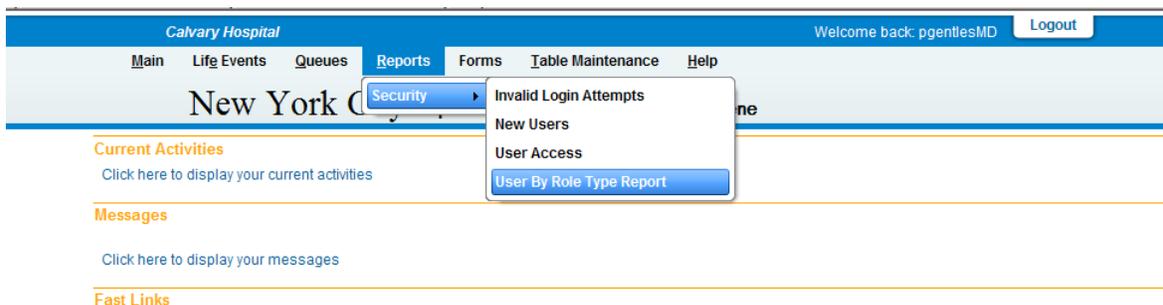**NYC Health**

HOW DO I MONITOR CAUSE OF DEATH ELEARNING COMPLETION?
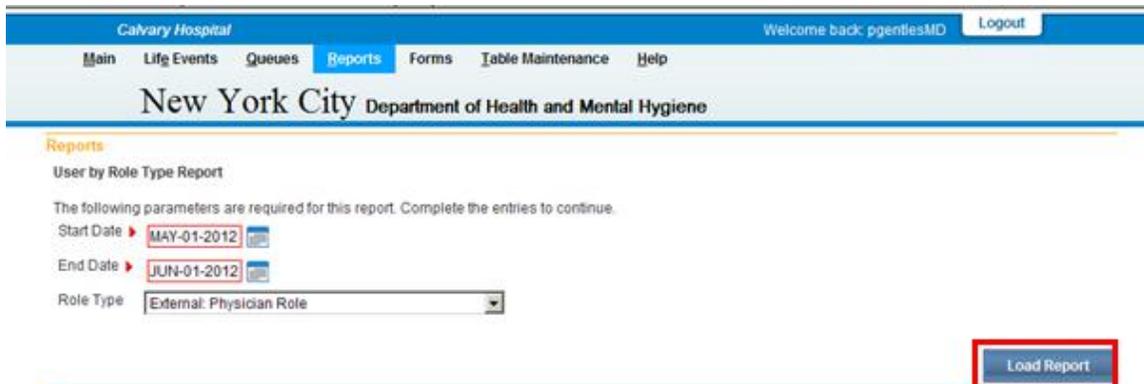
Note: You must be logged in EVERS as an **administrator**.

The "**User by Role Type Report**" will help identify current Physician users who are required to complete the "Improving Cause of Death Reporting" eLearning course.

From your Main Menu on the left hand side of the screen, select **Reports → Security → User by Role Type Report**.
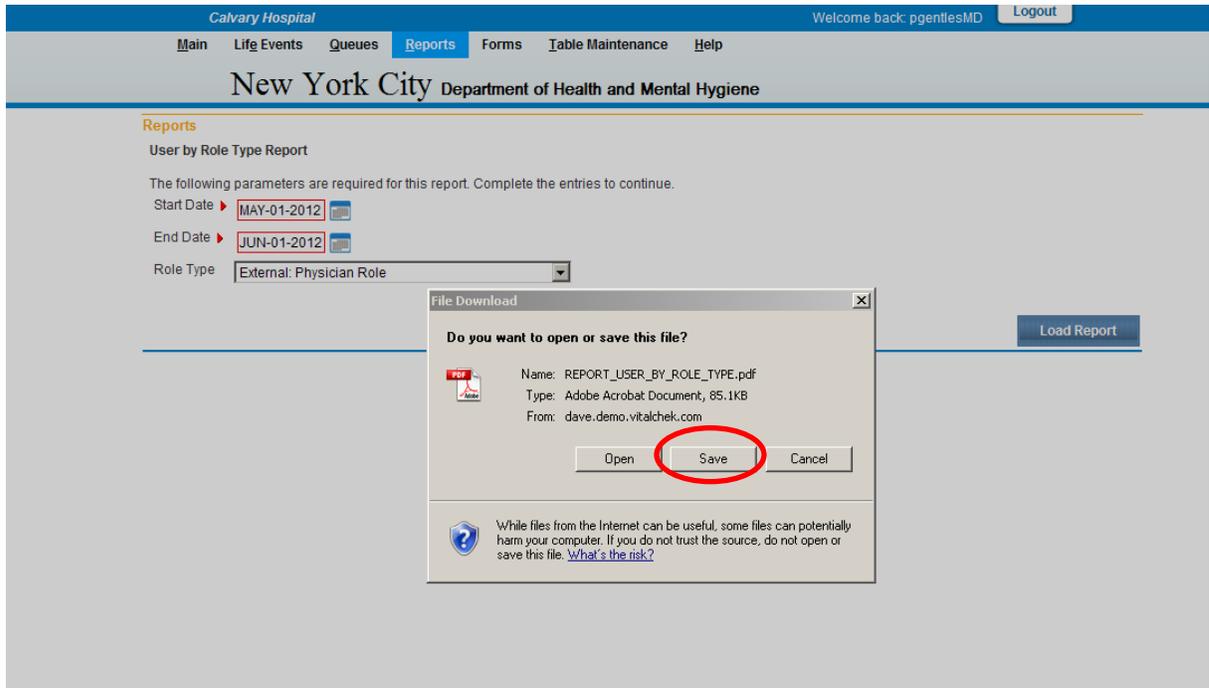

1. Enter the **Start Date** and **End Date** you would like to use for the report. The date fields are required.
2. Select the Role Type from the drop down menu.
3. Click the **Load Report button** to generate a .pdf report of Users by Role Type.

TIP: If you wish to generate one report for all user roles, do not select a specific Role Type from the drop down menu. The report will then be split into lists of users by Role Type.

You will see a File Download dialog box where you can choose to Open or Save the file. Click the **Save** button and select the folder that you wish to save the file in.

Note: the file is named REPORT_USER_BY_ROLE_TYPE by default, but you may change the name of the file when saving it.

For questions regarding EVERS, please contact:

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New York City Department of Health and Mental Hygiene
(646) 632-6705
evers@health.nyc.gov

 Have you seen our website yet? Go ahead, take a look now! www.nyc.gov/evers