
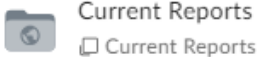

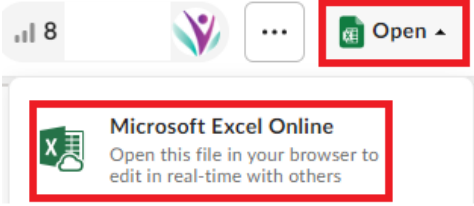
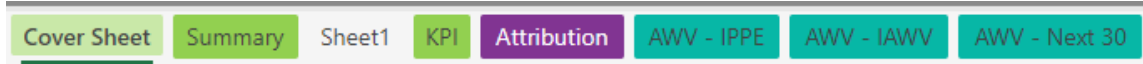
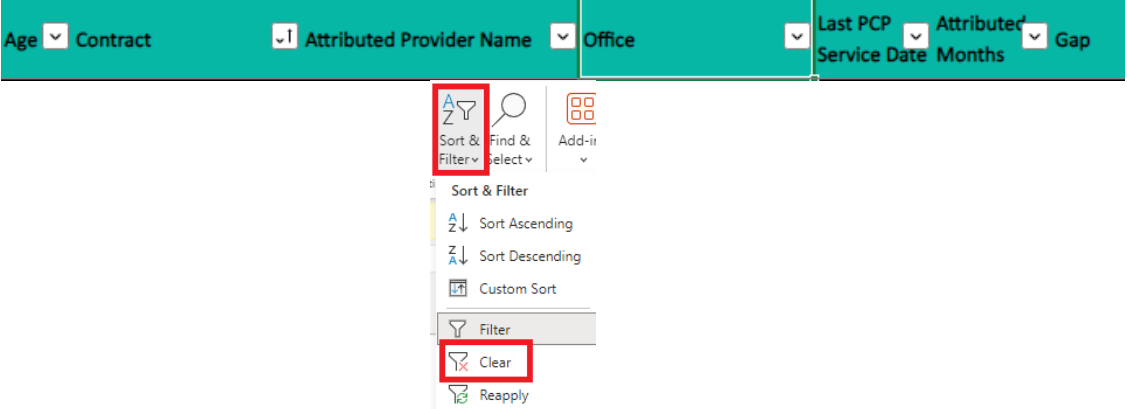


Quick Guide to Box – The KPI Report

<p>Step 1: Select the Care Management Folder</p>	
<p>Step 2: Select Current Reports</p>	
<p>Step 3: Select the KPI Report</p>	
<p>Step 4: Opening the Report Choose Open and then open in Microsoft Excel Online</p>	
<p>Tabs: Filter to the Tab you would like to work from.</p>	
<p>Removing Filters:</p> <ol style="list-style-type: none"> 1. Click anywhere in 'Green Banner' 2. Select 'Sort & Filter' Button 3. 'Clear Filters' 	
<p>Quick Tip: Click 'Ctrl' + 'Home'</p>	<p>Brings the Report to the Top & Left</p> 