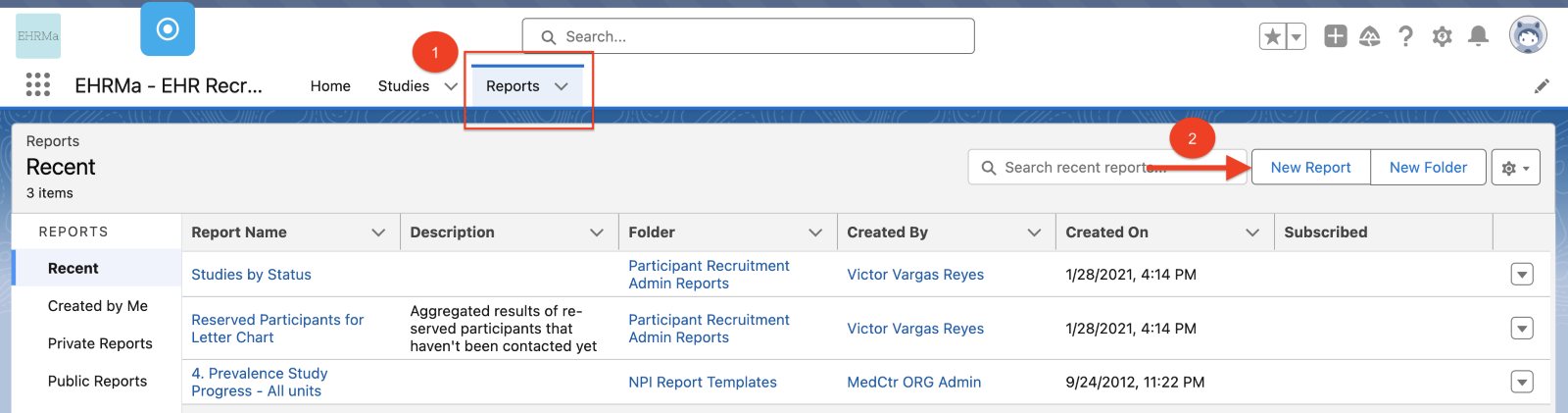
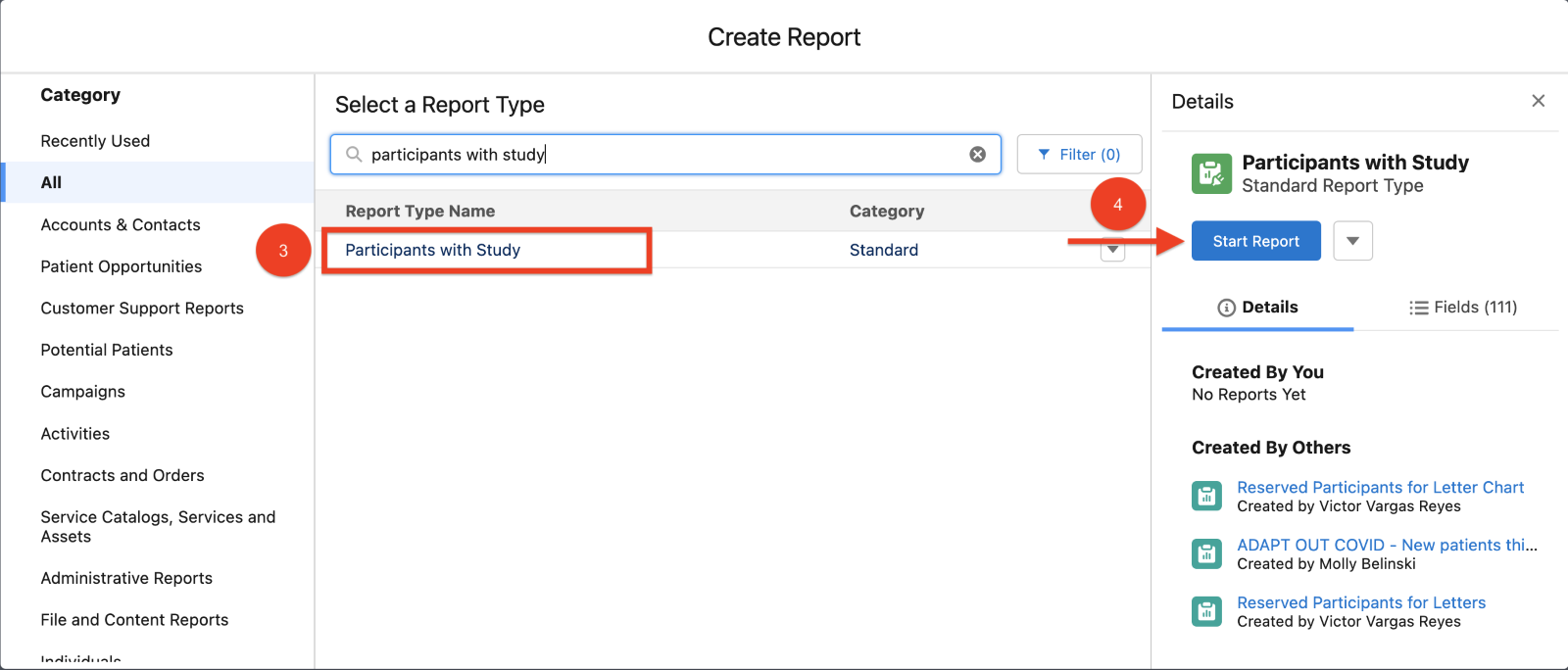
Creating Demographic Reports in EHRMa



