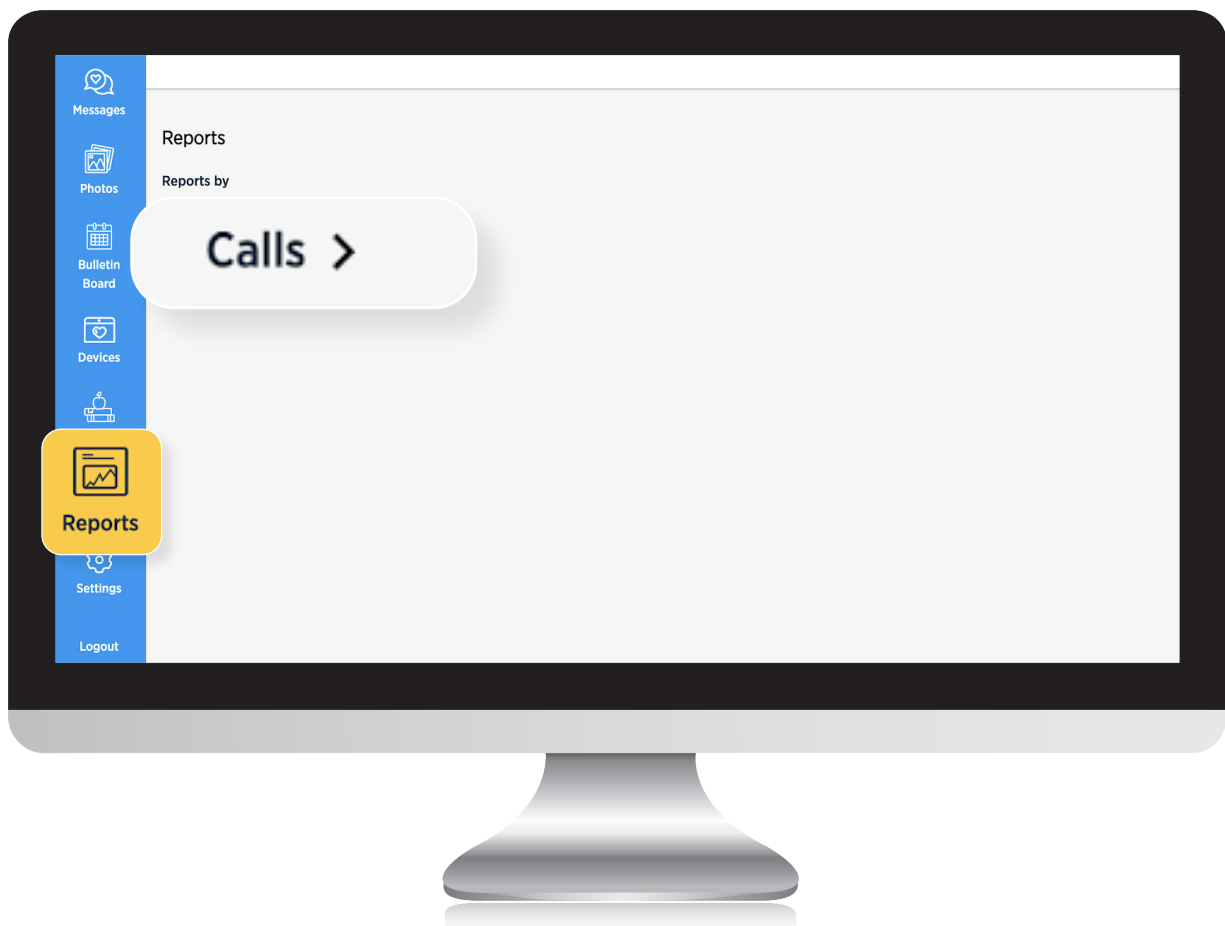# USER GUIDE

How To...

