



Getting Started - Create your Report

Last Modified on 2021-02-01 15:56

To create a report, select an examination from your [Study List](#), followed by the **Create Report** button at the top of the screen:

Studies								Create Report	Open In Viewer
Full Name	Patient ID	Patient DOB	Study Date	Study Details	Sonographers	Perf. Phys			
Thurman Gerald Dean	9999999		2018-05-10 9:47 AM PDT						
Trice Report Demo Demo	000001	1970-01-01	2018-04-02 10:00 PM PDT						

A pop-up window will display with templates that were customized by your Clinic Administrator. Select a category (shown below in the **red** box) and choose your template (shown below in the **blue** box):

New Report

Category:

- GYN
- OB**
- OB Twin

Title	Last Updated
First Trimester Ultrasound 16042018 - Duplicated	2019-01-29 8:33 PM PST
Avis - Rpt in progress US Thyroid	2019-03-25 4:25 PM PDT
First Trimester Ultrasound 16042018	2019-01-25 11:47 AM PST

Cancel Create Report

Once you have chosen your template, select **Create Report**.

A message will display while your report is created. Metadata, such as the patient's name, patient ID, birth date, measurements, and calculations performed by the ultrasound system will populate into the report.

From here, [you can add and correct data](#).

Accessing Reports

Once you have created a report, you can access it again by opening the **side info panel** of the examination (on your Study List) and selecting the report. Reports will open in the [Tricefy Viewer](#).

Studies								Create Report	Open In Viewer	Send to...		
Full Name	Patient ID	Patient DOB	Study Date	Study Details								
Mallina P	Patient2		2018-06-08 6:31 AM MST									
Farmer Carol	Patient2		2018-06-07 2:26 PM MST									
Dean Gerald	Patient2		2018-02-21 5:21 PM MST									

REPORTS

- Pending Reports
 - Abhi - Report | Last Updated 2018-05-21 11:01 AM MST by
 - A32 - BART Analysis | Last Updated 2018-02-22 8:40 AM MST by
- Finalized Reports
 - Abhi- Report-Lab3 | Finalized 2018-05-17 4:02 PM MST by Abhi Patel (Trice) (pdf)

Selecting a **Pending Report** will open the report in editing mode. This means you can still [add and correct data](#).

Selecting a **Finalized Report** will open the report as a PDF document. This means that the report can no longer be modified.