

# Print the Provider File Changes Report

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Use the Provider File Changes report to identify data that has changed for a provider from one month to the next. This report only includes data that has actually changed. This data is listed based on its field name in the database. Note that these names may not correspond directly with names used on-screen. Contact Minute Menu HX support for assistance interpreting fields in this report, if needed.

To print this report:

1. Click the **Reports** menu, select **Providers**, and click **Provider File Changes Report**. The Provider Filter window opens.

**Provider Filter**

Only Include data for Providers that meet all of the criteria selected below:

Zip Code: -

County: Limit to 6 selections  
Alameda  
Alpine  
Amador  
Butte  
Calaveras

City: ABC  
adf  
asdf  
asdf  
ASDFA  
Beverly Hills

Group: 1

(Please note: If all filter options are unchecked, the report will print every Provider who has ever participated in your Sponsorship.)  Choose Providers From List

2. Check each box and select a filter that applies. If you don't set any filters, all providers are included in this report.

**Note:** Check the **Choose Providers From List** box to select individual providers to include. When you click **Continue**, the Choose Providers window opens. Check the box next to each provider to include in the report and click **Continue**.

3. Click **Continue**. The Select Month dialog box opens.
4. Click the **Select Month** drop-down menu and select the month for which to print this report. Providers whose data changed between the month you selected and the month before it are included on this report.
5. Click **Continue**. The Provider Nested Sort Order dialog box opens.
6. Click the **First Sort By** drop-down menu and the **And Then By** drop-down menu and select the primary and secondary sorts for this report.
7. Click **Continue**. The report is generated.