Running Reports - Cancer Registry

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This section describes how to run the state based Cancer Registry report within CareRight. The timing of running these reports will be an agreement with your organisation and the individual Cancer Registries.

From the main CareRight Dashboard:

1. In the Main Menu, click Locations menu.

   a. The My Locations screen will display.

2. Find the relevant location and select the name (hyperlink) or select the **Show** button.

   a. The specific Location details will display (it will default to the locations occupancy).

3. Select **Statutory Reports** from the menu.

   a. The Statutory Reports screen will display with the details of last run reports

4. Any relevant Cancer Registry reports will display, select the **Run** button next to the relevant report:

   a. TASCNR- Tasmania Cancer Registry Report.

   b. QLDCNR - Queensland Cancer Registry Report.

   c. VICCNR - Victoria Cancer Registry Report.

5. The report will run and a message advised when it is complete will display.

6. Once the Report is complete, select the **History** button.

7. The Stat reports run will display, from here you can:

   a. Download the report.

   b. Regenerate the report (re-run).

Downloading the Report

1. Select the **Download** button next to the relevant report.

   a. The Downloads screen will display.

2. You can download individual aspects of the reports or download the report as a zipped file (**Download Zip Archive** button).

3. Can be submitted to the relevant state registry (this is an agreement/ coordination between

you and the local Cancer Registry).