload.' NOTE: Uploading a list is the only way to add new complaint codes into the LEEDS system. To edit a complaint code, select a Complaint Code ID, edit the information and click 'Save.'

Region Maintenance

The Region Maintenance table is used to add and edit regions, as well as assign and remove parishes from the regions.

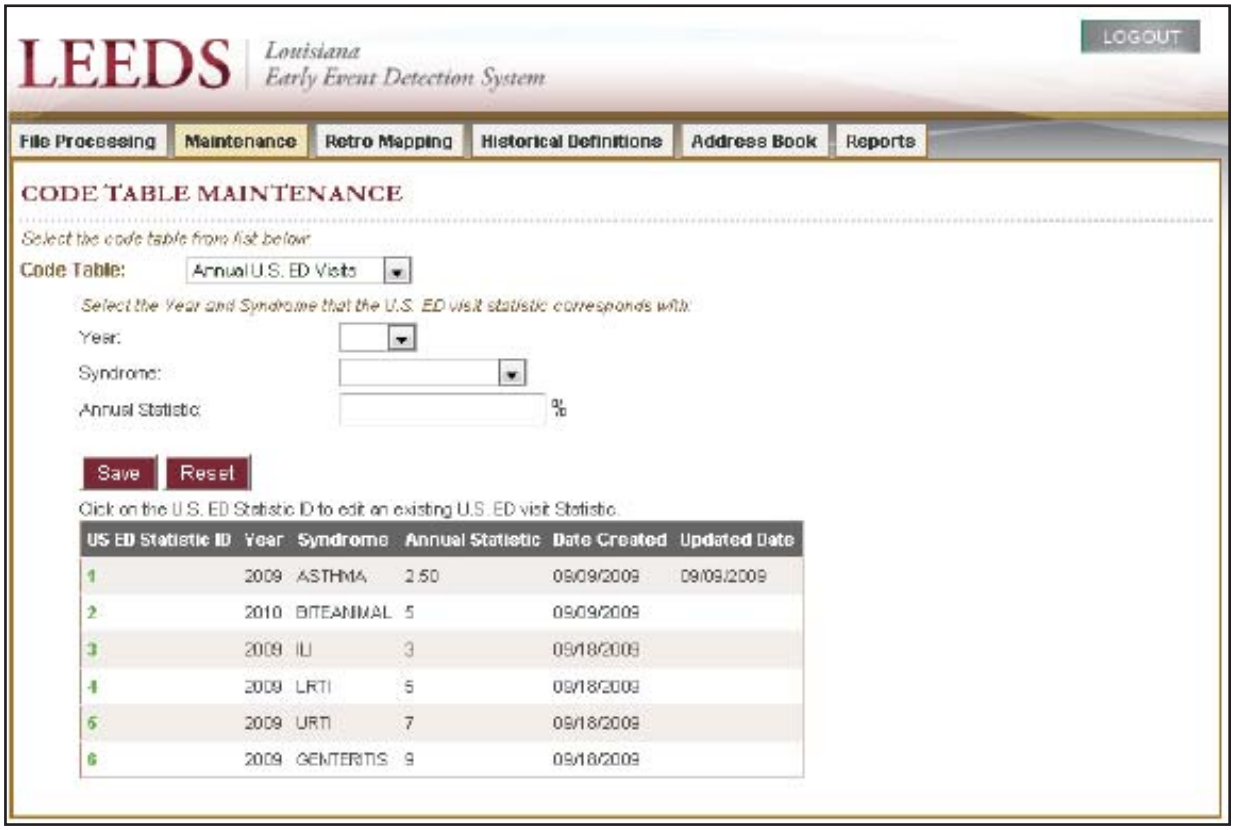


Select 'Region' in the code table drop down from the Maintenance tab. To add a new region, type a region number in the Region field. Click 'Save.' To edit a region click a Region ID. The region number will fill into the Region field. Edit the region and click 'Save.'

Upon clicking a Region ID, an additional field and table will populate below the region table. To add a parish to the region definition, select a parish from the drop down list and click 'Save.' To remove a parish click 'Click Here to Remove the Parish from the Region.'

Annual U.S. ED Visits Maintenance

The Annual U.S. ED Visits Maintenance table is used to add and edit annual U.S. statistics in the LEEDS system. The information in this table is used in multiple LEEDS reports.



Select 'Annual U.S. ED Visits' in the code table drop down from the Maintenance tab. To add a new statistic, select a Year, Syndrome and input an Annual Statistic. Click 'Save.' To edit a statistic click a US ED Statistic ID. The year, syndrome and annual statistic will fill into the appropriate fields. Edit the information and click 'Save.'

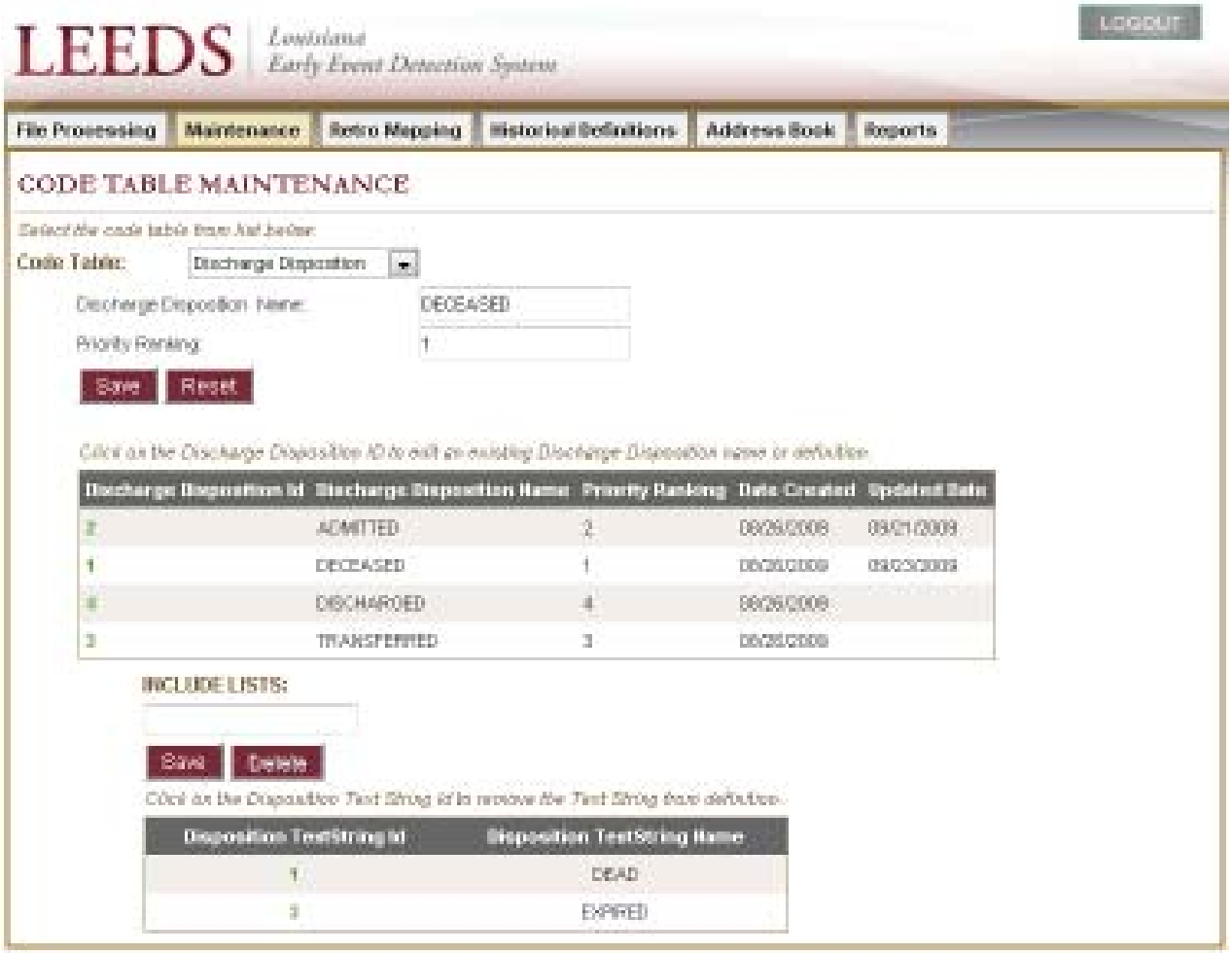
MMWR Year & Week Maintenance

The MMWR Year & Week Maintenance table is used to add and edit MMWR years in the LEEDS system. The information in this table is used in multiple LEEDS reports.

