



## Tip Guide: OneView Reports Module

*Curator Access - Workflows & Best Practices*

## Welcome to Curator Access!

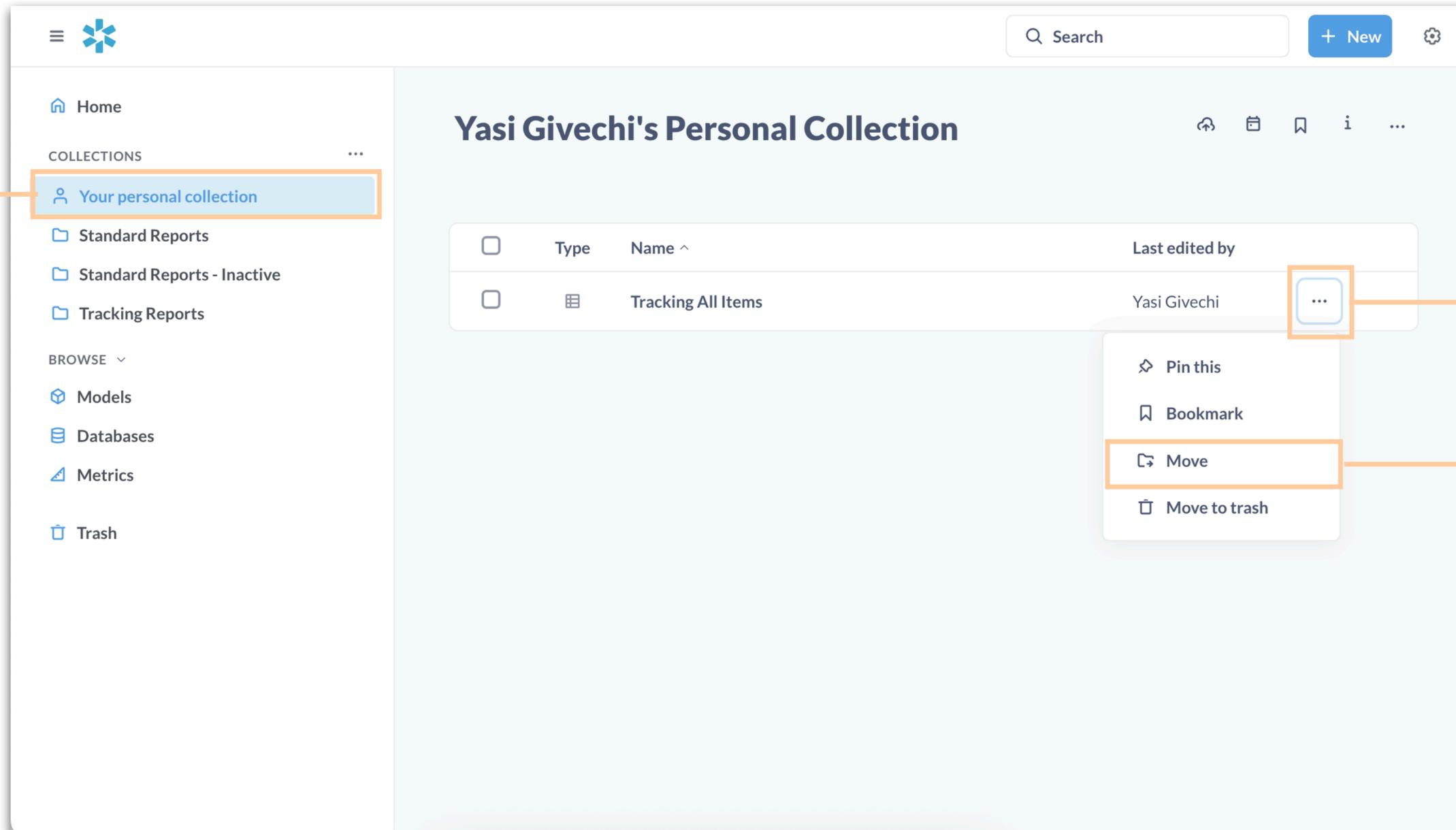
Now that you have Curator access, you can move reports from your *Personal Collection* to the *Curator Folder*.

### Here's how access works:

- Once a report is moved to the Curator Folder, it becomes visible to your entire team. Everyone can run and download the report.
- Only Curators can make edits to reports stored in the Curator Folder.
- View Only Coordinators can download these shared reports, modify them, and save their changes to their own Personal Collection. The original version in the Curator Folder remains unchanged for consistent team-wide use.

Note: To request Curator access, please contact us at [support@modiohealth.com](mailto:support@modiohealth.com).

