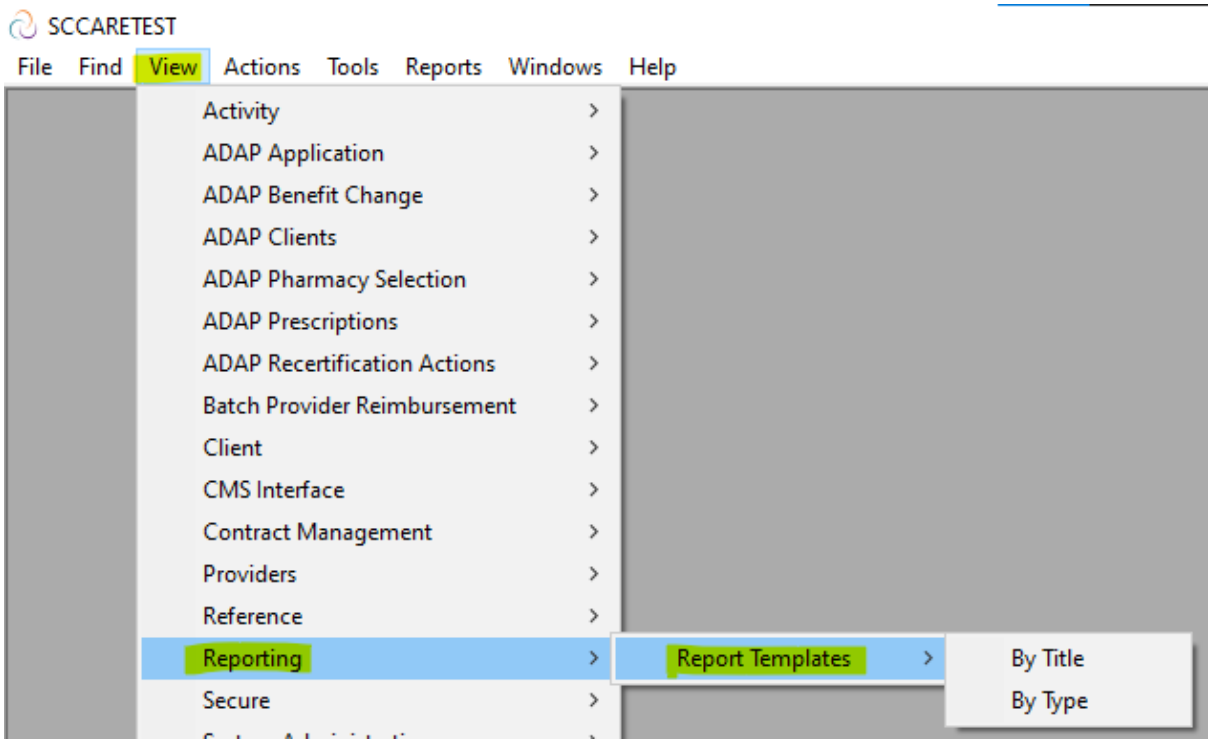
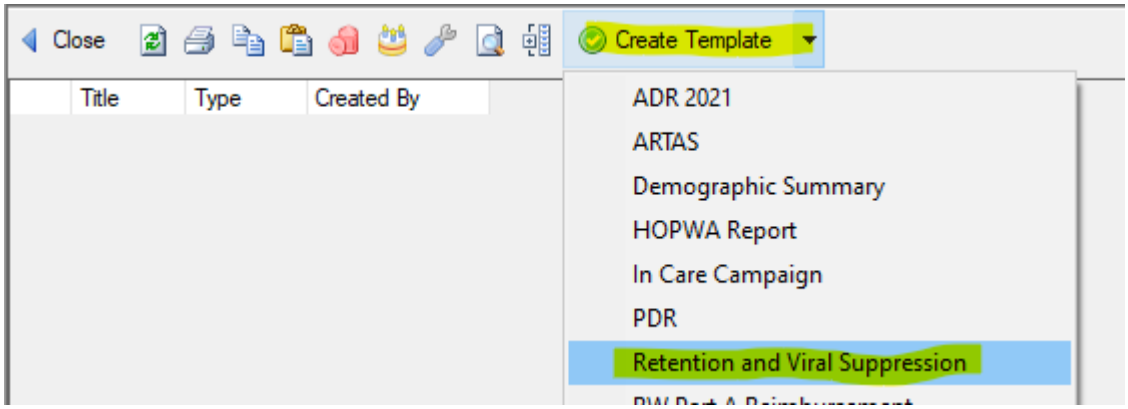
# Running the “Retention and Viral Suppression” Report

