

RES-Q Reports

User Guide

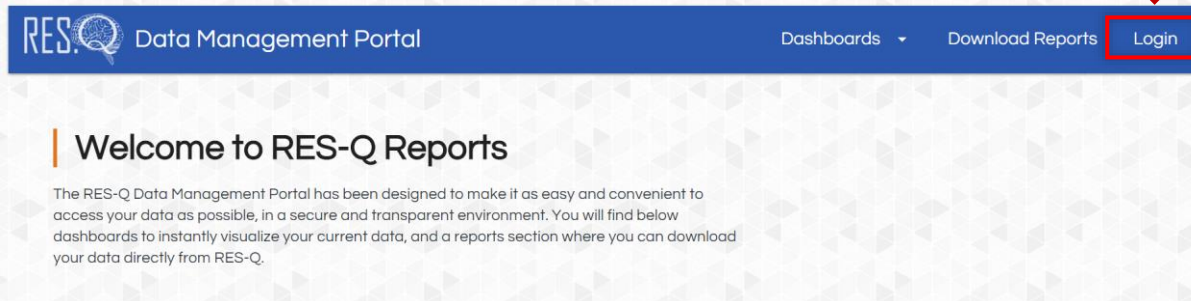
Welcome to the RES-Q Reports User Guide. This guide will show you how to get the most out of your RES-Q data. RES-Q Reports is available for national and site coordinators.

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Login to RES-Q Reports

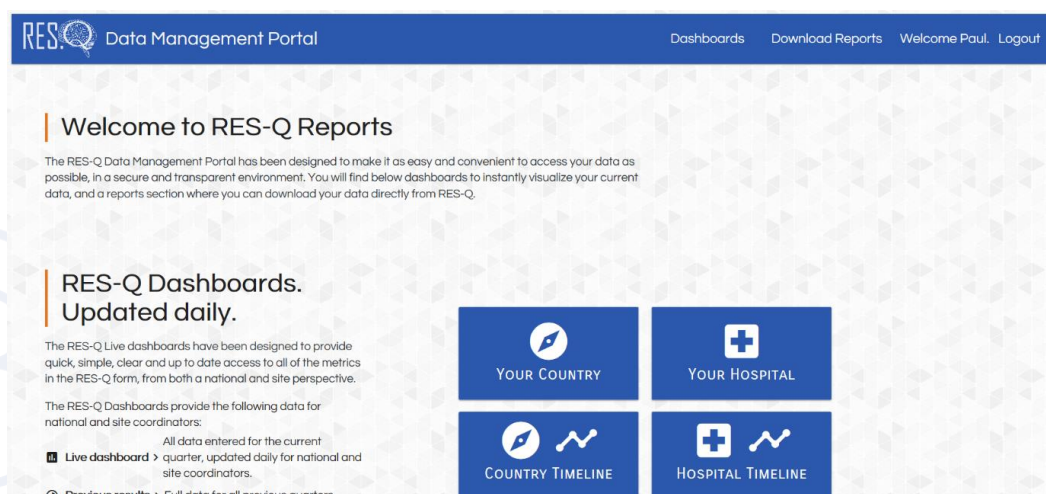
1. Go to www.qualityregistry.eu/data.



2. Click on **Login** on the RES-Q Reports homepage.
3. You will be taken to the RES-Q Reports Login Page below.

The screenshot shows the RES-Q Reports Login Page. It features a blue header with the RES-Q logo and the text 'Data Management Portal'. Below the header is a login form with two input fields: 'Username' and 'Password'. The 'Username' field contains the placeholder text 'Username'. The 'Password' field contains a series of dots. A red box highlights both input fields. Below the form is a green 'LOGIN' button, which is pointed to by a red arrow.

