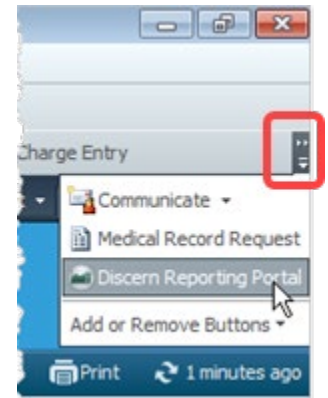
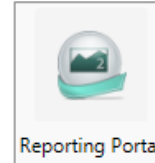


Cerner Discern Reporting Portal Guide

The Discern Reporting Portal is used to run reports.

The Reporting Portal can be accessed using multiple methods:

- Click the menu dropdown on your Powerchart/FirstNet toolbar to open the **Discern Reporting Portal**.
- If you work from the Appbar, go to [First-Time Setup: Adding the Icon to Your Appbar](#).
- The icon is also available on the Cerner Launch page.



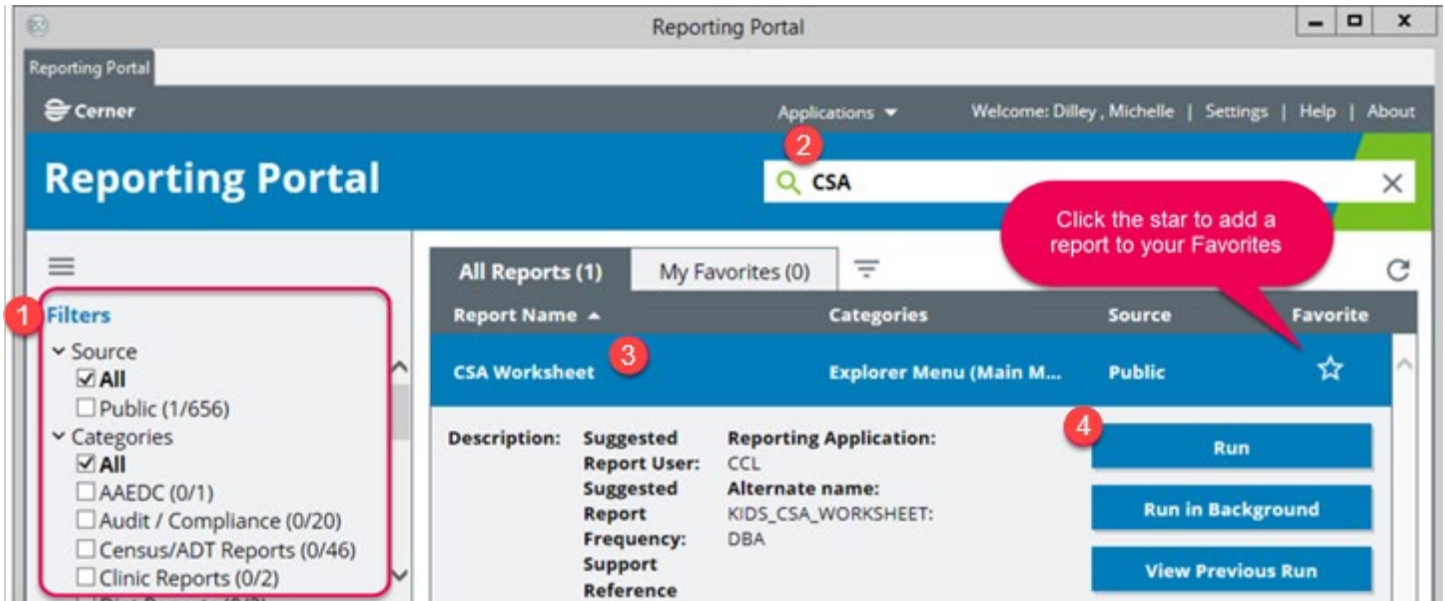
View options

1. In the Reporting Portal, reports are sorted by **Categories**. Click to select a category and see the associated reports.

Report Name	Categories	Source	Favorite
"Previous" Census by location	Explorer Menu (Main Me...	Public	☆
01 Rev Summary by BE	Explorer Menu (Main Me...	Public	☆
02 Rev Summary by Charge Type	Explorer Menu (Main Me...	Public	☆
03 Rev Summary by Charge Type by...	Explorer Menu (Main Me...	Public	☆
04 Rev Summary by Encounter Type	Explorer Menu (Main Me...	Public	☆
05 Rev Summary by Enctr Type by BE	Explorer Menu (Main Me...	Public	☆
06 Rev Summary by Enctr Type Class	Explorer Menu (Main Me...	Public	☆
07 Rev Sum by Encntr Type Class by...	Explorer Menu (Main Me...	Public	☆
08 Rev Sum by Financial Class	Explorer Menu (Main Me...	Public	☆

- Alternatively, type the name of a report in the Search field.

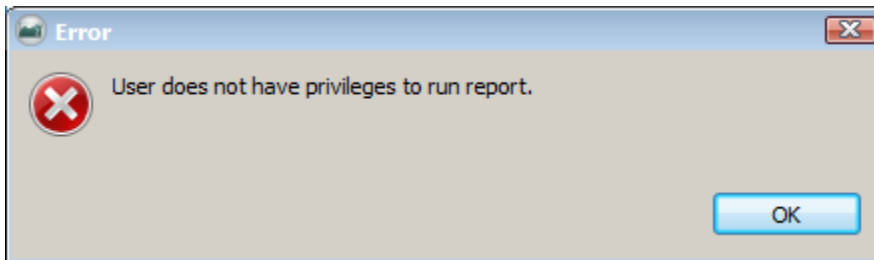
Note: If no reports are found, click **All** to ensure that categories are not selected.



