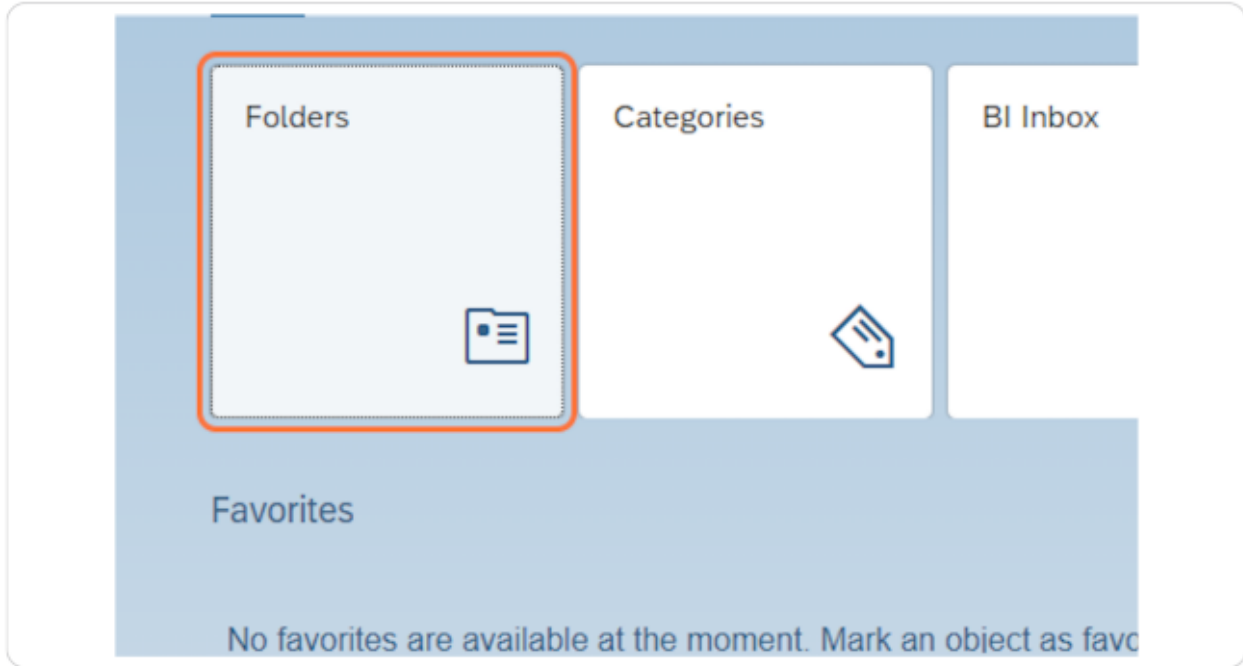


HOW TO RUN A 252 - DATA QUALITY COMPLETENESS REPORT

How to run a 252

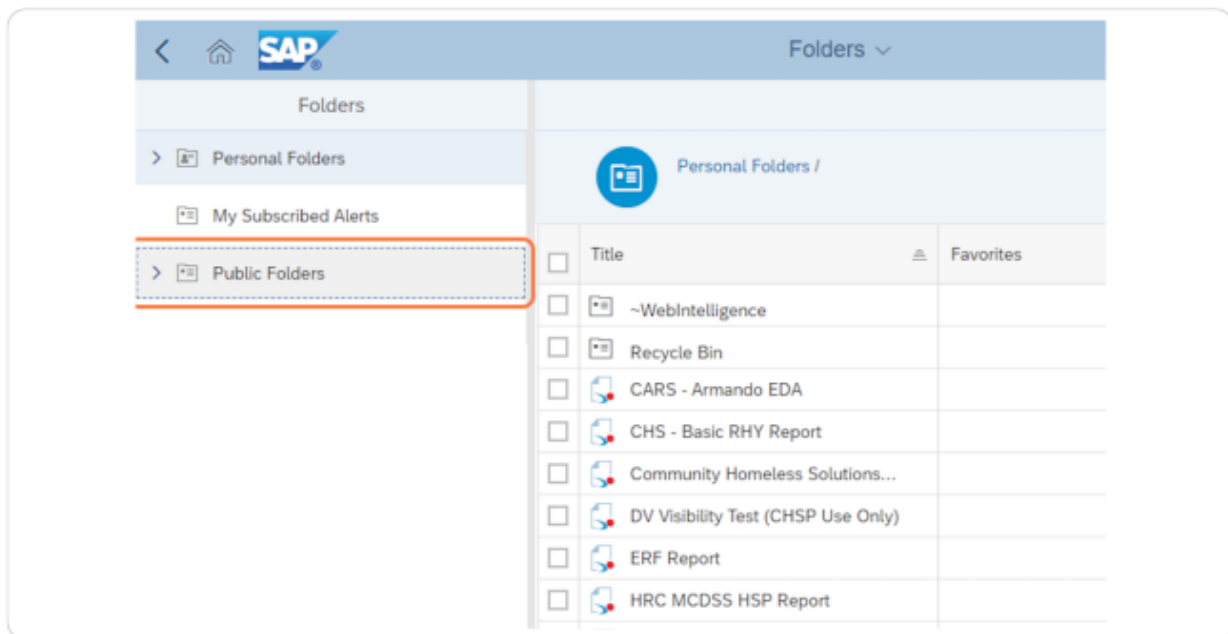
