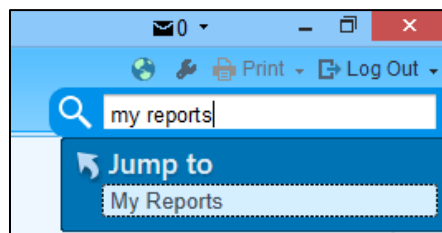# NM Appts and COVID-19 (Login Department)

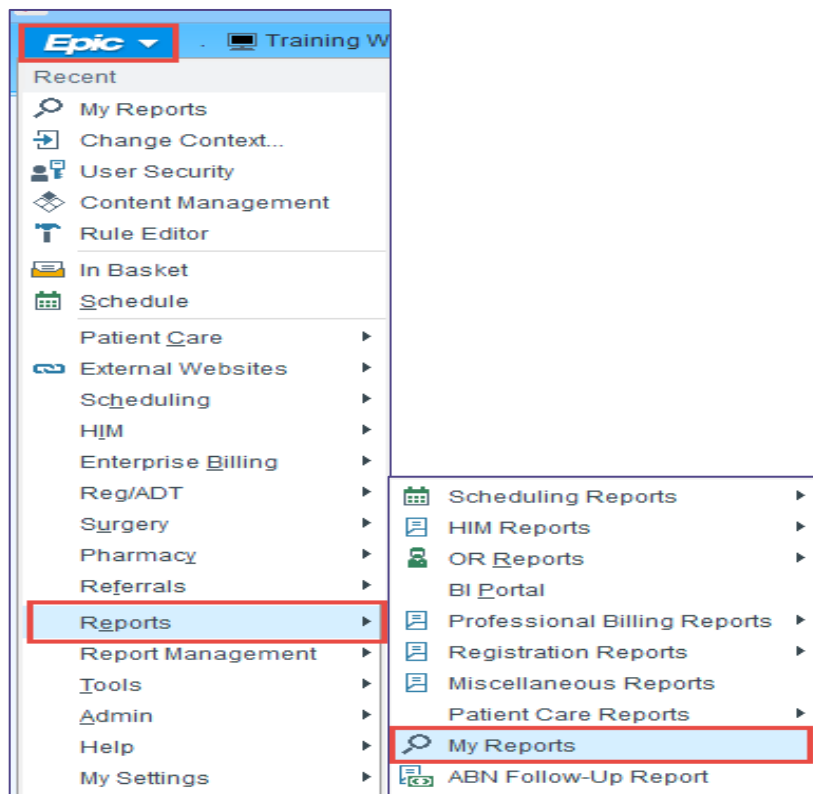| Impacted Locations	All
Impacted Applications	Epic Reporting

This report shows the future appointments from T to T+7 displaying COVID-19 testing for user's login department.
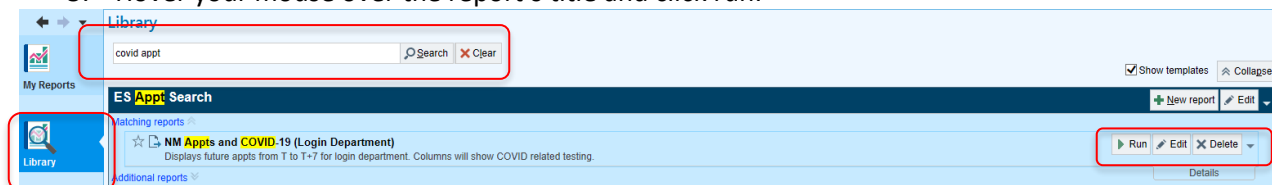
My Reports

1. You can access Reporting Workbench by searching "my reports" and pressing Enter.

2. Or by clicking the Epic button, hovering over Reports, and clicking My Reports.

3. Select the Library tab.

4. Type "NM Appts and COVID-19 (Login Department) or 5620424" in the search field and click Search.

5. Hover your mouse over the report's title and click run.

Analytics Catalog

1. You can also access reports within the Analytics Catalog. Open the catalog by searching "Analytics Catalog".

2. Or go to Epic menu > Reports > Analytics Catalog.

3. Filter on Workbench Reports.

4. Search for "NM Appts and COVID-19 (Login Department)".

5. Hover over the report and click the ▶ icon to run the report.
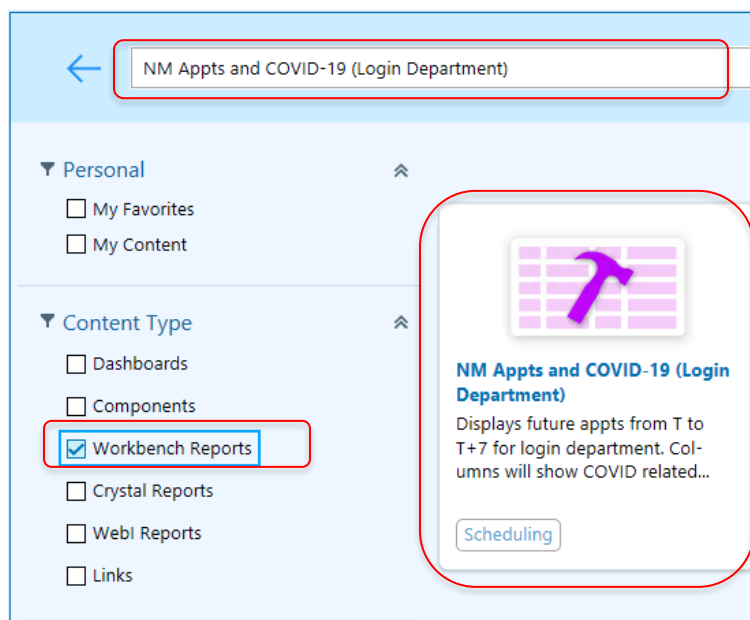
6. Click the ⭐ icon to add this report to your favorites.

