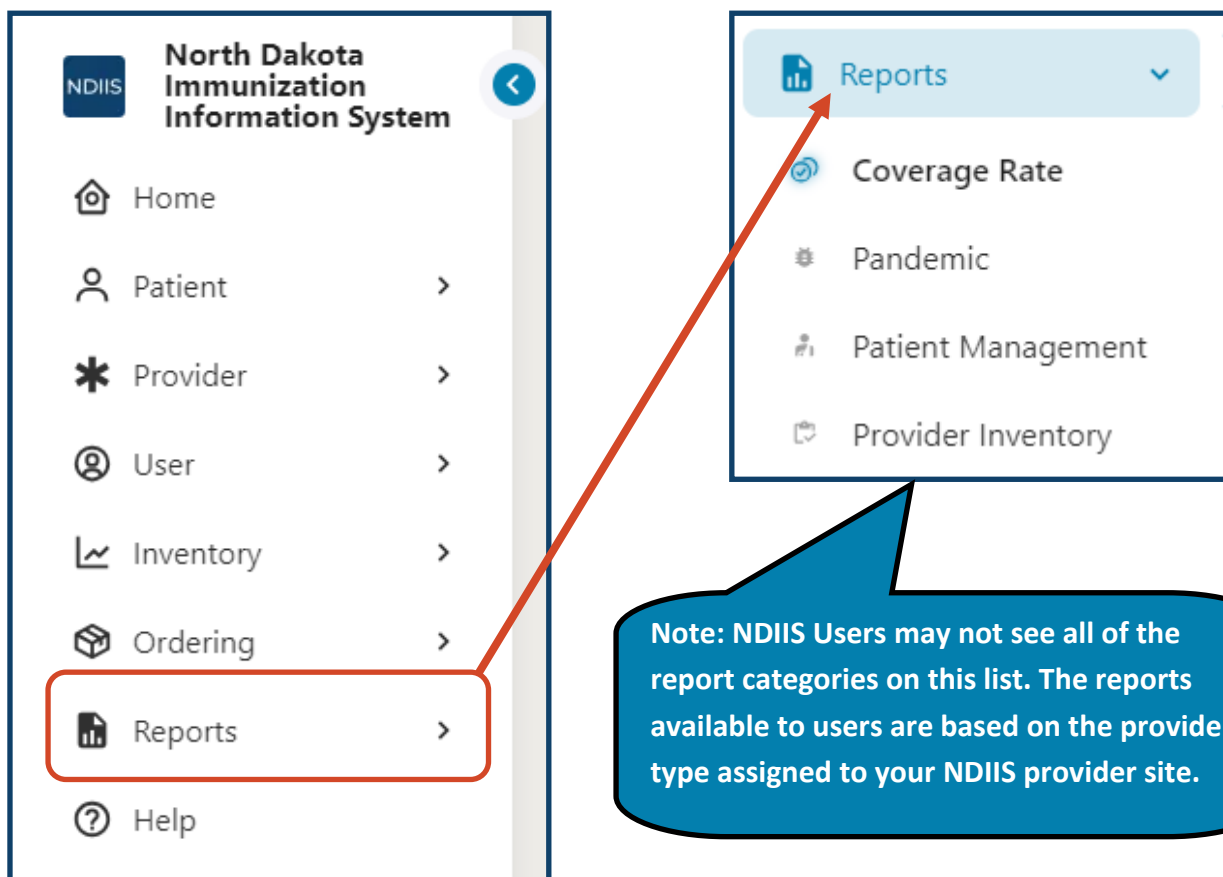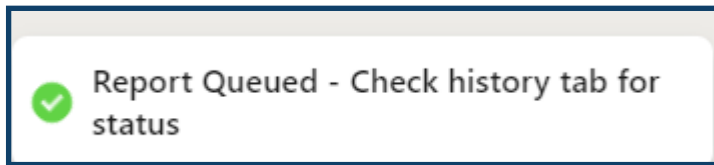# Running Reports

Getting Started

All available NDIIS reports can be found in the **Reports** dropdown in the NDIIS **Main Menu**. Reports are available to all NDIIS users with Standard or Provider Admin level access. Users with Restricted access will not see the Reports option in their Main Menu.