STEP 1

Click on Folders



STEP 2

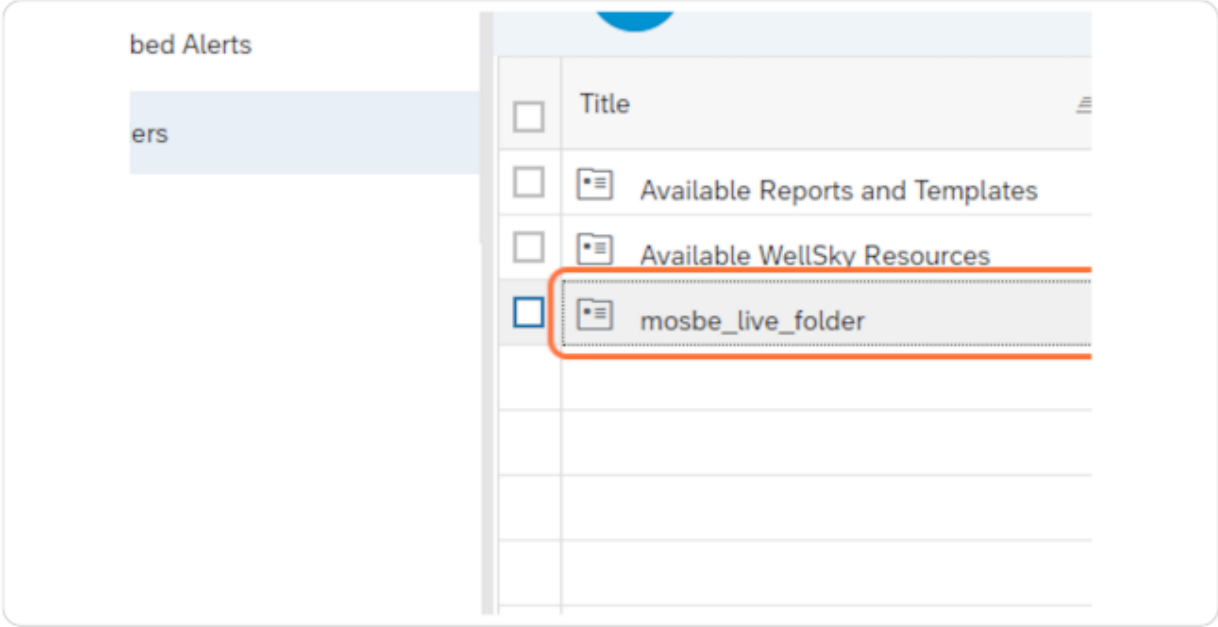
Click on Public Folders



How to run a 252

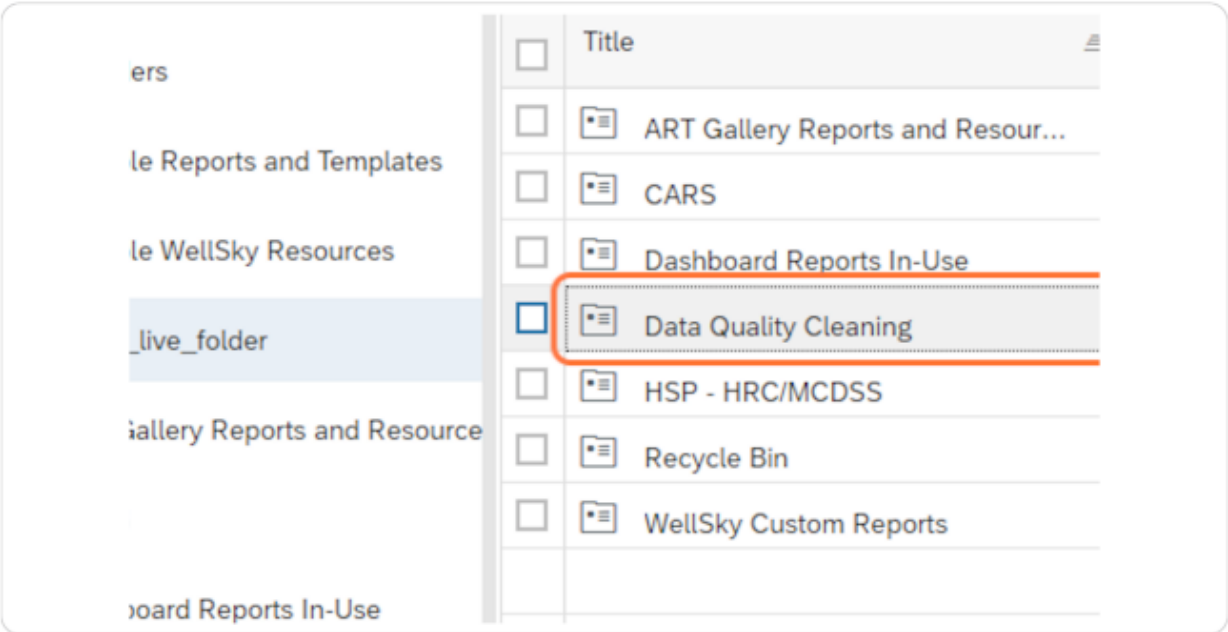
