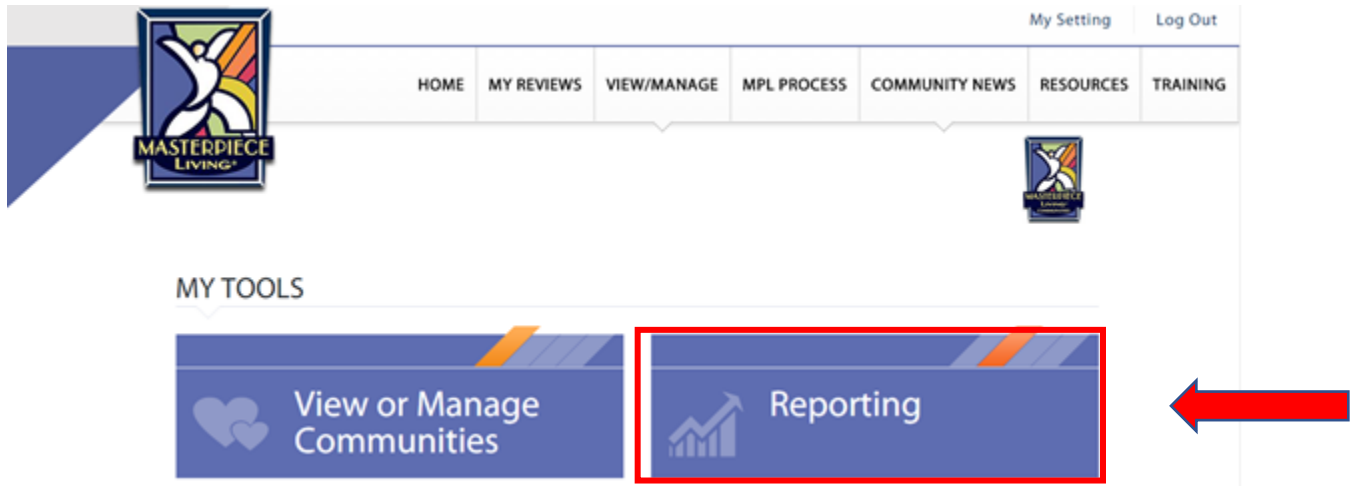


Generating Masterpiece Portrait Reports

1. From the home page, click on Reporting



2. Select Community if applicable
3. Select type of Masterpiece Living Portrait
 - a. **Single** - data from a single year (enter start and end date)
 - b. **Comparative** - review aggregate data from two date ranges. (Example: 2017 vs. 2018)
 - c. **Match** – compares same participants over a designated number of years using one date range.
 - d. **Account Progress** - a report to determine who has completed the MPL Reviews. All residents/members who have an active account are listed on the report with the date that each MPL Review was completed.



3. Choose Report type:
 - a. **Outreach Lifestyle Review**- Community Employees
 - b. **Lifestyle Review**
 - c. **Mobility Review**
 - d. **Masterpiece Life Lifestyle Review**- used for individuals not in a community
4. Select a date range
5. Select a LOL (click on multiple levels to run a report for more than one level of living)
6. Click [view report](#)

The screenshot shows a web interface for selecting report parameters. It includes a 'Report Type' dropdown menu with options: Outreach Lifestyle Review, Mobility Review, Lifestyle Review, and Masterpiece Life Lifestyle Review. Below this is a 'Start Date' field with a date input box. A 'Level of Living' section contains a scrollable list of living levels: Independent Living, Assisted Living, Skilled Nursing, Short Stay/Rehab, Resident Family Member, and Employee Family Member. A 'view report' button is located at the bottom left. Three red arrows point to the Report Type dropdown, the Level of Living list, and the view report button respectively.