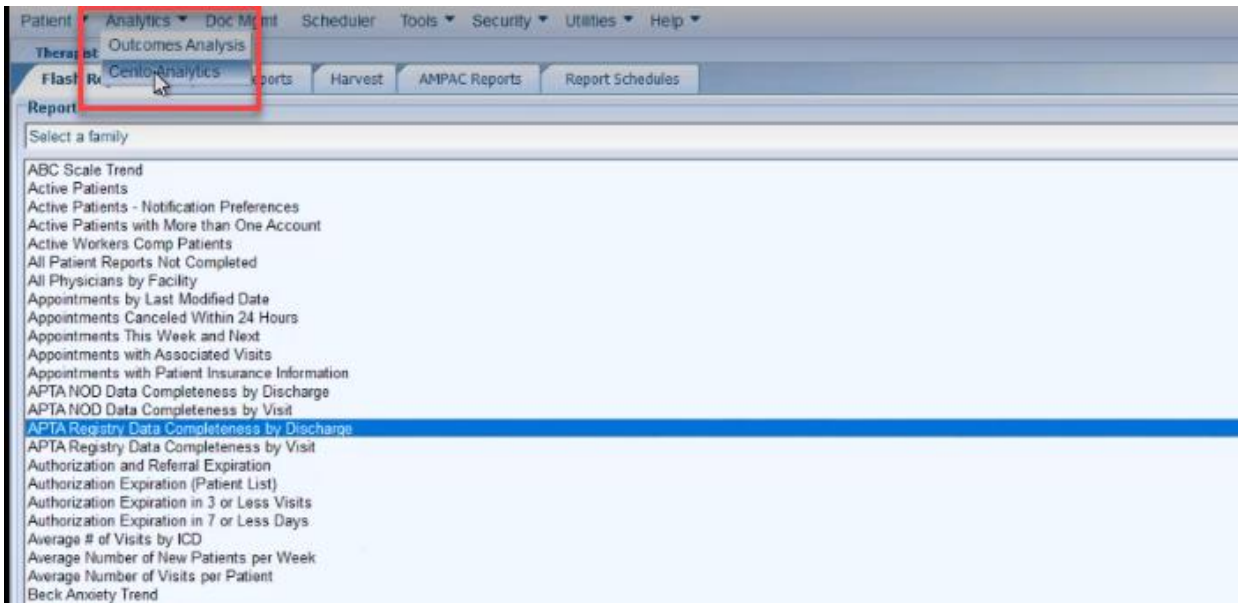


CONNECT – Intro to Cento

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.

Report Template	Report Type	Last Run	Tags	Run Report
Active Patients	Summary	12/2/2022 1:52 PM	APTA	Run Report
Patients by Referral	Summary	6/29/2016 6:54 AM	APTA	Run Report
ICD Codes by Treating Therapist	Summary	6/28/2016 1:56 PM	APTA	Run Report
Visit Count Report	Summary	4/13/2021 12:21 PM	APTA	Run Report
Patients Discharged	Summary	6/29/2016 12:29 PM	APTA	Run Report
Patients Eligible for Medicare	Summary	6/29/2016 12:42 PM	APTA	Run Report
New Patients by Therapist	Summary	6/29/2016 10:52 AM	APTA	Run Report
Insurance Distribution	Summary	6/28/2016 1:46 PM	APTA	Run Report
Charges Reconciliation	Summary	2/14/2022 12:46 PM	APTA	Run Report
Charges with KX Modifier	Simple	6/28/2016 12:36 PM	APTA	Run Report

- **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.

Category	Attributes
Practitioner	CODE, Active, Address 1, Address 2, City, County, State, Zip Code, Country, Day Phone, Evening Phone, Fax, Email Address
Patient	(none)
Episode	(none)
Event Group	(none)
Event/Visit	(none)
Observation	(none)

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

Email Address

Entity	Practitioner
Attribute	Email Address
Description	(none)
Type	Text

Locations for this Attribute

- Connect Engine / All Providers

Attribute Statistics

Percentage Answered: 3%

- **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.

