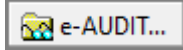| SYMPHONY – HOW TO USE eAUDIT	
e-AUDIT can be used to carry out a simple search for all patients who attended A&E on a given date.	
Click on the **e-AUDIT** button next to the hospital list	The e-AUDIT screen displays
Select: • the hospital(s) to search within • the required patient (if reqd.) • the required dates (if reqd.) *Leave on* **List of Attendances** then click **Search**	The **Search Results** display Any of the columns can be sorted by clicking on the column heading. The results can be exported to Excel by clicking on the Excel button.
It is possible to set up more complex search criteria but progressing through a number of the **Next** buttons. *This is covered in the appropriate Symphony Clinical eLearning course*.	