

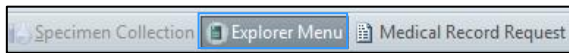


## Print reports from Discern Explorer Menu

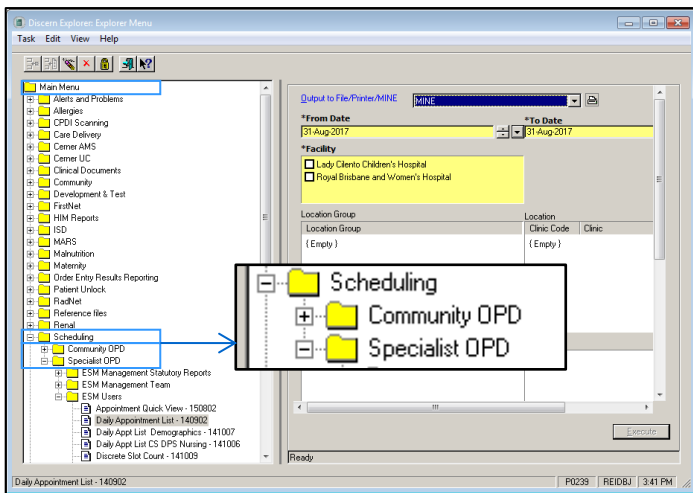
1. Click the **Explorer Menu** icon in the AppBar.



Alternatively, you can login through PowerChart by clicking **Explorer Menu**.



2. In the **Discern Explorer Menu**, click **main menu**, **scheduling** and **specialist OPD**. Depending on your access, there are three reporting folders.

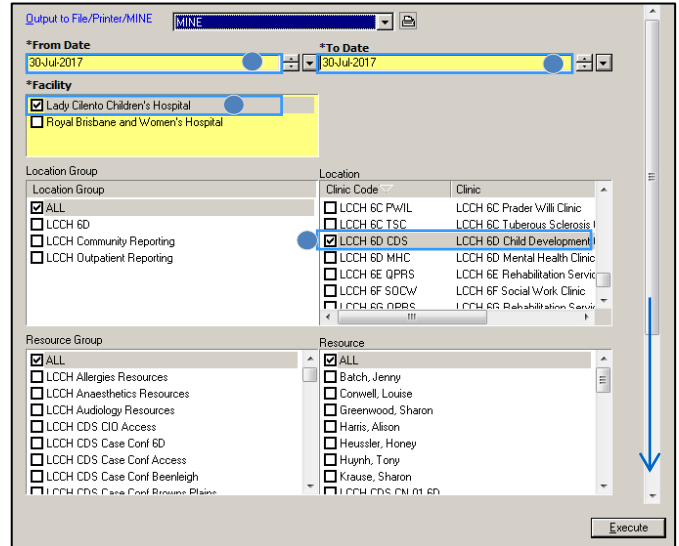


### Reports in a PDF format

Some reports print as a PDF and are not able to be manipulated in Microsoft Excel. The following reports from the ESM users folder print directly to PDF when run:

- Daily appointment list
- Daily appt list demographics
- Daily appt list cs dps nursing
- Discrete slot count
- ESM letter batch printing
- Interpreter required list
- Projected clinic numbers

3. On the right pane, select the **from date** and the **to date**, **facility** and your location. Scroll down the current window.



4. Complete all sections of the report you wish to run. It is recommended that you define your list to reduce the report run duration time.

5. To move to the next page of a PDF report, click the **right** icon.



6. To print your report, click the **print** icon and follow the prompts.



### Reports that can be exported to Microsoft Excel

Some reports print with raw data that needs to be imported to Microsoft Excel:

- Appointment quick view
- ESM checkout rebook follow-up
- Wait list demographics

3. On the right pane, select the **start date** and the **end date**, **facility**. Select any other relevant information depending on your report. Click **execute** to run the report.

