

Extracting Incident Report Information from Quick Base

Purpose

This guide is meant to assist ALRs in the transition from ALR Quick Base to ALR Dynamics. ALRs may find it necessary to print or export information in Quick Base before access to Quick Base is terminated.

Extracting Incident Report Information from Quick Base..... 1

 Purpose 1

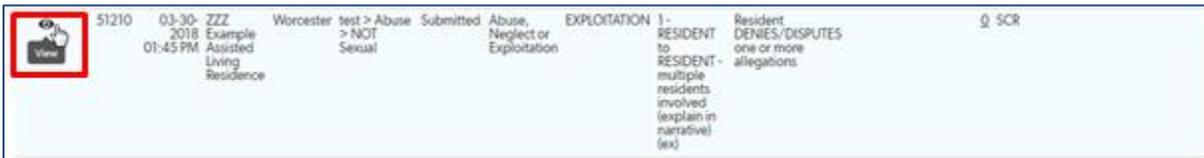
 How to print individual and facility wide incident reports 1

 How to run a report for all Incident Reports related to your ALR 2

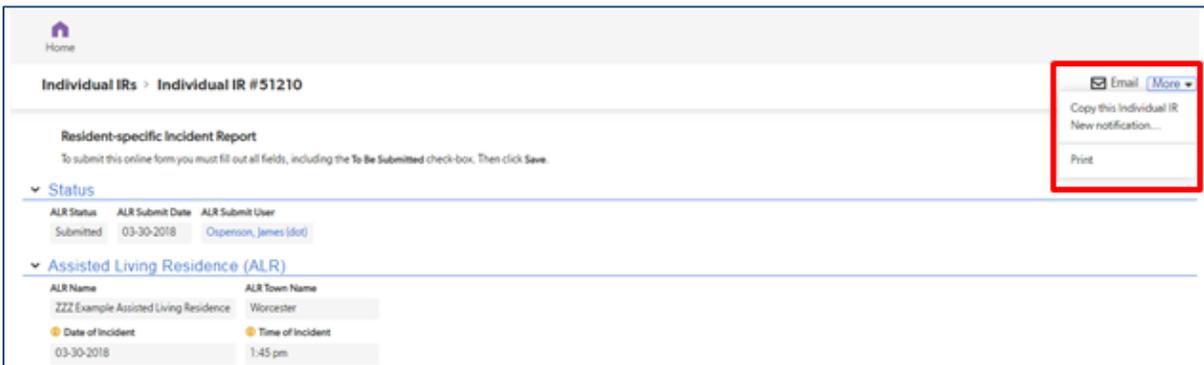
 How to perform and print/save screenshots..... 3

How to print individual and facility wide incident reports

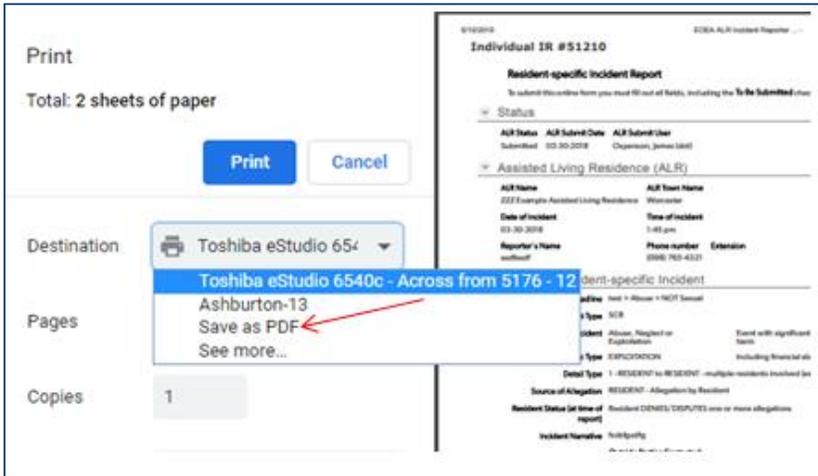
From your dashboard list view, click the view symbol for the report that you wish to print.



Click the *More* dropdown list and select *print*.



