

## Hygiena™ Prep Xpress: How to View Run Reports

**The Prep Xpress has the ability to generate a report on every run and simulation for traceability.** These reports detail what steps were performed, and they include helpful information on timing and runtime errors. This article describes how to enable your Prep Xpress to create these reports, and where to find them.

### Requirements

- Administrator permissions, for enabling run reports
- (Optional) USB drive for exporting run reports

### Procedure

#### Enabling Run Reports

1. **From the home page, tap the Settings button.** The settings button is located at the top-right corner, and has a gear icon.
2. **In the Software tab, tap Configuration.** If User Management is enabled, you will need Lab Administrator permissions to access these settings.
3. **In the Application tab, tap Create Run Reports.** The Prep Xpress will now generate a report after completing a run or simulation.

Keep in mind that enabling this setting only creates reports for new runs and simulations. No reports will be created for runs and simulations performed before this setting was enabled.

#### Viewing Run Reports

**If you have just completed a run or simulation, tap the View Report button in the dialog that appears when the run has finished.** The run report will open for viewing and exporting.

**Reports for previous runs are available through the Settings page:**

1. **From the home page, tap the Settings button.**
2. **In the Software tab, tap Run History.**
3. **Tap the View button next to a run to view its report.** The view button has an eye icon, and is located to the right of the Run Result column. You can filter the runs by date or run result type (Completed, Aborted, and so on).
4. **You can export run reports as PDFs to a USB drive, if needed.** Open the run report, then tap the export button at the bottom-right corner of the page.