

Run an Admission Report

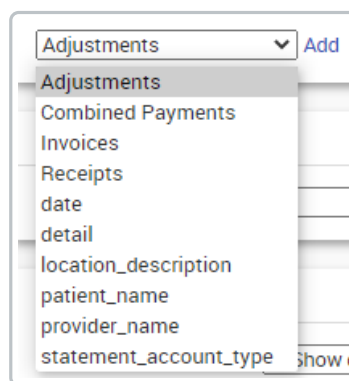
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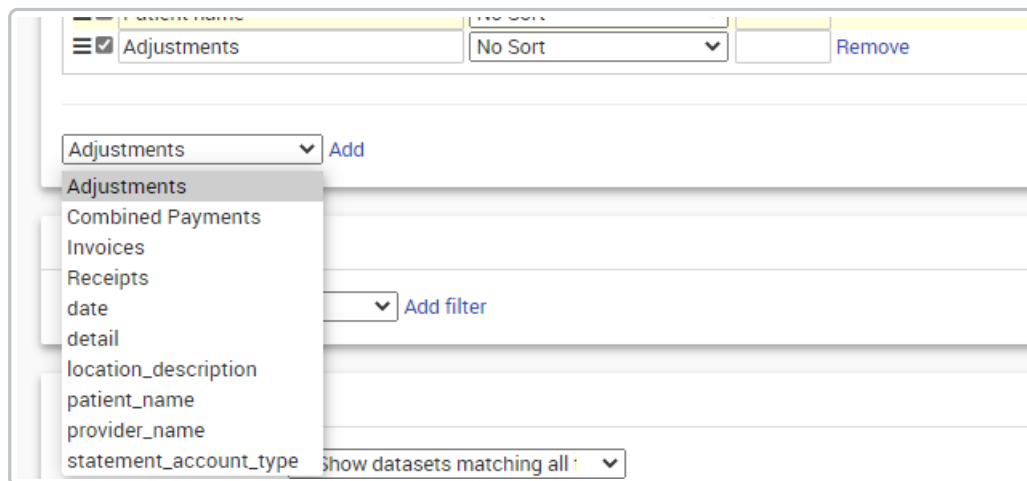
If you do not know how to Run/Save a New report in general, please refer [here](#)

1. Available Fields

This is only for **Admission Reports**, each section can be choose to add in the Admission report



1. When you select any options and click **Add**, this category will be added to the columns, see pictures below



2. And also you can remove the option as many as you like, just click the **Remove** button will do the function.

3. In the filter section, you can choose variety of filter to be only viewed without any other information

A screenshot of a web application's filter interface. At the top, there is a dropdown menu with 'Adjustments' selected and an 'Add filter' button to its right. Below the dropdown, a list of filter options is displayed: 'Adjustments', 'Combined payments', 'Date', 'Detail', 'Invoices', 'Patient Is Currently Admitted', 'Patient Is Not Currently Admitted', 'Patient name', 'Provider name', 'Receipts', 'Statement account type', 'Advanced', and 'Expression Filter'. The 'Advanced' option is highlighted in bold. In the background, parts of other UI elements are visible, including a table header 'Assets matching' and a text label 'to the first 100'.

4. When you click **Add filter**, the section been added will shown below. Furthermore, you can choose the maximum and minimum range of this particular data. Simply select the key word and type in the number, you will see the results from the report.

A screenshot of a filter configuration section. At the top, there is a dropdown menu with 'Adjustments' selected and an 'Add filter' button to its right. Below this, a filter configuration row is shown with 'Adjustments' in the first column, 'is' in the second column, and '100' in the third column. To the right of the '100' is a 'Remove' button. A dropdown menu is open below the 'is' field, showing options: 'is', 'is not', 'less than or equal to', 'less than', 'greater than or equal to', and 'greater than'. On the left side of the configuration section, there are tabs for 'Settings', 'Report logic', and 'Report format', with 'Report format' currently selected.

5. If you want to delete the filter, click **Remove**.
