SYMPHONY – RUN A REPORT								
Please note: Not all users can run	a report.							
Click on the Tools button	The Tools menu displays							
	Image e-AUDIT Image Togols Image e-AUDIT Image e-AUDIT Image e-AUDIT Image e-AUDIT Image e-AUDIT Image e-AUDIT Image e-AUDIT							
Select Reports then expand the	The Reports window displays							
appropriate site's reports and	Seports — — X							
select the report you wish to run	Access and Run the reports set up on the system.If you have system Set up, manage and run reports.							
E	access rights, then manage the available to all users. Bun Report Add ▼ Edit Delete							
	Highlight a report in the main window and choose any one of the functions available from the Menu bar. Name Automated Description bar. Beports - System Beports - Princess Royal Beports - Princess Royal Beports - Royal Alexandra use the '+' sign to expand any existing folders in order to access the data within the folder. Patient Log - alphabetical No Patient Log - alphabetical No Beports - Boyal Sussex Patient Log - numerical No Patient Log - numerical No Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports Beports							
Click the Run Report button	The Run Report window displays							
Enter the required date range.	Run Report - Patient Log - alphabetical — — × Click on Run to print report Report Settings							
Select Screen or Print depending on if you want to view the report first or print it. If you view the report, you can then print it. <i>If sending the report directly to the printer, select the number of copies required</i>	Set report parameters and run. Date-Time Range From @/09/2021 00:00 10 01/10/2021 23:59 Secteen Printer Pefault Browse Default Copies 1 Eancel Bun							

Complete the fields then click	The report window displays the results				
the Run button	🎾 Patient Log - alphabetical — 🗆 🗙				
	😂 🕸 🌮 K ∢ 🚺 /1 🕨 N = 🏘				
	Brighton & Sussex University Hospitals Alphabetical Patient Log For the period 12 May 2021 to 12 May 2021				s ₂
	E pisode No Date/Time R eg	Patient Name	DoB Age Sex	Complaint Diagnosis	
	RSCH-21-000022-1 12/05/2021 09:10:00		05 May 1983 38 Male	Knee pain	
	R\$CH-21-000024-1 12/05/2021 06:00:00		12 Jul 1955 65 Male	SOB Direct admit to a specialty	Aa W Ja
	R\$CH-21-000025-1 12/05/2021 08:45:00		21 Jan 1926 95 Male	ні	
	RSCH-21-000021-1 12/05/2021 09:00:00		27 Apr 1983 38	# L ankle	
	<				>

From the Task bar at the top of the report, you can:

- Print...
- Email...
- Refresh...
- Jump to a specific page of...
- Search for specific text within...
- Close...

...the report.

Once you have closed the report, **Cancel** the Run Report window and **Close** the Reports window to return to Symphony below.