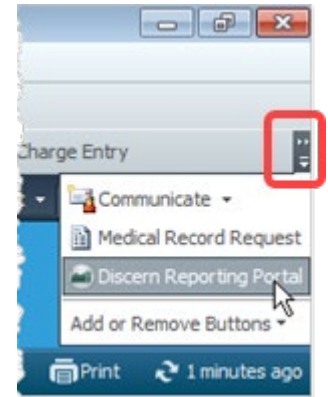
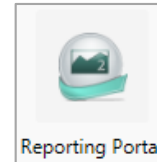


Cerner Discern Reporting Portal Guide

The Discern Reporting Portal is used to run reports.

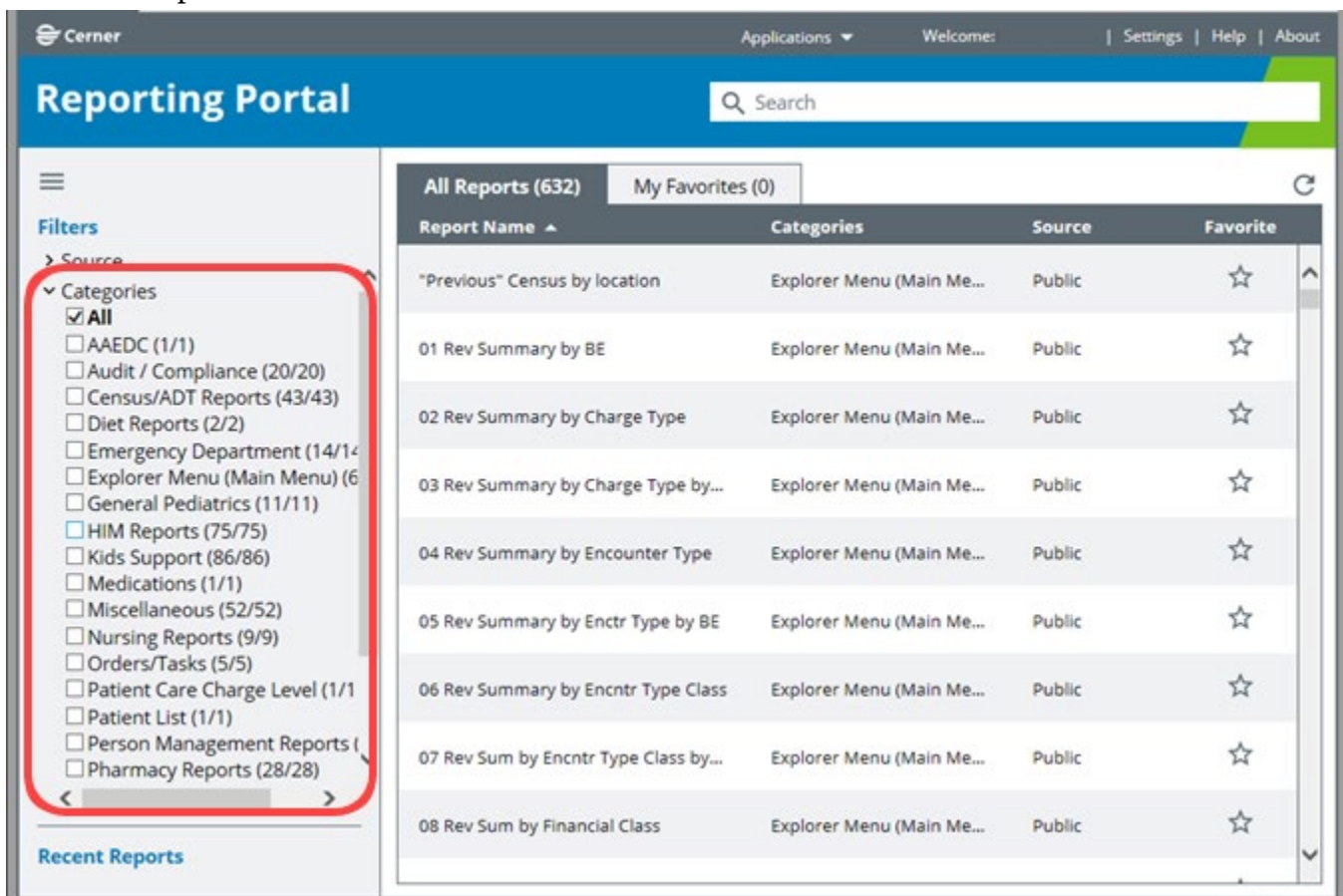
The Reporting Portal can be accessed using multiple methods:

- 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 view the associated reports.

