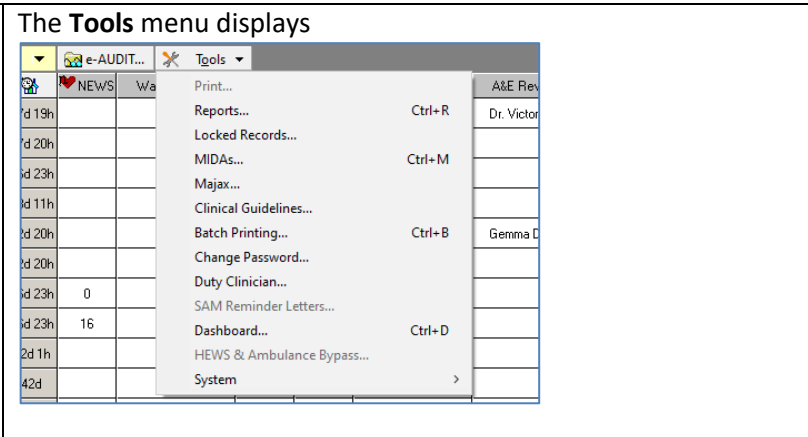




SYMPHONY – RUN A REPORT

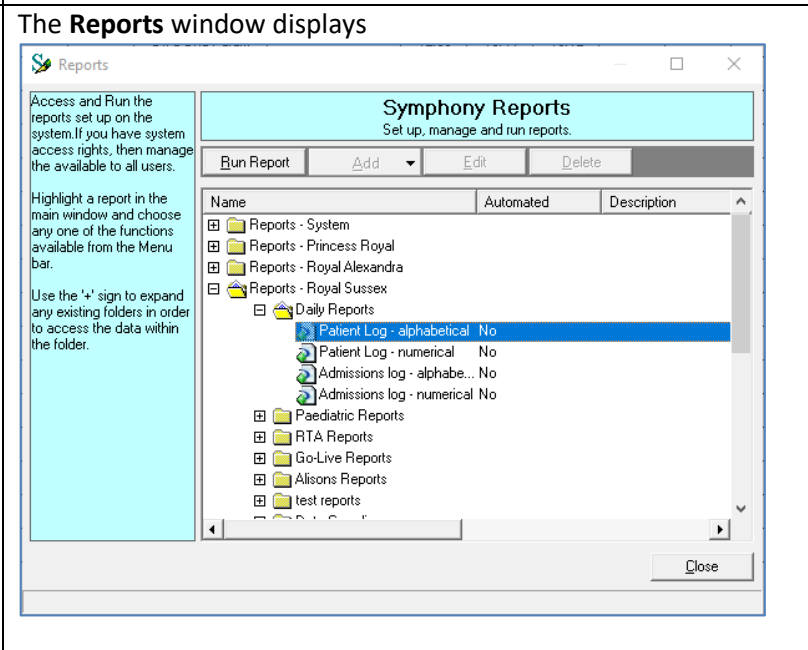
Please note: Not all users can run a report.

Click on the **Tools** button



Select **Reports...** then expand the appropriate site's reports and select the report you wish to run

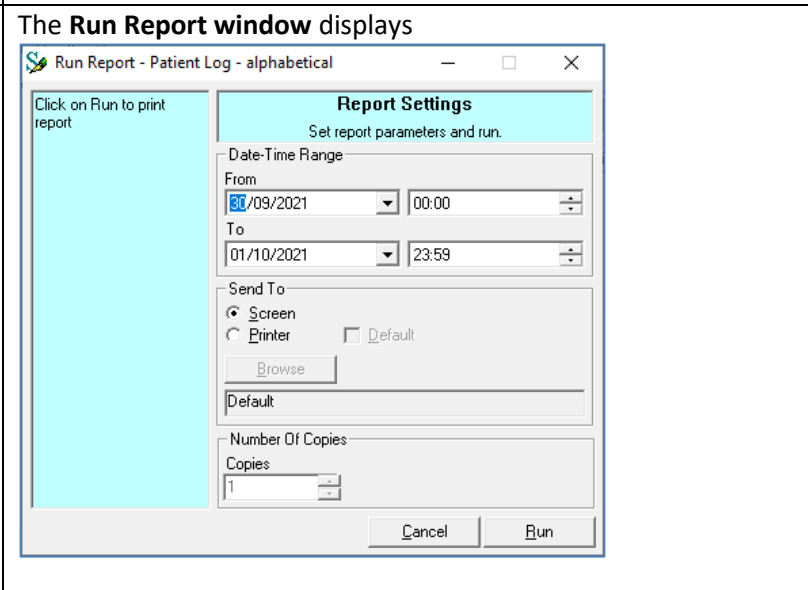


Click the **Run Report** button

Enter the required date range.

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.

If sending the report directly to the printer, select the number of copies required



SYMPHONY – RUN A REPORT

Complete the fields then click the **Run** button

The report window displays the results

Episode No	Patient Name	DoB	Complaint	Date/Time Reg	Age	Sex	Diagnosis
RSCH-21-000022-1	Dalgliesh William	05 May 1983 38 Male	Knee pain	12/05/2021 09:10:00			
RSCH-21-000024-1	Gowan Henry	12 Jul 1955 65 Male	SOB Direct admit to a specialty	12/05/2021 06:00:00			
RSCH-21-000025-1	Hernbest Jeffrey	21 Jan 1926 95 Male	HI	12/05/2021 08:45:00			
RSCH-21-000021-1	River Willow	27 Apr 1983 38	# L ankle	12/05/2021 09:00:00			

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.