

# DATA Cheers - REPORTS TRAINING

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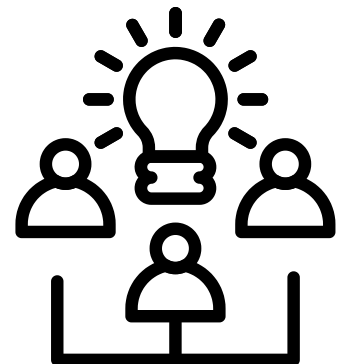
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# REPORTS AT A GLANCE

## »»» TYPES OF REPORTS

Did you know we have 3 different types of reports at your fingertips? It's true!

**Standard reports** - Access a variety of commonly used reports within our Standard Reports section, with the option to download most reports in either **CSV** or **PDF** format.

**Custom reports** - Create personalized reports in Custom Reports by combining answers from your health forms. Choose between **CSV** or **PDF** formats for your reports.

**Summary reports** - Use Summary Reports to track participants' Yes/No responses from your health forms.



## »»» ADVANCED OPTIONS

Adult Staff Authorizations

Accepted Camper Parent Authorizations

Format

PDF

Show Advanced Options

12 Profiles

Accepted Camper Parent Authorizations

Format

PDF

Type

Condensed

Hide Advanced Options

Images

Not Included

Expired Answers

Not Included

Notes

Not Included

Past Profiles

Not Included

Registration Info

Included

12 Profiles

SAVE TEMPLATE CREATE CREATE(OLD)

Explore [Advanced Options](#) for Custom Reports to enhance your reporting experience. While not mandatory, consider these options for relevance to your information needs. Profiles with No Matching Information, Past Profiles, and Expired Answers are particularly useful for reports with missing answers. After choosing report content and format (PDF or CSV), you can further customize by including images, notes, and past profiles, with variations based on your PDF or CSV selection.

## »»» DOWNTIME REPORTS

Generate and save comprehensive Health Profile reports for all session participants as part of your planning. These [Downtime Reports](#) are crucial and frequently created Custom Reports that ensure you have essential information in the event of power outages or internet access issues.

Learn more about downtime procedures in our [Preparing for Downtime](#) article.

## »»» TEMPLATES



Save time by creating [templates](#) for frequently used reports. These templates, applicable to both Custom and Summary Reports, can be shared with other providers in your organization. Access your [saved and shared templates](#) in the "Saved Templates" box on the REPORTS page. Also, you can [easily delete them](#) when you no longer need them!



## CUSTOM REPORTS - BEST PRACTICE TIP

For specific answers, it's best to choose yes or no only when reporting on a single variable. If you have **multiple** variables, leave the optional question **blank** to avoid excluding relevant data. Running a report with optional answers typically yields the most accurate results.

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