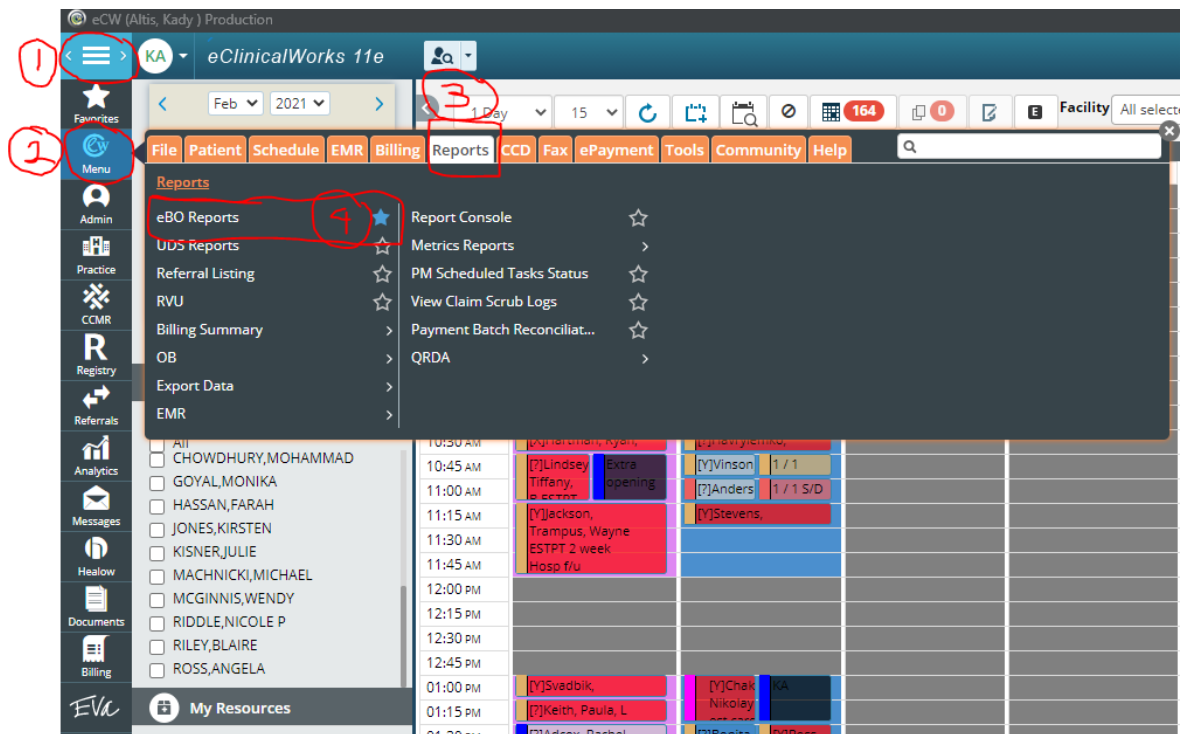


# ECW: Running an End of Day Report

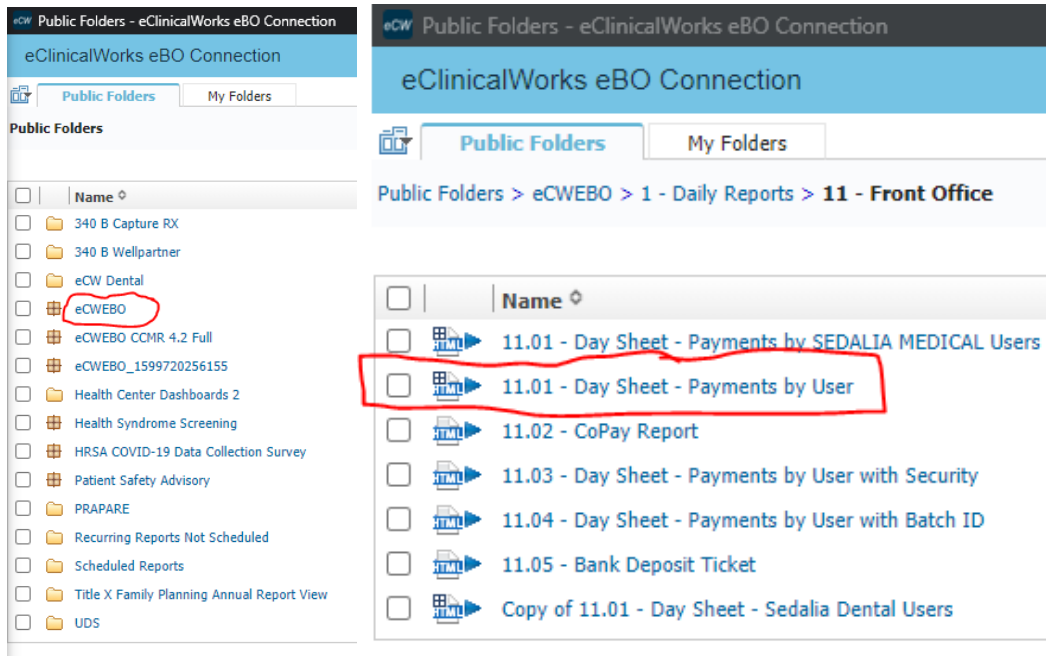
1. Click on the Hamburger Button in the Top Left corner of your screen.
2. On the panel click on the Menu Button.
3. From the top tabs on the Menu panel click on Reports
4. Click eBO Reports

