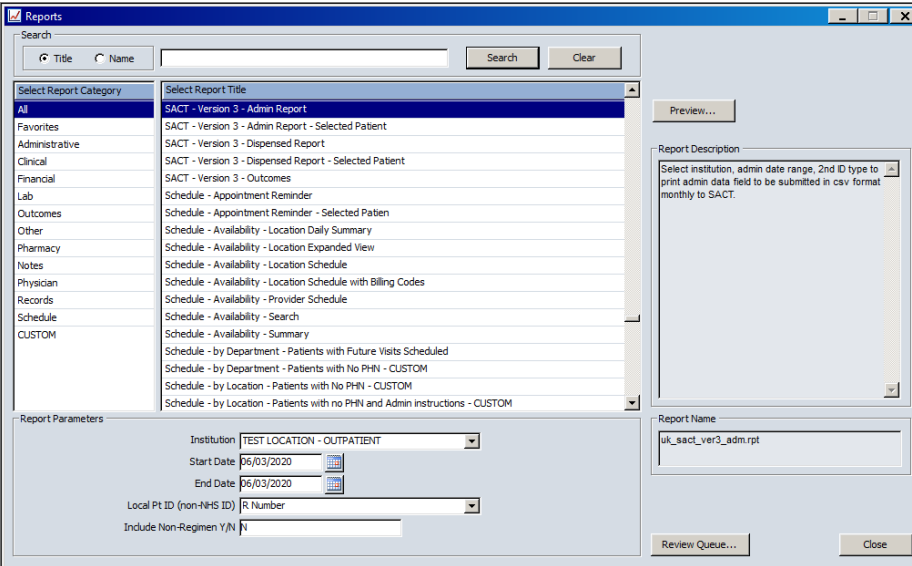


RUNNING SACT REPORTS IN ARIA

1. **OPEN ARIA MANAGER**
2. **OPEN REPORTS WINDOW** File → Reports
3. **REPORTS WINDOW**

Reports window

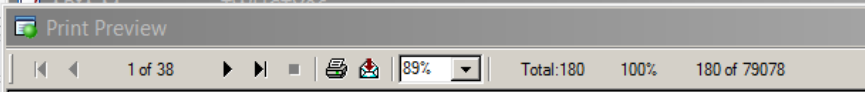
 - **Search:** Title = Full display title of report, Name = Abbreviated report name
 - **Report Category:** Pre-defined category assigned to each report. Select All to display all in alphabetical order by display title
 - **Select report title:** Scroll down list. Click once to select and display report description and enter required parameters
 - **Report Description:** Details of the data which the report does and doesn't capture and how it is displayed
 - **Report Name:** Abbreviated report name
 - **Preview:** Once the report you require has been highlighted and any required parameters completed, select Preview to run the report.
4. **SEARCH FOR AND SELECT SACT REPORTS**

Search for and select SACT reports

There are 3 SACT reports, all start with 'SACT - Version 3 - ...'

 - Click once to select either 'SACT – Version 3 – Admin Report', 'SACT – Version 3 – Dispensed Report' or 'SACT – version 3 – Outcomes'. The admin report will capture all drugs marked 'Internal' and therefore administered in the hospital, the dispensed report will capture all drugs marked 'Pick-Up Internal' and therefore given to the patient to take home and the outcomes report will capture patients whose treatment has been stopped.
 - Complete the report parameters as follows:
 - **Institution:** Select ward/department, hospital or trust. Do not select MTW NHS Trust as this will attempt to capture data for all trusts and leads to the system crashing
 - **Start Date & End Date:** Select from the calendar as required
 - **Local Pt ID:** The NHS number is automatically captured, select which secondary ID you wish to capture (usually R number)
 - **Include Non-Regimen:** Select as required
 - Select Preview to start running the report
5. **SAVE THE REPORT**

To save the report: Select the envelope symbol → Select the format the report should be saved in and the location (do not save as .csv at this stage) → select OK → Select **Excel Format Options** as required → OK → select location of document → Save to complete


- NOTES**

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Written By	H Downs	Authorised by	Chemo Group	Date	October 2021	

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- 6.
- For a complete SACT submission, both the admin and dispensed reports should be run and submitted.
 - The SACT reports MUST be run out-of-hours as they are very labour intensive and will cause the system to slow-down for all users at all sites.

The SACT reports will capture information on all drugs administered in the system and cannot differentiate between SACT drugs, supportive drugs and warning notes (all prefixed 'NB:...'). These will need to be manually removed from the report once it has been extracted from Aria.

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