Select ‘MMWR Year & Week’ in the code table drop down from the Maintenance tab. To add a new MMWR Year, select a Year, the date the MMWR year begins, and the number of MMWR weeks in the year. Click ‘Save.’ To edit an MMWR Year, click a MMWR Year & Week ID. The year, start date and weeks in the year will fill into the appropriate fields. Edit the information and click ‘Save.’

Discharge Disposition Maintenance

The Discharge Disposition Maintenance table is used to add and edit discharge dispositions as well as discharge disposition definitions.



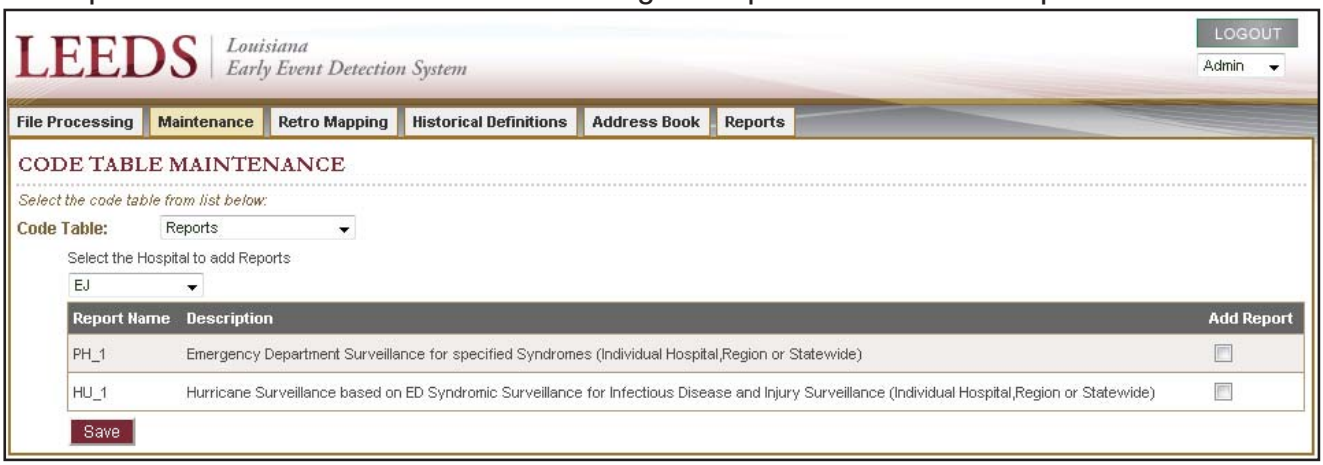
Select ‘Discharge Disposition’ in the code table drop down from the Maintenance tab. To add a new discharge disposition, type a discharge disposition name and priority rankings. Priority Ranking is what the system will use to determine which discharge disposition will be counted if there are multiple dispositions in a singe record. Click ‘Save.’ To edit a disposition click a Discharge Disposition ID. The discharge disposition name and priority ranking will fill into the appropriate fields. Edit the information and click ‘Save.’

Upon clicking a Discharge Disposition ID, an additional field and table will populate below the discharge disposition table. To add an additional discharge text string to the discharge disposition definition, enter a text string into the Include List field and click ‘Save.’ To remove a text string, click a Disposition Text String ID. The text

string will populate in the Include List field. Click 'Delete.'

Report Maintenance

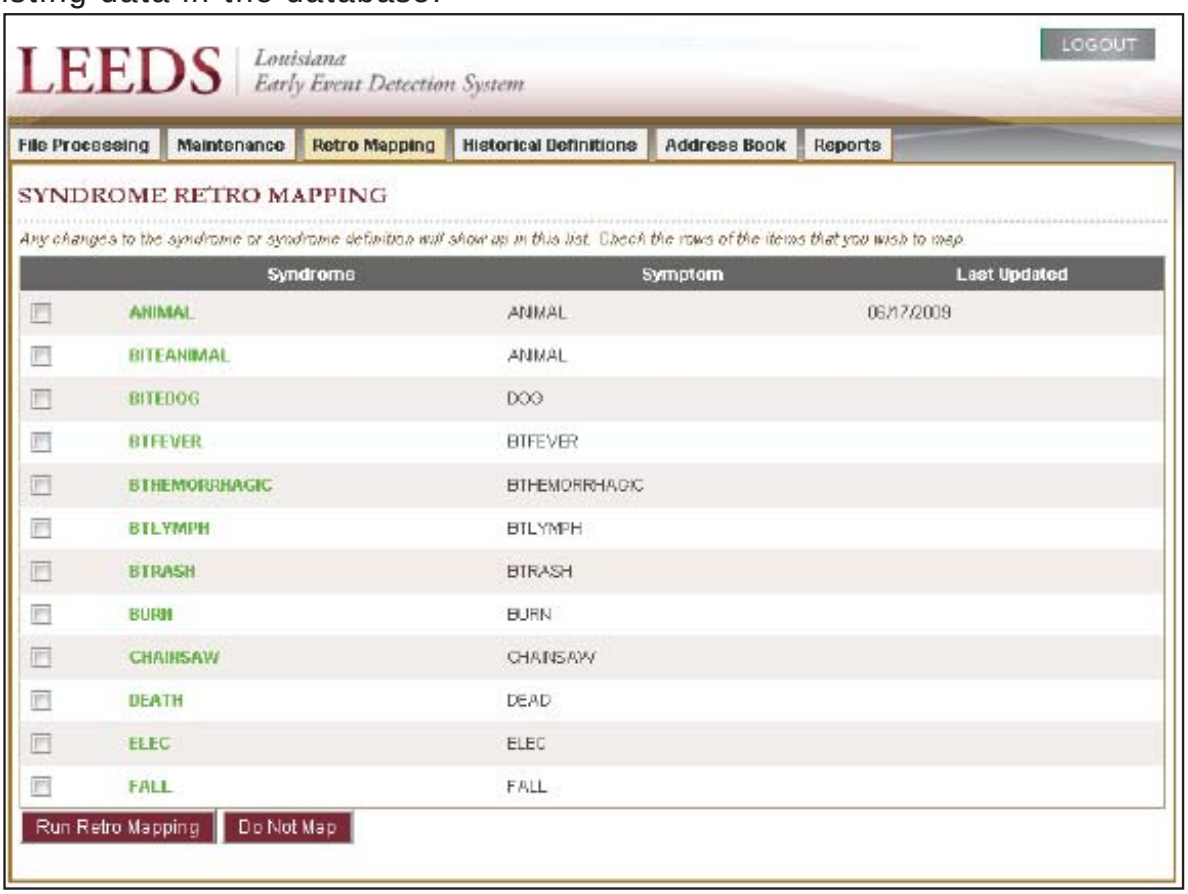
The Report Maintenance table is used to give report access to hospitals.



Select 'Reports' in the code table drop down from the Maintenance tab. Select a hospital from the drop down. Use the grid checkboxes to give each hospital access to the appropriate reports. Click 'Save.' NOTE: Only the reports that are not checked 'Admin Only' on the Admin report page will show up in this list.

RETRO MAPPING

Retro Mapping allows the OPH users to map new syndromes or syndrome definitions to existing data in the database.

