



Topic: Explorer Menu Replaced With Reporting Portal in PowerChart - 2018.01.04 Code Upgrade

Facility: IU Health and Union Health

Audience: Providers and Staff Who Use PowerChart

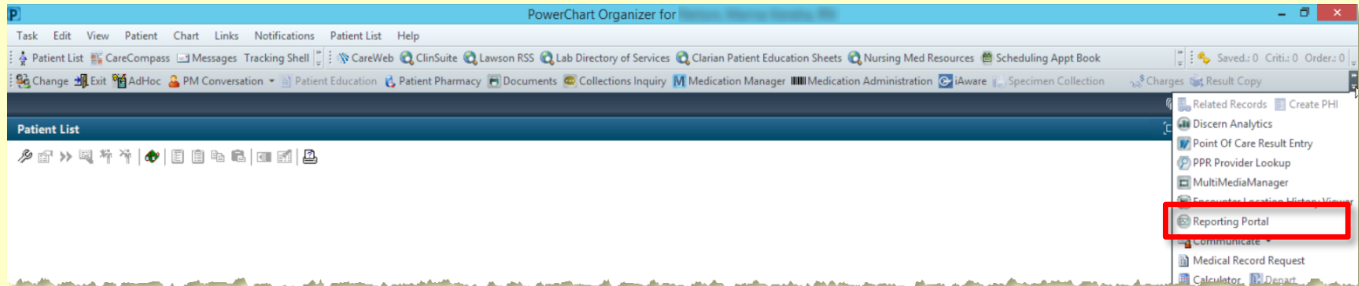
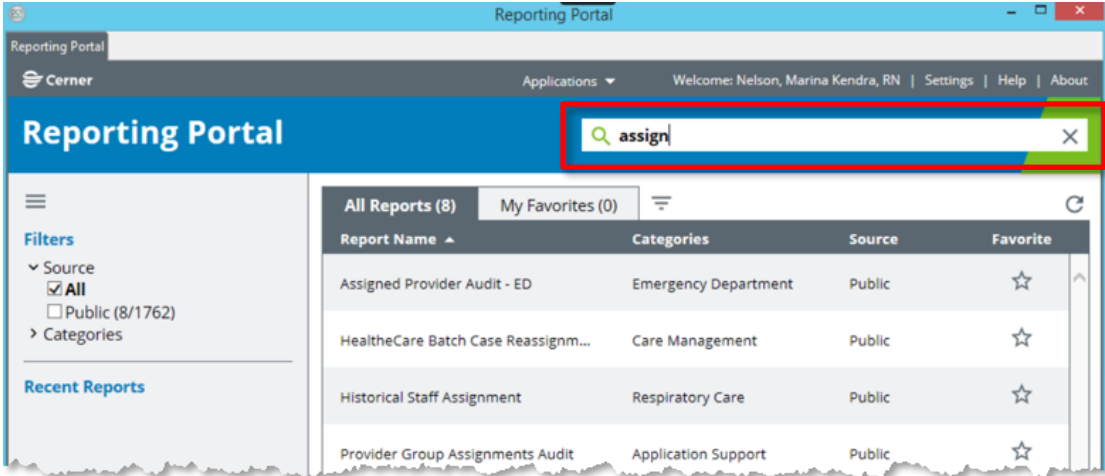
Effective Date February 10, 2019

Contact IU Health Help Desk helpdesk@iuhealth.org

Overview: As a result of the Cerner 2018.01.04 Code Upgrade, Explorer Menu will be discontinued and Reporting Portal will house all reports. This document reviews how to access Reporting Portal from the PowerChart toolbar and run nursing reports including: Staff Assignments, Dot reports, and Census reports.

Explorer Menu Replaced With Reporting Portal

Once signed into PowerChart:

Step	Action
1	<p>Click the Reporting Portal button in the toolbar. <i>The Reporting Portal application page displays with categorized filters.</i></p> <p>Note: If the Reporting Portal button is not <i>forward-facing</i> in the toolbar, click the Toolbar Options dropdown arrow to access the button.</p> 
2	<p>Type 'assign' in the Search field.</p> 