STEP 3

Click on MOSBE_LIVE_FOLDER



STEP 4

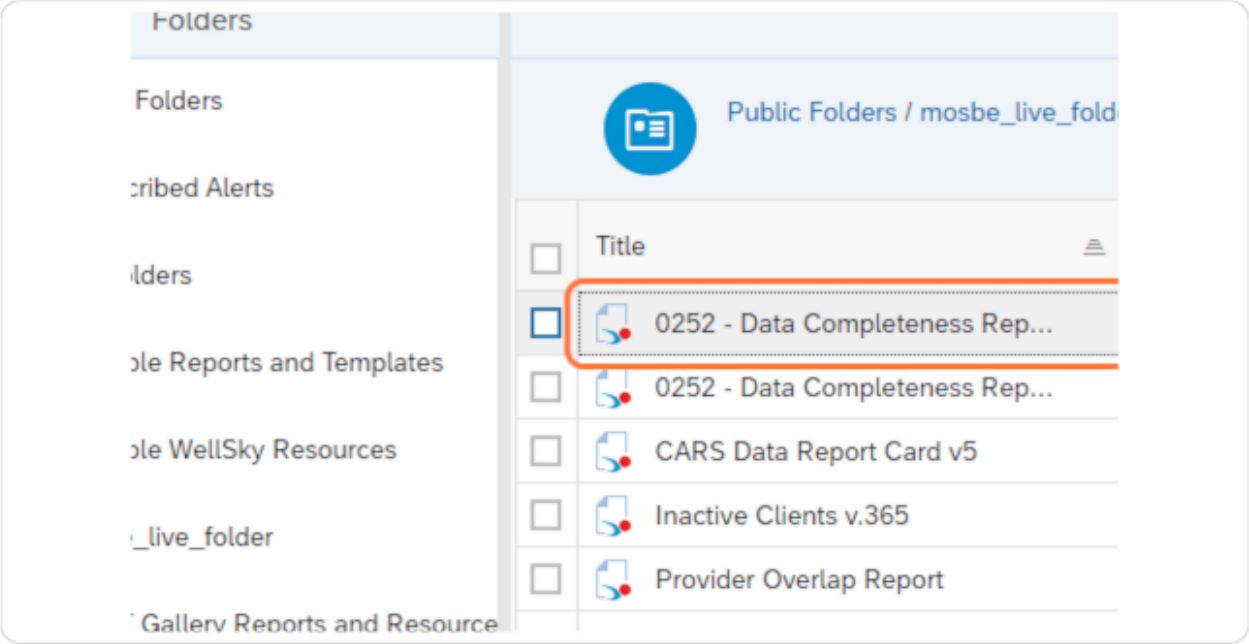
Click on Data Quality Cleaning



How to run a 252