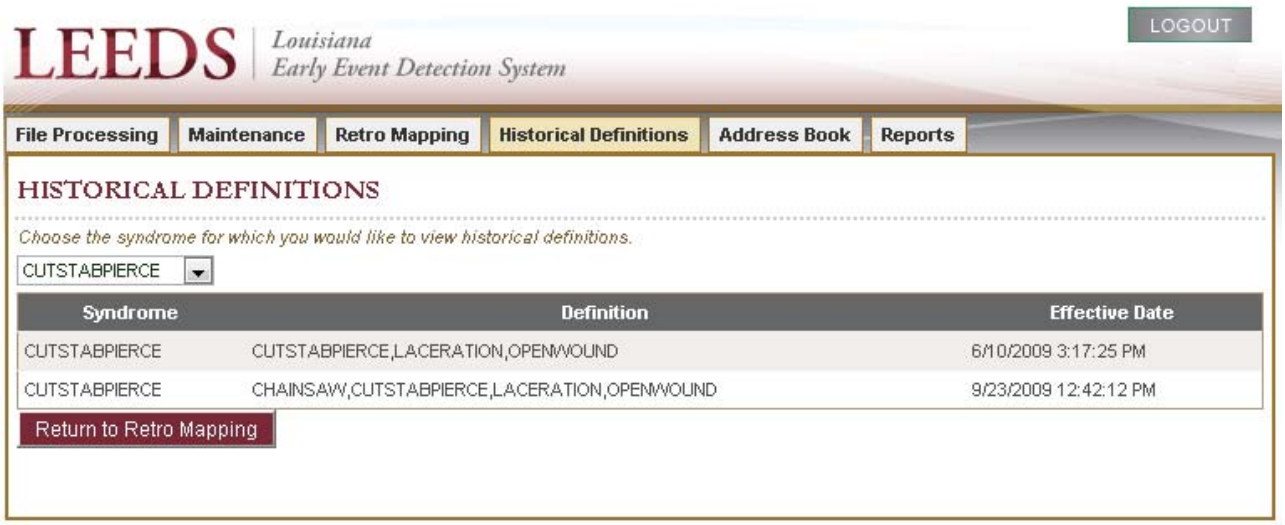


Click on the 'Retro Mapping' tab. When a new syndrome is added to the LEEDS system or a current syndrome's definition is updated, a record will be added to Retro Mapping table listing the syndrome, the symptoms in the syndrome's definition, and the last updated date. Mark the checkboxes of the syndromes that you would like to retro map, and click 'Run Retro Mapping.' If there are any syndromes that you would not like to retro map, mark the checkboxes and click 'Do Not Map.' This will remove the records from the list.

Click on the syndrome name to review the previous definitions of the syndrome. Click 'Return to Retro Mapping.'

HISTORICAL DEFINITIONS

Historical Definitions allows the OPH users to review how a syndrome has been defined in the past.



Click on the 'Historical Definitions' tab. Select a syndrome from the drop down menu to view a syndrome's historical definitions.

ADDRESS BOOK

The Address Book allows OPH users to add and maintain important hospital contacts.

Click on the 'Address Book' tab. To add a new contact click on the 'Add New Contact' button. The following page will display.

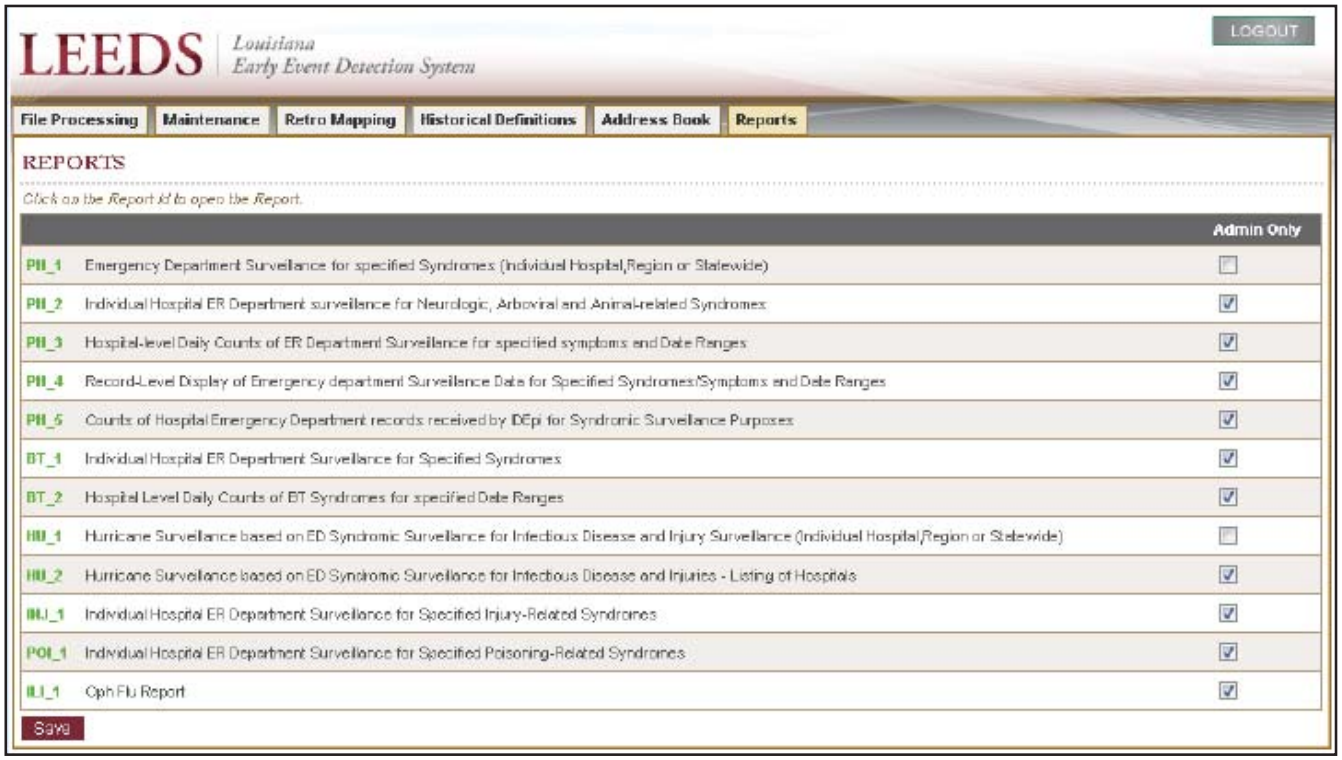
Select the hospital that the contact is associated with and the contact type. Enter the contact's name, email and phone number and click 'Save.'

To edit an existing contact, click the contact's name. Edit the information and click 'Save.'

Click 'Print Contact List' to generate a PDF file of the entire address book.

REPORTS

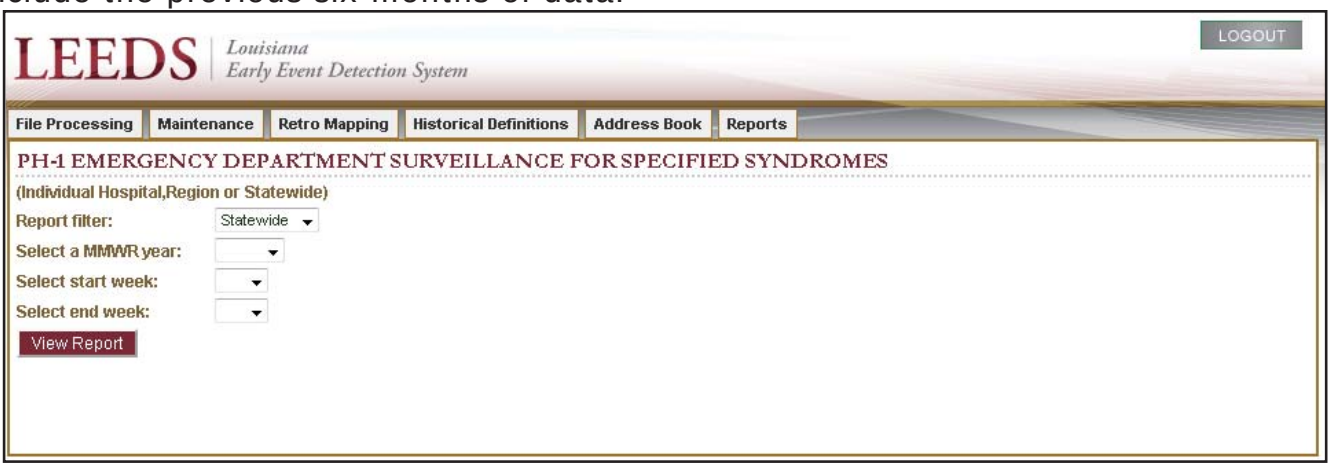
The report function allows OPH users to generate and maintain system reports.



