

# Reporting Portal – Theatre Lists

## Scenario

Finding theatre lists using Reporting Portal

## Instruction

### 1. Open Reporting Portal



The screenshot shows the Reporting Portal interface. On the left, there is a 'Filters' sidebar with a tree view. Under 'Categories', 'All' is selected. The main area shows a table of reports:

Report Name	Categories	Favourite
1-5465627263 - cerndq_hyphenated_nhs	Explorer Menu (Main Menu)	☆
1-6055588792 - ukswx_disch_future_all	Explorer Menu (Main Menu)	☆
1-9368473463 - jc_por_gp_fix	Explorer Menu (Main Menu)	☆
111 called?	Explorer Menu (Main Menu)	☆
18WW Episode Pause-days Recalculation	Explorer Menu (Main Menu)	☆
400679586 - jc_por_clean_dupes	Explorer Menu (Main Menu)	☆
401177925 - jc_ppr_gp_fix	Explorer Menu (Main Menu)	☆
401356810 - Deceased vs Episode	Explorer Menu (Main Menu)	☆
403177467 Checkout	Explorer Menu (Main Menu)	☆
A&E - Breach Validation	Explorer Menu (Main Menu)	☆
A&E - Paeds Major Trauma	Explorer Menu (Main Menu)	☆

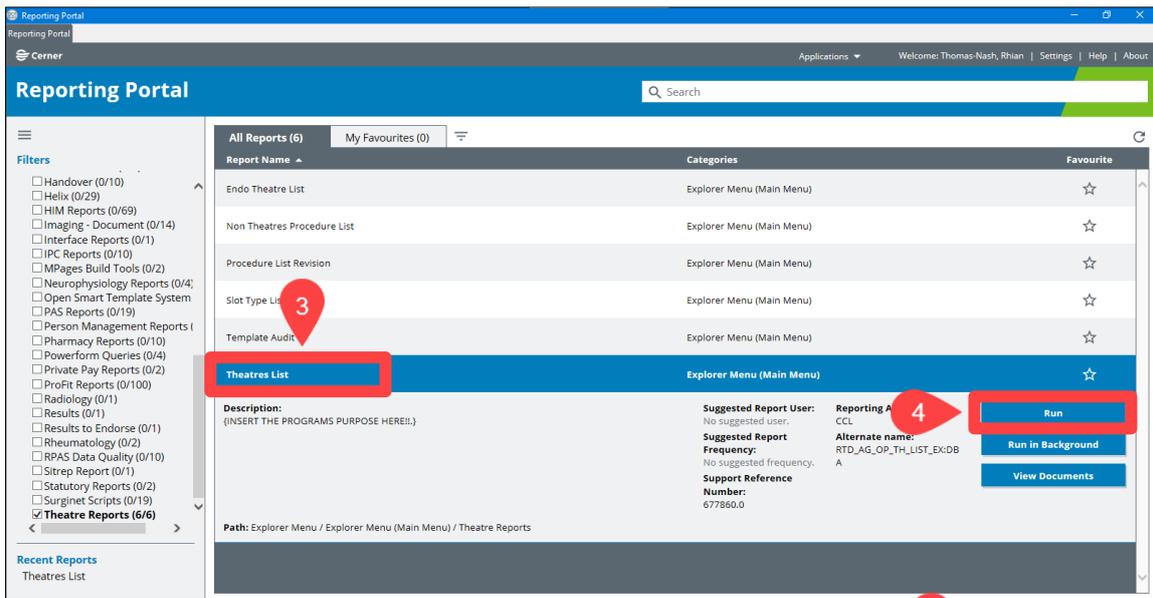
### 2. Select Theatre Reports in the Filters. You could also use the Search bar

The screenshot shows the Reporting Portal interface with the 'Filters' sidebar expanded. Under 'Categories', 'Theatre Reports (6/6)' is selected and highlighted with a red box. A red callout bubble with the number '2' points to this selection. The main area shows a table of reports:

