

## How to Export and Import Cento Templates

Cento allows users to import/export report templates. To do this:

1. Select the **All-Report Templates** tab to edit a report under **My Reports** or **Shared Custom Reports**. Flash reports cannot be edited.

Cento All Report Templates New Report Administration

Home / All Report Templates

### All Report Templates

My Reports Shared Custom Reports Flash Reports

Report tag filter [v]  
Display 10 records per page Search [v]

| Report Template                            | Report Type   | Last Run           | Updated by         | Updated at         | Tags | Run Report |
|--|---------------|--------------------|--------------------|--------------------|------|------------|
| CathPCI v5 - PCI Operators & Patients Ages | Simple        | 7/24/2023 8:18 PM  | DEXTER2\mwomens    | 3/10/2020 5:27 PM  |      | Run Report |
| STS 2.9 Length of Stay by Surgeon          | Pivot Summary | 7/18/2023 7:27 PM  | DEXTER2\mpolyakov  | 4/23/2020 7:03 PM  |      | Run Report |
| Database Summary - Cedarar Custom by Alex  | Summary       | 12/2/2022 2:30 AM  | DEXTER2\arala      | 5/7/2020 5:12 PM   |      | Run Report |
| No Account Number                          | Simple        | 12/2/2022 2:30 AM  | DEXTER2\mstevenson | 7/9/2020 5:48 PM   |      | Run Report |
| Report (5)                                 | Simple        |                    | DEXTER2\rivera     | 7/20/2020 10:10 PM |      | Run Report |
| CathPCI v5 - Radial Access                 | Summary       | 12/22/2020 7:16 PM | DEXTER2\muneeshw   | 12/22/2020 7:16 PM |      | Run Report |
| Lesions and Devices                        | Simple        | 2/2/2022 4:37 PM   | DEXTER2\acorton    | 6/22/2021 7:02 PM  |      | Run Report |
| STS 4.20 - Post-Op FINAL                   | Simple        | 6/2/2021 6:58 PM   | DEXTER2\acorton    | 5/21/2021 11:26 PM |      | Run Report |

2. Select the title under the **Report Template** you would like, then select **Edit Report**.

### CathPCI v5 - PCI Operators & Patients Ages

Report Type

- Simple
- Report shared by: DEXTER2\mwomens

Report Tags [v]

Report Fields

- MRN
- Age
- PCI Operator
- Admission DateTime
- Procedure Start DateTime
- Discharge DateTime