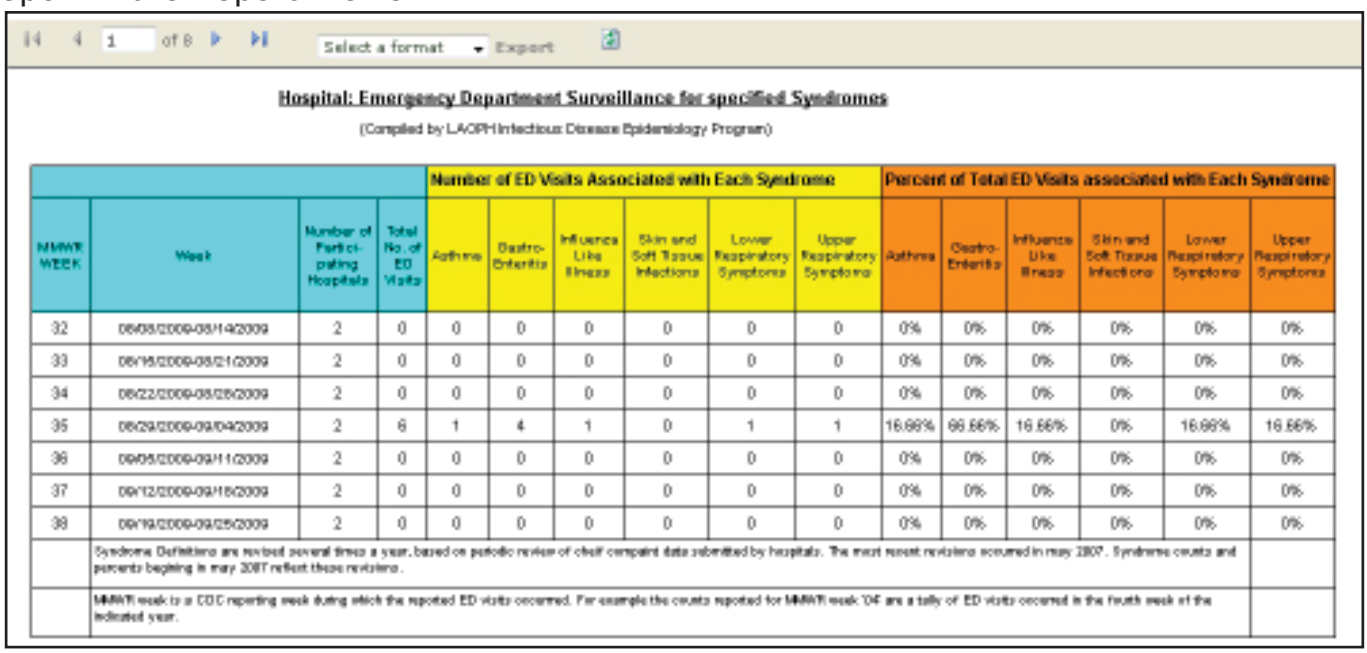
Any report that is a report for Administrative users only should be checked off in the 'Admin Only' column. If a report is unchecked, it will not only show up on the Admin report screen, but also the hospital user report screen. After making any changes to the report user access, click 'Save.' To run a report, click on the green report name link.

PH-1 Emergency Department Surveillance for Specified Syndromes (Individual Hospital, Region or Statewide)

This report is an ad hoc and batch report. The batch report will run weekly and will include the previous six months of data.



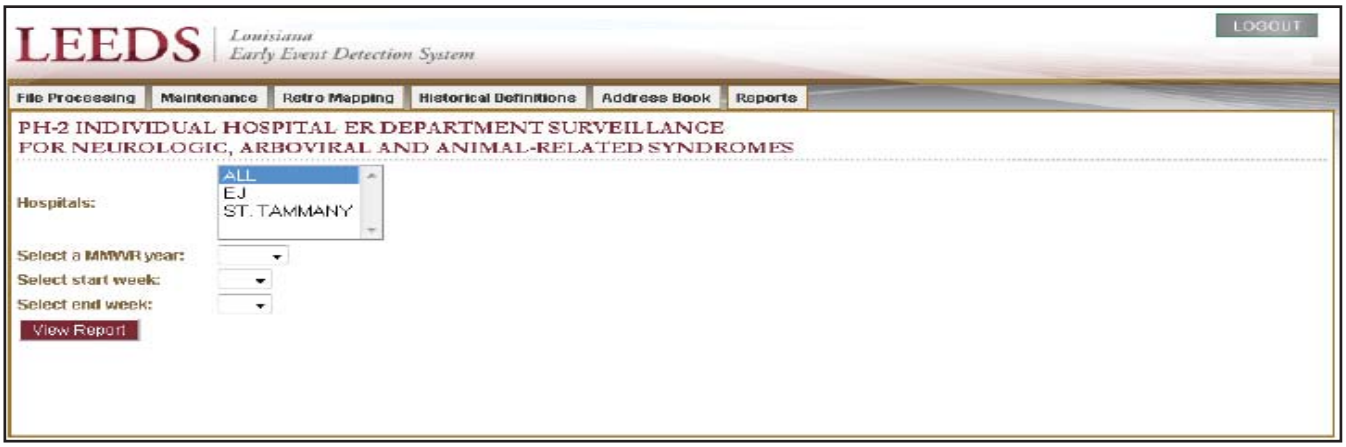
Click on 'PH-1.' Select the appropriate filters and click 'View Report.' If region or hospital is selected, an additional drop down menu will appear to allow you to select the specific region or hospital. NOTE: If the necessary MMWR Year is not available, you may need to add the MMWR year to the maintenance table. The report will open in the Report Viewer.



				Number of ED Visits Associated with Each Syndrome						Percent of Total ED Visits associated with Each Syndrome					
MMWR WEEK	Week	Number of Participating Hospitals	Total No. of ED Visits	Asthma	Gastro-Enteritis	Influenza Like Illness	Skin and Soft Tissue Infections	Lower Respiratory Symptoms	Upper Respiratory Symptoms	Asthma	Gastro-Enteritis	Influenza Like Illness	Skin and Soft Tissue Infections	Lower Respiratory Symptoms	Upper Respiratory Symptoms
32	08/03/2009-08/14/2009	2	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
33	08/15/2009-08/21/2009	2	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
34	08/22/2009-08/28/2009	2	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
35	08/29/2009-09/04/2009	2	6	1	4	1	0	1	1	16.66%	66.66%	16.66%	0%	16.66%	16.66%
36	09/05/2009-09/11/2009	2	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
37	09/12/2009-09/18/2009	2	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
38	09/19/2009-09/25/2009	2	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
	Syndrome Definitions are revised several times a year, based on periodic review of chief complaint data submitted by hospitals. The most recent revisions occurred in may 2007. Syndrome counts and percents begining in may 2007 reflect these revisions.														
	MMWR week is a CDC reporting week during which the reported ED visits occurred. For example the counts reported for MMWR week '04' are a tally of ED visits occurred in the fourth week of the indicated year.														

