User Guide for Viewing the New CDA Dashboard on the MROQC Website

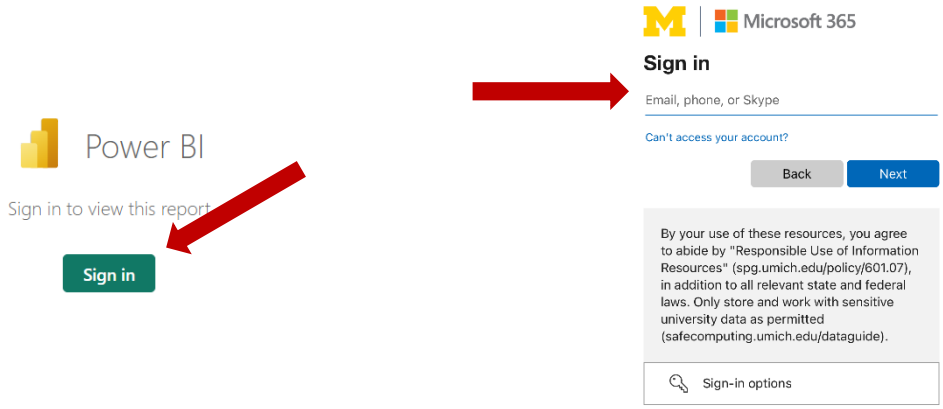
Link to access report: https://www.mroqc.org/cda-dashboard

The link will take you to the CDA dashboard page where you will have to scroll down to log in to PowerBI through Microsoft365

Page will appear blank, make sure to scroll down to find the sign in button

Signing in with the Correct Email: Click the link to sign in through Microsoft using your hospital affiliated email which you use to sign into the MROQC database (i.e., @umich.edu, @mclaren.org, @UMHSparrow.org etc.) Make sure you are not using @med.umich.edu or your retired emails such as @sparrow.org, @MidMichigan.org, @ascension.org

If you are asked to request access, do so and we will approve it. If you are asked to start a **free trial through PowerBI,** follow the prompts to do so. You will not be required to pay anything.



Navigating the report

CW (Collaborative Wide) will be auto selected, make sure to select your facility, you will not see data until you do so

Use the top tabs to navigate between the different projects for each page of the report

To reset the report to default view, clear the search bar by clicking on the eraser after searching for an MROQC ID

Use the slider or manually enter dates to filter by start date

Use the side tabs to navigate between pages of the report

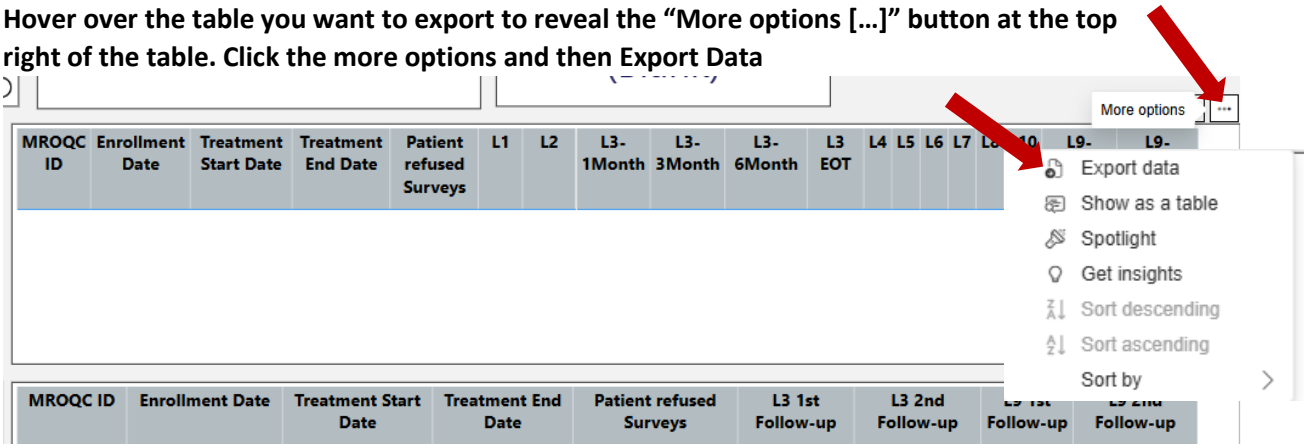
Look to the notes section to the left of each report to see specifics for that report

Click on any column name to sort data by that column.

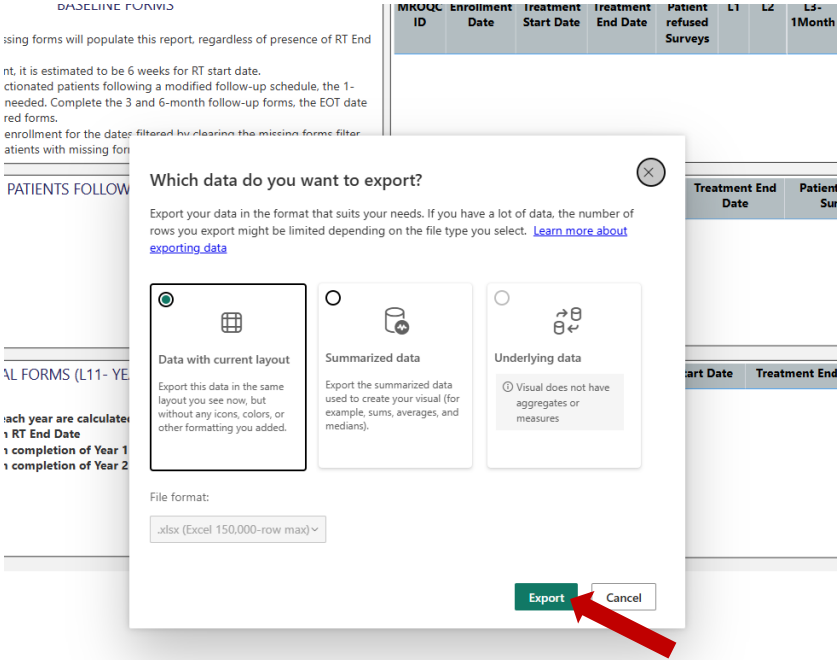
How to Export Reports to Excel

Due to the complexity of the CDA Dashboard, exporting to pdf is not feasable. However, each individual table can be exported to excel so that you can work through your cases.

1. **Hover over the table you want to export to reveal the "More options […]" button at the top right of the table. Click the more options and then Export Data**



2. **Choose "Data with current layout" and then export your data to your local computer**



Reports will be live between the hours of 7am and 7pm.

We truly value your feedback as we continue to roll out these new versions of reports. We invite you to share your thoughts and suggestions here. Should you have any questions or further comments, please do not hesitate to contact us at support@mroqc.org.