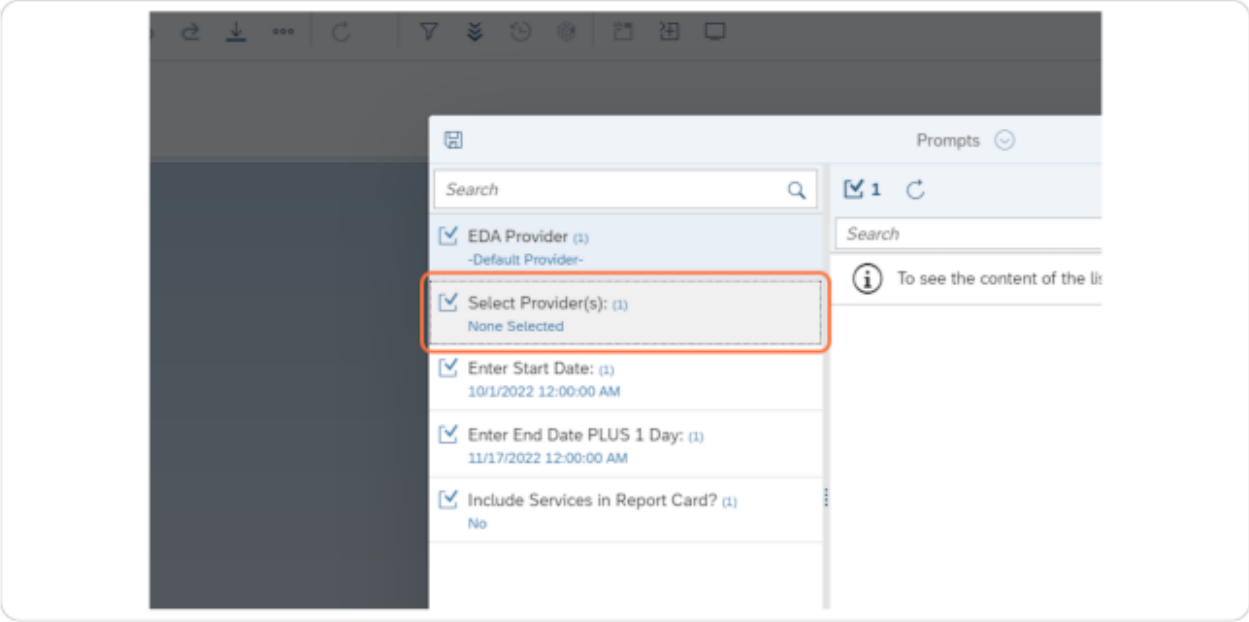
STEP 5

Click on the first 252 Report



STEP 6

Click on Select Provider(s) tab

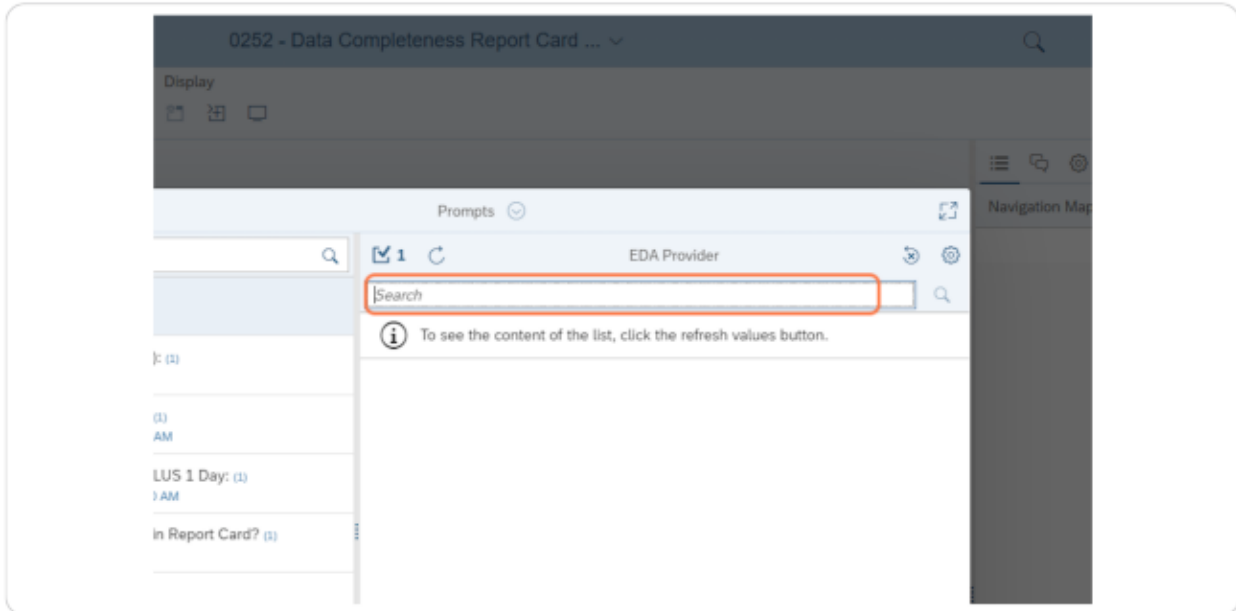