On the top of the report viewer is a toolbar. Use the arrows on the far left to move through the pages of the report. Use the drop down menu to choose a format to export the report. Click 'Export.' NOTE: The entire report will not always be displayed in the Report Viewer and will need to be exported to see all information.

PH-2 Individual Hospital ER Department Surveillance for Neurologic, Arboviral and Animal-Related Syndromes



Click on 'PH-2.' Select the appropriate filters and click 'View Report.' NOTE: If the necessary MMWR Year is not available, you may need to add the MMWR year to the maintenance table. The report will open in the Report Viewer.

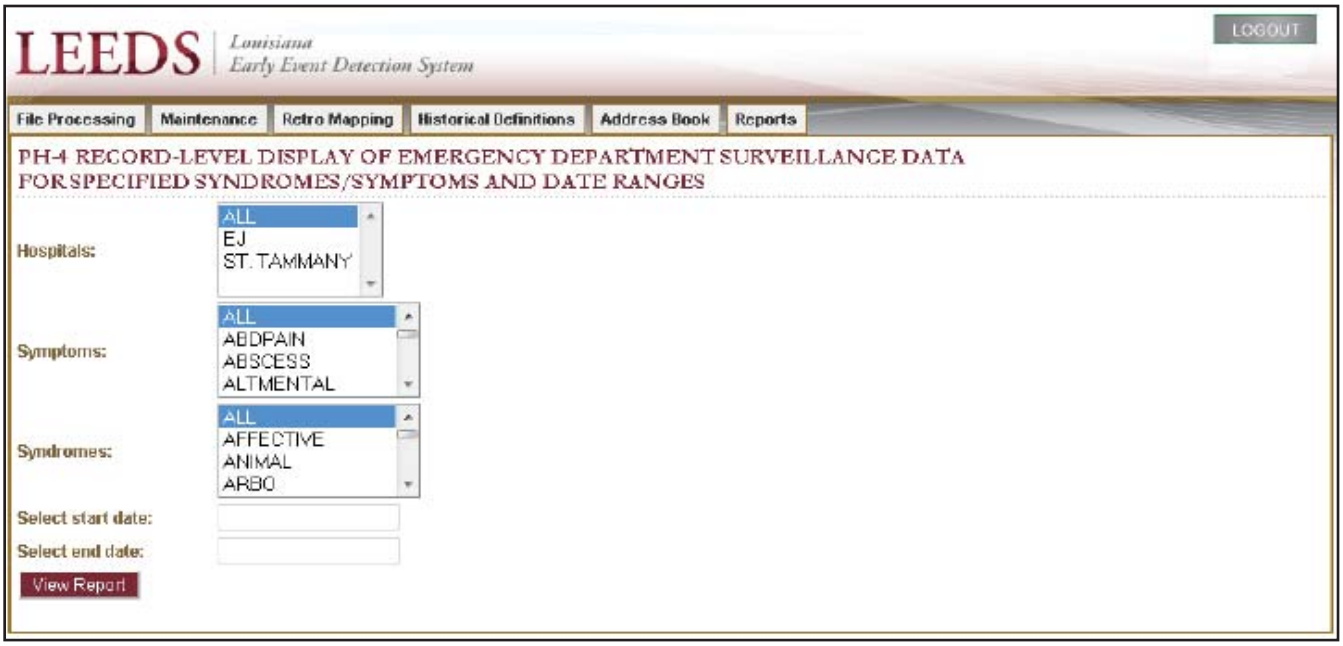
On the top of the report viewer is a toolbar. Use the arrows on the far left to move through the pages of the report. Use the drop down menu to choose a format to export the report. Click 'Export.' NOTE: The entire report will not always be displayed in the Report Viewer and will need to be exported to see all information.

PH-3 Hospital-Level Daily Counts of ER Department Surveillance for Specified Symptoms and Date Ranges

Click on 'PH-3.' Select the appropriate filters and click 'View Report.' The report will open in the Report Viewer.

On the top of the report viewer is a toolbar. Use the arrows on the far left to move through the pages of the report. Use the drop down menu to choose a format to export the report. Click 'Export.' NOTE: The entire report will not always be displayed in the Report Viewer and will need to be exported to see all information.

PH-4 Record-Level Display of Emergency Department Surveillance Data for Specified Syndromes/Symptoms and Date Ranges



Click on 'PH-4.' Select the appropriate filters and click 'View Report.' The report will open in the Report Viewer.

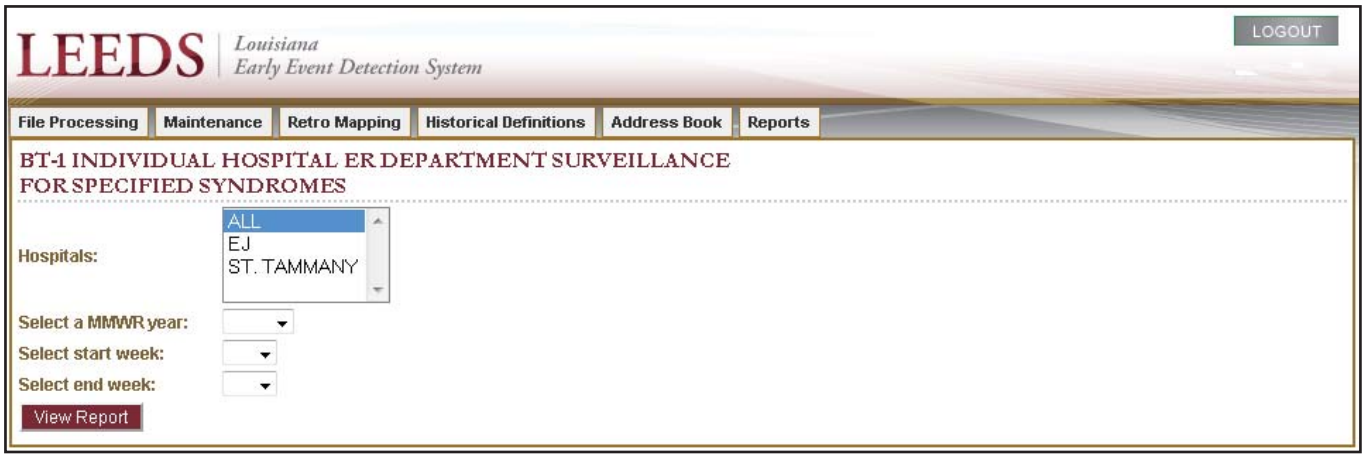
On the top of the report viewer is a toolbar. Use the arrows on the far left to move through the pages of the report. Use the drop down menu to choose a format to export the report. Click 'Export.' NOTE: The entire report will not always be displayed in the Report Viewer and will need to be exported to see all information.

PH-5 Counts of Hospital Emergency Department Records Received by IDEPI for Syndromic Surveillance Purposes

Click on 'PH-5.' Select the appropriate filters and click 'View Report.' The report will open in the Report Viewer.

On the top of the report viewer is a toolbar. Use the arrows on the far left to move through the pages of the report. Use the drop down menu to choose a format to export the report. Click 'Export.' NOTE: The entire report will not always be displayed in the Report Viewer and will need to be exported to see all information.