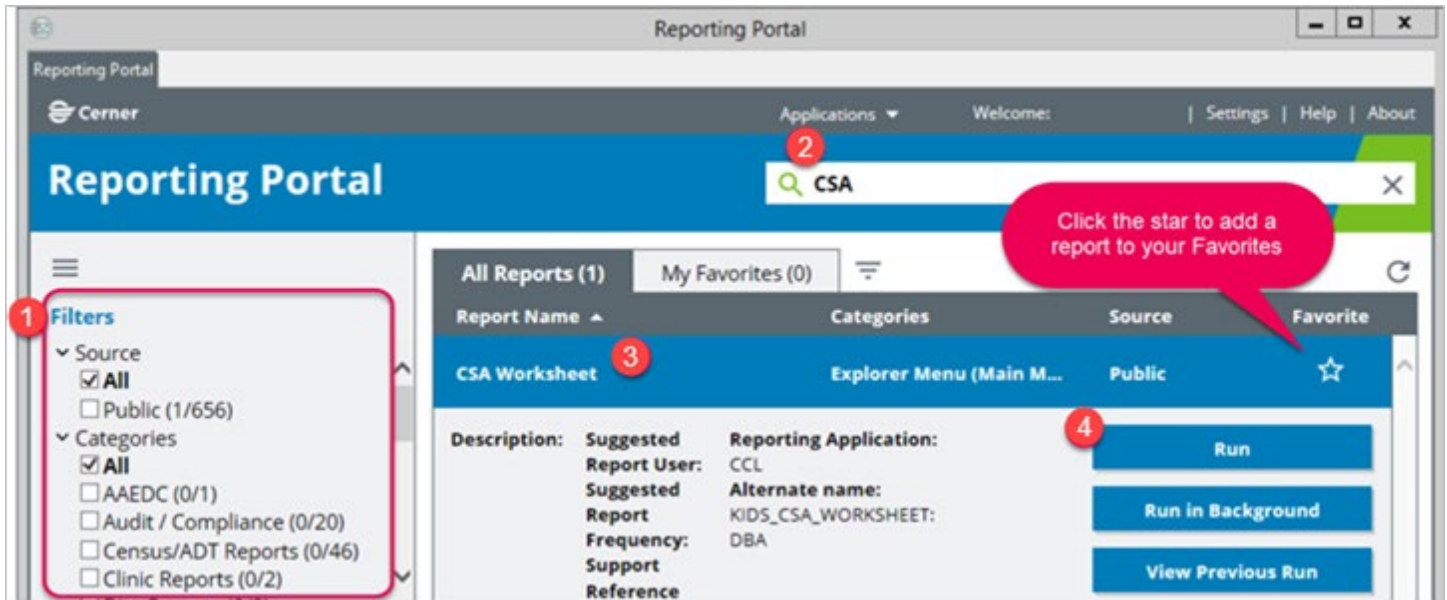


2. Alternatively, type the name of a report in the **Search** field.

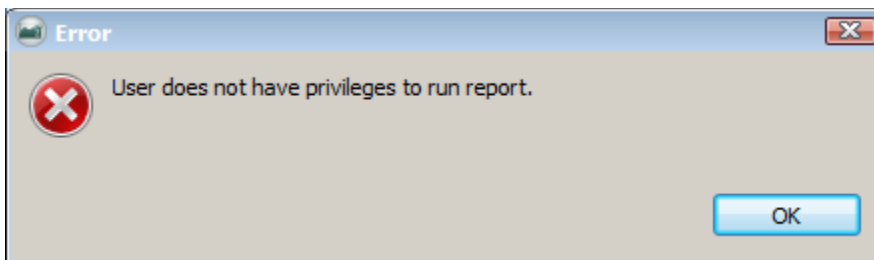
Note: If no reports are found, click **All** to ensure that specific categories are not selected.