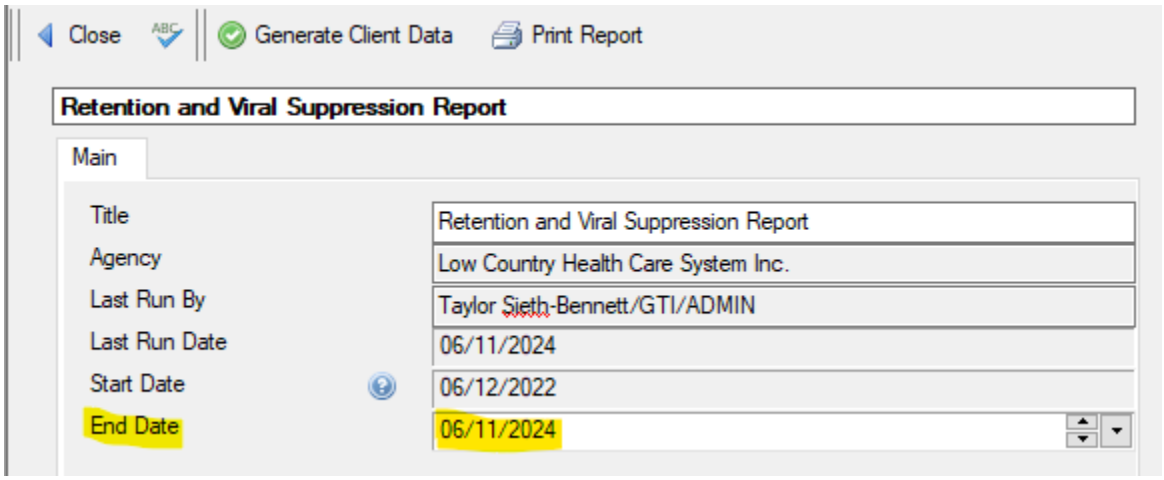
In Provide, navigate to View\Reporting\Report Template:



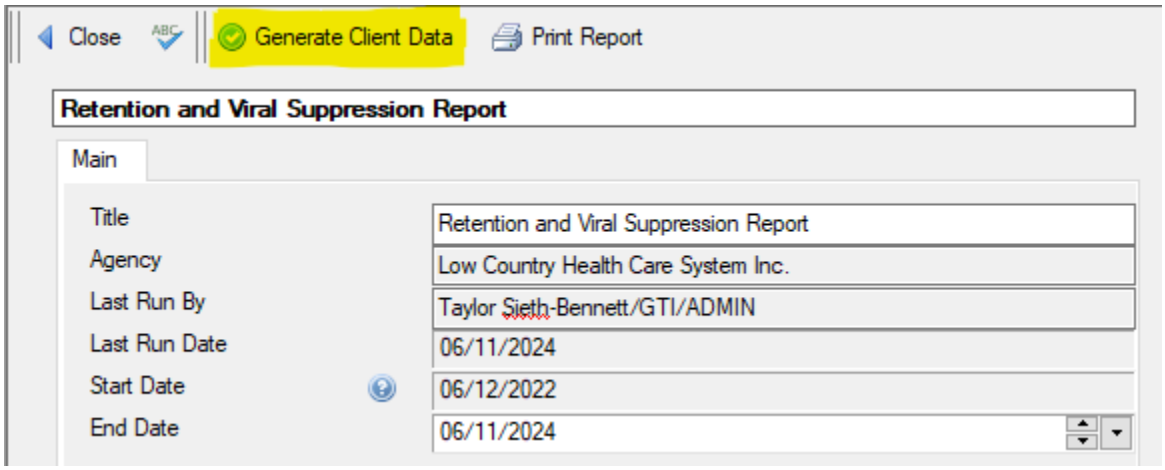

In that view, click on the “Create Template” button and select “Retention and Viral Suppression”:




In the report template, fill in the “End Date” that you want to run the report for. The “Start Date” will automatically fill in as 2 years prior to the selected “End Date”.