Home Administration

Administration

Flash Reports

- Flash Report Services Url
- Manage Flash Reports**

Localization

- Set Default Localization
- Customize Localization
- Customize Entity Defaults

x² Analytics Variables

- Analytics Variables

Email

- Manage Email
- Manage Mailing Lists
- Edit Email Template

Configuration Options

- Configuration Options
- Configure Attribute Tree Grouping

Cache

- Manage Cache

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

About

Cento

Version
0.1.5682.0

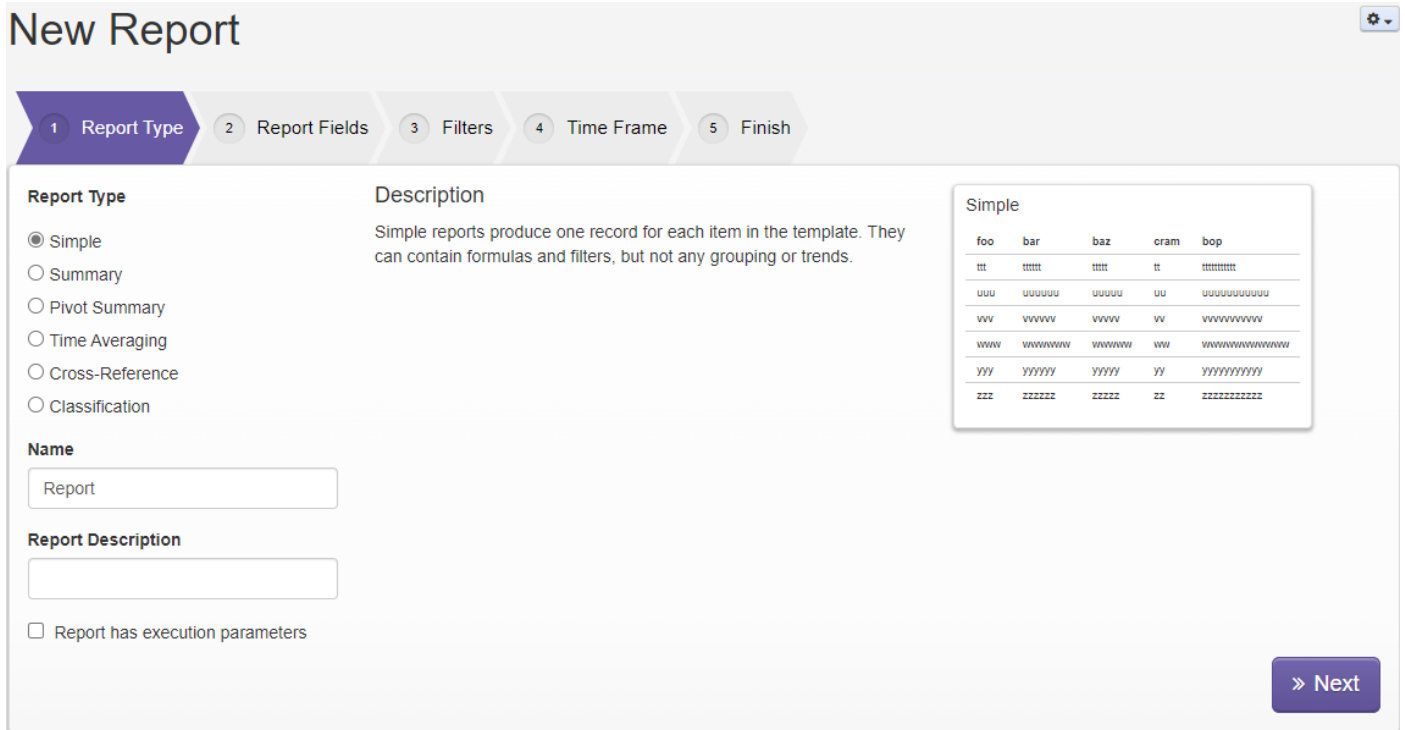
Build
Release - November 2020


CLR Version
4.0.30319.42000

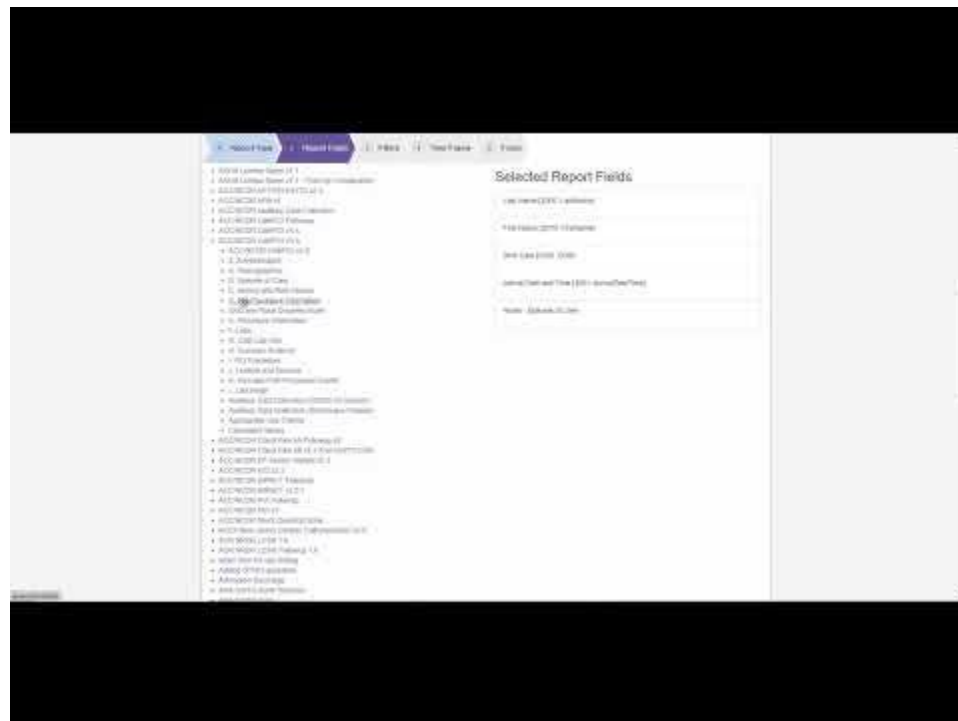
Current Time
7/10/2023 9:17 AM

Building a New Report

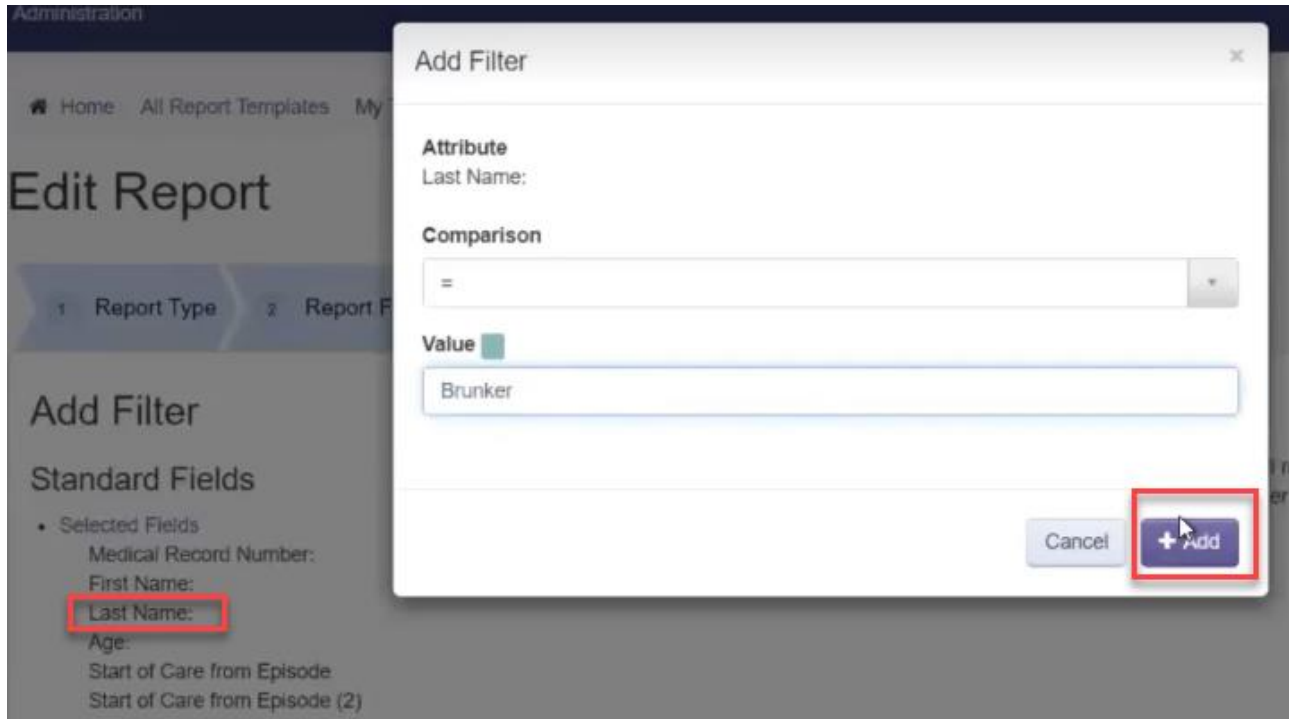
To build a new report from scratch, select New Report from your Cento Dashboard/Homepage. You will then be on the Report type page where you can choose your report type, name the report, and add a report description.