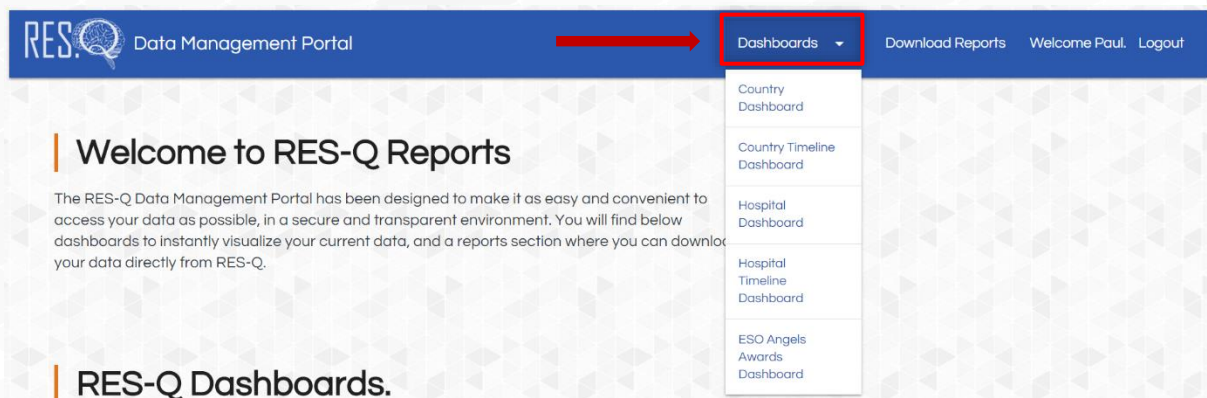
4. Use your normal RES-Q **Username & Password** and click **login** to enter RES-Q Reports
5. You will be taken to the RES-Q Reports Homepage:



View RES-Q Live Dashboards

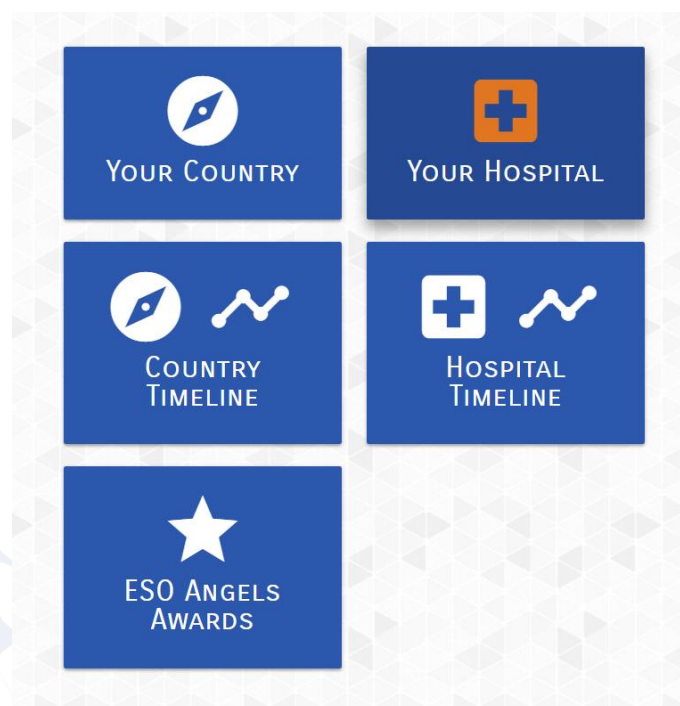
1. To view a Live Dashboard click on **Dashboards** at the top of the page and choose the dashboard you would like to view or choose one of the icons on the homepage.

All dashboards show data entered in the current quarter. On the first day of a new quarter all dashboards will show data for the new quarter. To view live data for a quarter that you are still entering data for, select it from the drop-down menu.