Add Filters to the Report

Add a filter to refine the report results for a particular Provider or MyChart Status to see who you can send messages to.

1. Click the **Filters** button in the top left corner of the report pane.

2. Select a column you would be interested in filtering.

3. Click **Apply.**

4. Add other filters, one at a time, to further refine the report.

5. To save this view select the in the top right corner of the report.

6. Add a name for the saved view and click **Accept**.

7. Click the to see your saved views or to switch views.

8. Click the **Filters** button to close the Filter window and see a wide view of the report.

Adding Additional Departments to the Report

1. After locating the report, hit the Edit button.
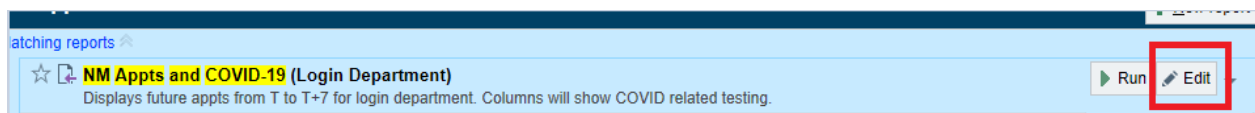
2. In the Find Criteria search bar and type in Department and Provider and hit enter. Once added you can search for and include any necessary departments to the Report.
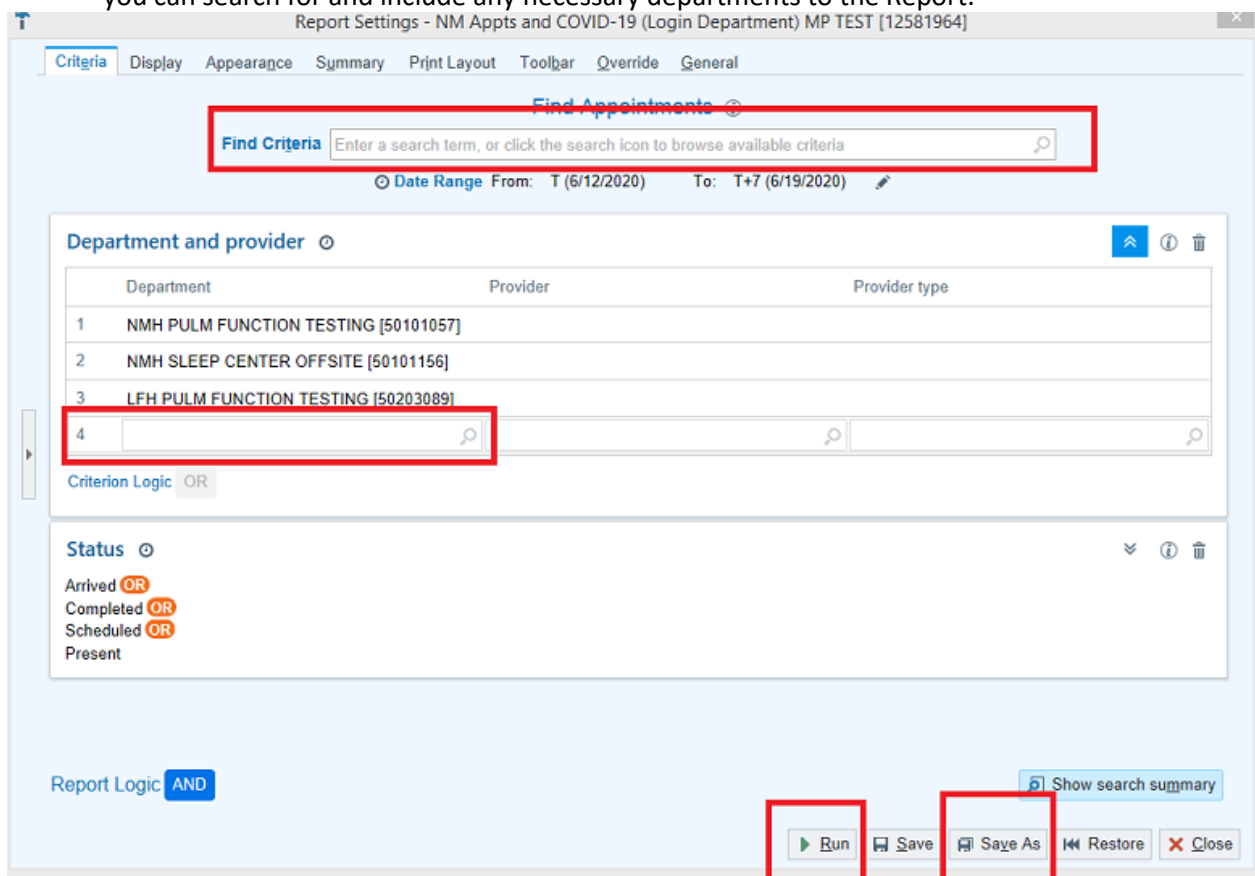
3. Hit Save As and name your report then hit Run.