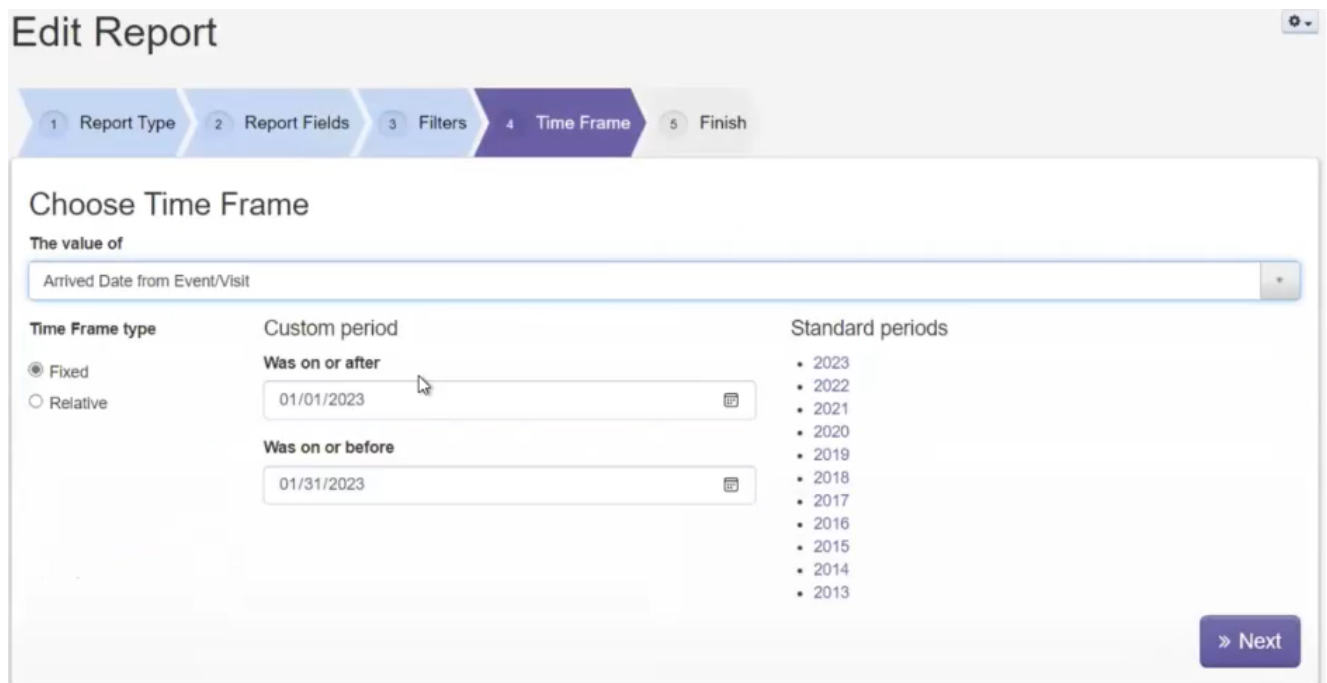
Next, the **Report Fields** tab is where you can add fields to your report. You can add fields from the Standard Fields section or by clicking this icon  to search by a different level of data. You can also search by the filter icon and CTRL F. Please view the video snippet for more information. (Click the back arrow to return to the document).