How to run a 252

STEP 7

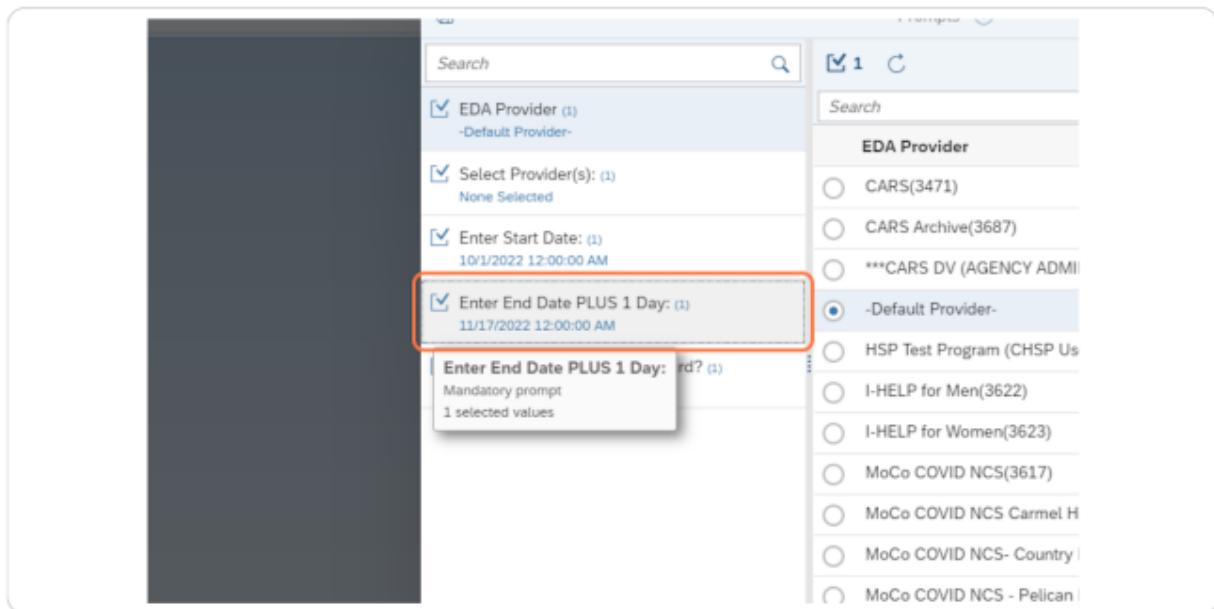
Enter Provider ID or Program Name

Provider ID is encouraged over the program name.



STEP 8

