Using the Cerner Discern Reporting Portal

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/SurgiNet/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.
2. 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.

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 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**.