

# USER GUIDE

## How To...

NUCLEUS  care™

## Navigate the **Home** Tab on the Client Portal

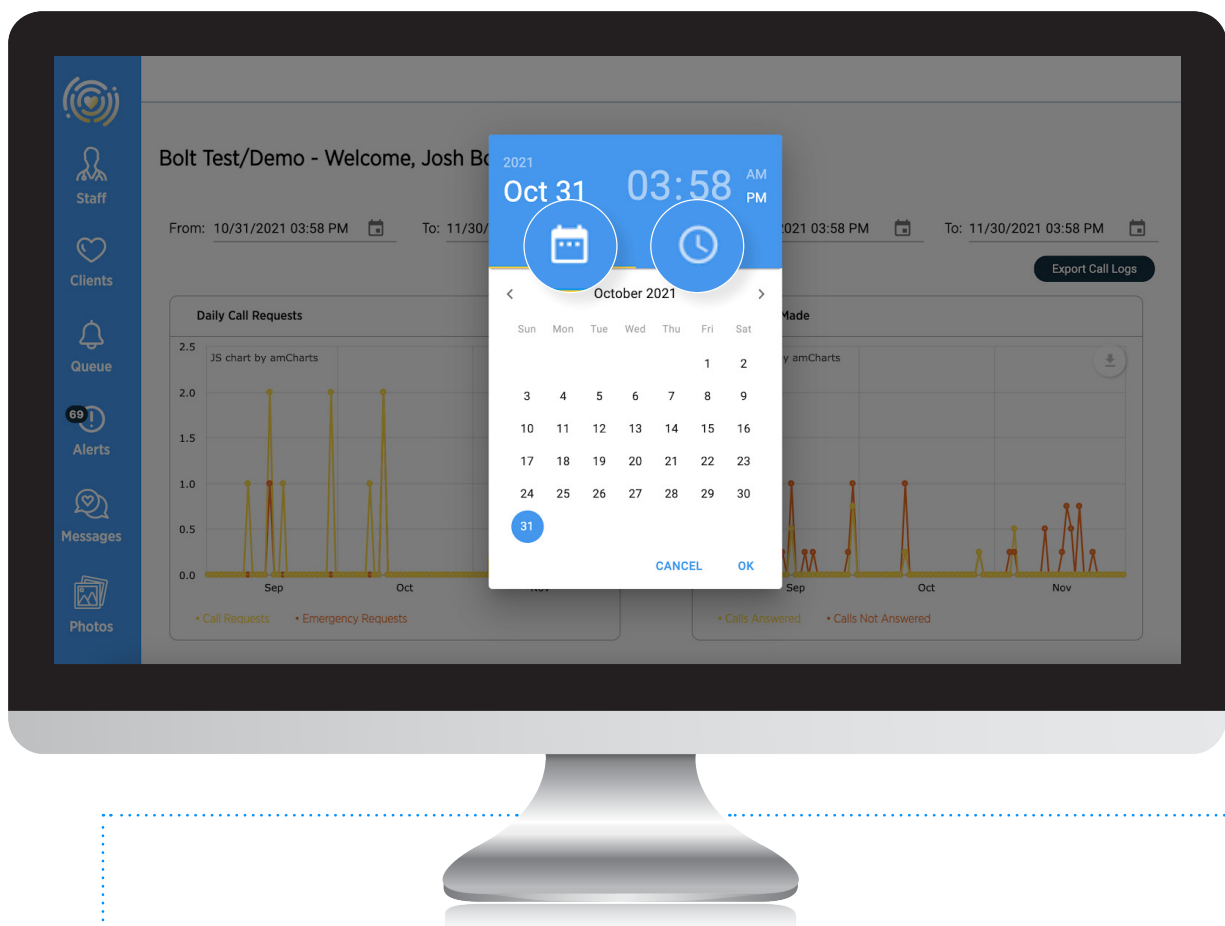


On the **Home** tab you will be able to access data reports by downloading a spreadsheet or graph. These reports are useful for internal tracking and use cases.

1. Start with the date and time range you would like the report to include by selecting the **calendar** icon.



2. After clicking the calendar icon, you will see a pop-up window with the ability to **choose the date and time**. Choose the date range and time frame you would like to include in your downloaded report.



3. After selecting the date range and time frame, select the download button and choose your ideal format for the spreadsheet or graph. Available file types include jpg, xls spreadsheet, or pdf. Hover over the options to view available formats.

