



Save and Download a Community Health Needs Assessment Report

1. Click **Save & Download**. Give your report a title, description, and select a Channel that best relates to the report.

Save & Download

Save Report | Save Report Area | Download Report

Title (required): Health Indicators Report

Description:

Tags or Keywords:

Channels (required): Economy Education Environment Equity Food Health

Sharing Settings: Public - Shared with everyone, and published in search results. Please be sure to provide a meaningful title, description and tags. Hub - Shared with members of my selected hub. CA4Health Personal - Not shared with anybody.

Format: Interactive Report | Adobe PDF | Microsoft Word

Next | Cancel

2. Next, choose a sharing setting - public, private or Hub (if applicable) and choose your desired report format. Click the 'Next' button on the bottom right corner of the form.

Report Format Options:

Interactive Report – the report is saved on the Commons platform, either to your personal profile or to a Hub, and is automatically updated with new data when data is updated in the Commons data engine

*note your report results may look different each time you view an interactive report because data is updated regularly

Adobe PDF – the report is saved as you see it on your screen as a PDF document that is not editable

Microsoft Word – the report is saved as you see it on your screen as a Word Document and is highly editable

Save & Download

Save Report | Save Report Area | Download Report

Title: Health Indicators Report

Format: Adobe PDF | Microsoft Word

Content: Include this indicator only | Include this category only | Include all indicators

3. To export, click the Download Report tab at the top. Give your report a title and choose the appropriate format.

4. Finally, choose the content you want to download. You can limit your download to only one indicator, one data category, or the entire report. Note that downloading a full report may take several minutes

