# **Reporting Portal – Theatre Lists**

### Scenario

Finding theatre lists using Reporting Portal

## Instruction

1. Open Reporting Portal

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Choose & Book (2/2) Clinical Event Report Menu (3/ Correspondence (1/1)	18WW Episode Pause-days Recalculation	Explorer Menu (Main Menu)	\$
Data Migration (3/17)     Data Quality Reports (19/19)     DBt Utilites (2/2)     Dietary (1/1)     Discern Explorer Data Dictione     Downtime Reports (13/13)     Dynamic Lists (1/1)     EEM (2/2)     EMM Reports (3/3)     elecord Analysts (12/1/21)	400679586 - jc_por_clean_dupes	Explorer Menu (Main Menu)	\$
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Expert Audits (1/1)	A&E - Breach Validation	Explorer Menu (Main Menu)	\$
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2. Select Theatre Reports in the Filters. You could also use the Search bar

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#### 3. Select Theatres List

#### 4. Click Run

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- 5. In the **Output to File/Printer/MINE** option, you can choose to view the list (MINE)
- 6. You can also select your printer



Output to File/Printer/MINE	MINE	
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Facility		$\sim$
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Theatre Room	{Emply}	
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End Date	18/12/2023 ≑ 🗸 23:59 🚖	
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	Execute Cancel	

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- 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

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Trust	THE NEWCASTLE UPON TYNE HOSPITALS
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