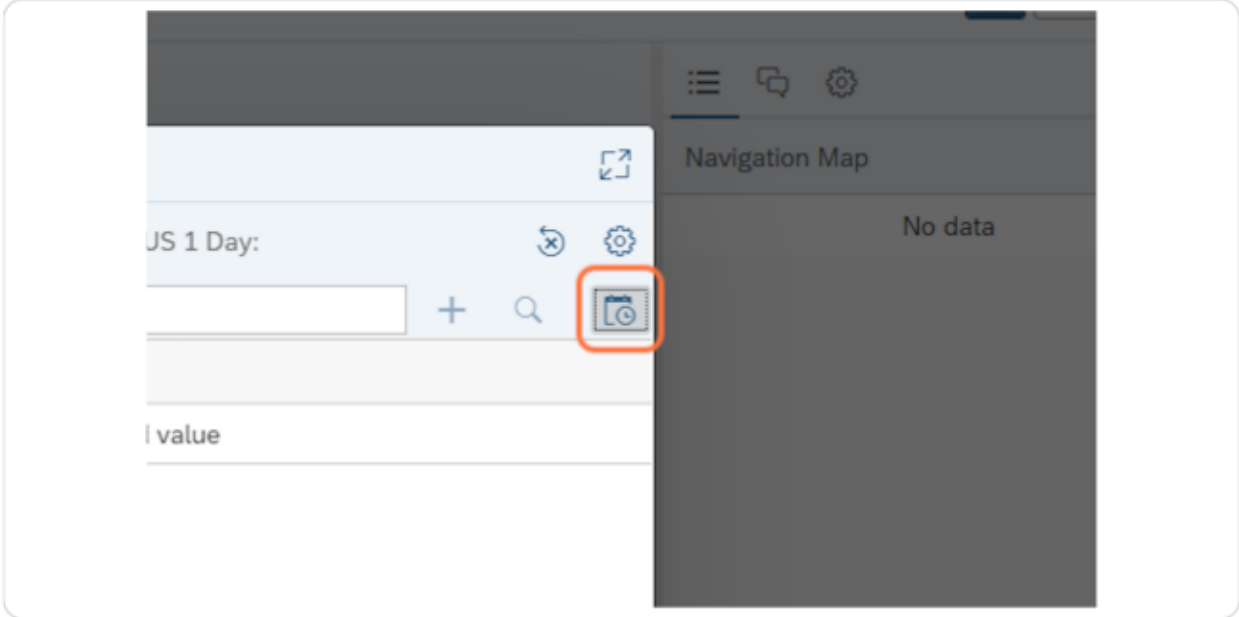
Click on Contains Selectable Items . List Item . Is Active . Enter End Date PLUS 1 Day: (1) 11/17/2022 12:00:00 AM