1.) To run a report, select one of the report categories. This will open up a drop-down menu of the reports available under that category.

2.) Select your desired report. This will open up the **Selection Criteria** for that report.

3.) Fill in all necessary selection criteria including all required fields. Required fields are marked with an asterisk (*).

4.) When all criteria have been selected, click '**Run**' to run the report. A pop-up will appear to indicate the report has been submitted.
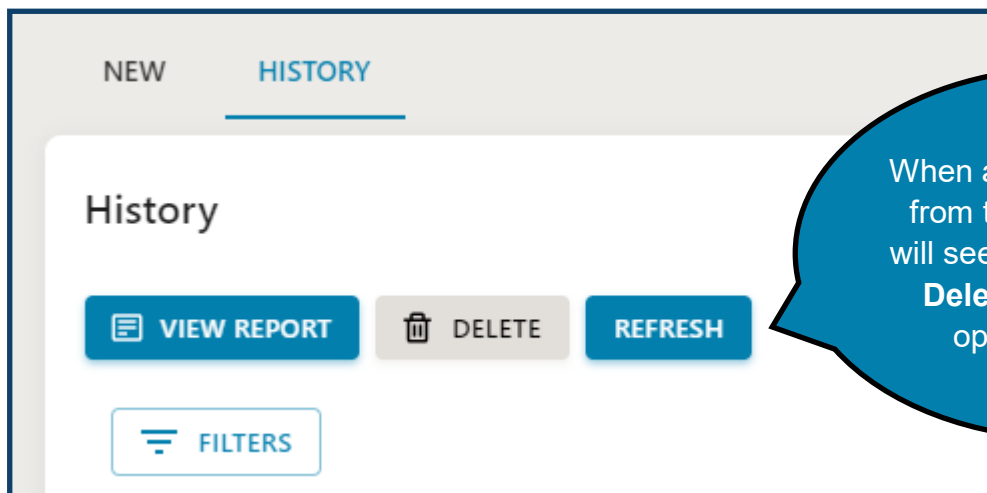
✅ Report Queued - Check history tab for status

5.) Navigate to the **History** tab to see the report status and view the report. The History tab can be viewed by selecting '**History**' next to '**New**' below the report name.

⇒ All queued and finished reports of this report type will display in the History tab.

6.) The report status will show as 'Processing', 'Finished', or 'Failed'. To check if a processing report is finished click the '**Refresh**' button and it will reload the page. Only reports in a 'Finished Status' can be viewed.

7.) To view the report, click anywhere in the row for the report you wish to view. This will highlight the row. Then click the '**View Report**' button. The report will automatically download.

⇒ Reports can also be deleted by selecting the report from the list and clicking the '**Delete**' button.

When a report is selected from the History, users will see the **View Report, Delete,** and **Refresh** options enabled.

Report Output Format	Coverage Rate Reports	Pandemic Reports	Patient Management Reports	Provider Inventory Reports	School Reports (available only to school users)
PDF only	• Coverage Rate • Influenza Coverage Rate • Missed Opportunities				• School Coverage Rate • School Student Exemption
CSV only		• COVID19 Doses Administered • COVID19 Missing Dose Data	• County Patient List • Doses Administered by Age • Influenza - Patient Immunization • Patient Doses Administered • Patient Immunization Records • Provider Patient List	• Lot Inventory Expiring • Provider Inventory • Wastage Return	• School Student Immunization Record • School Student List • School Student Not Up-to-Date
PDF or CSV				• Borrow and Return Lots - Balance • Borrow and Return Lots - Detailed	