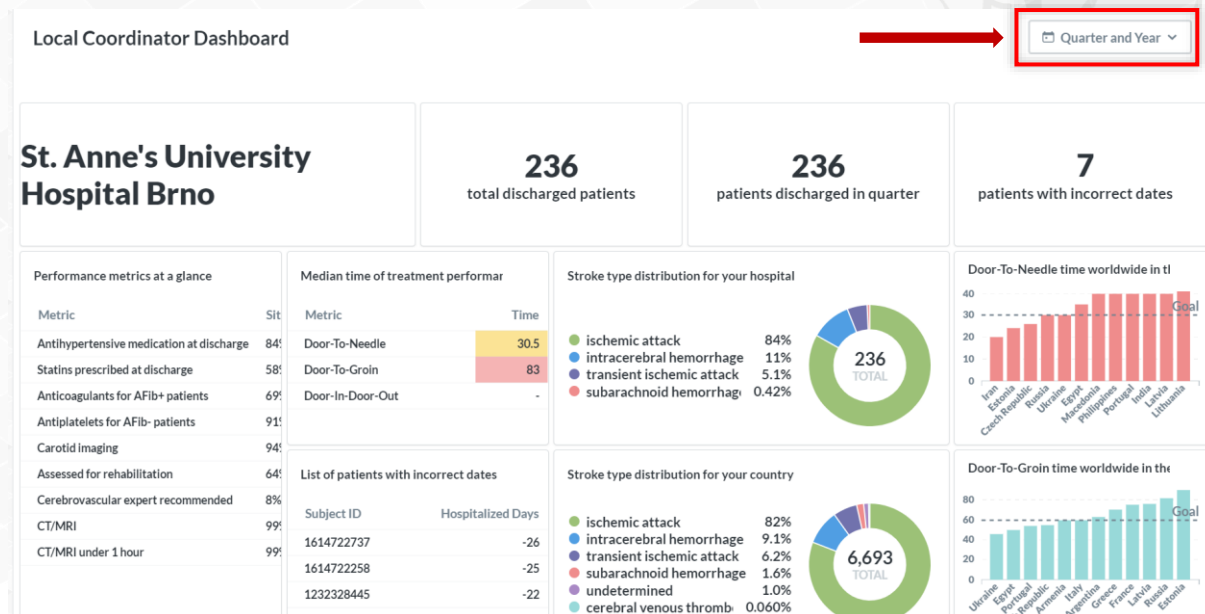


2. Choose the dashboard you would like to view. When you hover over an icon the symbol will turn **orange**.

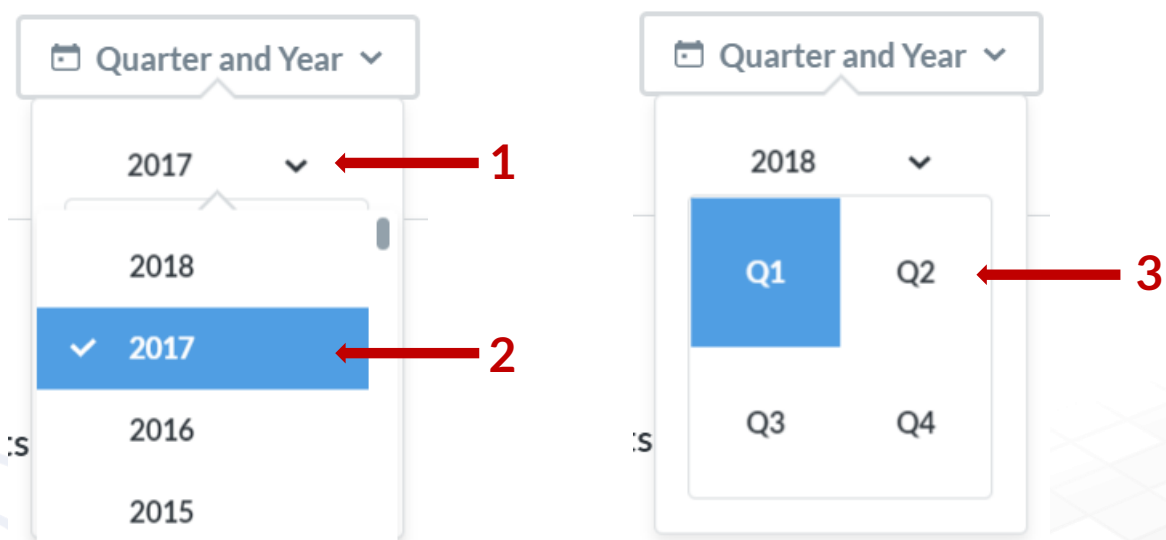
Only national coordinators have access to the Country and Country Timeline Dashboards.



3. If you click on **Your Hospital**, you will be taken to the Local Coordinator Dashboard where you will be able to view data entered into RES-Q. This Live Dashboard will display any data entered in the current quarter and is updated once a day.



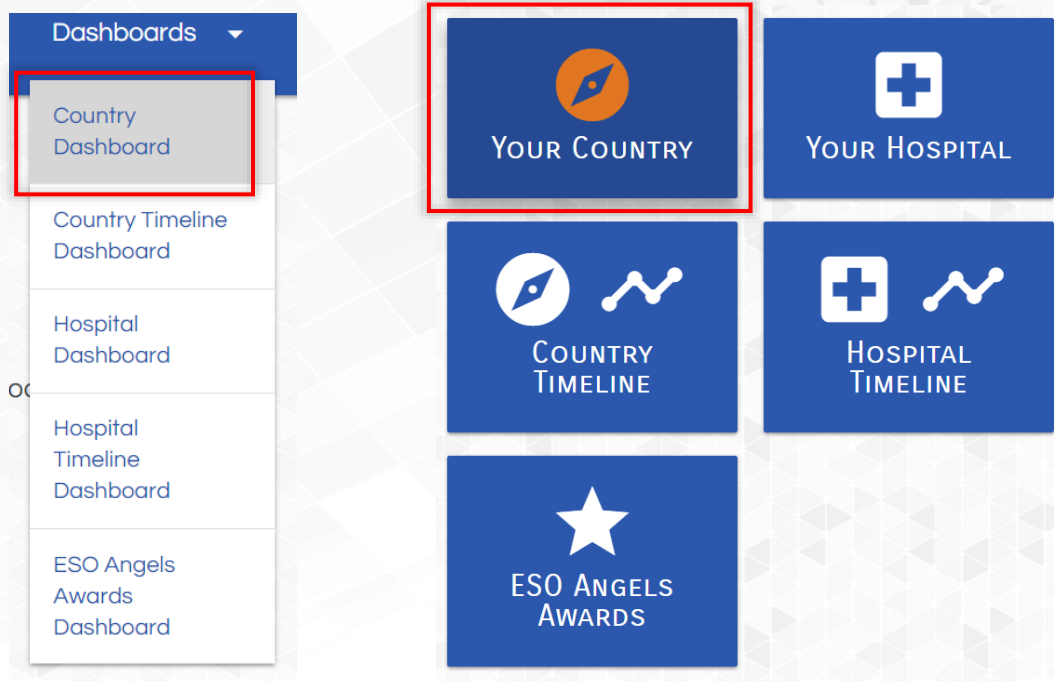
If you would like to view data from a previous quarter, you can select the quarter you would like to view by clicking on the **Quarter and Year** icon.



- Step 1** Click on drop-down menu.
- Step 2** Select Year
- Step 3** Select Quarter

5. RES-Q Live Dashboards will allow you to view data for any quarter where it has been entered.

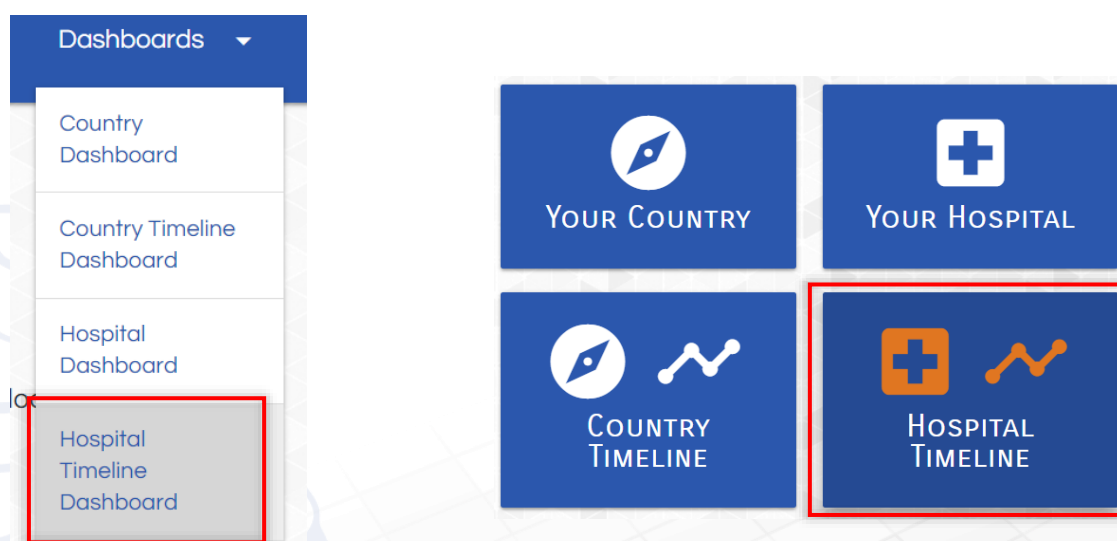
6. National Coordinators can follow the same process to view Live Dashboards for their country. To view a national dashboard, choose **Country Dashboard** from the Dropdown menu or **Your Country** from the icon list.



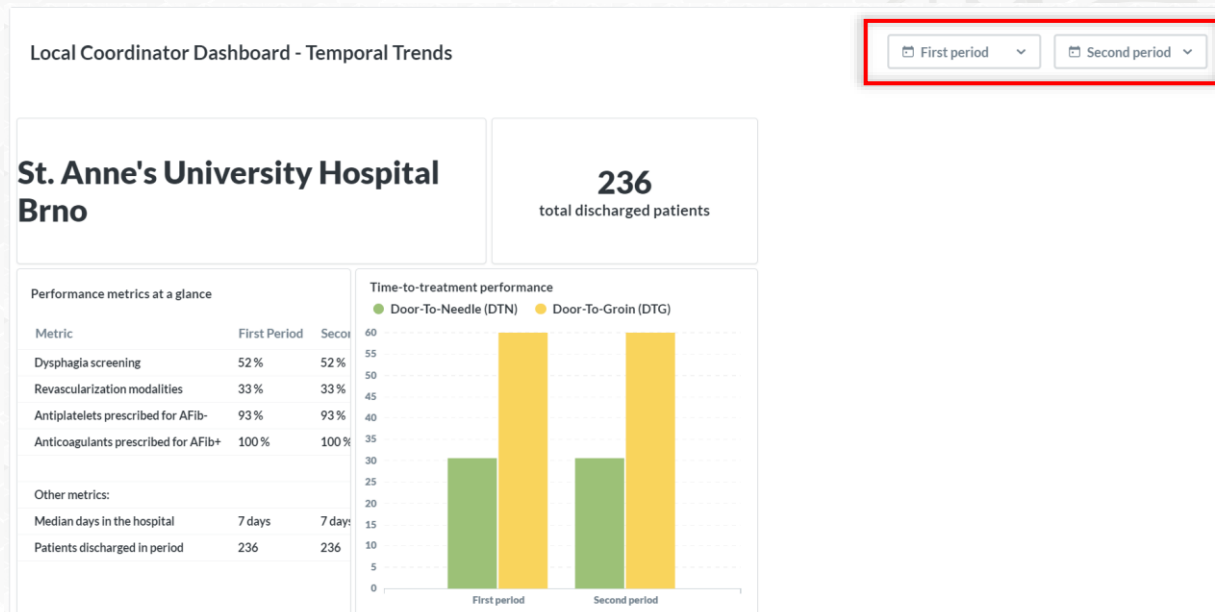
View RES-Q Timeline Dashboards

RES-Q Timeline Dashboards allow national and site coordinators to compare Key Performance Metrics including Time to Treatment Performance.

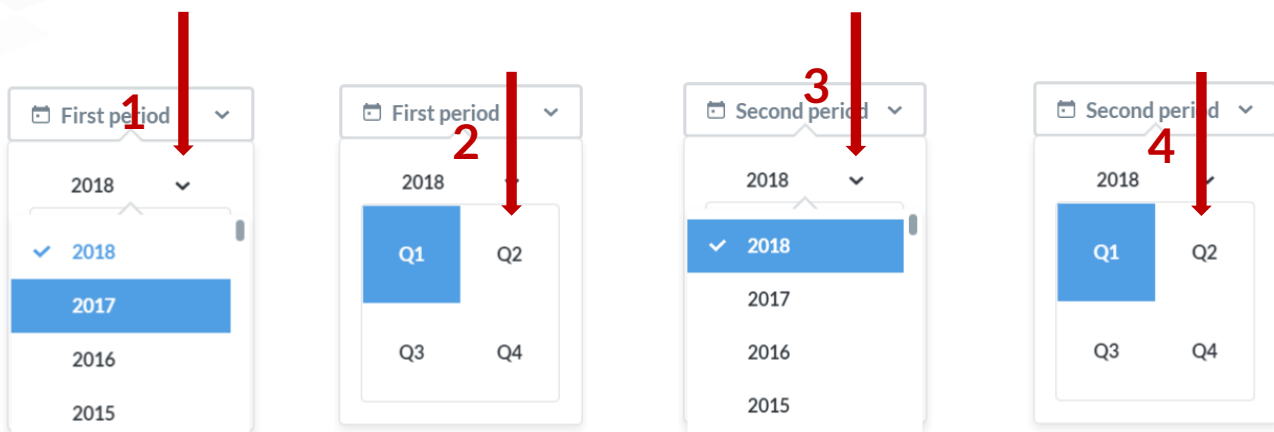
1. To view Site Time Dashboards, select either **Hospital Timeline Dashboard** from the dropdown menu or **Hospital Timeline** from the icons.



- You will be taken to the hospital quarterly comparison dashboard, where you will be able to select the quarters you wish to compare.



- To select the periods you wish to review simply choose the year and quarter for each of the two periods.



- Step 1** Click on the drop-down menu for the First period and choose a year.
- Step 2** Choose a quarter for the First period.
- Step 3** Click on the dropdown menu for the Second period and choose a year.
- Step 4** Choose a quarter for the Second period.

- National Coordinators can follow the same process to view Live Timeline Dashboards for their country. To view a national dashboard, choose **Country Timeline Dashboard** from the dropdown menu or **Country Timeline** from the icon list.



















Download RES-Q Reports

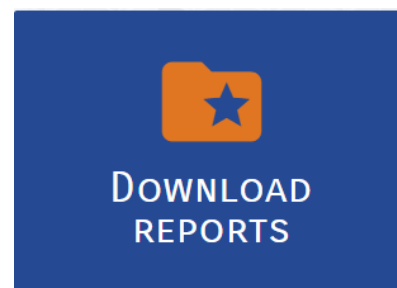
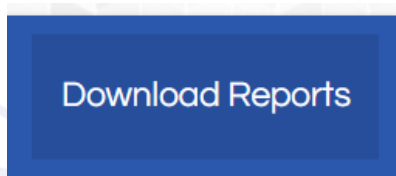
The process for downloading RES-Q Reports is the same for both site and national coordinators. National coordinators will have access to reports for their site and country and site coordinators only for their site.

RES-Q Reports are available to be downloaded in Excel and PowerPoint. It is also possible to download both at the same time as a zipped file. RES-Q Reports are available as Quarterly, Bi-annual, and Annual reports.

