

## PROMIS 4.20 Training

### Scheduled Reporting

#### *Background:*

To improve performance of the system, PROMIS is introducing *Scheduled Reporting* for the three most run reports: eGFR Priority report, Medications Prescriptions report and the Admissions Registered report.

#### *Navigation:*

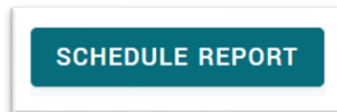
eGFR Priority Report: PROMIS 4 > Reports > Centre/Worklist Reports > Centre Reports > Centre Reports > eGFR Priority Report

Medications Prescriptions Report: PROMIS 4 > Reports > Centre/Worklist Reports > Worklist Reports > Medications → Medications Prescriptions

Admission Registered Report: PROMIS 4 > Reports > Centre/Worklist Reports > Centre Reports > Transplant > Recipient > Admission Registered

#### *Functionality:*

- On the three reports that Scheduled Reporting is available, click on the *Schedule Report* button at the bottom right of the screen to schedule the report for a future time.



- In the parameters screen that appears, enter the *Schedule Start Date*, the *Schedule End Date*, the *Schedule Time* and the *Recurrency Type* then click on *Schedule Report*.

Schedule Report
✕

\* Schedule Start Date

\* Schedule End Date

\* Schedule Time    HH :    MM

Recurrency Type  Daily  Weekly

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

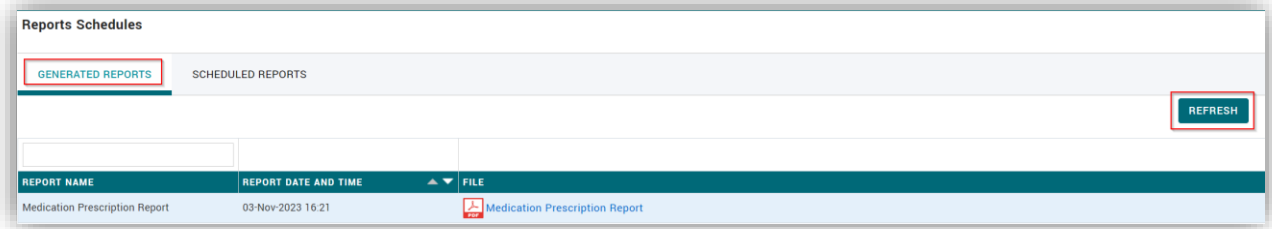
Comments

CANCEL
SCHEDULE REPORT

- The scheduled report will be captured in the *Reports* tab under *Reports Schedules > Scheduled Reports*.
- To delete a scheduled report, click on the delete icon under the *Actions* column on the far right of the report record.

Reports Schedules						
GENERATED REPORTS		SCHEDULED REPORTS				
REPORT NAME	SCHEDULE	START DATE	END DATE	COMMENTS	ACTIONS	
Medication Prescription Report	Recur weekly on every Friday, at 16:20	03-Nov-2023	01-Dec-2023			


- When a report is generated, they will appear on the *Generated Reports* tab after clicking on the *Refresh* button. The report will be available in this tab for 24 hours.



Reports Schedules

GENERATED REPORTS | SCHEDULED REPORTS

REFRESH

REPORT NAME	REPORT DATE AND TIME	FILE
Medication Prescription Report	03-Nov-2023 16:21	 Medication Prescription Report