

## RUNNING REPORTS IN ARIA

1.	<b><u>Open Aria Manager</u></b>
2.	<b><u>Open Reports window</u></b> <i>File → Reports</i>
3.	<p><b>Reports window</b></p> <p><b>Search:</b> Title = Full display title of report, Name = Abbreviated report name</p> <p><b>Report Category:</b> Pre-defined category assigned to each report. Select All to display all in alphabetical order by display title</p> <p><b>Select report title:</b> Scroll down list. Click once to select and display report description and enter required parameters</p> <p><b>Report Description:</b> Details of the data which the report does and doesn't capture and how it is displayed</p> <p><b>Report Name:</b> Abbreviated report name</p> <p><b>Preview:</b> Once the report you require has been highlighted and any required parameters completed, select Preview to run the report</p> <p>Commonly required parameters:</p> <ul style="list-style-type: none"> <li>• <b>Provider:</b> Prescriber</li> <li>• <b>Institution:</b> Appear as ward/department level, hospital level and Trust level. The institution named MTW NHS Trust will return results for all levels of institution at all Trusts. For results from MTW only, select Maidstone &amp; Tunbridge Wells NHS Trust.</li> <li>• <b>Plan Name:</b> Appears in Planner and should be entered between 2 asterix and exactly as it is entered in planner including spaces and capitalisation</li> <li>• <b>Rx Type:</b> Int = Internal (given on the ward/department), PUInt = Pick-Up Internal (given to the patient to take home), PUExt = Pick-Up External (Not used)</li> </ul>
4.	<p><b><u>Save the report</u></b></p> <p><b>To Print the report:</b> Select the Printer symbol → Ensure the correct printer is shown → complete parameters as required → select OK to complete. To change the default printer, go to File → Printer Setup → Select from drop down list → OK to complete</p> <p><b>To save the report:</b> Select the envelope symbol → Select the format the report should be saved in and the location → select OK → Select Excel Format Options as required → OK → select location of document → Save to complete</p>
5.	<p><b><u>Useful reports</u></b></p> <ul style="list-style-type: none"> <li>➤ Plans – by Selected Agent (plan_by_agt.rpt): Lists all regimens containing the specified drug</li> <li>➤ Plans – Patients by Plan and Date Started (txlist_visit.rpt): Lists all patients receiving specified regimen who have a visit scheduled between specified dates. <b>CAUTION: there are 2 reports with the same display name.</b></li> <li>➤ Plans/Regimens/Support Regimens – Active Patients (txlist_active.rpt): Lists all patients on specified regimen</li> <li>➤ Prescriptions – Not Administered – by Selected Rx Type (rx_no-admin_loc.rpt): Lists patients by selected location, with incomplete or outstanding dose recordings</li> <li>➤ Prescriptions – Daily Doses – Template – QA CUSTOM (rxtodsp_adden_tmpl.rpt): Back-up template for regimens</li> </ul>