Report Filters

- Name from Procedure = ACC/NCDR CathPCI v5.0

Time Frame

Admission DateTime is between 4/1/2019 and 3/10/2020

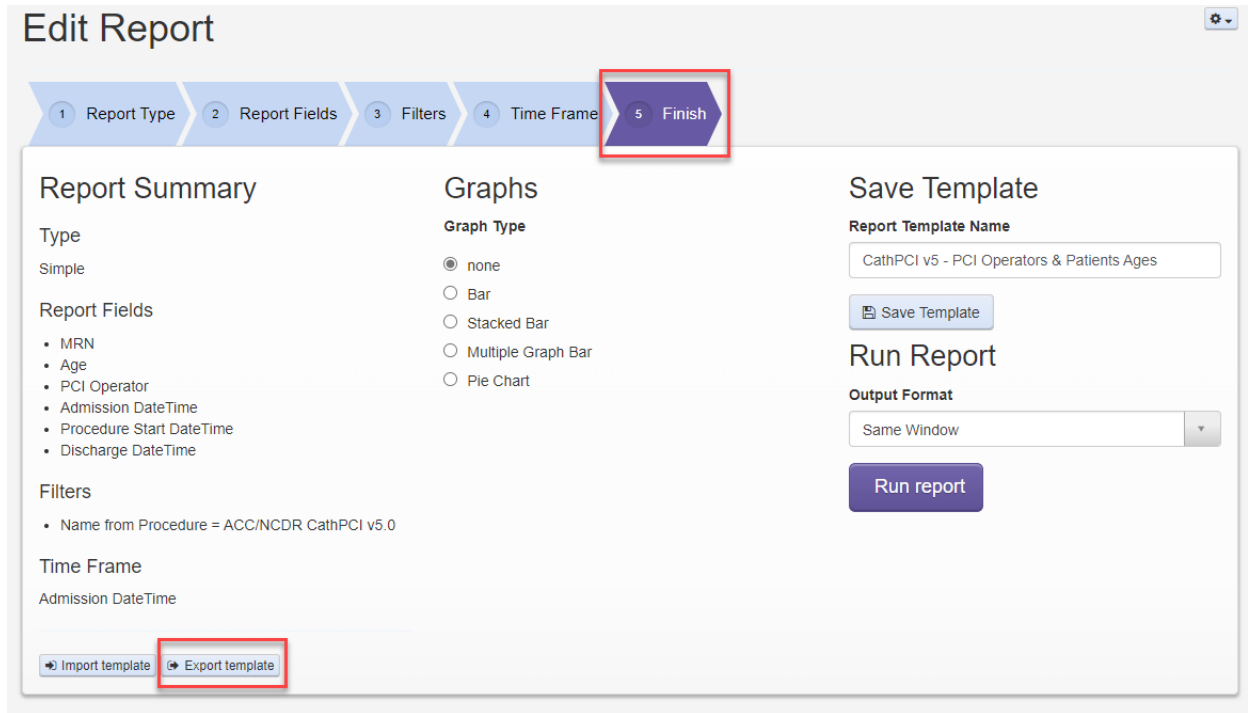
Output Format

Same Window [v]

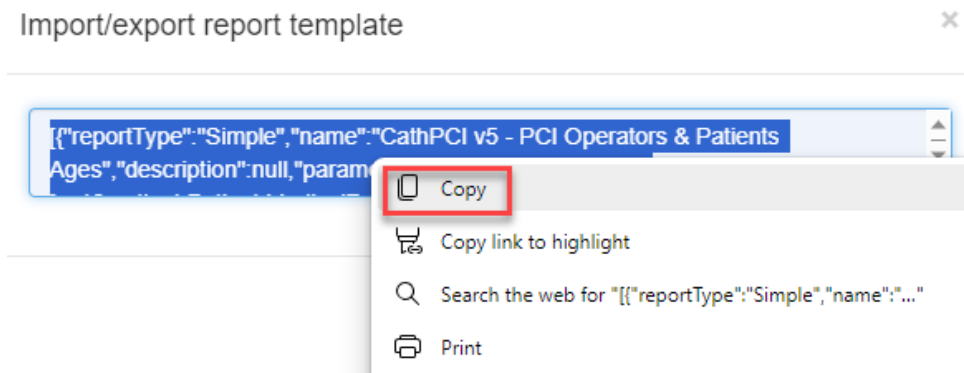
Run Report

Edit Report Copy report template Delete report template

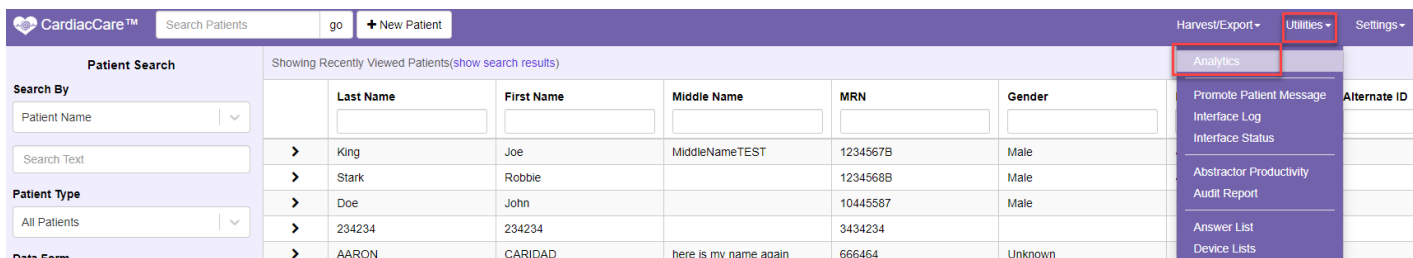
- After you select Edit Report, select the **Finish** header. On this page, select the **Export Template** button.