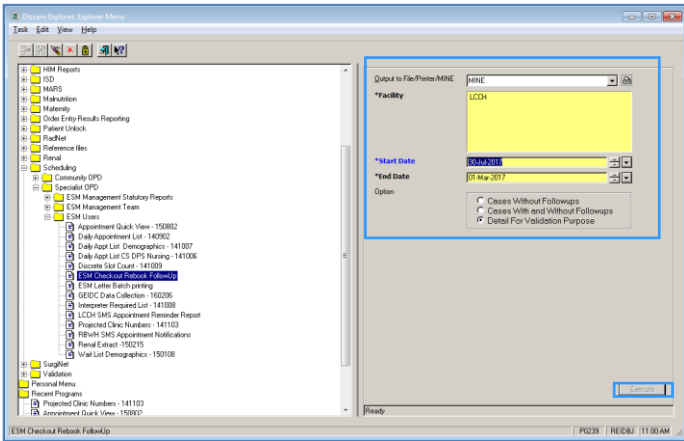




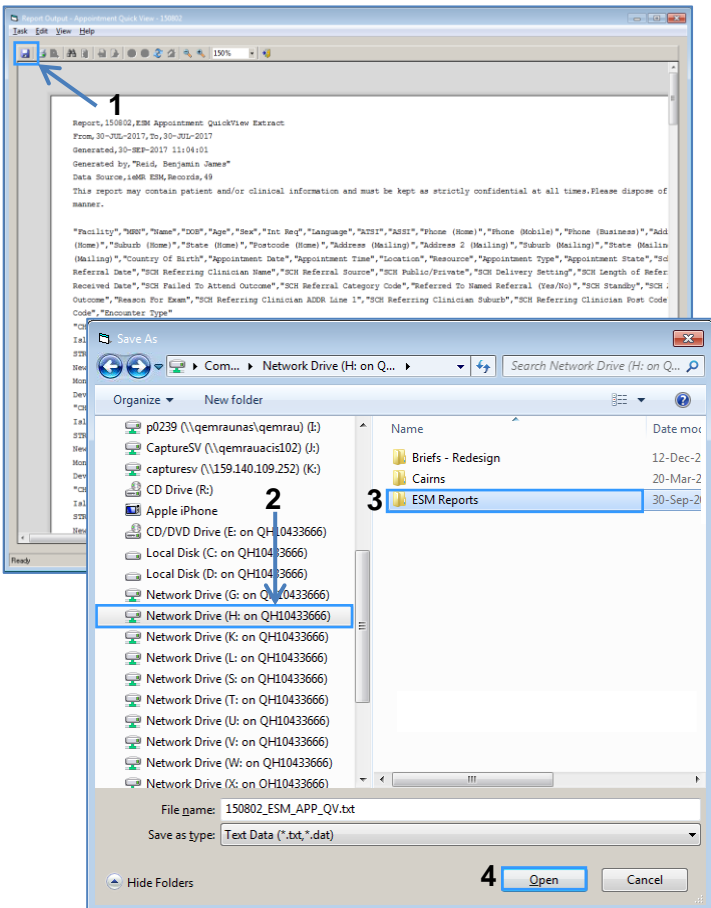
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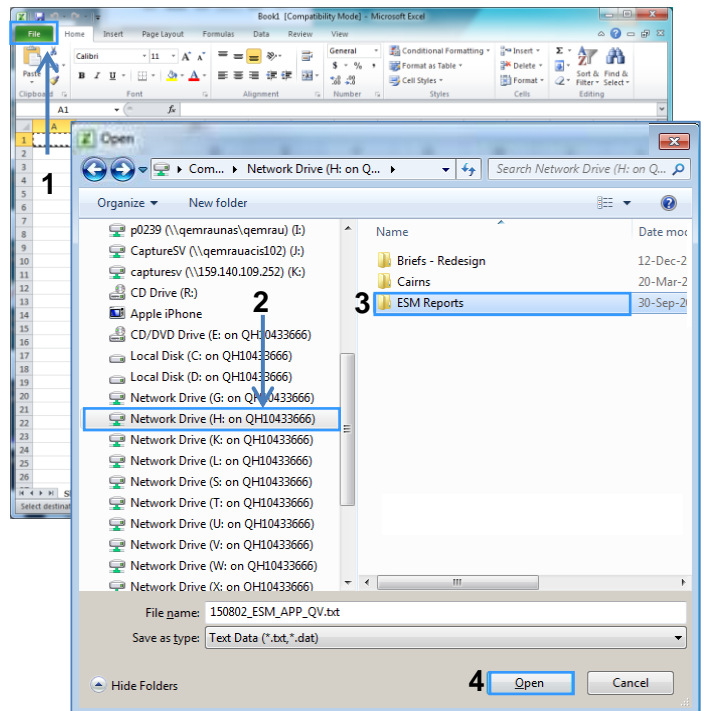
**ieMR Enterprise Scheduling Management (ESM)**



