

## One or Two Line Listing Report

This procedure describes how to create a one or two line listing report from a subset of cases.

Before running a listing report you will need to have a subset file created.

The first line in this window is labeled 'Choose which listing report type'. The input box has a pull down arrow. Click on the pull down arrow and select the report type you wish to use. The 'Chosen Variables' option has some additional steps and will be discussed after the regular listings.

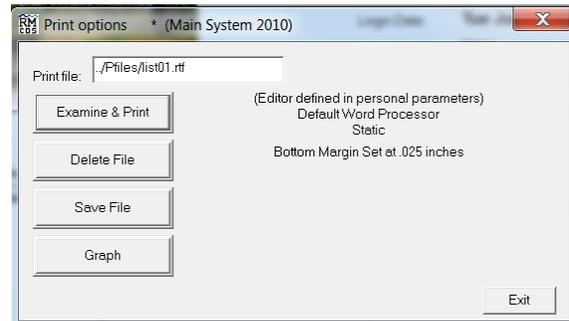
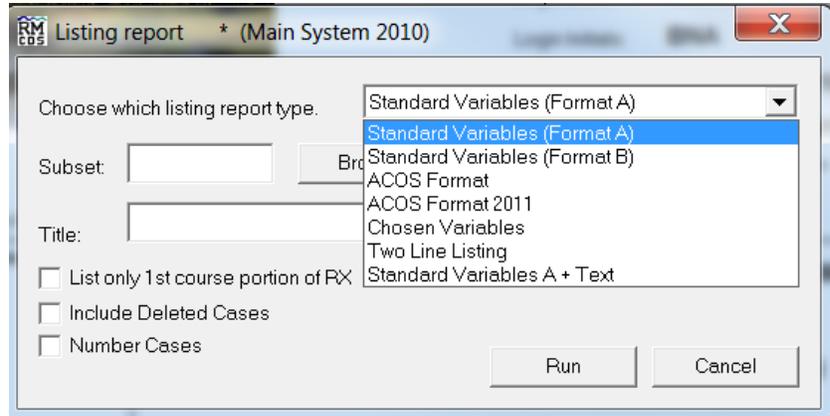
On the next line enter the name of the subset from which you want to run the listing. If you want to search through a list of available subsets, click on 'Browse'.

In the Title box you can type in a heading for this report. (Anything you type in the Title box will appear at the top of each page of your listing report.) This is a free text field of 80 characters.

Be sure to check the box if you want only the first course portion of treatment in the report. You can also choose to 'Include Deleted Cases' that are in your subset by clicking the box next to that option.

Click 'Run'. The program will create the listing report and then bring up the print options window.

When you click 'Examine & Print' your document will come up in the word processing program that you have selected in the parameters.



The 'Chosen Variables' listing gives you more options for your report and allows you to customize the report for your needs. If you have chosen the 'Chosen Variables' option during the above procedure, when you click 'Run' you will see the following window:

