CONNECT – Intro to Cento
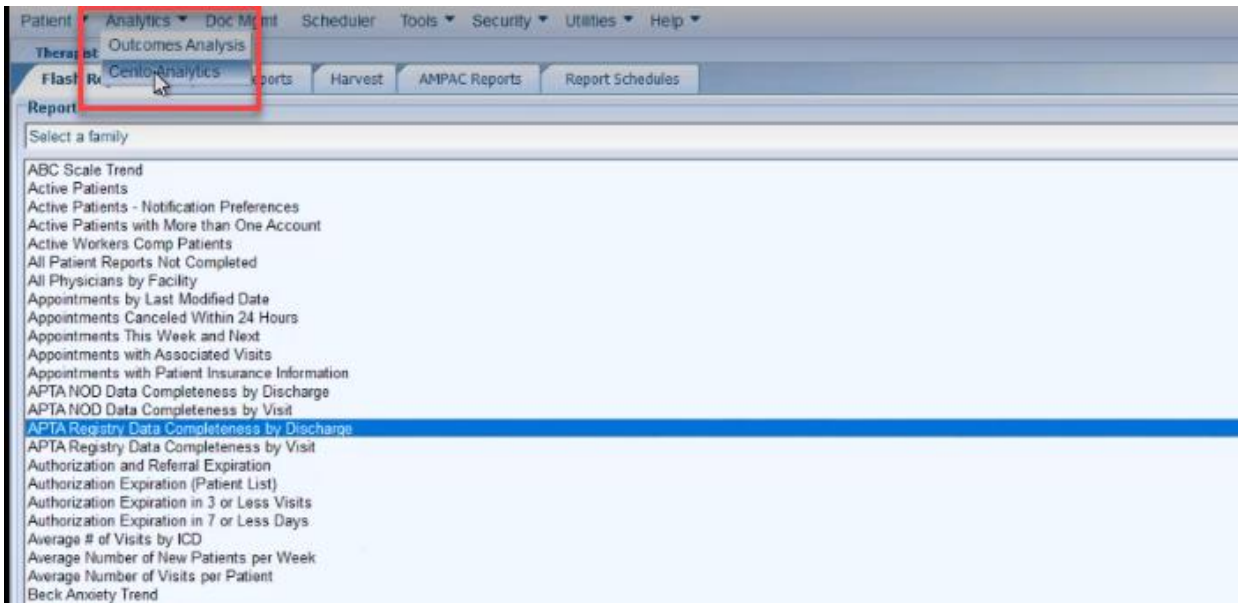
To access Cento Analytics, select the Analytics drop down and select Cento Analytics.

You will then navigate to the homepage/dashboard of Cento Analytics. Here you will have the options to look at Flash Reports, Shared Reports, build New Reports, etc.

- Flash Reports – Cedaron has prebuilt Flash reports available to use. These are reports we built based on the users need or request, and these flash reports can be edited to your perfect report depending on your workflow.

- Shared Custom Reports – Allow you to create reports and share them within your organization. This location also stores reports that Cedaron builds for you if you request a custom report.
- New Report – Allows you to build a report from scratch from the report fields, filters, time range, and parameters.
- New Report Bundle – Allows you to run multiple reports at the same time.
- Attribute Library – Lists all data you can report from. It shows statistics from your live data.

Selecting Email Address from the image above brings up the Percentage Answered for this Attribute Statistic

- **Administration** – The Administration tab allows users with the administration permission to manage settings in Cento. The main option someone might use is Manage Flash Reports, where you can download the latest Flash Reports that we offer.

- **About** -The About tab shows you the Version, Build, CLR Version, and Time.

Building a New Report

To build a new report from scratch, select New Report from your Cento Dashboard/Homepage. You will then be on the Report type page where you can choose your report type, name the report, and add a report description.
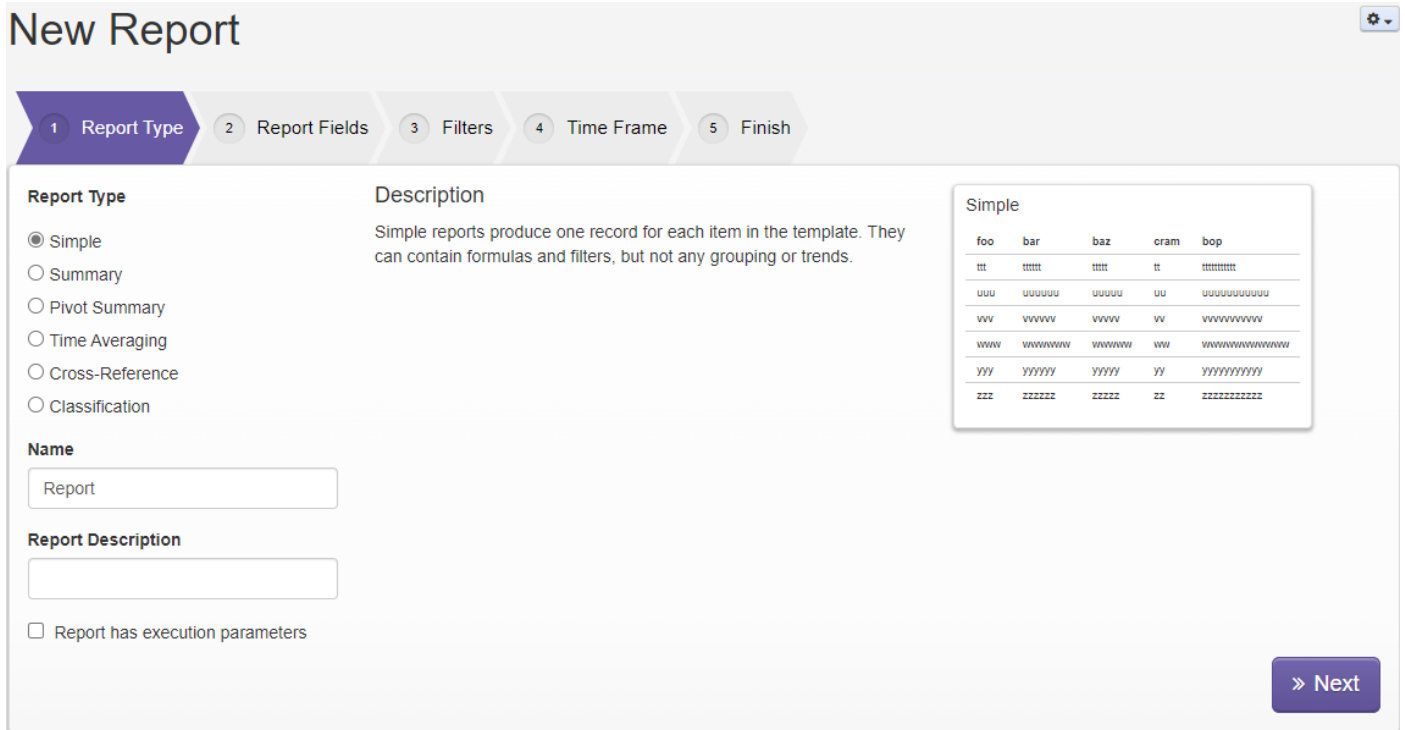

Next, the Report Fields tab is where you can add fields to your report. You can add fields from the Standard Fields section or by clicking this icon to search by a different level of data. You can also search by the filter icon and CTRL F. Please view the video snippet for more information. (Click the back arrow to return to the document).
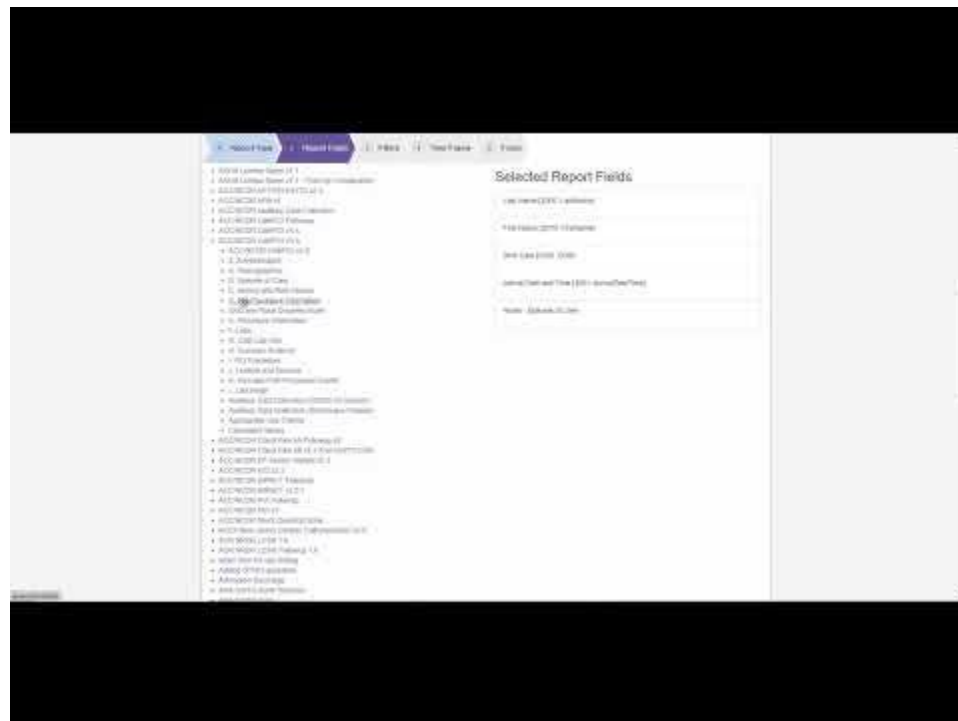
The Filters tab shows what criteria is set for every patient being pulled into the report. The example below shows the report being filtered by the last name Brunker, meaning only patients with the last name Brunker will be included in this report. Filters are inclusive – meaning that all values have to be true to that filter.
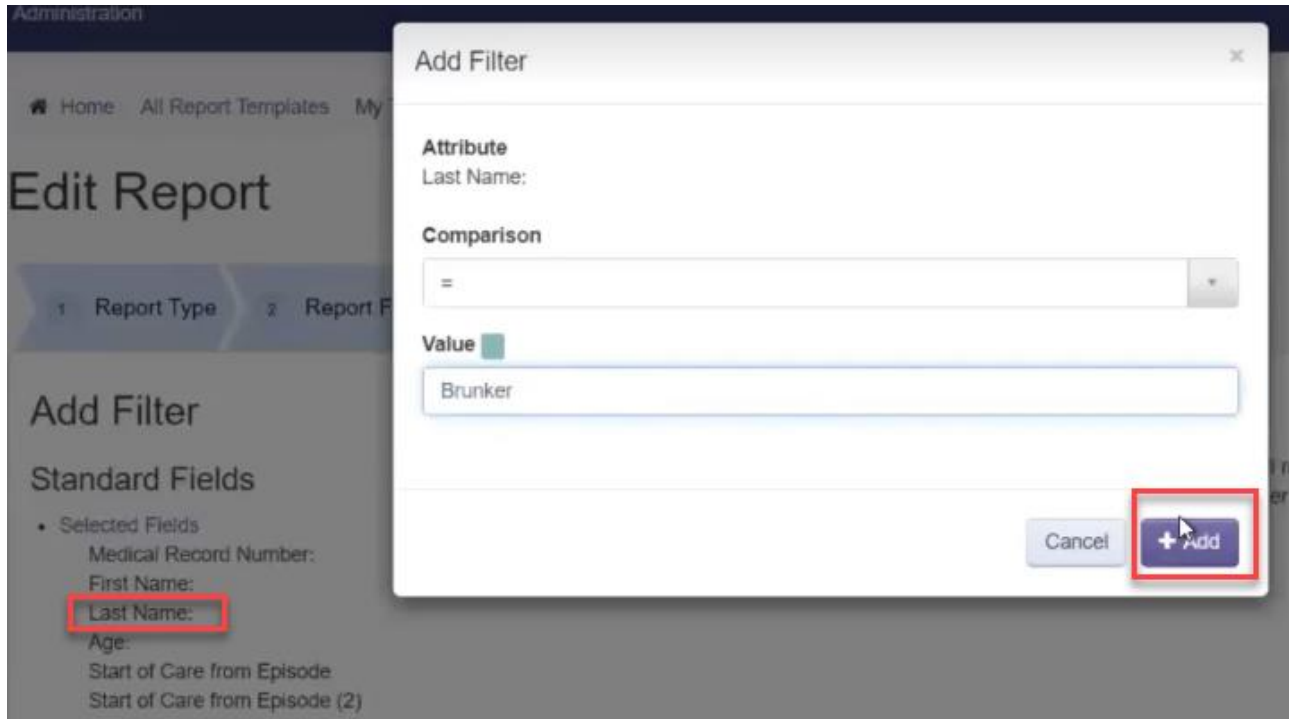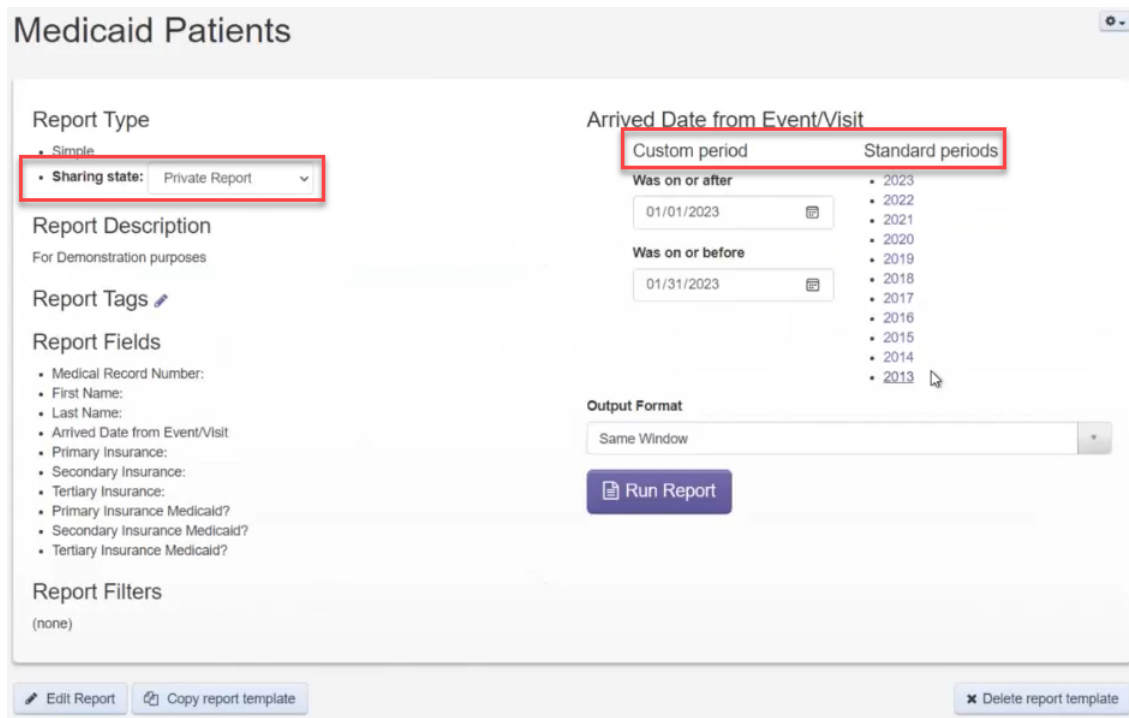