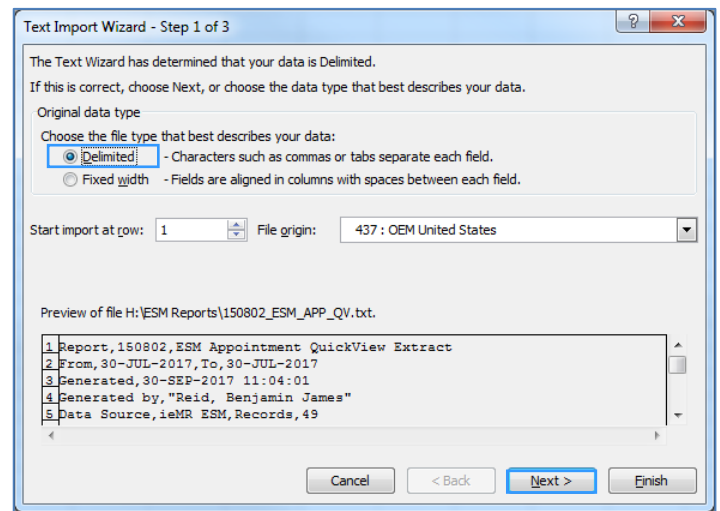
4. A report output window will display. This will include information in a text format. Click the **save** button and locate your personal drive (H:), select a folder. Click **open**; this will save the file to your local drive.



5. Open Microsoft Excel, click the **file** tab, open and navigate to the folder you just saved. Ensure you change the view to **all files**. Your document should now be visible. Click **open**.



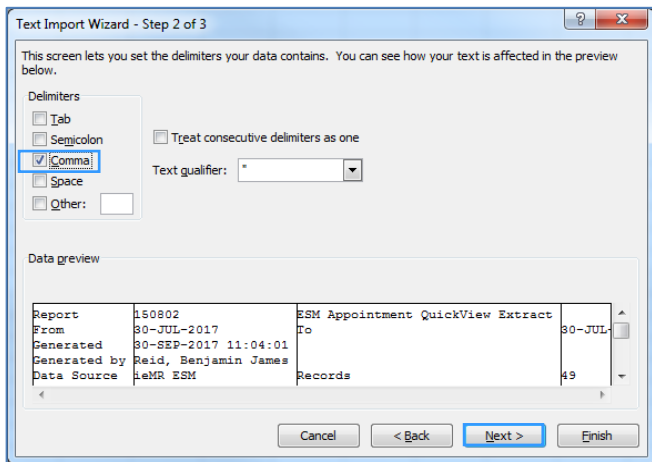
6. The text import wizard window will open. On step 1, ensure **delimited** is selected, click **next**.



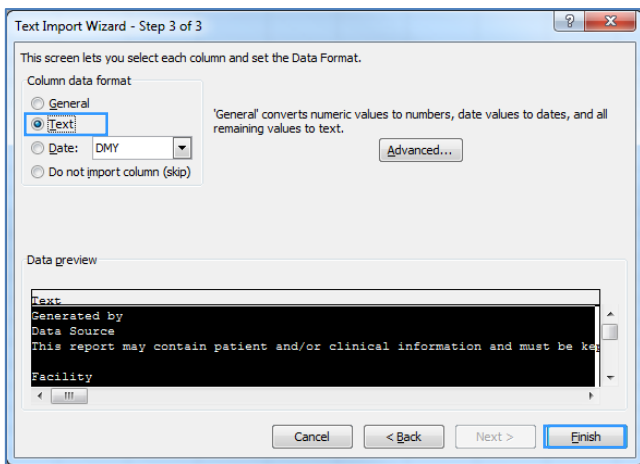
**Note:** If you wish to exclude all report header fields, change the **start import at row** field to the first header row (8).

7. When the step 2 window appears, ensure **comma** is the only checked box; click **next**. When step 3 appears, click **finish** without changing any options.





8. On screen 3, change the selection to **text** and click **finish**.



9. The report has now been exported to Excel and you can manipulate accordingly. It is recommended you add a filter to the results by clicking on the heading **row**, **data** tab, and clicking **filter**.