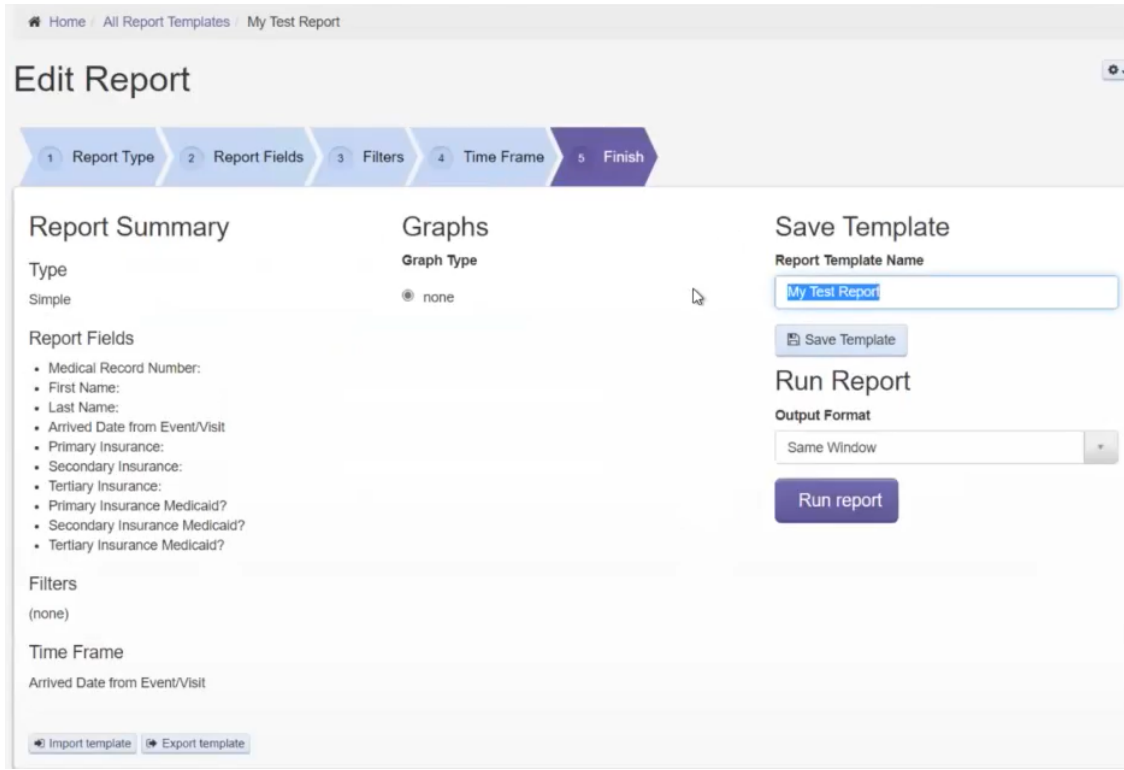
The **Filters** tab shows what criteria is set for every patient being pulled into the report. The example below shows the report being filtered by the last name Brunker, meaning only patients with the last name Brunker will be included in this report. Filters are inclusive – meaning that all values have to be true to that filter.



