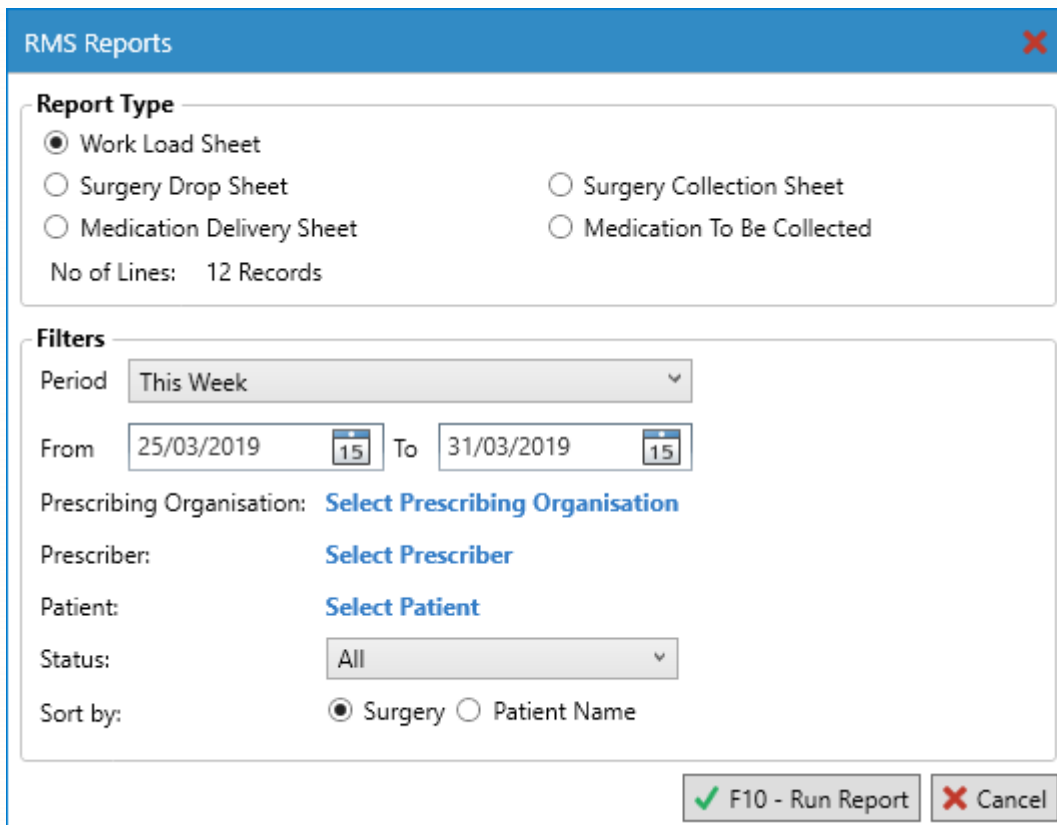# Printing and/or Exporting RMS Reports

From the RMS Manager you can print and/or export a variety of reports from the RMS Reports window.