If you wish to save the report as a PDF document, you need to have a PDF utility installed which can be used much like a printer. Depending on your system and browser, you may have an option to “print” (save) as a PDF as shown below:



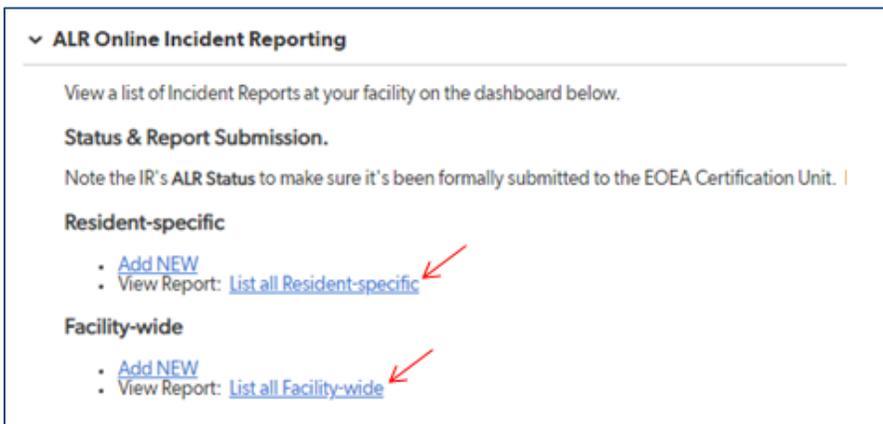
There are a number of free PDF print utilities available online that function in the same manner. Consult with your IT Department if necessary.

How to run a report for all Incident Reports related to your ALR

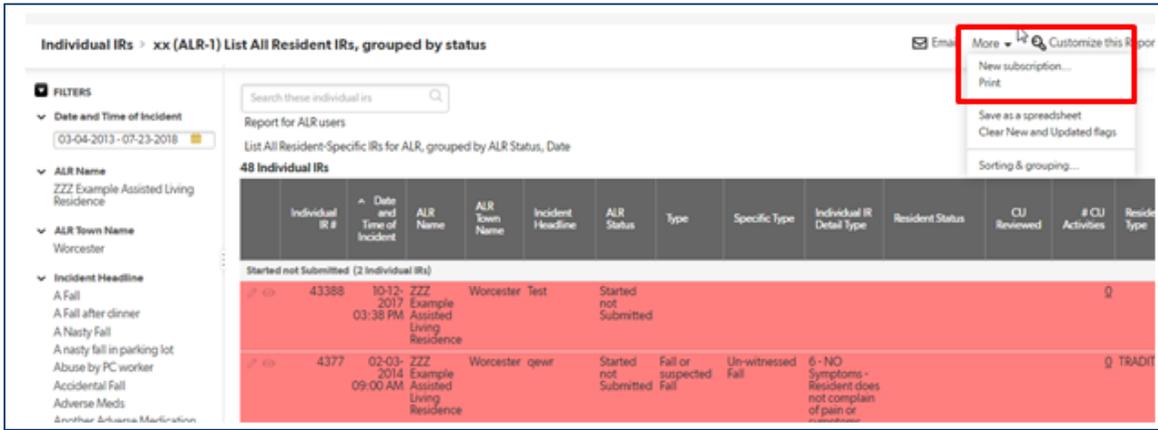
From your ALR Quick Base home page, click the arrow next to *ALR Online Incident Reporting* heading to expand the section.



Click on the desired report, *Resident-specific* or *Facility-wide*.



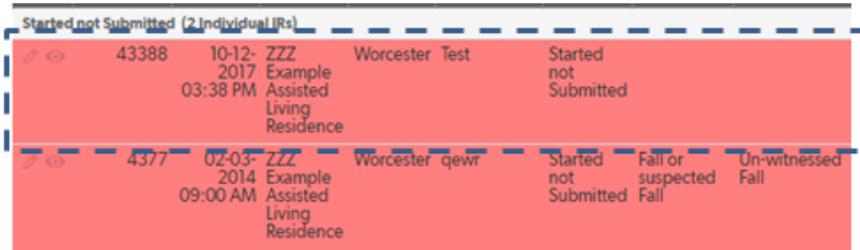
To print report, click the *More* arrow, and select *Print*.



How to perform and print/save screenshots

Many computers come standard with a screenshot tool installed, such as *Snippet* or *Greenshot*. These can be used, or your own keyboard has a print screen function available.

View the area of your screen that you would like to screenshot of. Click the *Print Scrn* button on your keyboard. This should display a tool to capture an area of your screen using click and drag technique.



An option to save or print the screenshot will then appear