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

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

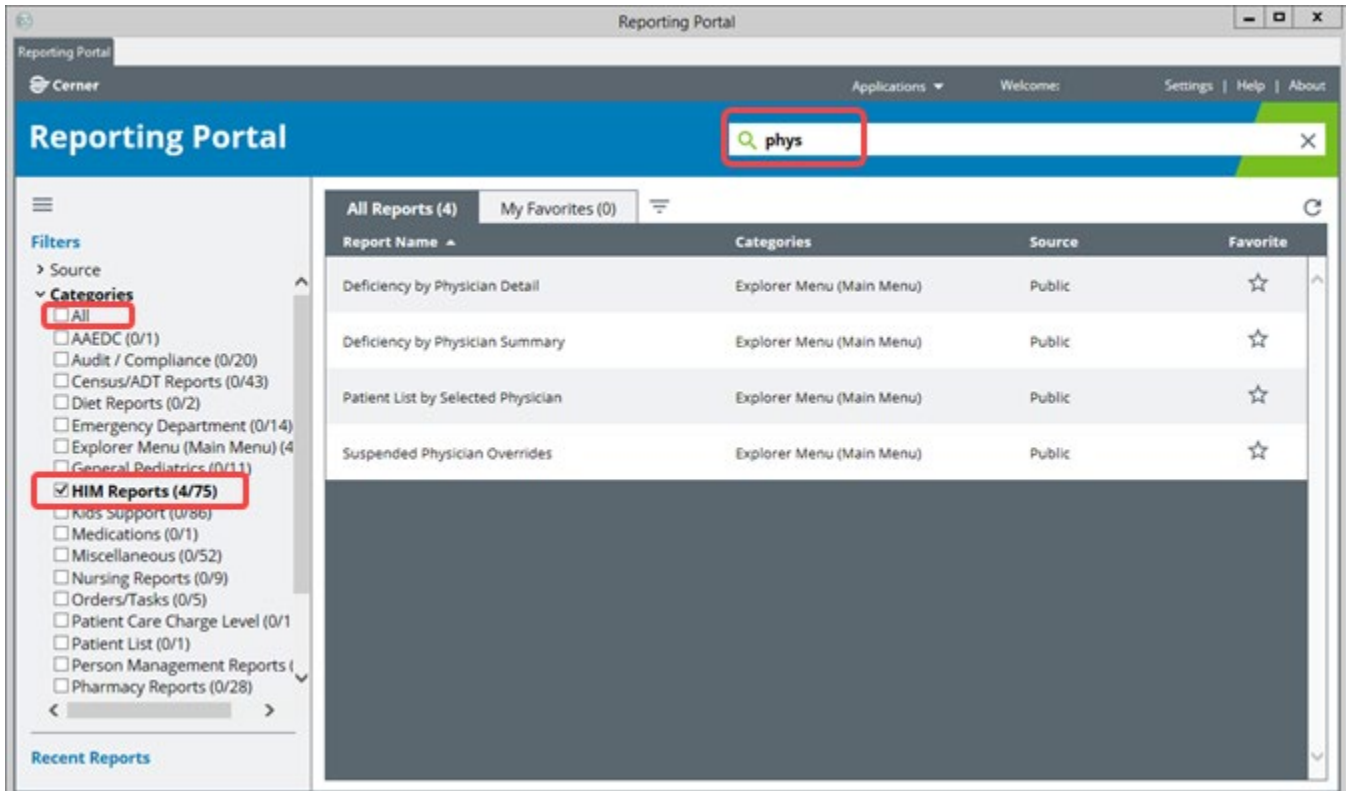


Note: If you don't have privileges to run the report, call the Children's IT Service Desk to request the report.



Using Search


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

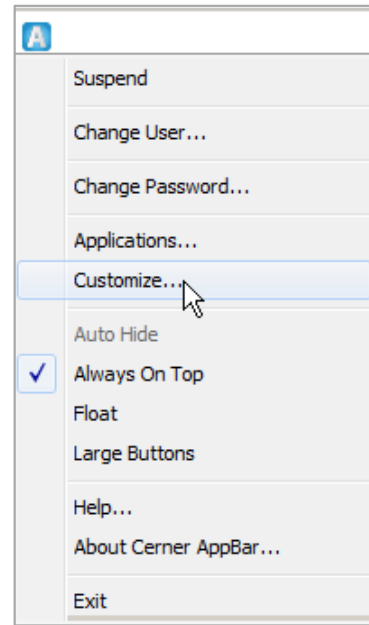


The portal displays the reports with titles that include the text string that you typed, filtered by the **Categories** selected.

Note: *If no titles are found*, a specific category may have been selected. Click **All** at the top of the Categories list to search all titles/categories.

First-Time Setup: Adding the Icon to Your AppBar

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**.

