

Signing In and Running Reports in SplashBI (101 Training)

SplashBI Login

splashBI®

Trainer

.....|

English ▾

Login

SSO Login

Forgot Password?

Login

SplashBI Home

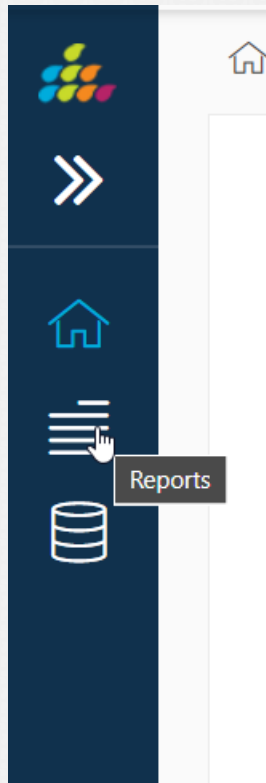
On the Splash BI home page you will find Recently Submitted, Recently Edited, Favorites, Getting Started, Generated Reports , and Scheduled.

The screenshot displays the SplashBI Home dashboard. On the left is a dark blue sidebar with navigation icons: a multi-colored logo, a double arrow, a house, a list, a database cylinder, a question mark, a share icon, and a user profile. The main content area is titled 'Home' and includes a 'Change Layout' button in the top right. The dashboard is organized into several sections:

- Recently Submitted:** A list of reports including OSW Application Listing, NC Email Listing, Pitt County Pool Report, Pitt County Risk Factor Report, Columbus Co Example, and Henderson AR. Each item has a green play button icon and a 'View All' link.
- Recently Edited:** A list of reports including OSW Application Listing, NC Email Listing, and three County Self Evaluation Report-Peoria entries. Each item has a pencil icon and a 'View All' link.
- Favorites:** A section with a star icon and a 'Change Layout' button, currently empty.
- Getting Started:** A section with a play button icon containing links for Profile, Help Content, and Download Excel Plugin (64 Bit, 32 Bit).
- Generated Reports:** A list of reports including OSW Application Listing, NC Email Listing, Pitt County Pool Report, Pitt County Risk Factor Report, Columbus Co Example, and Henderson AR. Each item has a green checkmark and a share icon, with a 'View All' link at the top.
- Scheduled:** A section with a calendar icon, currently empty.

All Reports

Selecting Reports on the side menu bar will populate all reports in a list format and give you the ability to search for a specific report.



Report Search

You can search by Report Group or Report Name

The screenshot displays a web application interface for report management. On the left is a dark blue sidebar with navigation icons: a multi-colored dot icon, a double arrow icon, a house icon, a list icon, and a database cylinder icon. The main content area is titled "Reports" and includes an "Import" button and a blue "Create" button with a dropdown arrow. Below this is a "Favorites" section with a "Show All" link. A search bar contains "IHS Environmental" and "Survey" with filter icons, and a "Filters" button. A table below shows a list of reports with columns for Report Name, Folder, Owner, and Actions. The table has 4 rows of data. The "Actions" column contains icons for play, star, info, and a menu.

REPORT NAME	FOLDER	OWNER	ACTIONS
Completed Survey Report by Priority	IHS Environmental Indian Health Services	Oct 08, 2020 jfgcdp	▶ ★ ⓘ ⋮
ESTABLISHMENTS_P1_SURVEYED_FY20	IHS Environmental Indian Health Services	Feb 03, 2020 snyder	▶ ★ ⓘ ⋮
ESTABLISHMENTS_P2_SURVEYED_FY20	IHS Environmental Indian Health Services	Feb 01, 2020 snyder	▶ ★ ⓘ ⋮
Grady Performance metric CFM (pulled from 2017 FDA f...	IHS Environmental Indian Health Services	Jun 01, 2022 MiReed	▶ ★ ⓘ ⋮

Running Reports

To run a report, you will select the green run button

The screenshot displays a web application interface for managing reports. At the top, there is a header with a hamburger menu icon and the text "Reports". To the right of the header are two buttons: "Import" and "Create" (with a dropdown arrow). Below the header, there is a navigation bar with "★ Favorites" and "☰ Show All". The main content area features a search and filter bar with "IHS Environmental" and "Survey" filters, a "Filters" button, and a view selector (list and grid icons). A pagination control shows "1 of 1". Below this is a table with the following columns: "REPORT NAME", "FOLDER", "OWNER", and "ACTIONS".