The Time Frame tab allows you choose the Time Frame type, select a custom period, choose a standard period, and choose the value of the time frame.
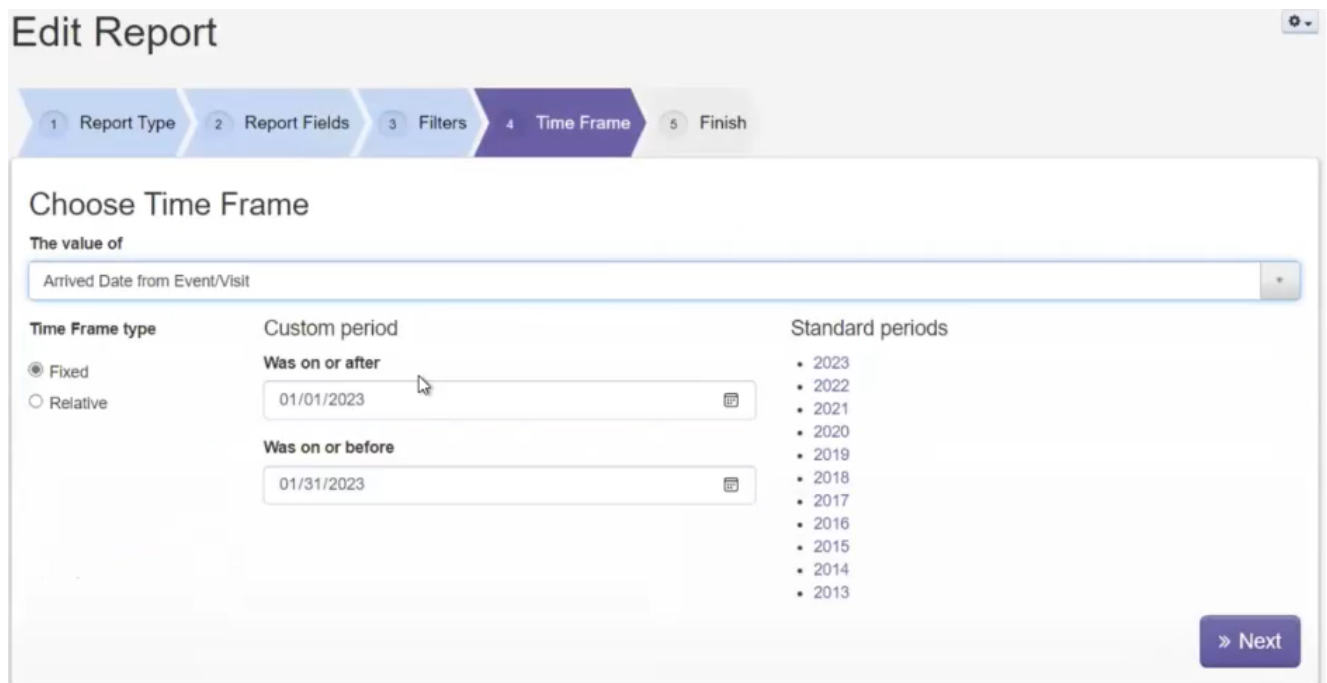
The Finish tab allows you to review your report, and see all the fields, filters, and other information you selected. You can also update or change the Report Template Name here, before you run the report.
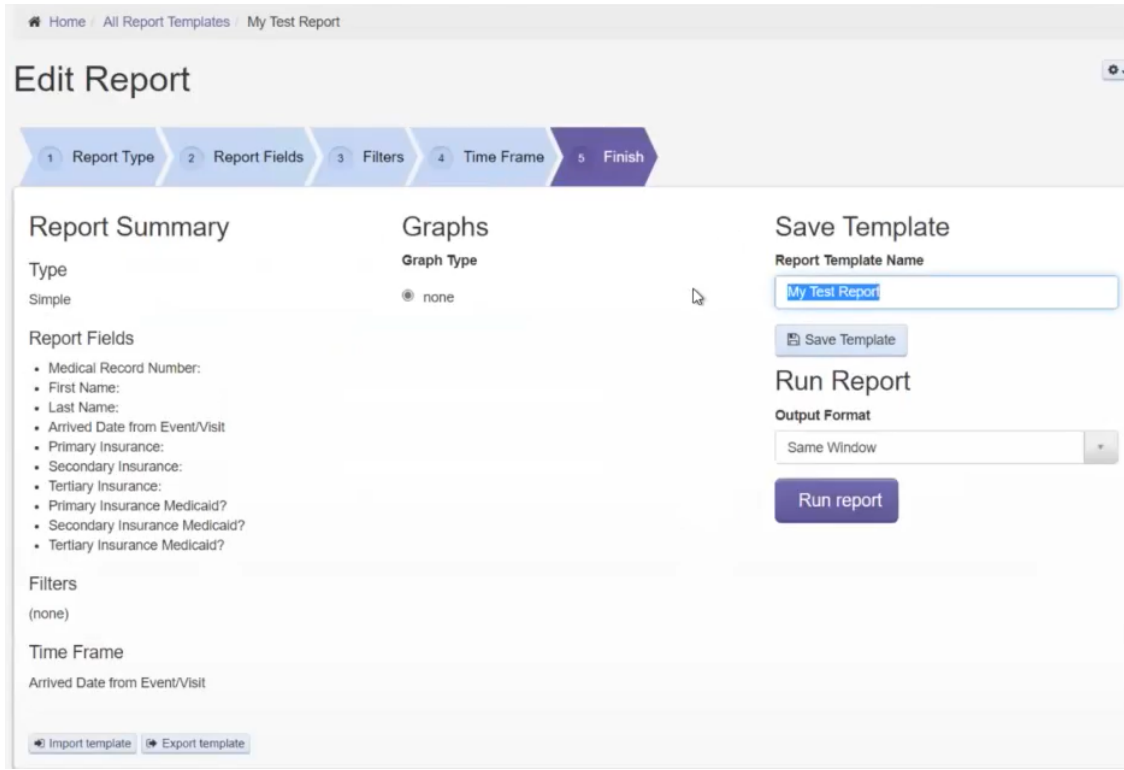
Once you save the report, you will have an option to keep the report private or share it. You can also choose the period, whether it is custom or standard.