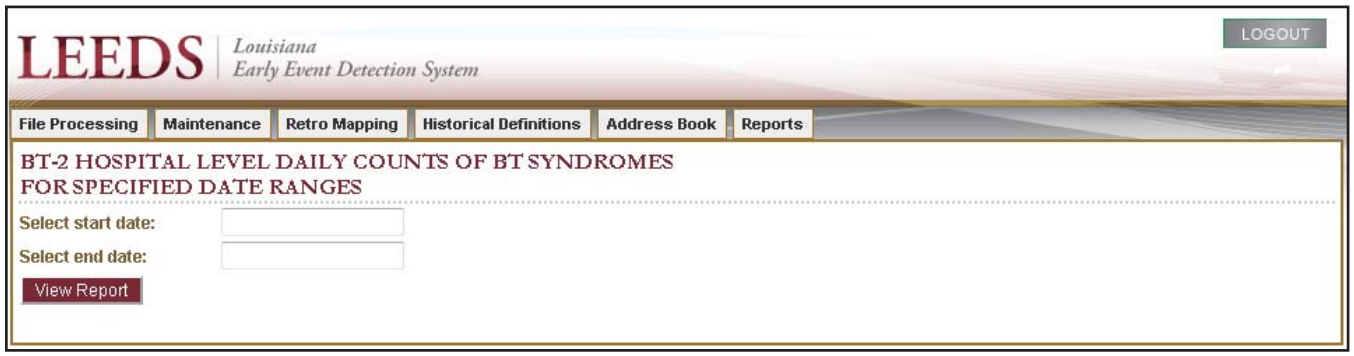
BT-1 Individual Hospital ER Department Surveillance for Specified Syndromes



Click on 'BT-1.' Select the appropriate filters and click 'View Report.' NOTE: If the necessary MMWR Year is not available, you may need to add the MMWR year to the maintenance table. The report will open in the Report Viewer.

On the top of the report viewer is a toolbar. Use the arrows on the far left to move through the pages of the report. Use the drop down menu to choose a format to export the report. Click 'Export.' NOTE: The entire report will not always be displayed in the Report Viewer and will need to be exported to see all information.

BT-2 Hospital Level Daily Counts of BT Syndromes for Specified Date Ranges



Click on 'BT-2.' Select the appropriate filters and click 'View Report.' The report will open in the Report Viewer.

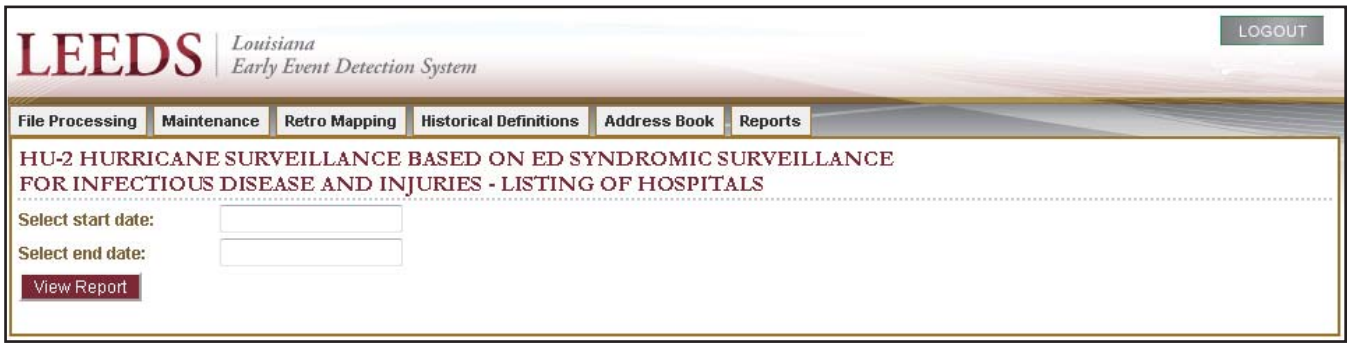
On the top of the report viewer is a toolbar. Use the arrows on the far left to move through the pages of the report. Use the drop down menu to choose a format to export the report. Click 'Export.' NOTE: The entire report will not always be displayed in the Report Viewer and will need to be exported to see all information.

HU-1 Hurricane Surveillance based on ED Syndromic Surveillance for Infectious Disease and Injury Surveillance (Individual Hospital, Region, or Statewide)

Click on 'HU-1.' Select the appropriate filters and click 'View Report.' The report will open in the Report Viewer.

On the top of the report viewer is a toolbar. Use the arrows on the far left to move through the pages of the report. Use the drop down menu to choose a format to export the report. Click 'Export.' NOTE: The entire report will not always be displayed in the Report Viewer and will need to be exported to see all information.

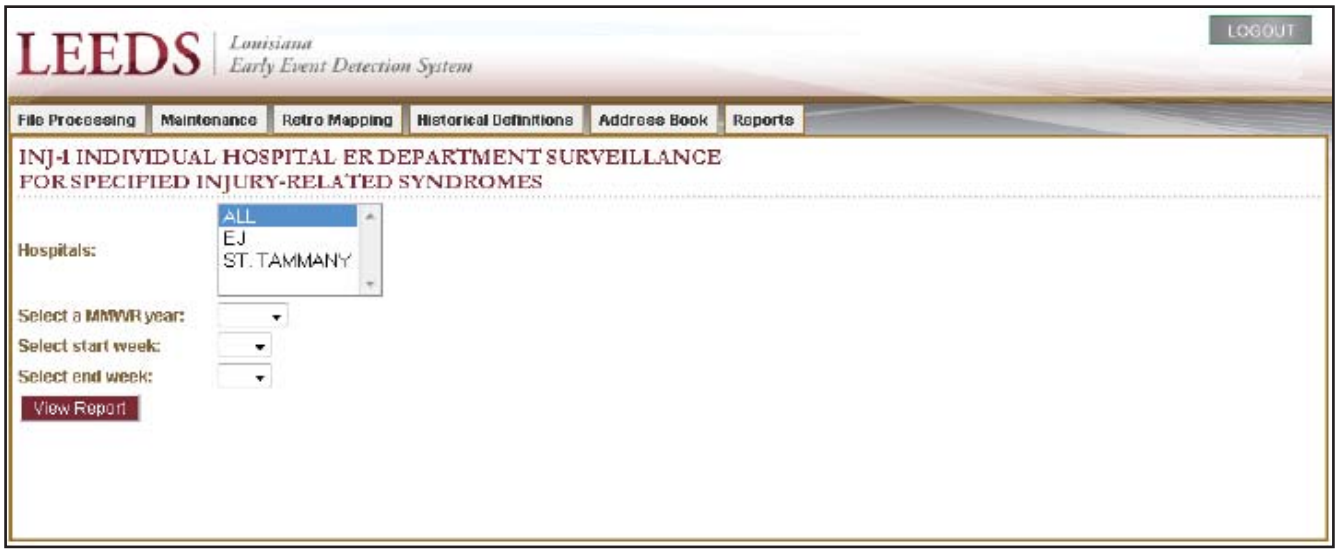
HU-2 Hurricane Surveillance based on ED Syndromic Surveillance for Infectious Disease and Injuries - Listing of Hospitals



Click on 'HU-2.' Select the appropriate filters and click 'View Report.' The report will open in the Report Viewer.

On the top of the report viewer is a toolbar. Use the arrows on the far left to move through the pages of the report. Use the drop down menu to choose a format to export the report. Click 'Export.' NOTE: The entire report will not always be displayed in the Report Viewer and will need to be exported to see all information.