REPORT NAME	FOLDER	OWNER	ACTIONS
☰ Completed Survey Report by Priority	IHS Environmental Indian Health Services	Oct 08, 2020 jfgcdp	▶ ★ ⓘ ⋮
☰ ESTABLISHMENTS_P1_SURVEYED_FY20	IHS Environmental Indian Health Services	Feb 03, 2020 snyder	▶ ★ ⓘ ⋮

A mouse cursor is pointing at the green play button icon in the "ACTIONS" column of the second row, which has a "Run" tooltip displayed below it.

After selecting Run Report you will be given the option to Submit, View Now or Clear. You may need to select parameters for your report as well.

☰ Reports

★ Favorites ☰ Show All ▶ Completed Survey Report by Priority

☰ **Completed Survey Report by Priority**

▼ Filters

Areas*

Service Units

Clear View Now Submit

View Now

Once View Now is selected the report will populate on the right side of the screen.

The screenshot displays a web application interface for reports. At the top left, there is a 'Reports' menu icon. To the right, there are 'Import' and 'Create' buttons. Below this, a breadcrumb trail shows 'Completed Survey Report by Priority'. The main content area features a report title 'Completed Survey Report by Priority' and a toolbar with icons for 'Filters', 'Modify Report', 'Past Submissions', 'Schedule', 'Distribution', and 'More'. A pagination bar indicates 'Page 1 of 2' and 'Showing 1-100 from 103'. Below the toolbar is a table with the following data:

Est Number	Establishmen...	Areas	Service Units	Premise Name	Establishmen...	Last Survey D...	Priority	Months Since...	Target Mc
1824871504	Multi-purpose buildi...	BEMIDJI	FOND DU LAC	Mashkiki Waakaiga...	86	07-Oct-2011		147.3	0
1824800999	Food Service Opera...	BEMIDJI	FOND DU LAC	FDL CLOSED Colleg...	80	16-Jan-2007		204.0	0
1824441125	Senior Citizens' Cen...	BEMIDJI	FOND DU LAC	Cloquet Elder Center	24	26-Sep-2023	1	3.7	12
1824931126	Area Specific	BEMIDJI	FOND DU LAC	FDL Workplan	99				0
1824501506	Area Specific	BEMIDJI	FOND DU LAC	FDL CLOSED Drop ...	99	08-Aug-2007		197.3	0
1824091240	X-Ray Unit, Medical	BEMIDJI	FOND DU LAC	FDL Minnoyawin H...	9	17-Mar-2022		22.0	0
1824030911	Health Center w/ no...	BEMIDJI	FOND DU LAC	FDL CAIR	3.2	29-Nov-2023		1.6	0

Submit

Once Submit is selected you will refresh until Status is green and then you can select your output.

The screenshot displays a web application interface for a survey report. The title bar shows 'Completed Survey Report by Priority' with a close button. Below the title bar, there are navigation options: 'Favorites', 'Show All', and a play button. The main content area is divided into two sections: 'Filters' and 'Past Submissions'.

Filters:

- Areas*: BEMIDJI (with a close button)
- Service Units: FOND DU LAC (with a close button)

Past Submissions Table:

Start Time	Row Count	Status	Outputs
01/17/2024 01:23:13	103	✓	🔗
01/17/2024 01:22:13	103	✓	🔗
10/08/2020 22:06:49	2877	✓	🔗
10/08/2020 21:59:46	941	✓	🔗

A red arrow points to the green checkmark in the Status column of the first row.

You can Submit, Edit, View Past Submissions, Schedule Report, Email Report, Report Help or Cancel the report.

The screenshot displays a web application interface for managing survey reports. The main window is titled "Completed Survey Report by Priority" and includes a sidebar with filters for "Areas" (set to BEMIDJI) and "Service Units". A secondary window, "Past Submissions", is open, showing a table of report submissions. The table has columns for Start Time, Row Count, Status, Outputs, and Actions. A red box highlights the first six rows of the table, all of which have a green checkmark in the Status column, indicating successful submissions.

Start Time	Row Count	Status	Outputs	Actions
01/17/2024 01:25:10	2819	✓		
01/17/2024 01:23:13	103	✓		
01/17/2024 01:22:13	103	✓		
10/08/2020 22:06:49	2877	✓		
10/08/2020 21:59:46	941	✓		
10/08/2020 21:59:42	941	✓		

- **This concludes our SplashBI 101 training presentation. This should give you enough of a basis to log in and view reports.**
- **For a tutorial on creating and editing your own reports, please go through our SplashBI 201 PowerPoint.**

Contact CDP's Customer Support

- www.cdpehs.com
- ehsupport@cdpehs.com - this email includes the following:
 - Shelly Cecil
 - John Grady
 - Trevor Cannon
- **866-237-4814**