

FASAMS Job Aid

Portal Reports

1. Click on the Reports tab after logging into the FASAMS Portal.

The screenshot shows the top navigation bar of the FASAMS portal. The 'Reports' tab is highlighted with a red box. A red arrow points from the box to the text 'Click the Reports tab to run reports'. The navigation bar also includes 'Administration', 'Configuration', 'Submission', and 'Reports' tabs. On the right side, there is a 'FASAMS.Training Logout' link and an 'Upload' button.

Name	Submitter	User	Date	Status	Successful	Errors	Warnings	
WaitingListDataSet	FASAMS Training	FASAMS.Training	09/09/2018 01:50 PM	Complete	0	3	0	⋮
ServiceEventDataSet	FASAMS Training	FASAMS.Training	09/09/2018 01:49 PM	Complete	0	3	0	⋮

2. Click on the Job Submission Performance dropdown to expand the category.

The screenshot shows the 'Reports' section of the FASAMS portal. The 'Job Submission Performance' dropdown menu is expanded, with a red box around it and a red arrow pointing to the text 'Click on the Job Submission Performance dropdown to expand the category'. A 'View SSRS' button is also highlighted with a red box and a red arrow pointing to the text 'The View SSRS button will be covered in the FASAMS Setup/Run Report Builder Job Aid'. The navigation bar shows 'Administration', 'Configuration', 'Submission', and 'Reports' tabs.

3. Select any of the 3 Job Submission Performance reports to enter selection criteria and run report. The example below will be the Failed Records report.

The screenshot shows the 'Reports' section of the FASAMS portal. The 'Job Submission Performance' dropdown menu is expanded, showing three options: 'Failed Records', 'Overall Job Performance', and 'Submission Summary Report'. A red box highlights these three options, and a red arrow points from the box to the text 'Select and of the 3 Job Submission Performance reports to enter selection criteria and run report'. A 'View SSRS' button is visible in the top right corner. The navigation bar shows 'Administration', 'Configuration', 'Submission', and 'Reports' tabs.

- Uncheck the NULL check box and select the Beginning Failure Created Date. The Ending Failure Created Date is not required. Then, select the Data Set Type by clicking on the dropdown menu and selecting the Data Sets for the report. Click the View Report button once the report criteria has been selected.

Uncheck the NULL checkbox and select the Beginning Failure Created Date

Beginning Failure Created Date: 7/1/2018 NULL

Ending Failure Created Date: NULL

Data Set Type: Acute Care, Client, Provider, Service

View Report

Then select the Data Set Type by clicking on the dropdown menu and selecting the Data Sets for the report

Click the View Report button once the report criteria has been selected

- View all data sets in the report by clicking on the Submitting Entity.

View all data sets in the report by clicking on the Submitting Entity

Beginning Failure Created Date: 7/1/2018 NULL

Ending Failure Created Date: NULL

Data Set Type: Acute Care, Client, Provider, Service

Error Fix Timeframe in Days: 60

View Report

Failed Records Report

Failed Job Name: FASAMS Training

Source: Total: 3380

Created Timestamp: 7/1/2018

Error Message: For Datasets: Acute Care, Client, Provider, Service Event, Subcontract, Treatment Episode, Waiting List

- Expand the desired data set to review the associated errors. Review the Error Message to identify how to resolve the issue.

Failed Records Report

7/1/2018 - 1/1/0001 and Error Fix Timeframe: 60

For Datasets: Acute Care, Client, Provider, Service Event, Subcontract, Treatment Episode, Waiting List

Failed Job Name	Source	Created Timestamp	Error Message
FASAMS Training	Total: 24		
Acute Care	Total: 8		Expand the desired data set to review the associated errors
Client	Total: 1		
Provider	Total: 4		Review the Error message to identify how to resolve the issue
Not Resolved - Inside the Error Fix Timeframe	Total: 4		
ProviderDataSet_AllRequiredFieldsAreFilledIn	Provider - FederalTaxIdentifier: '11-9487985'	9/9/2018	ProviderSites - Must have at least one site.
ProviderDataSet_AllRequiredFieldsAreFilledIn	Provider - FederalTaxIdentifier: '11-9487985', ProviderSite - SiteIdentifier: '67'	9/9/2018	Provider Name: 'Testing Provider', Provider Site Name: 'Site 1 for Testing Provider' - It is required to provide at least one ProviderTreatmentSetting record for each ProviderSite unless the ProviderSite.SiteIdentifier equals '00', indicating an administrative site.

7. The Overall Job Performance and Submission Summary Report work similarly. Fill out the search criteria and select View Report to view the information.

a. Overall Job Performance search criteria

Start Date	<input type="text" value="1/1/2018"/>		End Date	<input type="text" value="12/31/2018"/>		<input type="button" value="View Report"/>
User	<input type="text" value="(Null)"/>		DataSet	<input type="text" value="Provider,Client,Treatment Episode"/>		

b. Submission Summary Report search criteria

Submission Date Begin	<input type="text" value="1/1/2018"/>		Submission Date End	<input type="text" value="1/1/2019"/>		<input type="button" value="View Report"/>
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