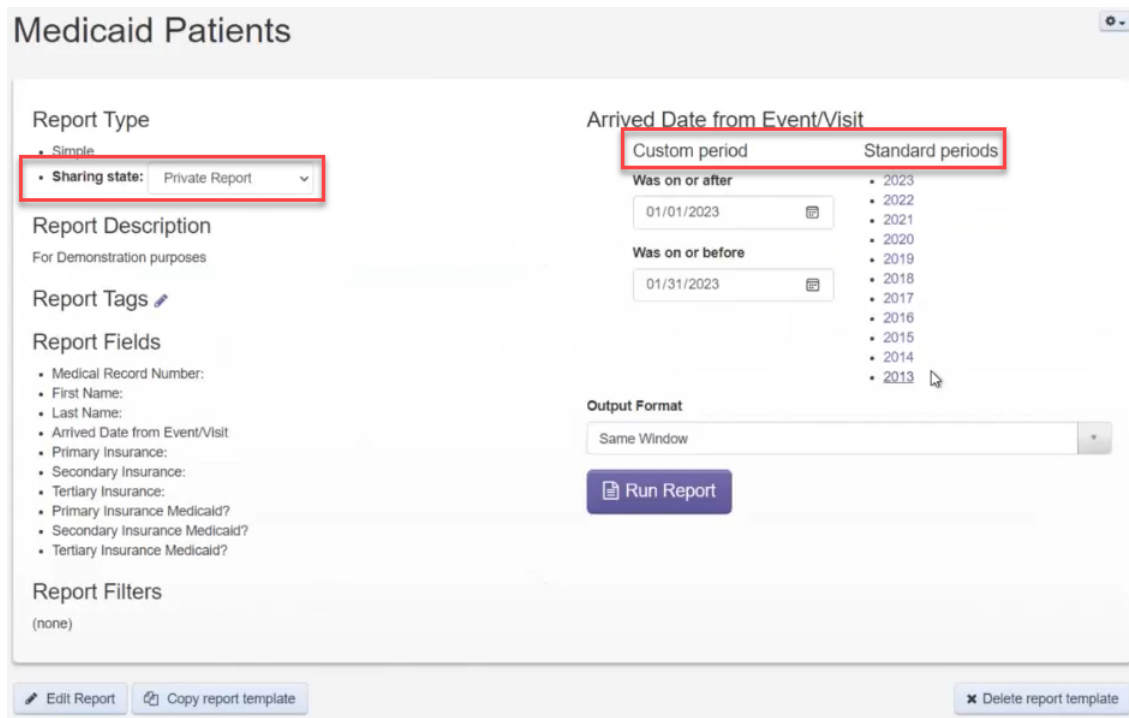
The **Time Frame** tab allows you choose the Time Frame type, select a custom period, choose a standard period, and choose the value of the time frame.



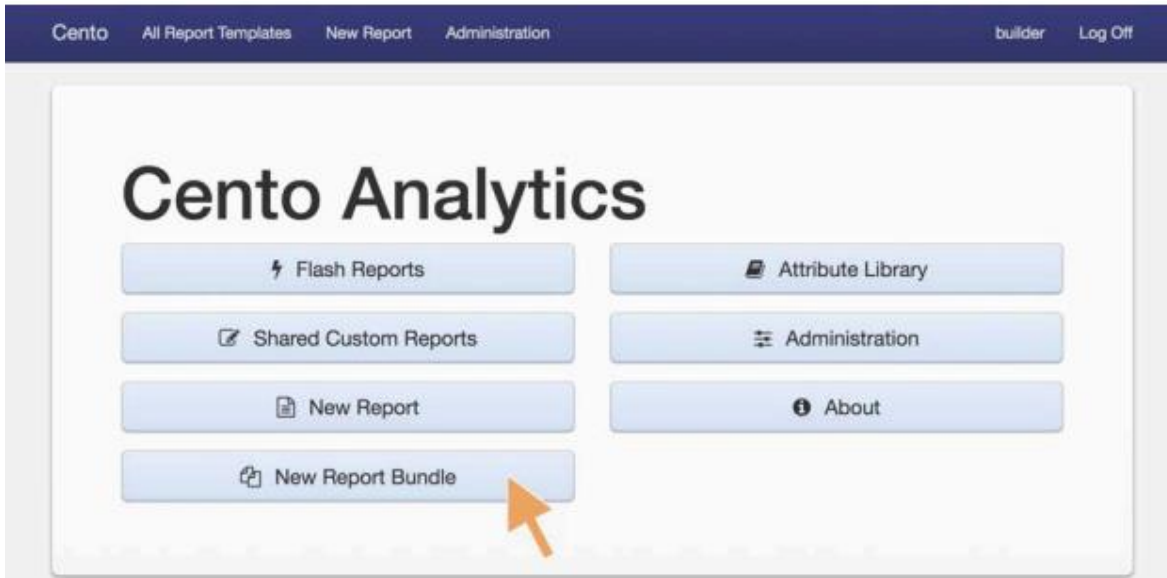
The **Finish** tab allows you to review your report, and see all the fields, filters, and other information you selected. You can also update or change the Report Template Name here, before you run the report.