nucleus care™

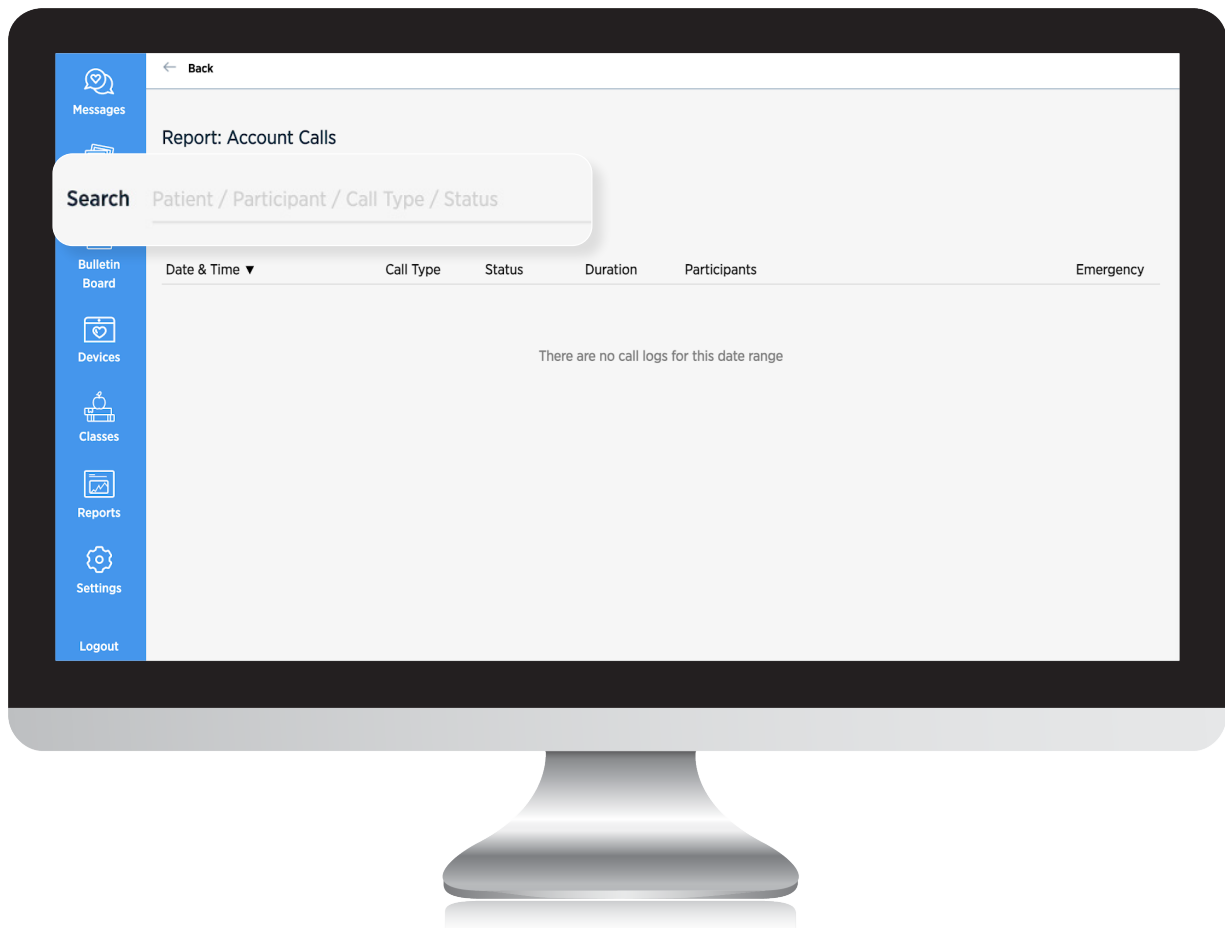## Navigate the **Reports** Tab on the Client Portal

seness

The **Reports** tab is similar to the Home tab. Here, you have the ability to run a report for internal use on calls made by a specific individual or scenario.
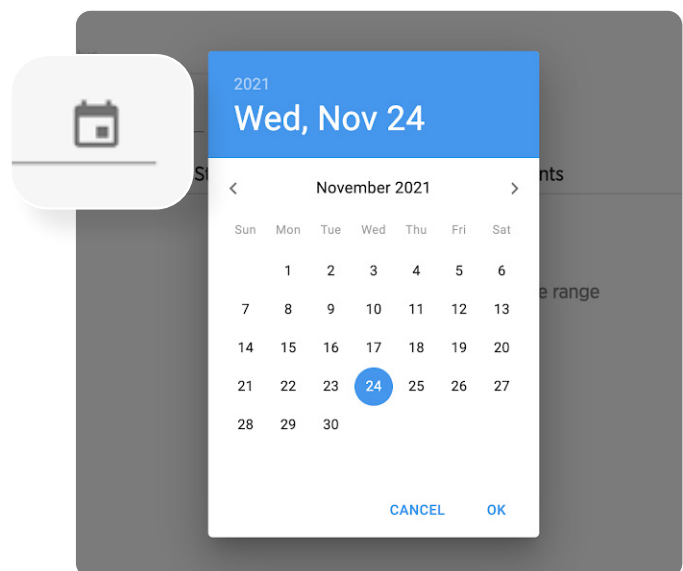
1. Select the '**Reports'** tab on the left-hand side of the screen, then select '**Calls'**.

Reports

Reports by

Calls >

Messages

Photos

Bulletin Board

Devices

Reports

Settings

Logout

2. You will be taken to the **Account Calls** screen. Enter the patient name, participant name, call type or status in the search bar.

Back

Report: Account Calls

Search   Patient / Participant / Call Type / Status

Date & Time ▼	Call Type	Status	Duration	Participants	Emergency

There are no call logs for this date range

Messages
Bulletin Board
Devices
Classes
Reports
Settings
Logout

3. After entering the information in the search bar, select the calendar icon to choose the desired date range.

2021
Wed, Nov 24

November 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

CANCEL   OK

3. After entering the desired information and selecting the date range, select the **'Export to CSV'** button at the bottom right-hand side of the screen to download the report.