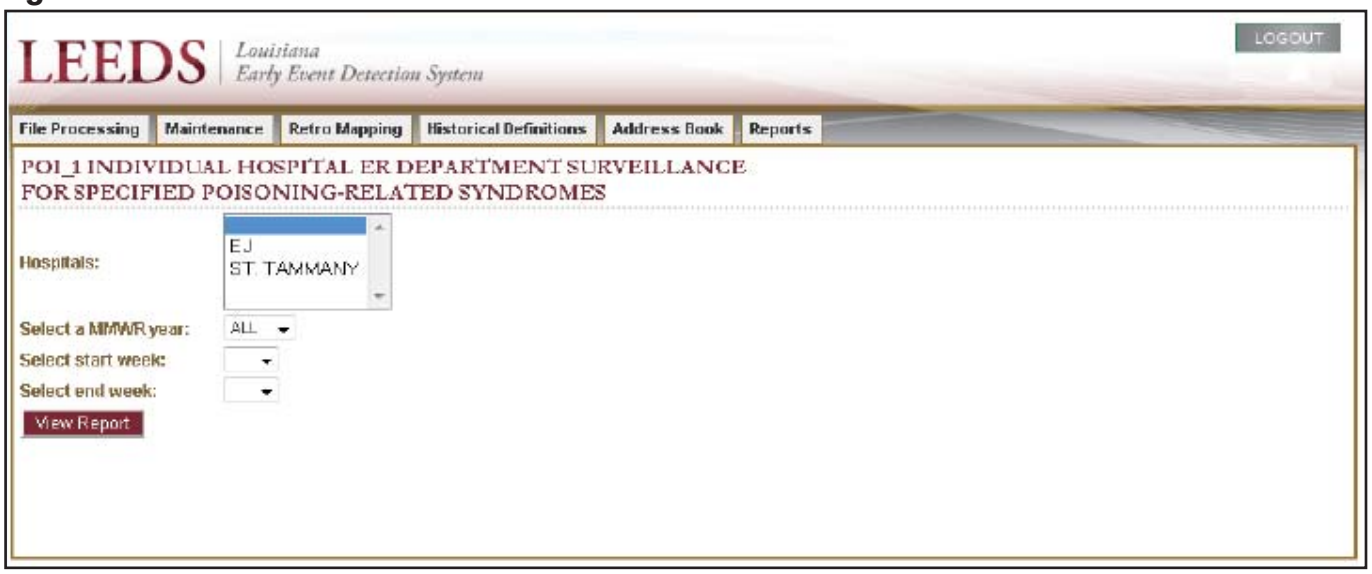
INJ-1 Individual Hospital ER Department Surveillance for Specified Injury-Related Syndromes



Click on 'INJ-1.' Select the appropriate filters and click 'View Report.' NOTE: If the necessary MMWR Year is not available, you may need to add the MMWR year to the maintenance table. The report will open in the Report Viewer.

On the top of the report viewer is a toolbar. Use the arrows on the far left to move through the pages of the report. Use the drop down menu to choose a format to export the report. Click 'Export.' NOTE: The entire report will not always be displayed in the Report Viewer and will need to be exported to see all information.

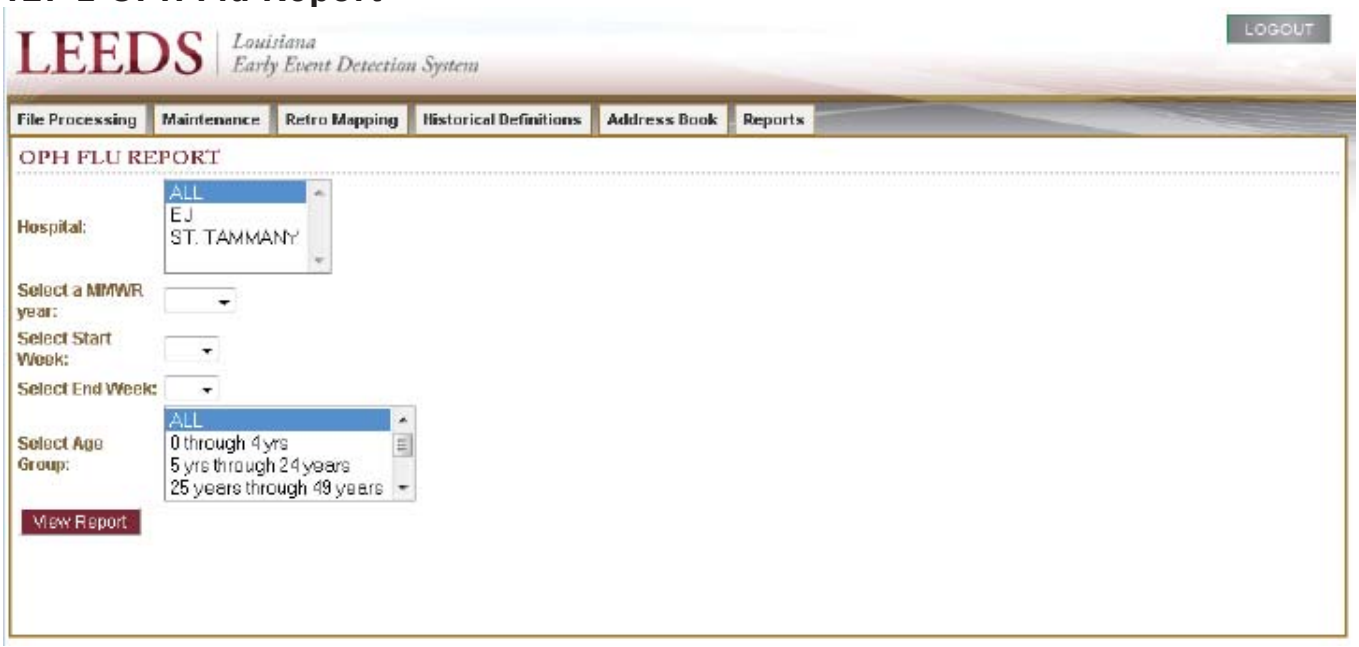
POI-1 Individual Hospital ER Department Surveillance for Specified Poisoning-Related



Click on 'POI-1.' Select the appropriate filters and click 'View Report.' NOTE: If the necessary MMWR Year is not available, you may need to add the MMWR year to the maintenance table. The report will open in the Report Viewer.

On the top of the report viewer is a toolbar. Use the arrows on the far left to move through the pages of the report. Use the drop down menu to choose a format to export the report. Click 'Export.' NOTE: The entire report will not always be displayed in the Report Viewer and will need to be exported to see all information.

ILI-1 OPH Flu Report



Click on 'ILI-1.' Select the appropriate filters and click 'View Report.' NOTE: If the necessary MMWR Year is not available, you may need to add the MMWR year to the maintenance table. The report will open in the Report Viewer.

On the top of the report viewer is a toolbar. Use the arrows on the far left to move through the pages of the report. Use the drop down menu to choose a format to export the report. Click 'Export.' NOTE: The entire report will not always be displayed in the Report Viewer and will need to be exported to see all information.

ILI - 2 CDC Flu Report

Click on 'ILI-2.' Select the appropriate filters and click 'View Report.' NOTE: If the necessary MMWR Year is not available, you may need to add the MMWR year to the maintenance table. The report will open in the Report Viewer.

On the top of the report viewer is a toolbar. Use the arrows on the far left to move through the pages of the report. Use the drop down menu to choose a format to export the report. Click 'Export.' NOTE: The entire report will not always be displayed in the Report Viewer and will need to be exported to see all information.