**Step 1:** Navigate to your **Personal Collection**.



The screenshot shows the OneView Reports Module interface. On the left sidebar, under 'COLLECTIONS', 'Your personal collection' is highlighted with an orange box. The main content area is titled 'Yasi Givechi's Personal Collection' and contains a table with the following data:

<input type="checkbox"/>	Type	Name ^	Last edited by
<input type="checkbox"/>		Tracking All Items	Yasi Givechi

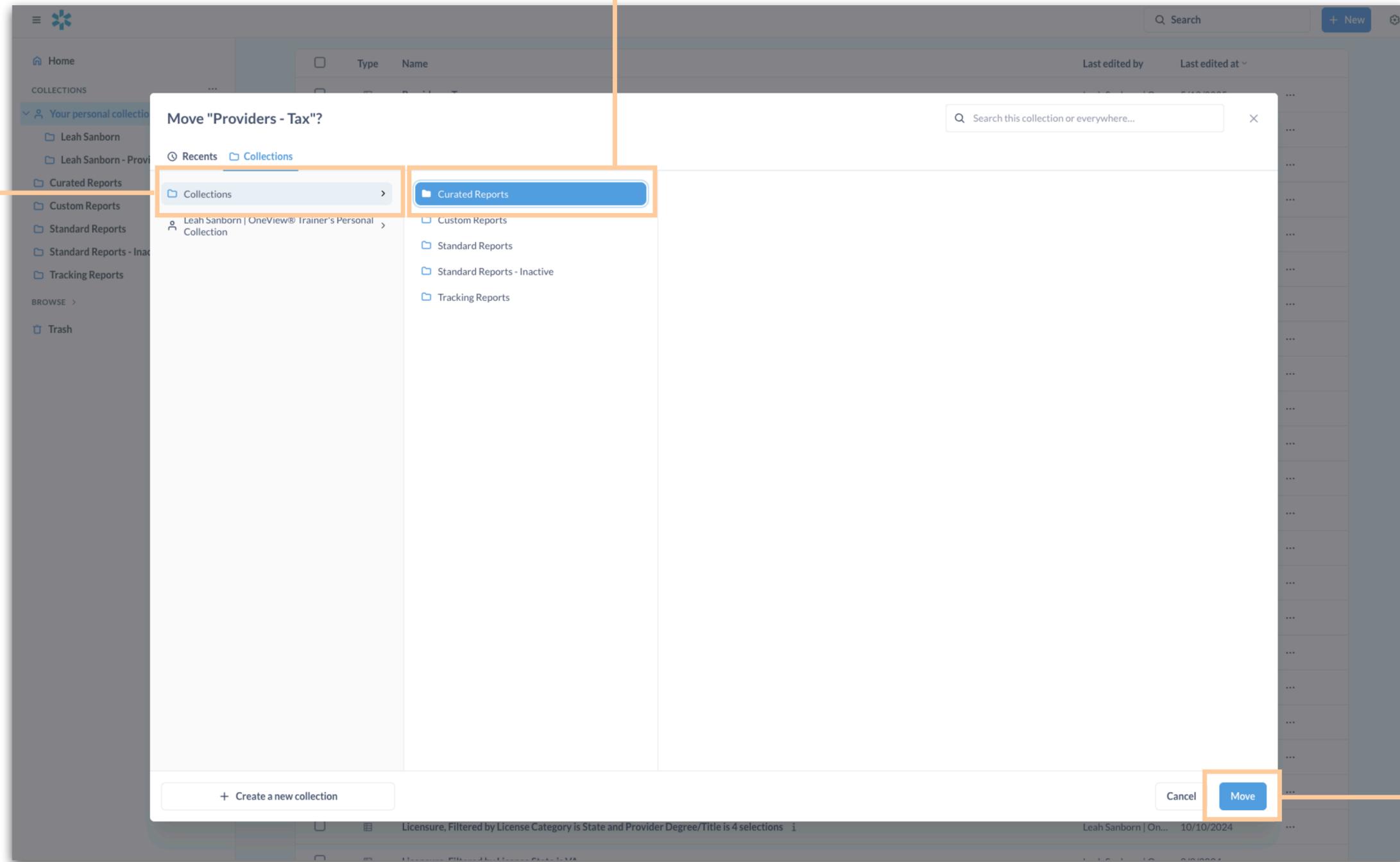
A dropdown menu is open next to the 'Tracking All Items' report, with the 'Move' option highlighted by an orange box. The menu items are: Pin this, Bookmark, Move, and Move to trash.

**Step 3:** Select Move from the dropdown menu.

**Step 2:** Click the ellipsis icon (⋮) next to the report you want to move.

**Step 4:** Choose Collections as the destination.

**Step 5:** Select Curated Reports.



**Step 6:** Click Move to complete the action.

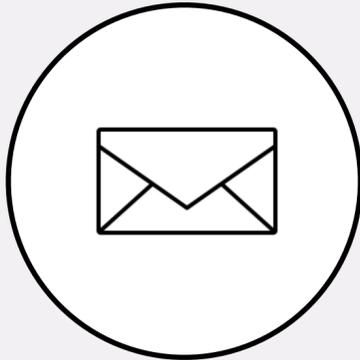
**Note:** Once a report has been moved to the Curated Folder, the rest of your team will be able to view and run the report. The report will no longer appear in your Personal Collection—it will only be available in the Curated Folder.

For additional questions or further training,  
contact the Modio Team:

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