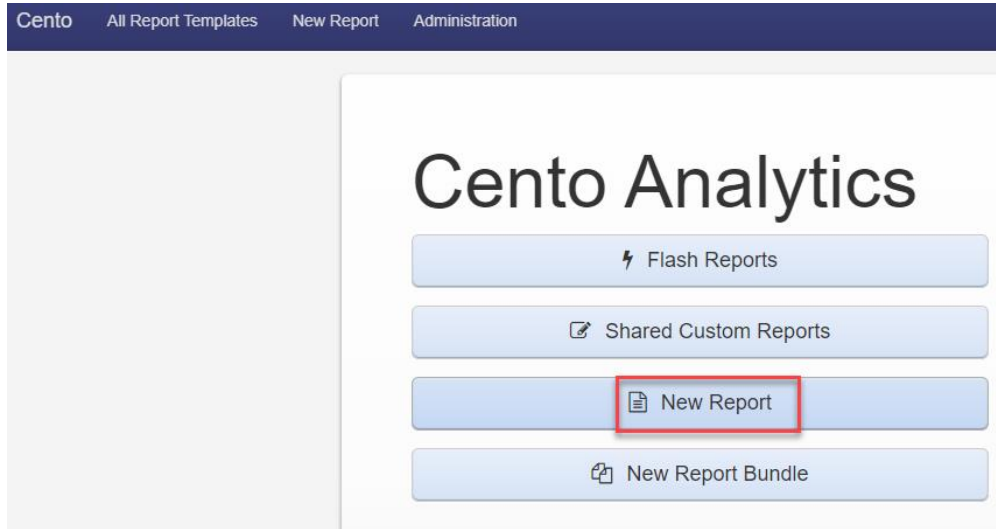


- A window will pop up with some highlighted text. Right click on the text to copy the highlighted information in the textbox.

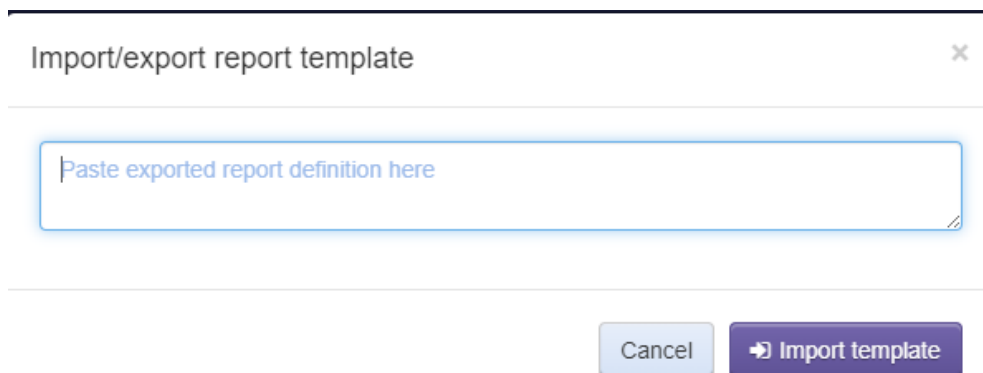
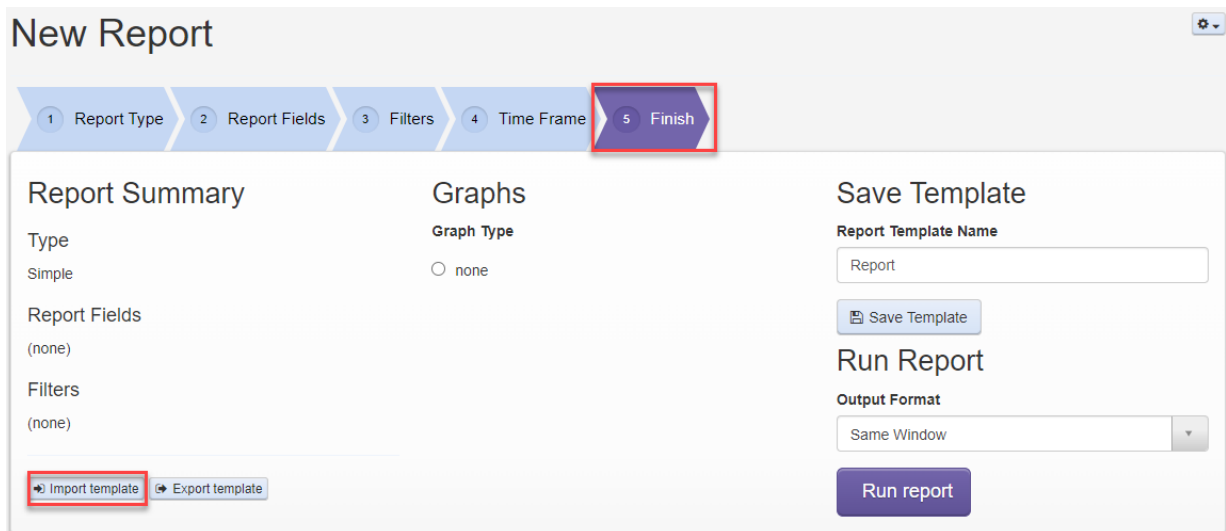