- Click the **Report Name** row to see additional information and run the report.

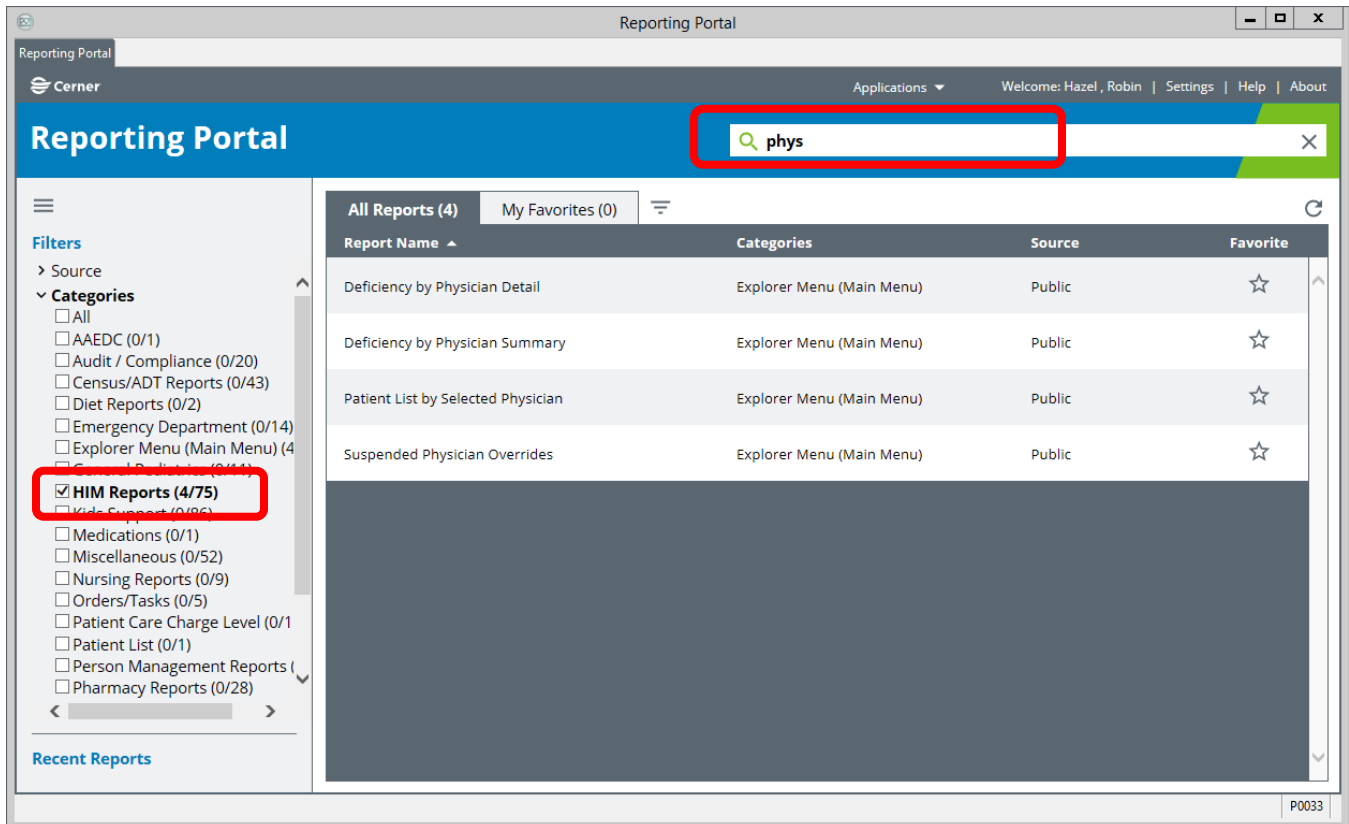
- Click **Run Report** or **View Previous Run**.

Note: If you don't have privileges to run the report, call Children's IT Service Desk and request the report.



Using Search

1. With **All** reports **or** specific Categories selected, type text into the Search textbox; in this example **phys**:




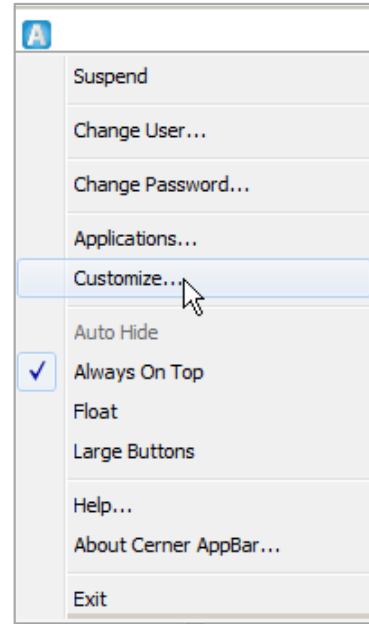
The portal displays the reports with titles that include the text string that you typed, filtered by the Categories selected.

Note: *If no titles are found*, Categories may be selected, but you meant to search **All** titles. Click **All** at the top of the Category list.

First-Time Setup: Adding the Icon to Your AppBar

Note: The icon is also available on your PowerChart toolbar.

1. Open the AppBar from the Cerner launch page.
2. On the appbar, *right-click* the AppBar icon  and select **Customize...**



3. Click the **Buttons** tab, then select **Discern Reporting Portal** from the list. Click **OK**.