\*\*You can eBO Reports to your Favorites for future quick access; click the Star next to eBO Reports. From there you will click Hamburger> Favorites> eBo Reports\*\*



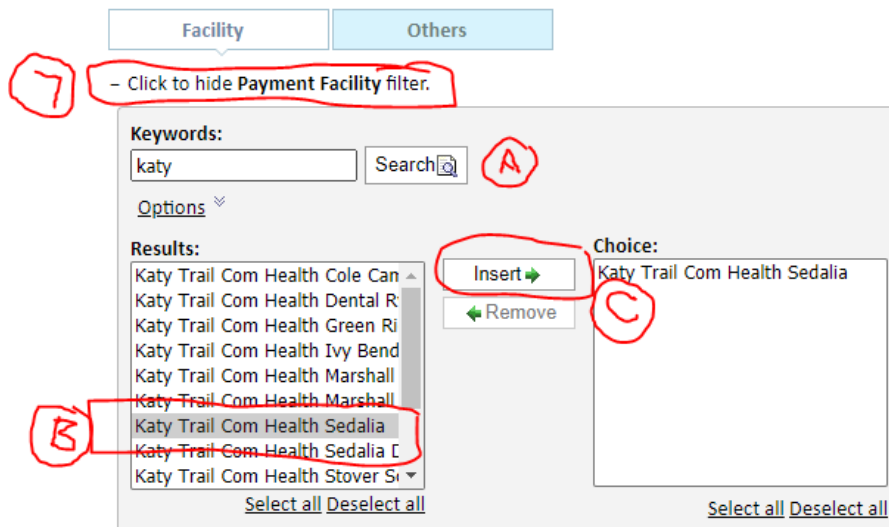
## ECW: Running an End of Day Report

5. Click on eCWEBO> Daily Reports> Front Office > 11.0-Day Sheet- Payments by User



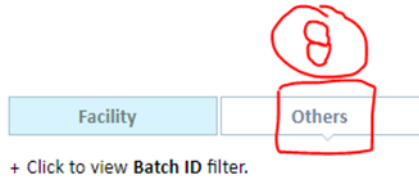
6. In the Top Left corner of your screen, change the date to today's date

7. In the Top Middle of your screen click on Payment Facility, a window will open
- In the Keywords Box type Katy and click Search.
  - In the Results Box highlight the appropriate clinic
  - Click Insert to select that clinic to pull to the report

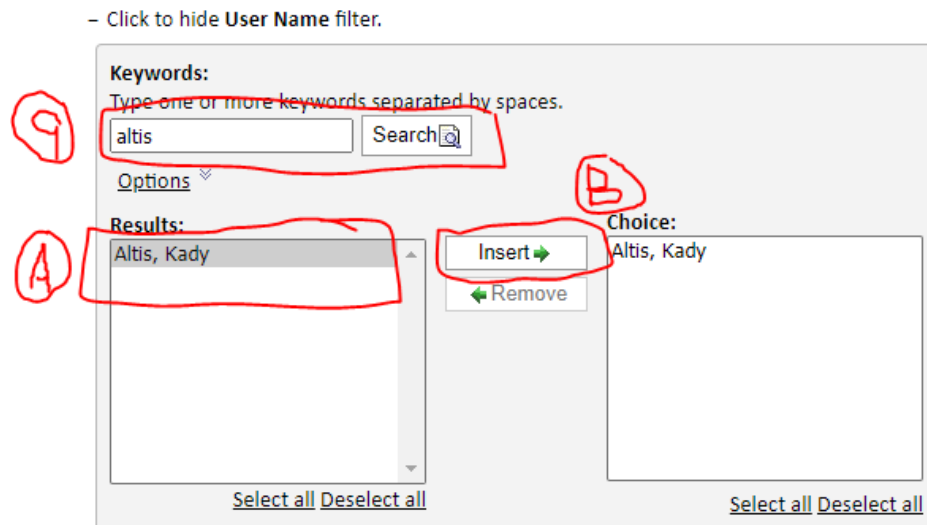


## ECW: Running an End of Day Report

- Go back to the Top Middle of your screen and click Others



- In the Keywords Box type in the last names of all users that took payments today and click Search
  - In the Results Box click to highlight usernames who took payments
  - Click Insert to pull that user's payments to the report



- In the Bottom Left corner of your screen click the OK Button to run the report. The report will generate and open a new window.
- In the Top Right corner of your screen click the Dropdown next to the HTML Icon. From the Dropdown select View in PDF Format. From here, click the Print Icon in the Top Right corner of your screen