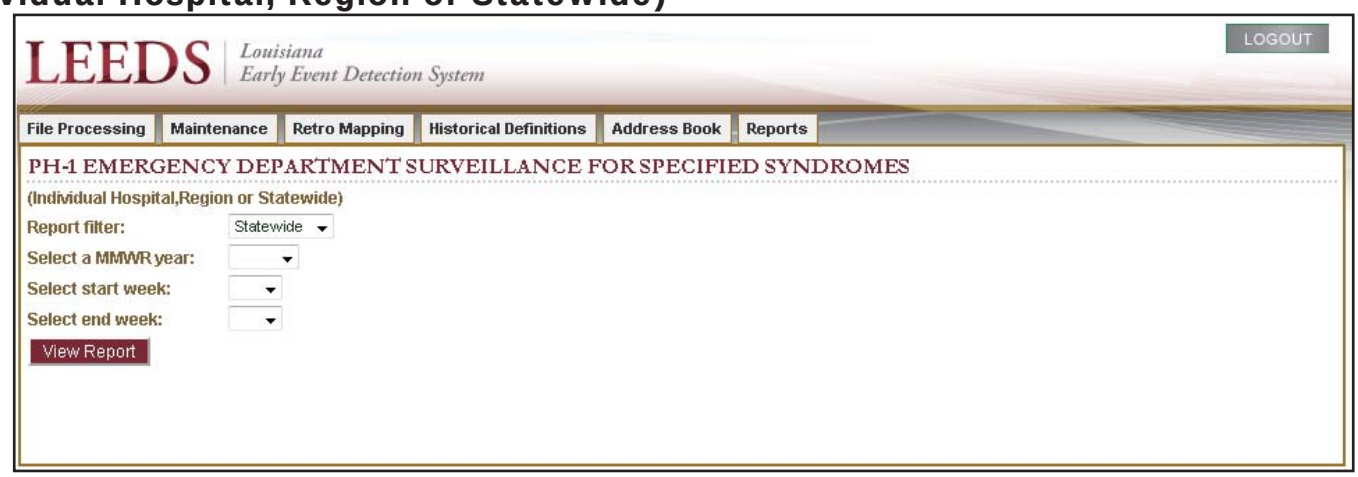
Hospital Functions

REPORTS

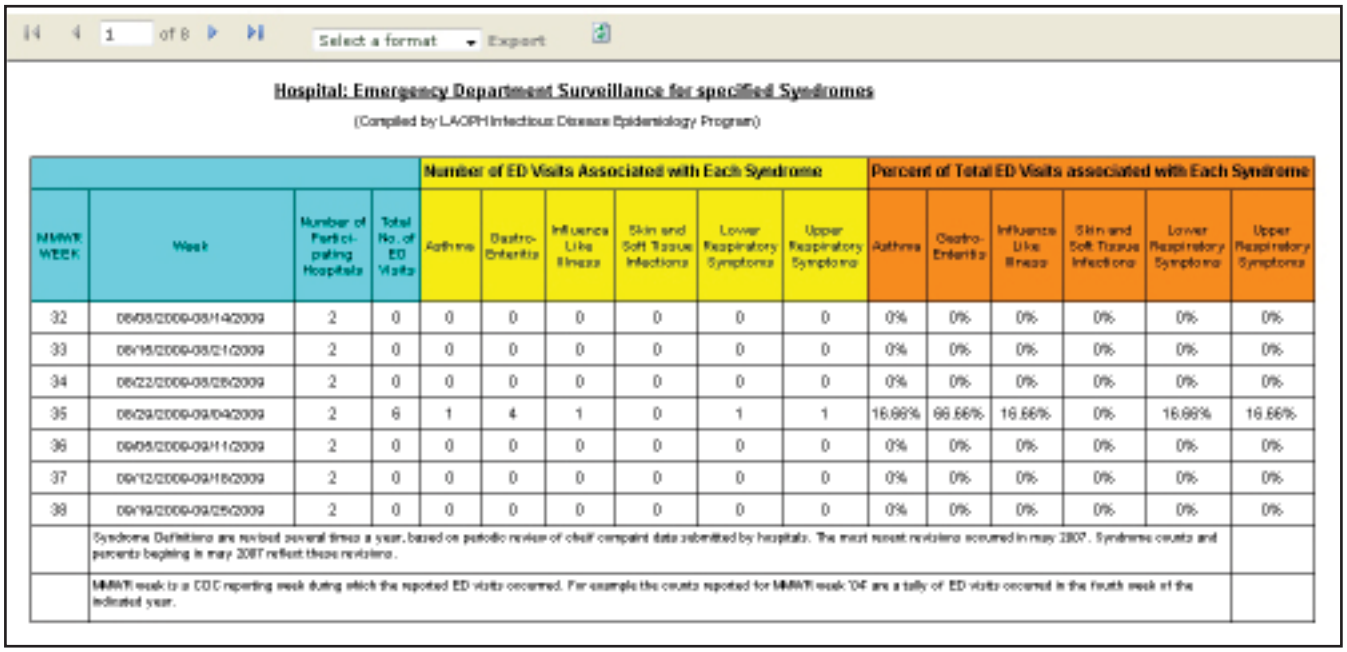
The reports function allows hospital users to run reports on their own data, their region's data, or statewide data.

To run a report, click on the green report name link.

PH-1 Emergency Department Surveillance for Specified Syndromes (Individual Hospital, Region or Statewide)



Click on 'PH-1.' Select the appropriate filters and click 'View Report.' If region or hospital is selected, an additional drop down menu will appear and will only allow you to select the hospital's region or the hospital itself. NOTE: If the necessary MMWR Year is not available, you may need to add the MMWR year to the maintenance table. The report will open in the Report Viewer.



1 of 8 Select a format Export

Hospital: Emergency Department Surveillance for specified Syndromes

(Compiled by LAOPH Infectious Disease Epidemiology Program)

				Number of ED Visits Associated with Each Syndrome						Percent of Total ED Visits associated with Each Syndrome					
MMWR WEEK	Week	Number of Participating Hospitals	Total No. of ED Visits	Asthma	Gastro-Enteritis	Influenza Like Illness	Skin and Soft Tissue Infections	Lower Respiratory Symptoms	Upper Respiratory Symptoms	Asthma	Gastro-Enteritis	Influenza Like Illness	Skin and Soft Tissue Infections	Lower Respiratory Symptoms	Upper Respiratory Symptoms
32	08/09/2009-08/14/2009	2	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
33	08/16/2009-08/21/2009	2	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
34	08/22/2009-08/28/2009	2	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
35	08/29/2009-09/04/2009	2	6	1	4	1	0	1	1	16.66%	66.66%	16.66%	0%	16.66%	16.66%
36	09/05/2009-09/11/2009	2	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
37	09/12/2009-09/18/2009	2	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
38	09/19/2009-09/25/2009	2	0	0	0	0	0	0	0	0%	0%	0%	0%	0%	0%
	Syndrome Definitions are revised several times a year, based on periodic review of chief complaint data submitted by hospitals. The most recent revisions occurred in may 2007. Syndrome counts and percents begining in may 2007 reflect these revisions.														
	MMWR week is a CDC reporting week during which the reported ED visits occurred. For example the counts reported for MMWR week '04' are a tally of ED visits occurred in the fourth week of the indicated year.														

On the top of the report viewer is a toolbar. Use the arrows on the far left to move through the pages of the report. Use the drop down menu to choose a format to export the report. Click 'Export.' NOTE: The entire report will not always be displayed in the Report Viewer and will need to be exported to see all information.

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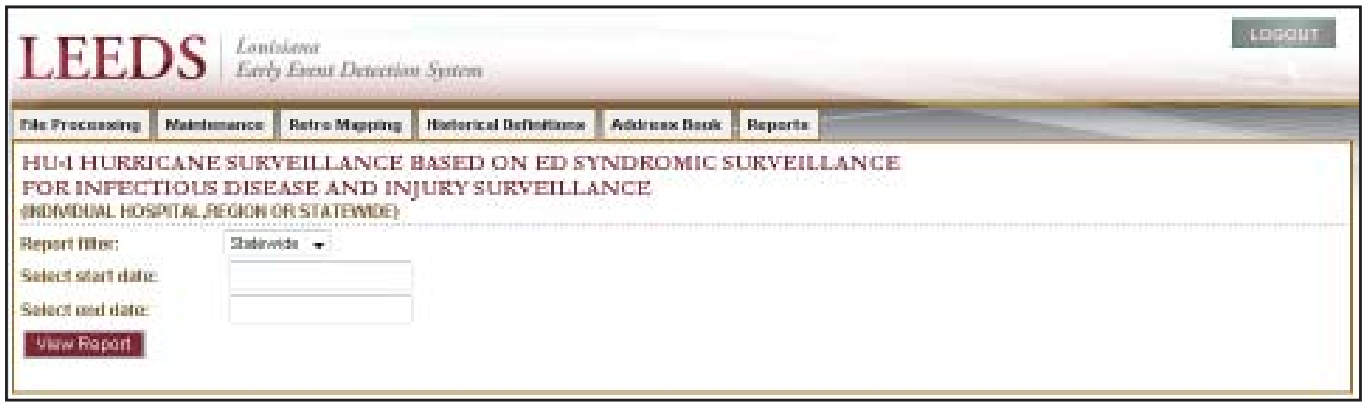

Click on 'HU-1.' Select the appropriate filters and click 'View Report.' The report will open in the Report Viewer.

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