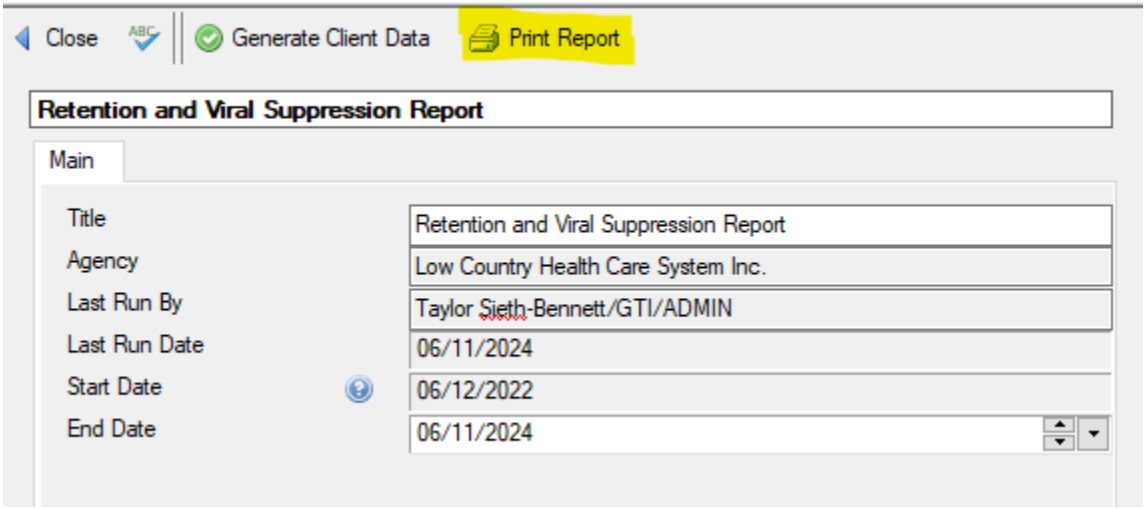



Once the “End Date” is filled in, click on the “Generate Client Data” button to run the report:

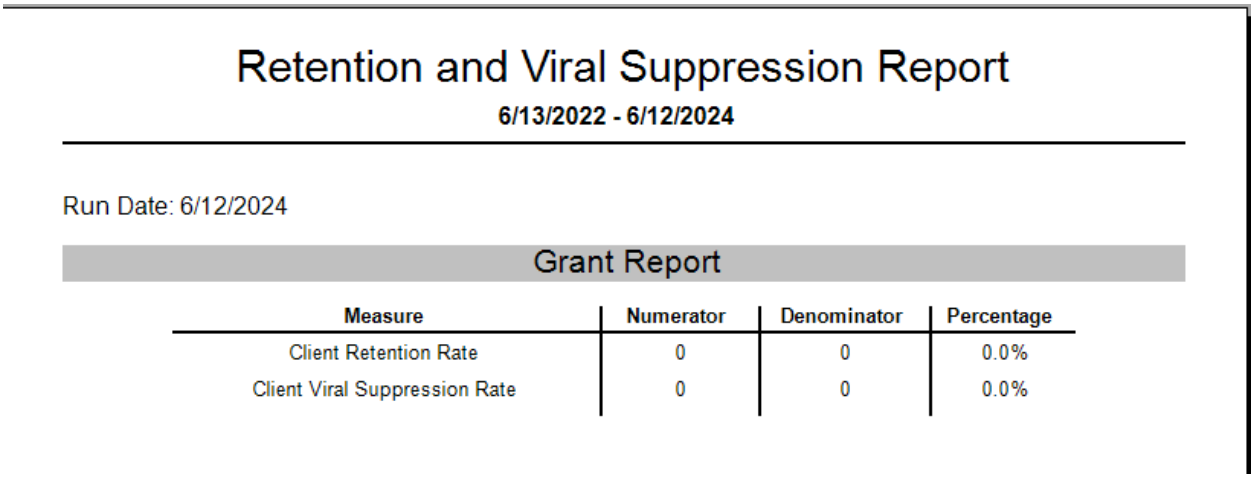



Depending on how much data/records the report needs to pull, the report may spin for a few minutes. When the report is finished generating data, you will get a pop-up that looks similar to this:

After the report finished generating data, click on the “Print Report” button to view the report:




Once it finished loading, the report will look similar to this:



# Retention and Viral Suppression Report

**6/13/2022 - 6/12/2024**

Run Date: 6/12/2024

## Grant Report

| Measure | Numerator | Denominator | Percentage |
|---|---|---|---|
| Client Retention Rate | 0 | 0 | 0.0% |
| Client Viral Suppression Rate | 0 | 0 | 0.0% |