



Indiana State Department of Health

NBS Reports Guide

Please note that all reports are restricted to the conditions and jurisdictions a user has active. You may see reports that do not generate any data because you do not have access to that data. There is also a 24-hour delay in the availability of your data. Any data you enter today will not be accessible via reports until the next morning. Please contact the NBS Help Desk from within the NBS system if you have any questions.

1. Log in to NBS.
 - a. Log in to the ISDH Gateway at <https://gateway.isdh.in.gov/Gateway/SignIn.aspx>
 - b. Click on “NEDSS Based System (NBS)”
2. In the blue bar on the top of the screen select “Reports.” You will see options for “Private Reports,” “Public Reports” and “Reporting Facility Reports”
3. Each one of these sections can expand either through clicking the “Expand Subsections” link or clicking the box with a plus sign. You will now see a listing of the reports with a blue “Run” link on the left side of the list.
4. Identify the report you would like and click “Run.”
5. A new page will load with the tabs “Basic Filter,” “Advanced Filter,” and depending on the report selected, “Column Selection.” Within each one of these tabs are criteria you can select depending on the data you want to retrieve from the system.
6. Select the filter criteria for the report you would like to generate.
7. You can then select “Cancel,” “Export,” or “Run.”
 - a. Cancel will return you to the main reports page.
 - b. Export will generate an Excel comma separated value spreadsheet of your requested data.
 - c. Run will open a new window with your requested report.
 - i. On the main NBS window you will have the options to “Refine Criteria,” “Save As New,” and “Run New Report.”
 1. “Refine Criteria” will return you to the filter criteria screen mentioned in Step 5.
 2. “Save As New” will allow you to save your report to your “Private Reports” list for future use.
 3. “Run New Report” will return you to the main reports screen.