# RUNNING SACT REPORTS IN ARIA

## 1. OPEN ARIA MANAGER

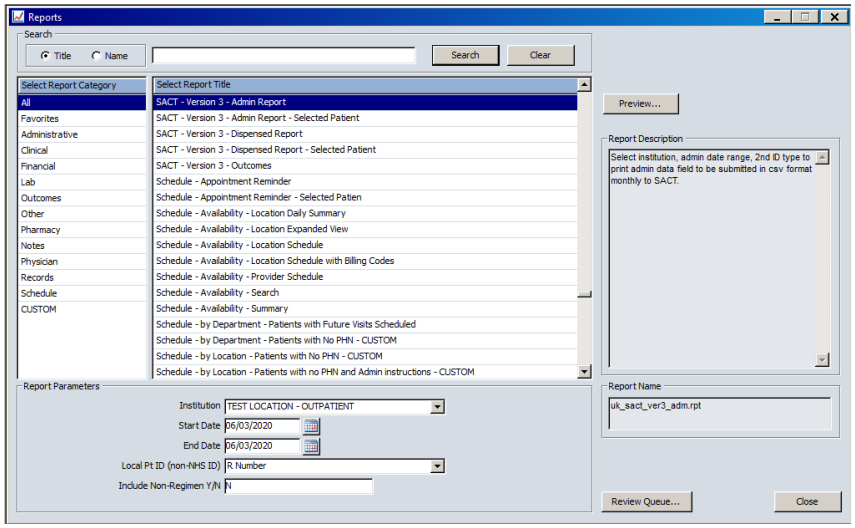
## 2. OPEN REPORTS WINDOW

File → Reports

## 3. SEARCH FOR AND SELECT SACT REPORTS

There are 3 SACT reports, the titles of which all start with 'SACT - Version 3 -…'

- Admin Report will capture all drugs marked 'Internal' and therefore administered in the hospital
- Dispensed Report will capture all drugs marked 'Pick-Up Internal' and therefore given to the patient to take home
- Outcomes report will capture patients whose treatment has been stopped




Complete the report parameters as follows:

a. **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

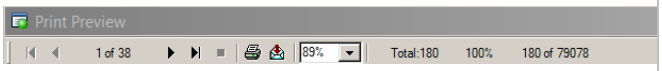
b. **Start Date & End Date:** Select from the calendar as required. Run for a maximum of 2 weeks at a time as any longer will take a significant amount of time to run and will slow the system for all users

c. **Local Pt ID:** The NHS number is automatically captured, select which secondary ID you wish to capture (usually R number)

d. **Include Non-Regimen:** Select Y to include all drug administrations

e. **Preview:** Select Preview to start running the report

## 4. SAVE THE REPORT




Select the envelope symbol → Select the format the report should be saved in and the destination (do not save as .csv at this stage) → select **OK** → Select **Excel Format Options** as required → **OK** → select location of document (see Trust specific guide on where to store the report) → **Save** to complete

## 5. NOTES

- For a complete SACT submission, both the admin and dispensed reports should be run and submitted as a single .csv file
- 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.