1. To download RES-Q Reports click on either [Download Reports](#) at the top of the homepage or on the [Download Reports](#) icon.
2. You will be taken to the RES-Q Reports page where you will able to download any reports that you have access to.

Quarterly reports

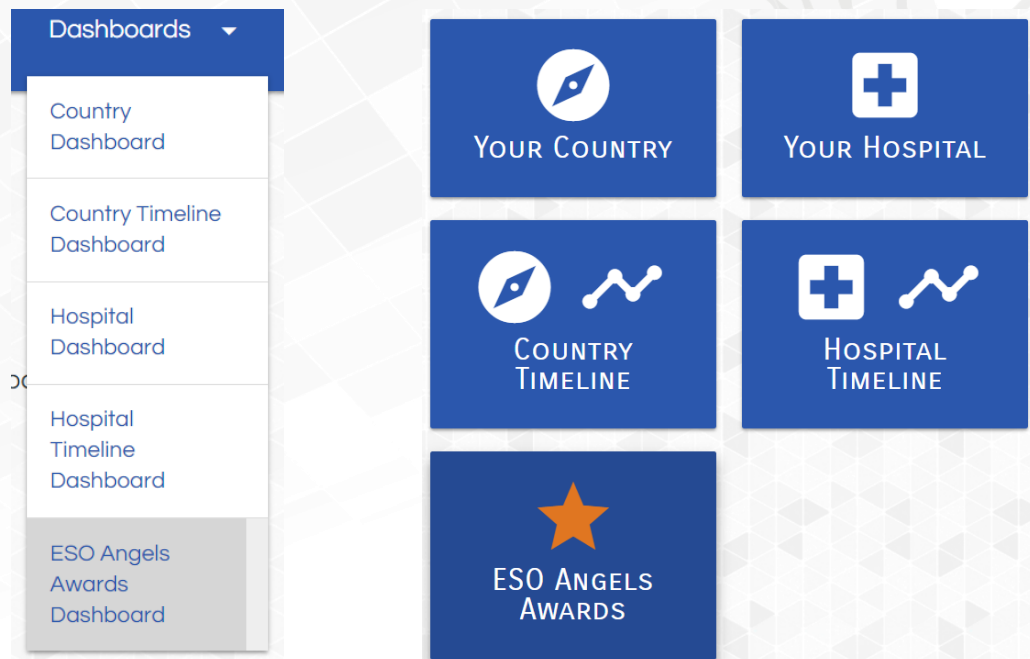
Report Name	Descriptive Statistics	PowerPoint Presentation	All files
2018 Q2 (April - June) - CZ	EXCEL STATISTICS 	POWERPOINT PRESENTATION 	ALL FILES 
2017 Q3 (July - September) - CZ	EXCEL STATISTICS 	POWERPOINT PRESENTATION 	ALL FILES 
2017 Q4 (October - December) - CZ	EXCEL STATISTICS 	POWERPOINT PRESENTATION 	ALL FILES 
2018 Q1 (January - March) - CZ	EXCEL STATISTICS 	POWERPOINT PRESENTATION 	ALL FILES 
2017 Q1 (January - March) - CZ	EXCEL STATISTICS 	POWERPOINT PRESENTATION 	ALL FILES 
2017 Q2 (April - June) - CZ	EXCEL STATISTICS 	POWERPOINT PRESENTATION 	ALL FILES 



Scroll down the page to find Bi-annual and annual reports.

View progress towards an ESO Angels Award on the ESO Angels Awards Dashboard

1. To find the ESO Angels Awards Dashboard for your site choose **ESO Angels Awards Dashboards** from the dropdown menu or click on the **ESO Angels Awards icon**.



2. You will be taken to the ESO Angels Awards Dashboard where you will be able to view progress towards an ESO Angels Award. Site coordinators will also be able to view their performance against ESO Angels Award metrics for any quarter by choosing the year and quarter they would like to view from the dropdown menu.