- In a new window open Cento Analytics and select **"New Report"**

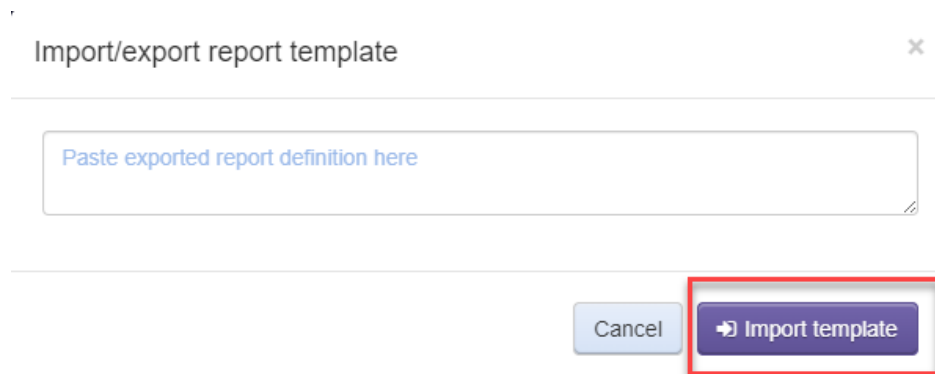




- Once you have selected New Report, select the “Finish” tab. Select the **Import template** button, and paste the data you copied into the window that opens up.