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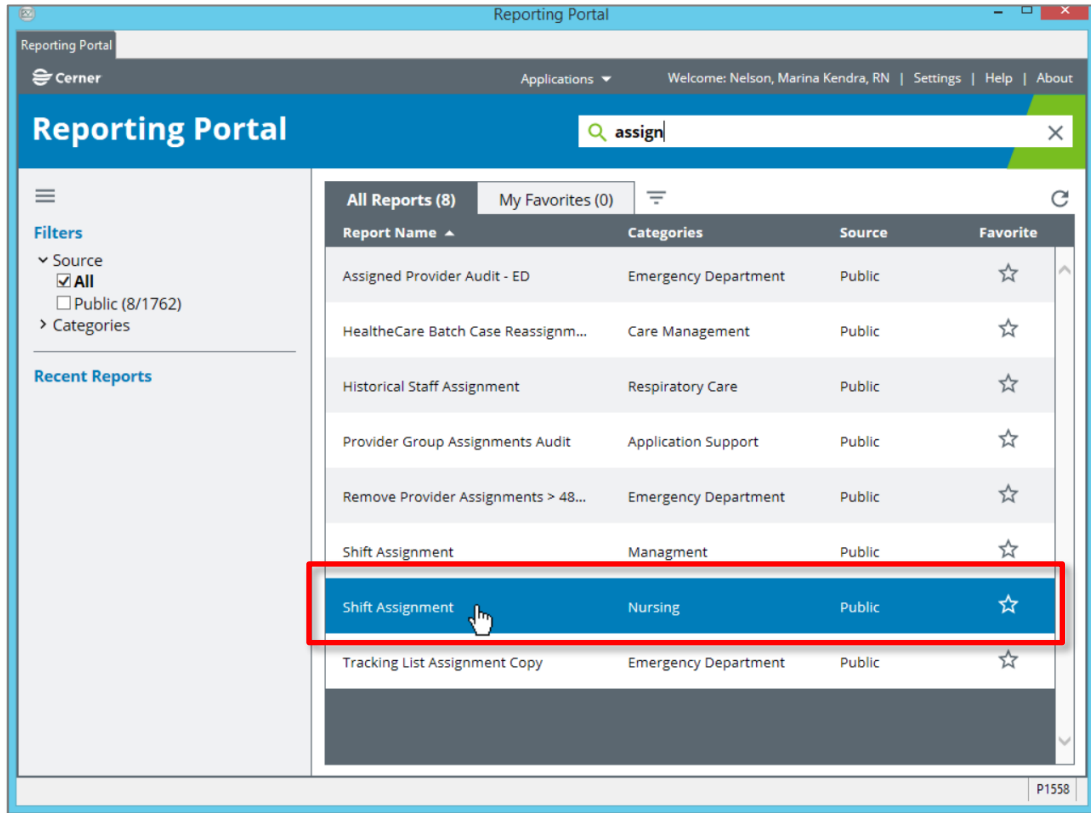


Explorer Menu Replaced With Reporting Portal (continued)

Step

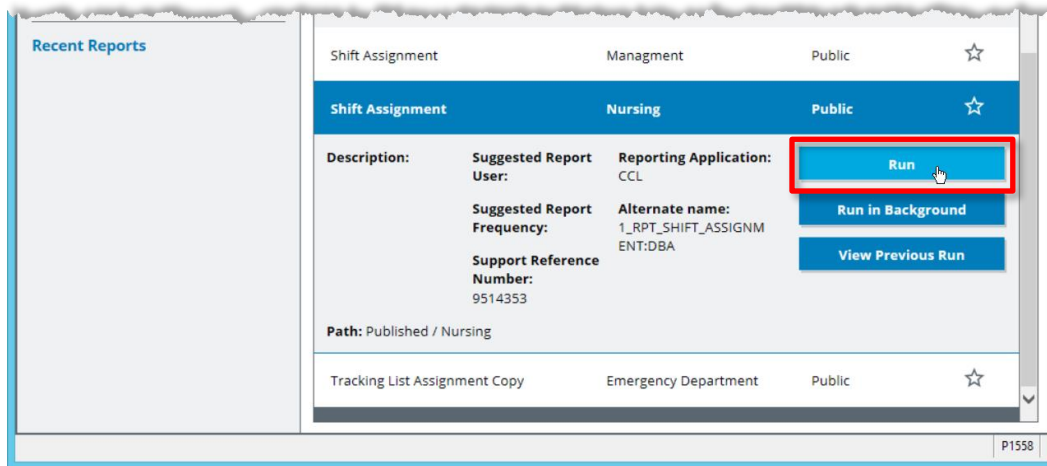
Action

3 Select and highlight the **Staff Assignment** report row.



A dropdown window displays with available report options.

4 Click the **Run** button.



The Discern Prompt window displays for report printing options.