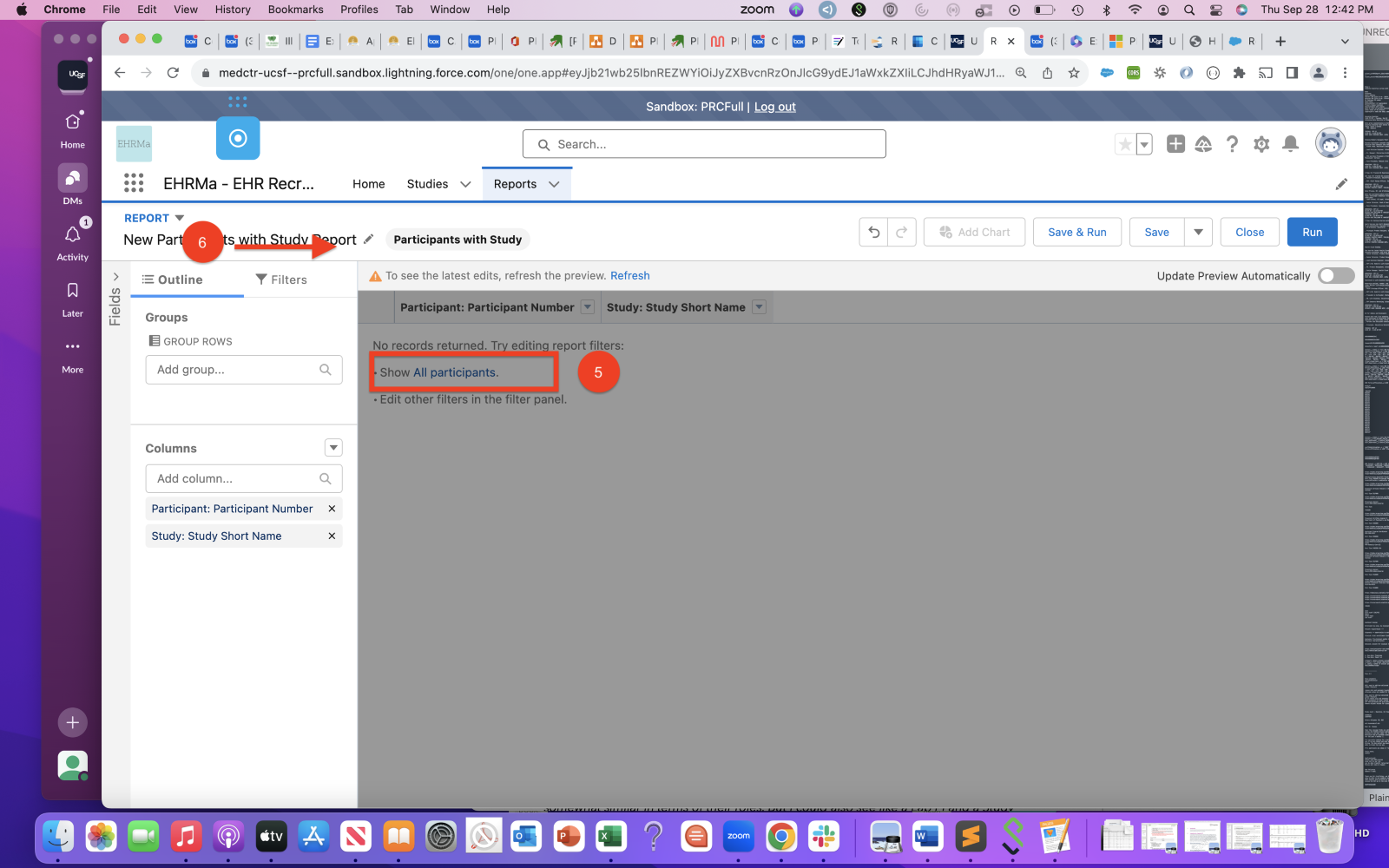
1. Login to EHRMa application -> Open Report tab.