7. After pasting the highlighted data you copied, select the Import template button.



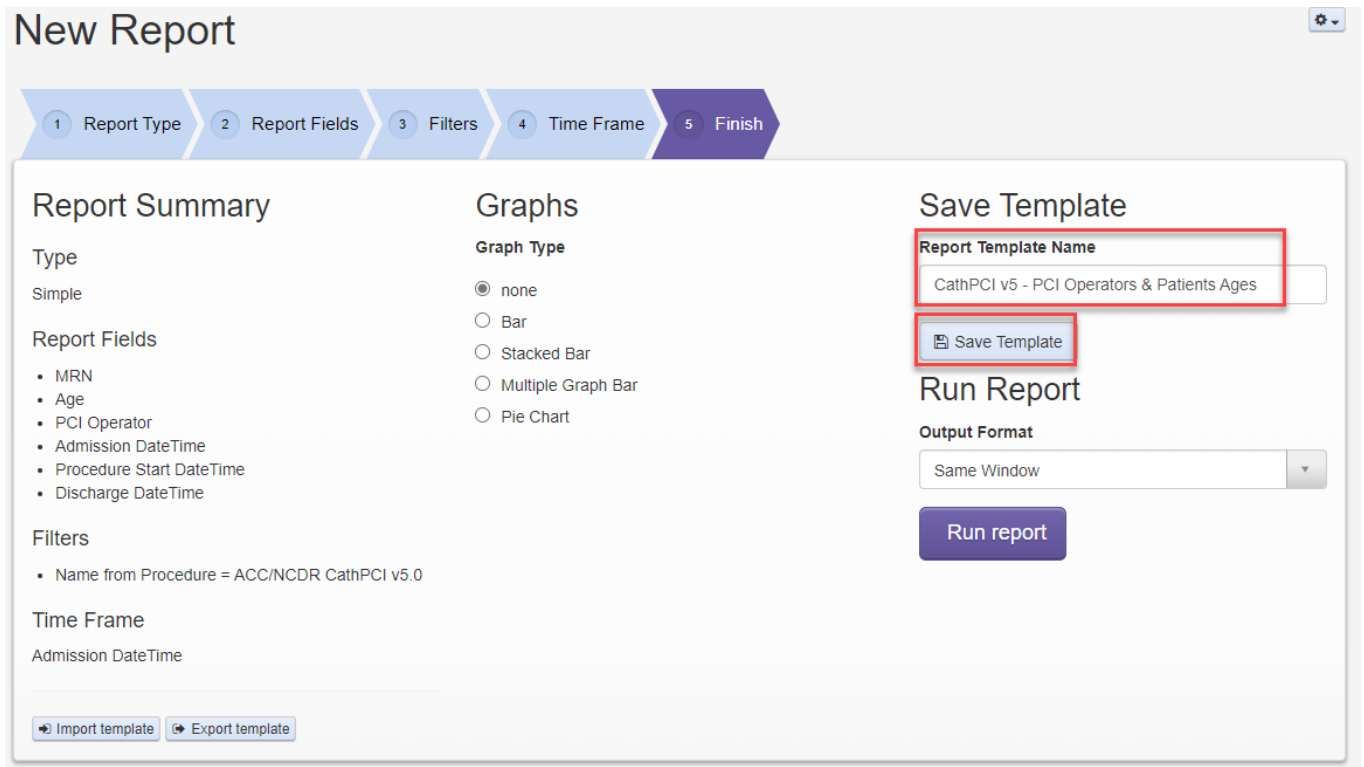
Import/export report template

Paste exported report definition here

Cancel Import template

The dialog box is titled "Import/export report template" and has a close button (X) in the top right corner. Below the title is a large text input field containing the placeholder text "Paste exported report definition here". At the bottom right of the dialog, there are two buttons: a light blue "Cancel" button and a dark blue "Import template" button with a right-pointing arrow icon. The "Import template" button is highlighted with a red rectangular border.

8. You can now Name and Save the template.



New Report

1 Report Type 2 Report Fields 3 Filters 4 Time Frame 5 Finish

Report Summary

Type  
Simple

Report Fields

- MRN
- Age
- PCI Operator
- Admission DateTime
- Procedure Start DateTime
- Discharge DateTime

Filters

- Name from Procedure = ACC/NCDR CathPCI v5.0

Time Frame

Admission DateTime

Graphs

Graph Type

- none
- Bar
- Stacked Bar
- Multiple Graph Bar
- Pie Chart

Save Template

Report Template Name

CathPCI v5 - PCI Operators & Patients Ages

Save Template

Run Report

Output Format

Same Window

Run report

Import template Export template

The "New Report" configuration screen shows a progress bar at the top with five steps: 1 Report Type, 2 Report Fields, 3 Filters, 4 Time Frame, and 5 Finish. The "Finish" step is currently active. The screen is divided into three main sections: "Report Summary", "Graphs", and "Save Template". The "Report Summary" section includes "Type" (Simple), "Report Fields" (MRN, Age, PCI Operator, Admission DateTime, Procedure Start DateTime, Discharge DateTime), "Filters" (Name from Procedure = ACC/NCDR CathPCI v5.0), and "Time Frame" (Admission DateTime). The "Graphs" section shows "Graph Type" with radio buttons for "none" (selected), "Bar", "Stacked Bar", "Multiple Graph Bar", and "Pie Chart". The "Save Template" section has a "Report Template Name" input field containing "CathPCI v5 - PCI Operators & Patients Ages" and a "Save Template" button. Below this is the "Run Report" section with an "Output Format" dropdown menu set to "Same Window" and a "Run report" button. At the bottom left, there are "Import template" and "Export template" buttons. The "Report Template Name" input field and the "Save Template" button are highlighted with red rectangular borders.