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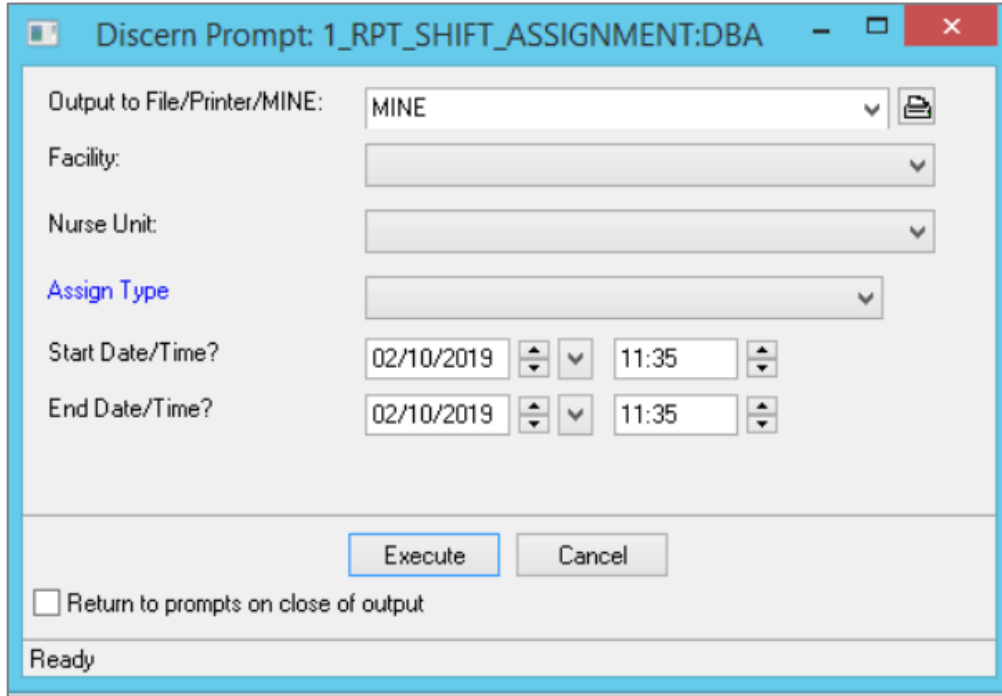


Explorer Menu Replaced With Reporting Portal (continued)

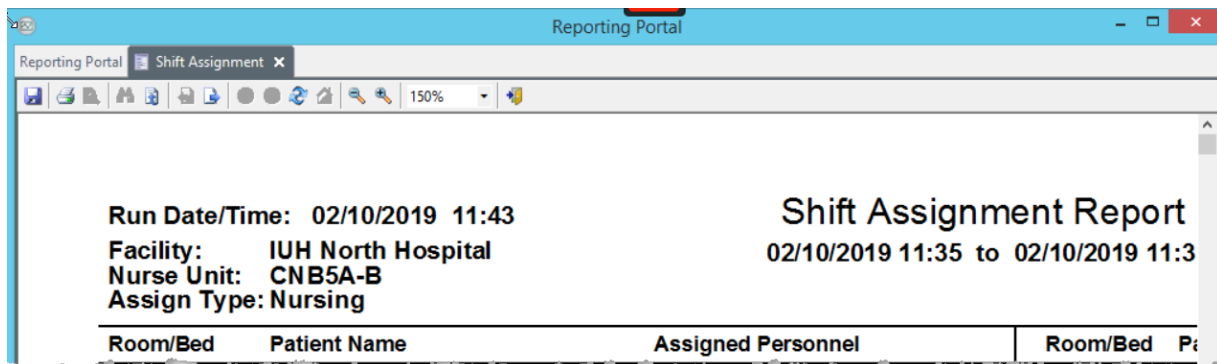
Step

Action

5 Select the **Facility, Nurse Unit** and **Assign Type** from the dropdown options.



6 Click the **Execute** button at the bottom of the screen.
The Shift Assignment Report displays.



7 Click the **Print icon** in the top left corner of the screen.
The Print window displays for printing details.

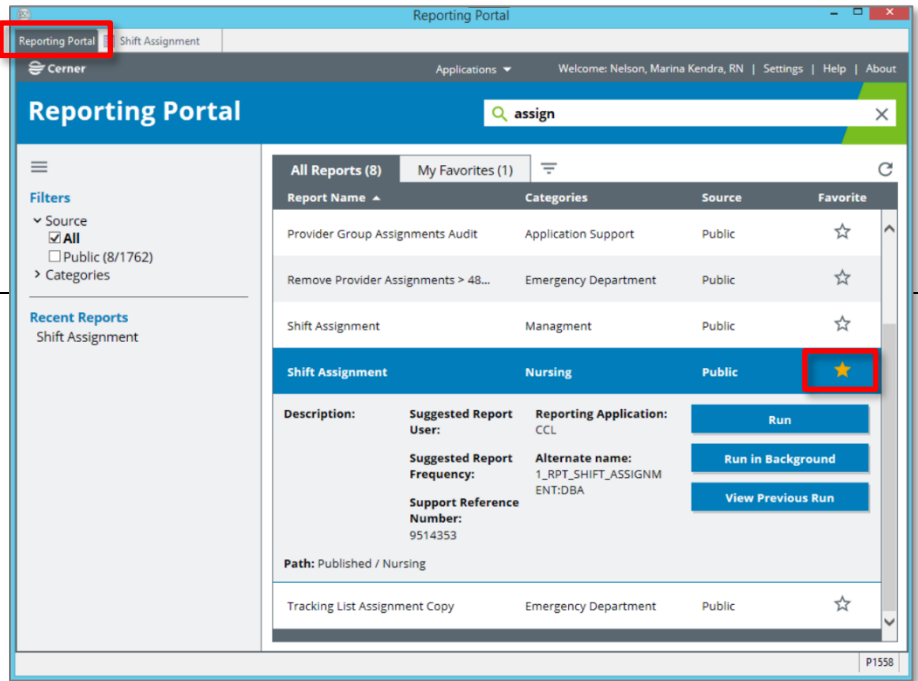
8 Click the **OK** button.
The Shift Assignment Report prints to the default printer location.