How to run a 252

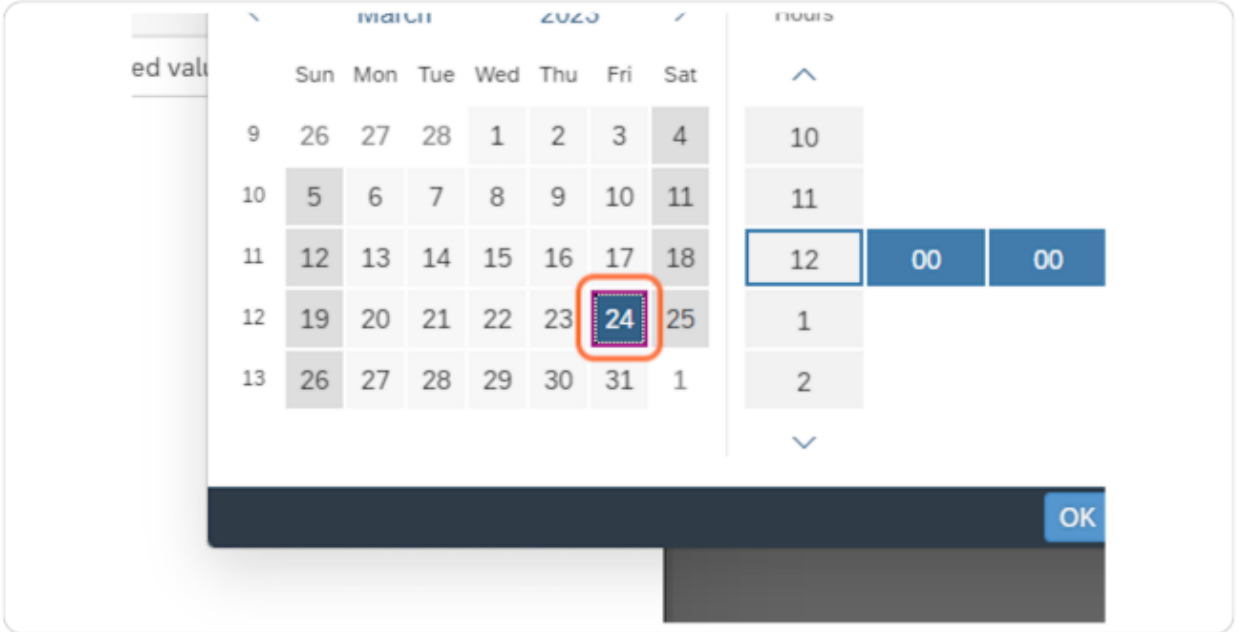
STEP 9

Use the calendar for faster date selection.



STEP 10

Select an End Date



How to run a 252

STEP 11

Click OK when finished.

The screenshot shows a date selection interface. On the left is a calendar grid with the date 24 highlighted in a blue box. To the right of the calendar are input fields for the time, showing 12, 00, 00, and AM. Below the calendar and time fields is a dark grey bar with two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with an orange rectangular box.

STEP 12

Always select "NO" when asked, "Include Services."

The screenshot shows a configuration form with several options. The options are: 'EDA Provider (1) -Default Provider-', 'Select Provider(s) (1) None Selected', 'Enter Start Date: (1) 10/1/2022 12:00:00 AM', 'Enter End Date PLUS 1 Day: (1) 3/24/2023 12:00:00 AM', and 'Include Services in Report Card? (1) No'. The 'Include Services in Report Card? (1) No' option is highlighted with an orange rectangular box. To the right of the form is a table with the following content:

Enter a date manually
Selected value(s)
3/24/2023 12:00:00 AM

How to run a 252

STEP 13

Click Run

