Running Scanning Reports in RPMS

- The following information explains how to run two different reports in RPMS for scanned documents. The reports are Document Count and Image Type Count by User.

- If you have questions or need assistance, please contact your IT person familiar with the RPMS files. If you need MAG to be viewable on your RPMS menu, contact your IT support.

Log on to RPMS.

Select the MAG (Imaging System Manager Menu).

Select Imaging Site Reports.

```
Select Imaging System Manager Menu Option: Imaging site Reports

        Document Count
        Image Type Count by User
        MEANS TEST
        Package Index Contains 'Note'

Select Imaging Site Reports Option: document Count
* Previous selection: ACQUISITION SITE from A to ZZ
START WITH ACQUISITION SITE: A//
GO TO ACQUISITION SITE: ZZ//
 * Previous selection: DATE/TIME IMAGE SAVED from Nov 6,2007 to Dec 6,2007@24:0
0
  START WITH DATE/TIME IMAGE SAVED: Nov 6,2007//   (NOV 06, 2007)
  GO TO DATE/TIME IMAGE SAVED: Dec 6,2007//   (DEC 06, 2007)
DEVICE:
```

```
Document Count                      DEC  6,2007  10:09   PAGE 1
Sort Criteria: ACQUISITION SITE from A to ZZ
               DATE/TIME IMAGE SAVED from Nov 6,2007 to Dec 6,2007@24:00
               OBJECT TYPE equals DOCUMENT
DATE/TIME IMAGE    OBJECT
SAVED              TYPE       TYPE INDEX      IMAGE SAVE BY
-------------------------------------------------------------

          ACQUISITION SITE: BROWNING HO
DEC  5,2007  08:50 DOCUMENT   DEATH CERTIFICA
DEC  5,2007  09:10 DOCUMENT   DEATH CERTIFICA
DEC  5,2007  09:22 DOCUMENT   DEATH CERTIFICA
DEC  5,2007  10:01 DOCUMENT   PROCEDURE RECOR      Names
DEC  5,2007  10:06 DOCUMENT   PROCEDURE RECOR      Removed
DEC  5,2007  10:40 DOCUMENT   DIAGRAM
DEC  5,2007  11:01 DOCUMENT   FLOWSHEET
DEC  5,2007  11:22 DOCUMENT   RELEASE OF INFO
DEC  5,2007  11:30 DOCUMENT   LEGAL DOCUMENTS
DEC  5,2007  11:43 DOCUMENT   LEGAL DOCUMENTS
DEC  5,2007  11:54 DOCUMENT   FLOWSHEET

DEC  5,2007  14:23 DOCUMENT   MISCELLANEOUS D
DEC  6,2007  10:02 DOCUMENT   COURT ORDER
                             --------
SUBCOUNT        13
                             --------
COUNT           13
```

Document Count gives a total of documents scanned for a given time period based on what you enter in the fields.

Acquisition site is A; go to acquistion site is ZZ.

Start with Date: your choice

Go to Date: your choice

The report generates the Type and Type of Index and who Saved the Image and a total number.

```
                    Document Count
                    Image Type Count by User
                    MEANS TEST
                    Package Index Contains 'Note'


Select Imaging Site Reports Option: IMAGe Type Count by User
* Previous selection: ACQUISITION SITE from A to ZZ
START WITH ACQUISITION SITE: A//
GO TO ACQUISITION SITE: ZZ//
  * Previous selection: DATE/TIME IMAGE SAVED from Sep 7,2007 to Dec 6,2007@24:0
0
  START WITH DATE/TIME IMAGE SAVED: Sep 7,2007//   (SEP 07, 2007)
  GO TO DATE/TIME IMAGE SAVED: Dec 6,2007//   (DEC 06, 2007)
    * Previous selection: IMAGE SAVE BY from DEMO to DEMO
    START WITH IMAGE SAVE BY: DEMO //
    GO TO IMAGE SAVE BY: DEMOZ //   DEMO
      * Previous selection: OBJECT TYPE equals DOCUMENT
      START WITH OBJECT TYPE: DOCUMENT//
      GO TO OBJECT TYPE: DOCUMENT//
DEVICE:   VT    Right Margin: 80//
Image Type Count by User                        DEC  6,2007  10:49    PAGE 1
Sort Criteria: ACQUISITION SITE from A to ZZ
                DATE/TIME IMAGE SAVED from Sep 7,2007 to Dec 6,2007@24:00
```

Image Count by User: The name needs to be in CAPS and it is important to note that although you can use just the last name for START, the GO TO needs to be last name with a Z at the end.

```
                ACQUISITION SITE: BROWNING HO



                        DEMO, DEMO

DOCUMENT
SUBCOUNT                    2
SUBCOUNT                    2
SUBCOUNT                    2
COUNT                       2
```

The reports displays the count of scanned documents for the selected person.