

Below are instructions on how to view data in EMResource. Please follow the instructions below to view the data in EMResource that is uploaded by Juvare to HHS TeleTracking daily.

1. Log into EMResource.
2. Select "View" tab on top left of screen.
3. Select "HHS COVID Data"
4. This screen shows the most current data in EMResource for the relevant data fields.
5. To print/view data that is uploaded by Juvare, there are two methods.
  - a. First method
    - i. Select "print" on top right of screen.
    - ii. Select "specify a date and time:"
    - iii. Select appropriate date
    - iv. Select appropriate hours and minutes. Data is uploaded at 1430 so this is the best choice to show the data that is submitted.
    - v. Select "generate report"
    - vi. Data will pop up in another tab
  - b. Second method
    - i. Select "excel" on top right of screen.
    - ii. Select "specify a date and time:"
    - iii. Select appropriate date
    - iv. Select appropriate hours and minutes. Data is uploaded at 1430 so this is the best choice to show the data that is submitted.
    - v. Select "generate report"
    - vi. Data will pop up in another tab and in excel document. You may need to allow for pop ups or the excel document may be blocked.

Facilities can also view any potential conflicts of reported data. **Note:** This will only show mistakes that are entered. A lack of errors will not guarantee a successful data upload. All data must be entered for a successful upload. These errors only state if there are conflicting data points that have been entered, not if there are missing data points.

1. Log into EMResource
2. Select "Report" tab on top of screen
3. Select "Resource Validation Report"
4. If your facility has a data error, it will show up on this page along with the data fields in question.
5. Once the error is corrected, the resource validation error will be removed.