Report Name	Categories	Favourite
Endo Theatre List	Explorer Menu (Main Menu)	☆
Non Theatres Procedure List	Explorer Menu (Main Menu)	☆
Procedure List Revision	Explorer Menu (Main Menu)	☆
Slot Type List	Explorer Menu (Main Menu)	☆
Template Audit	Explorer Menu (Main Menu)	☆
Theatres List	Explorer Menu (Main Menu)	☆

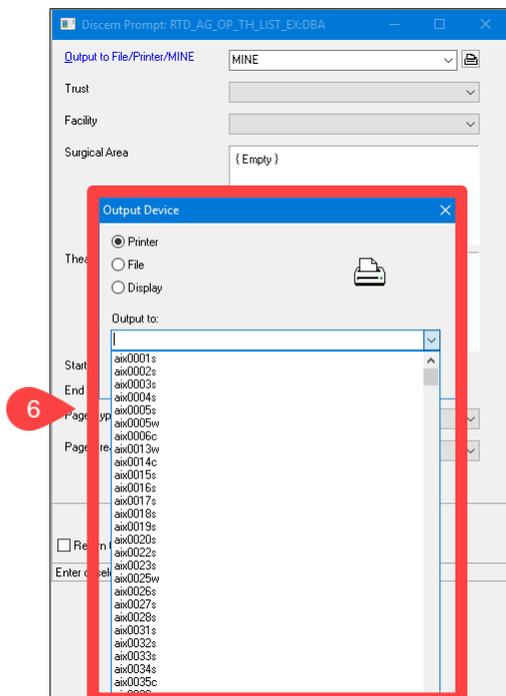
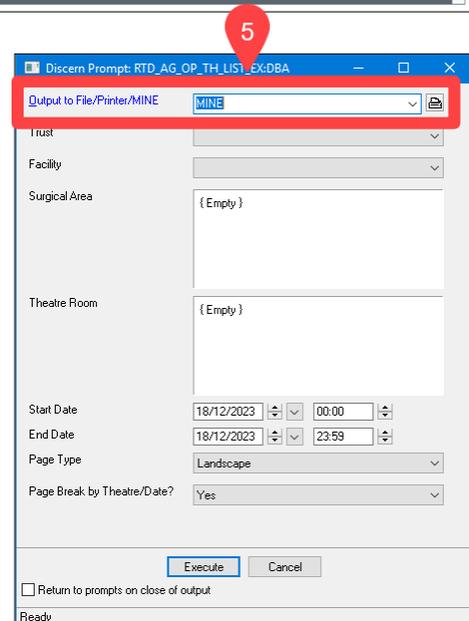
### 3. Select Theatres List

### 4. Click Run



### 5. In the Output to File/Printer/MINE option, you can choose to view the list (MINE)

### 6. You can also select your printer



7. Set the **Trust** option to *The Newcastle Upon Tyne Hospitals NHS*

8. You can then select your **Facility** from the drop-down list

9. You can choose to generate a report for an entire **Surgical Area**

10. You can also generate reports for specific **Theatre Rooms**

11. Ensure you have selected the correct **Start Date** and **End Date** for your report. The system will default to today's date.

12. Click **Execute**. Your report may take a few moments to generate.

13. You can then choose to save or print the final report

**The Newcastle Upon Tyne Hospitals NHS Foundation Trust**  
 Royal Victoria Infirmary  
 RV Theatre Suites  
**Operating List**

Day and Date: **Monday 18-DEC-2023** Theatre: **RV Leazes Wing Theatre 07**  
 Surgeon: **Greenwood, Mark** Anaesthetist:  
 Specialty: **Oral Surgery**

Time of first patient into anaesthetic room: **13:00**

List Order	Patient Name / Hospital Number / NHS Number	DOB / Age / Sex	Modifier / Side	Operation	Comment	Equipment / Special Requirements	Anaesthesia Type	Ward From / Return To	Surgeon / Assistant	Intended Mgmt
1.	Bart, ZZZ SIMPSON / 91650934 /	06-12-2004 / 19 Y / M	/ Bilateral	EXTRACTION DENTAL		**CLINICAL RISK**	General Plus Local	RV Leazes Wing Theatres / Ward	Greenwood, Mark	Inpatient

End of  
 RV Leazes Wing Theatre 07  
 Monday 18-DEC-2023

**End of List**