

LTC Trend Tracker™

Your Gateway to Performance Improvement

HOW
DO I

Modify F-Tags

This document briefly describes the procedure for editing the default list of F-Tag metrics on the LTC Trend Tracker™ (LTC TT) Survey Citation Report. You can modify the list of F-Tags to create your own unique reports. Characteristics for up to 10 F-Tags can be selected at one time. The default list of F-Tags is controlled by your organization's LTC TT administrator. For more information on creating reports, see the HOW DO I CREATE REPORTS? document.

LOG IN TO LTC TREND TRACKER™

- 1 Go to <http://www.LTCTrendTracker.com>
- 2 Click on the **LOG IN** link.
- 3 Enter your **USER NAME** and **PASSWORD** on the log-in page.
- 4 Click on **LOG IN** button
- 5 If you can't remember your user name or password, ask your organization's LTC TT Administrator or send an e-mail to customer.support@LTCTrendTracker.com

To edit the F-Tag list



LTC TT Administrator may see additional tools.

- 1 Click on **F-Tag Editor** under the Admin heading in the blue column on the left side of the screen. This will bring up the F-Tag Editor screen below.

The F-Tags are initially sorted by ascending F-Tag order. Clicking on **F-Tag Metric** or **Selected** columns in the header will re-sort the F-Tags in various ascending or descending orders. Sorting selected F-Tags in descending order will bring the selected F-Tags to the top of the list.

The total number of F-Tag metrics selected appears in the black toolbar at the bottom of your screen (as shown below).

Please select up to 10 metrics. Current Total = 10 Cancel

- 2 Unselect F-Tags that you do not wish displayed in your F-Tag report by unselecting a checked checkbox.
- 3 Select F-Tags that you wish displayed in your F-Tag report by selecting an unchecked checkbox.

TIP: To undo or redo your last (un)selection, click on the relevant gray **Undo** or **Redo** buttons on the bottom left-hand side of the F-Tag Editor screen.

- 4 Once the desired F-Tags are selected, click on the red **Submit** button on the bottom right-hand side of the screen to save your selection. The loading data symbol will appear. Once the loading data symbol disappears, your F-Tag selections have been saved.
- 5 To create an **OSCAR Survey Citations Report**, click on **LTC TREND TRACKER** under the **Reports** heading in the blue column on the left-hand side of the screen.

For more information on creating reports, see the HOW DO I CREATE REPORTS? document.