If you select a Summary Report Type, you will have the option to use the Grouping tab. Grouping allows you to define the report summary by groups. The report totals will be calculated for each unique value represented in all the selected groups.

The example below shows the selected groups as MRN, First Name, and Last Name.

When you run the report, you can now view it by the groups you selected.

Report Bundles – Report Bundles allow you to add multiple reports and view them at the same time. To do this, select New Report Bundle on your dashboard.
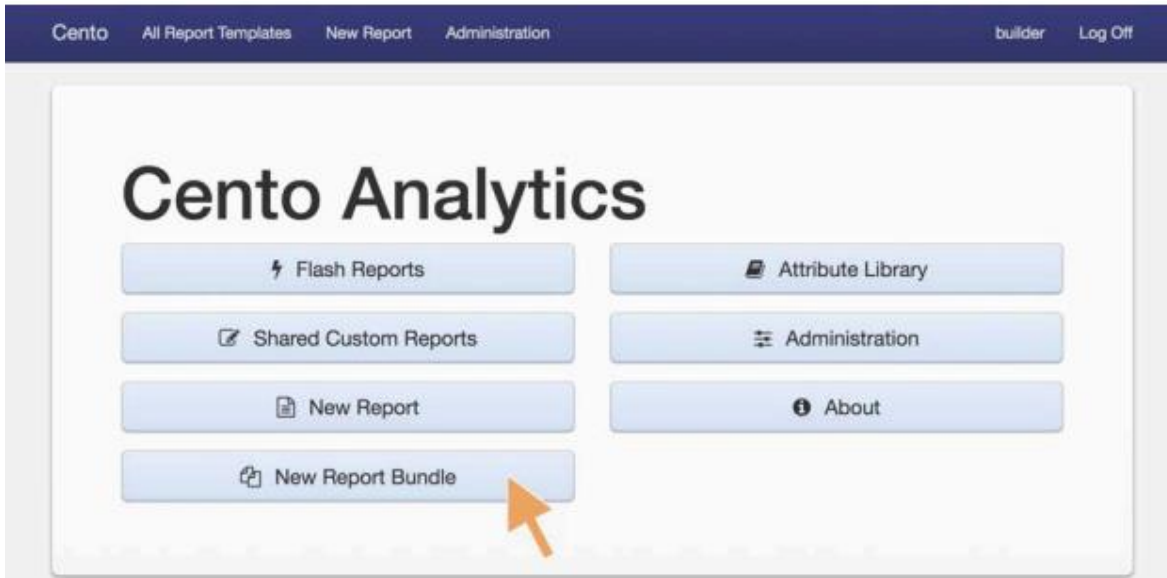
Adding a name to your Report Bundle is required, but the description is optional.