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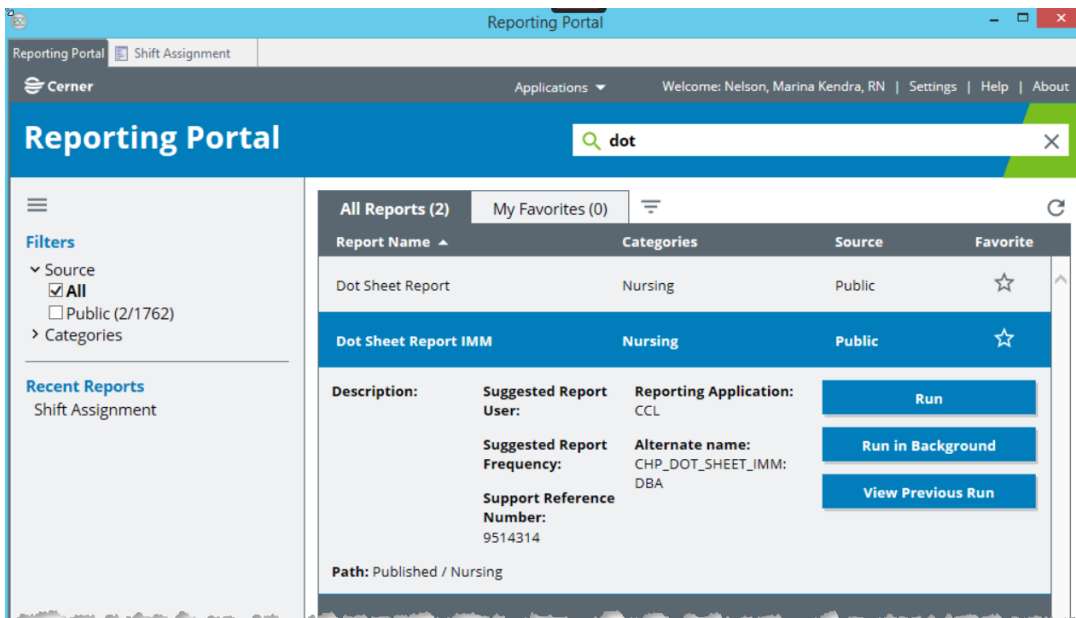
Explorer Menu Replaced With Reporting Portal (continued)

Step	Action
9	<p>Click the Reporting Portal tab to return to the Reporting Portal. <i>The executed report displays under the Recent Reports menu.</i></p>
10	<p>Click the Star next to the report to save to My Favorites. <i>For future needs, the Shift Assignment report may be accessed from the Recent Reports menu, or from the My Favorites tab.</i></p>



Additional Reporting Portal Reports Available

Search for 'dot' to access the **Dot Sheet Report IMM** for a specific facility/unit.



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Additional Reporting Portal Reports Available (continued)

Search for 'census' to access the **Census Report – Nurse Unit** for a specific facility/unit.

The screenshot shows the Reporting Portal interface with a search bar containing 'census'. The results table lists several reports, with 'Census Report - Nurse Unit' highlighted in blue. Below the table, details for the selected report are shown, including suggested report user, frequency, support reference number, and application name. Action buttons for 'Run', 'Run in Background', and 'View Previous Run' are visible.

Report Name	Categories	Source	Favorite
Census Report - Inpatients by Facility	Registrations	Public	☆
Census Report - Neurologist Attendi...	Registrations	Public	☆
Census Report - NUnit Last 30 Day S...	Registrations	Public	☆
Census Report - Nurse Unit	Registrations	Public	☆

Description:

- Suggested Report User:**
- Suggested Report Frequency:**
- Support Reference Number:** 9502373
- Reporting Application:** CCL
- Alternate name:** CHP_CENSUS_RPT:DBA

Path: Published / Registrations

Buttons: Run, Run in Background, View Previous Run