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.



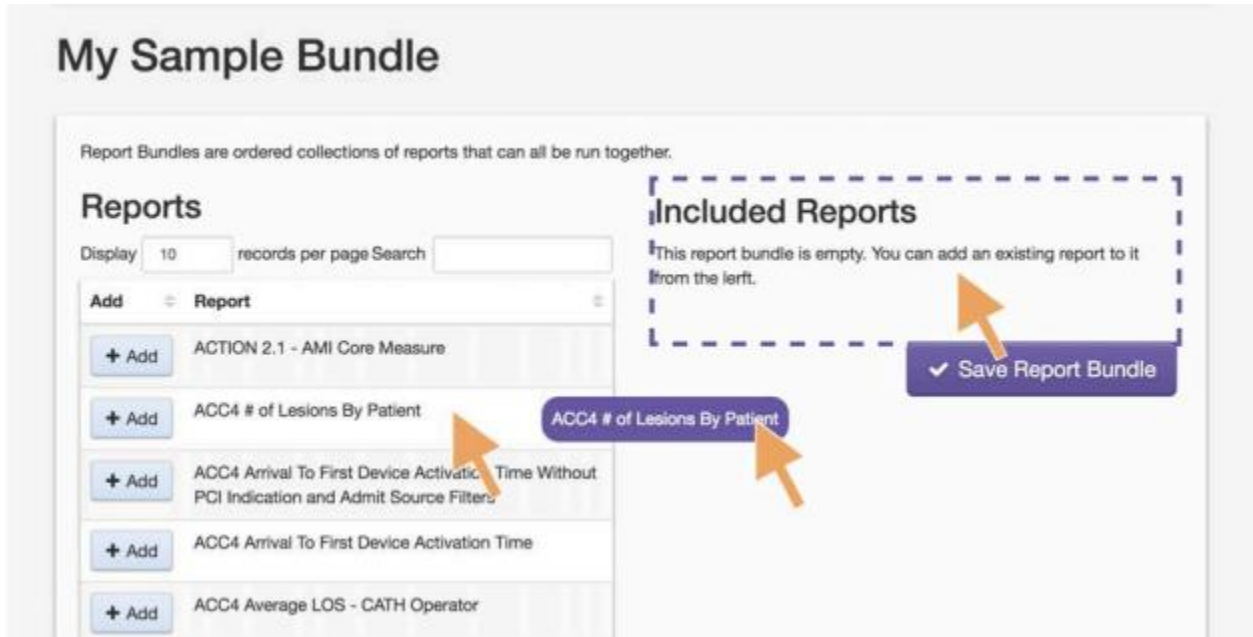
Report Bundles – Report Bundles allow you to add multiple reports and view them at the same time. To do this, select New Report Bundle on your dashboard.



Adding a name to your Report Bundle is required, but the description is optional.

A screenshot of the 'New Report Bundle' form. The breadcrumb trail shows 'Home / New Report Bundle'. The title is 'New Report Bundle'. Below the title is a note: 'Report Bundles are ordered collections of reports that can all be run together.' The form has two fields: 'Name' with a red asterisk and the word 'Required' below it, and 'Description' with no asterisk. At the bottom is a purple button labeled 'Create Report Bundle' with a checkmark icon.

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.