2. Click on ‘New Report’ button to Create a Report.



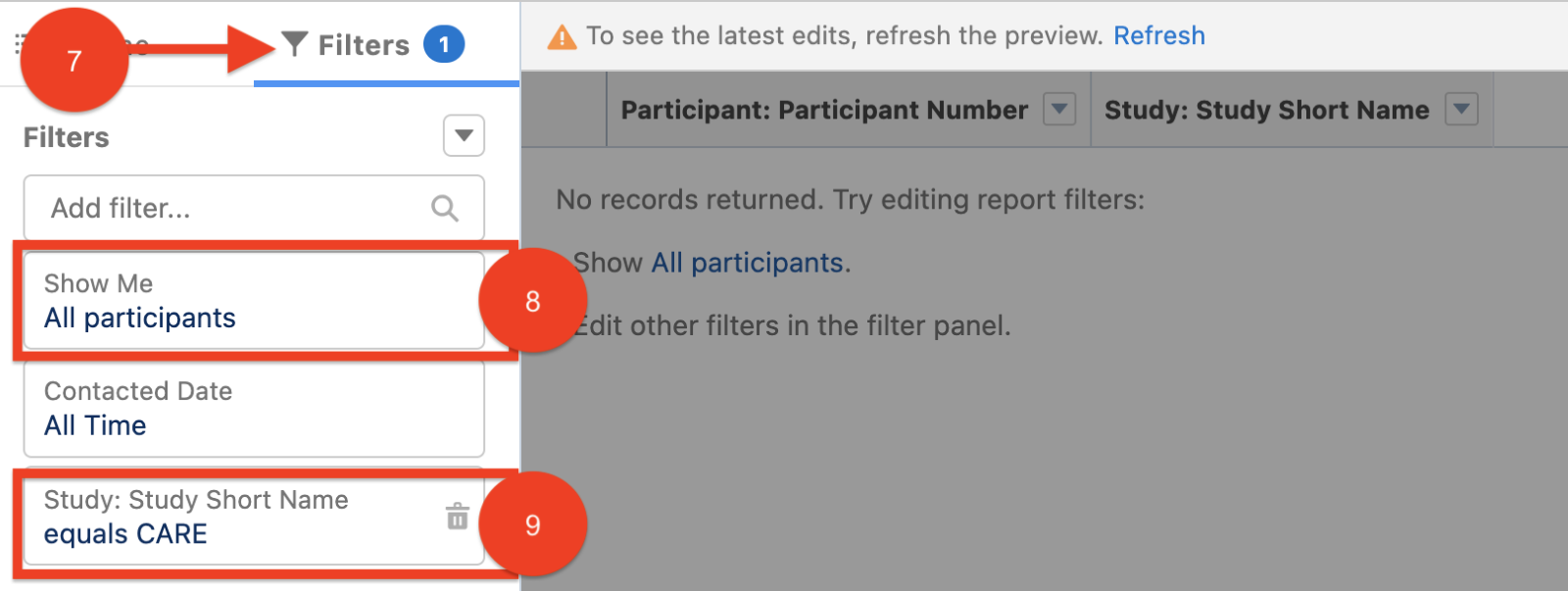
3. Select ‘Participant with Study’ report type.