You can drag and drop your desired reports into the Included Reports section or simply select the + Add button to add the reports.
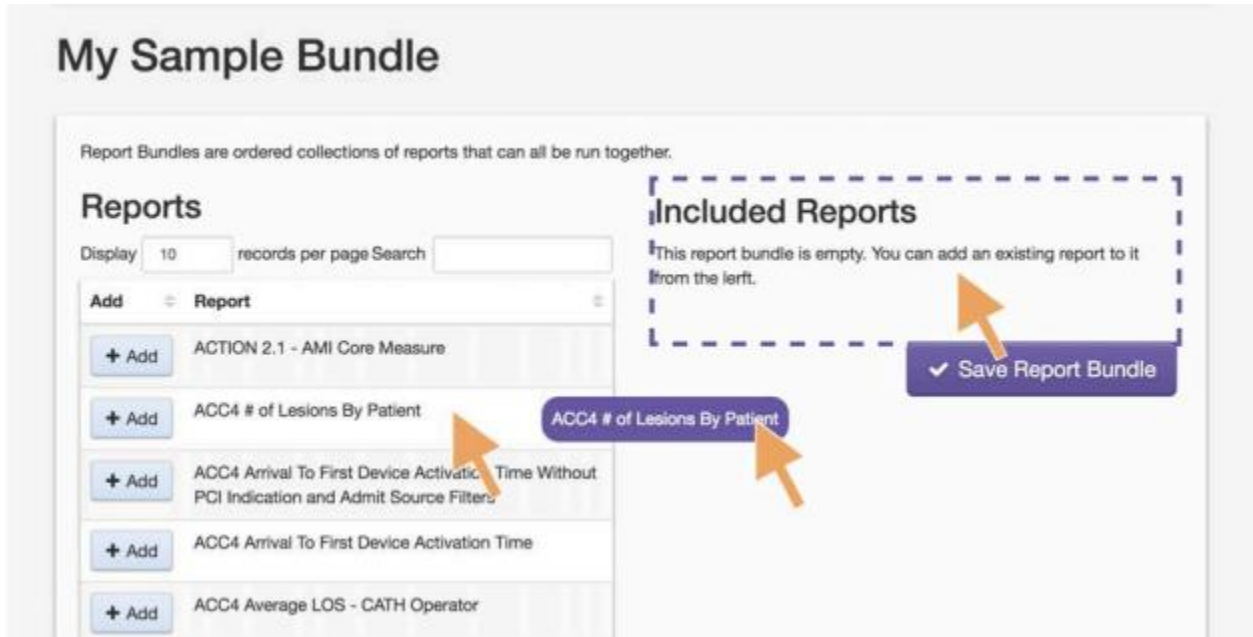
You can choose to run the report bundle, which will show you all the reports at once, or remove and edit the report bundle.