4. Click ‘Start Report’ button.



5. Click to Show All Participants.

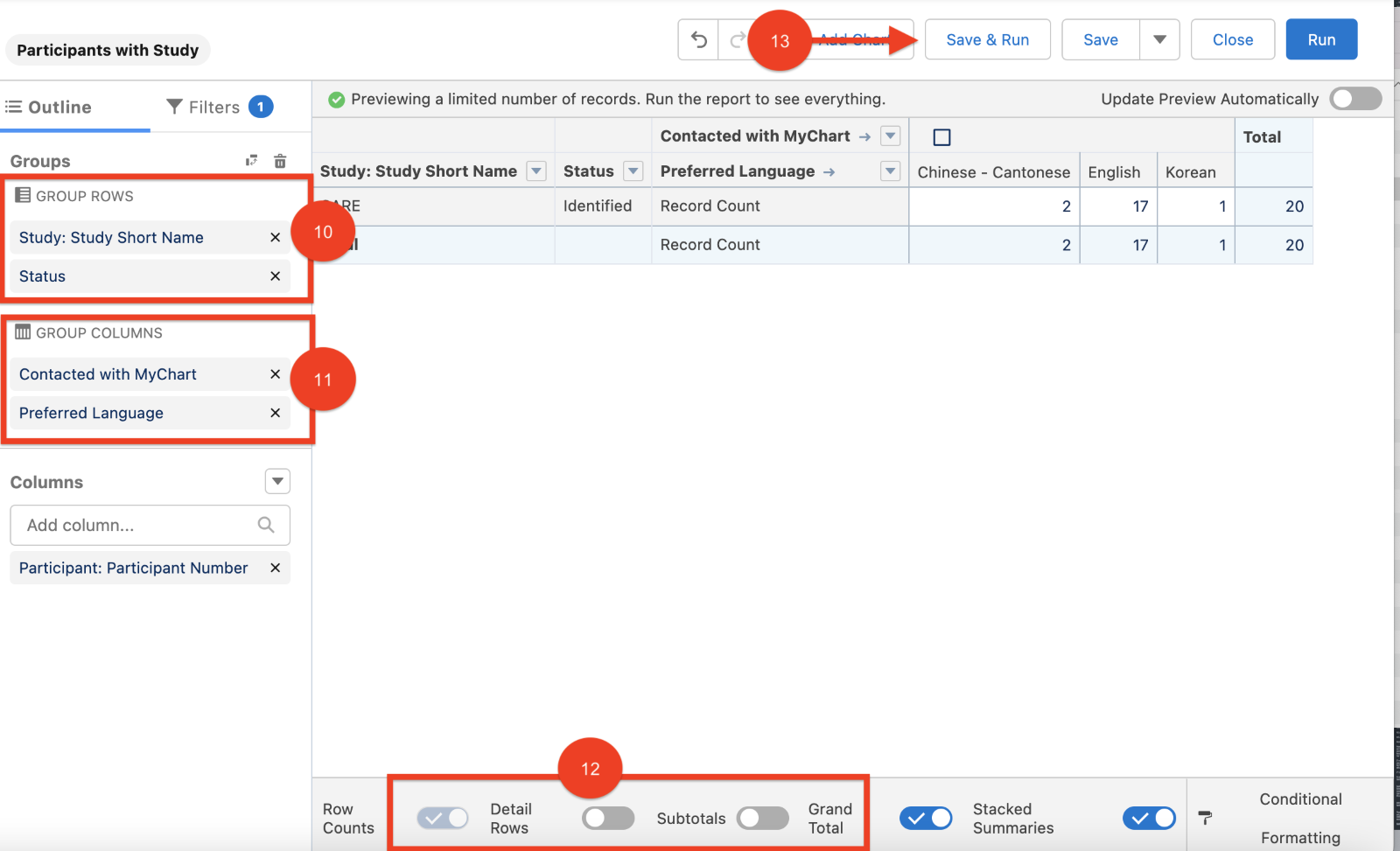
6. Update the name of the report to a meaningful name.



7. Navigate to ‘Filters’ tab.

8. Confirm ‘All participants’ filter is set.

9. If needed, apply a filter to display a specific study. For example: Study Short Name = CARE.



10. Open Outline Tab and add GROUP ROWS filters.

11. Select up to two GROUP COLUMS filters. NOTE: all dashboard variables are available for reporting, for example, Preferred Language, gender, ethnicity, race, city, etc.

12. Configure report display options.

13. Click ‘Save & Run’ to generate a report.