RMS Work Load Sheet

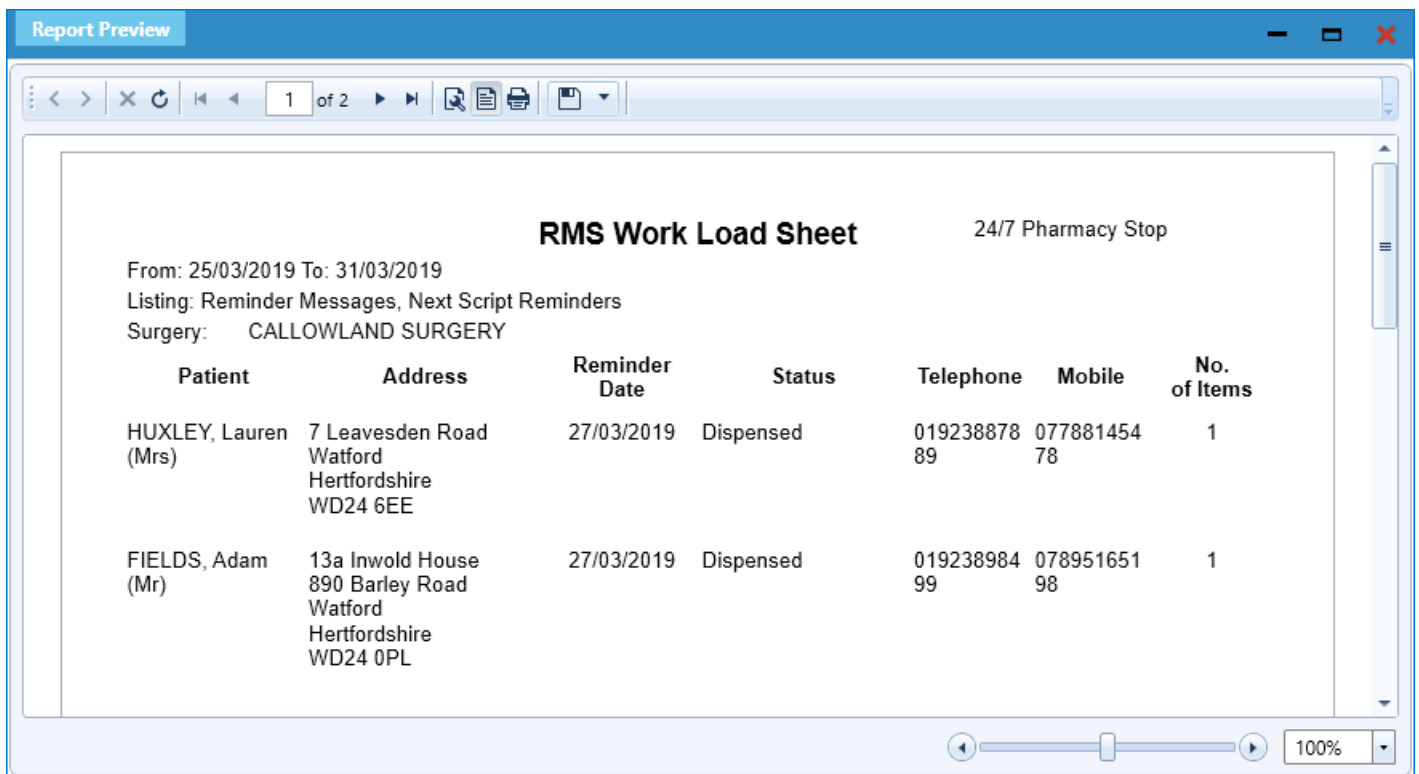The RMS Work Load Sheet provides a report for all RMS requests within your chosen report filters.

1. From the RMS, press **[F11 – Reports]**.
2. The RMS Reports window displays, with the *Work Load Sheet* option selected by default.

3. From here, you can select the following options to refine your report output:
   o the *Period*, which you can select using the drop-down field
   o the *From* and *To* dates, which you can enter or select using the calendar icon
   o the **Prescribing Organisation**, which you can search for and select
   o the **Prescriber**, which you can search for and select
   o the **Patient**, which you can search for and select
   o the repeat request *Status*, which you can select using the drop-down menu
4. Use one of the *Sort by* radio dials to determine the sort order of your report output.
5. Once you have selected the relevant data, press **[F10 – Run Report]**. The Report Preview displays, and includes a list of every RMS request within your chosen filters.

6. From here, you can either:
   o Print the report, by clicking the printer icon
   o Export the report, by clicking the floppy disk icon and selecting the relevant format

RMS Surgery Drop Sheet

The RMS Surgery Drop Sheet provides a report for all RMS requests in the status To be Requested within your chosen report filters. Once the report has been run, you are able to batch update the status of your requests to Requested.

1. From the RMS, press **[F11 – Reports]**.
2. The RMS Reports window displays. Select the *Surgery Drop Sheet* option.

3. From here, you can select the following options:
   o the *Period*, which you can select using the drop-down field
   o the *From* and *To* dates, which you can enter or select using the calendar icon
   o the **Prescribing Organisation**, which you can search for and select
   o the **Prescriber**, which you can search for and select
   o the **Patient**, which you can search for and select
   o whether you want to *Show Patient's Drugs*, by selecting the tick box
4. Use one of the *Sort by* radio dials to determine the sort order of your report output.
5. Once you have selected the relevant data, press **[F10 – Run Report]**. The Report Preview displays with all RMS requests in the status To be Requested within your chosen filters.
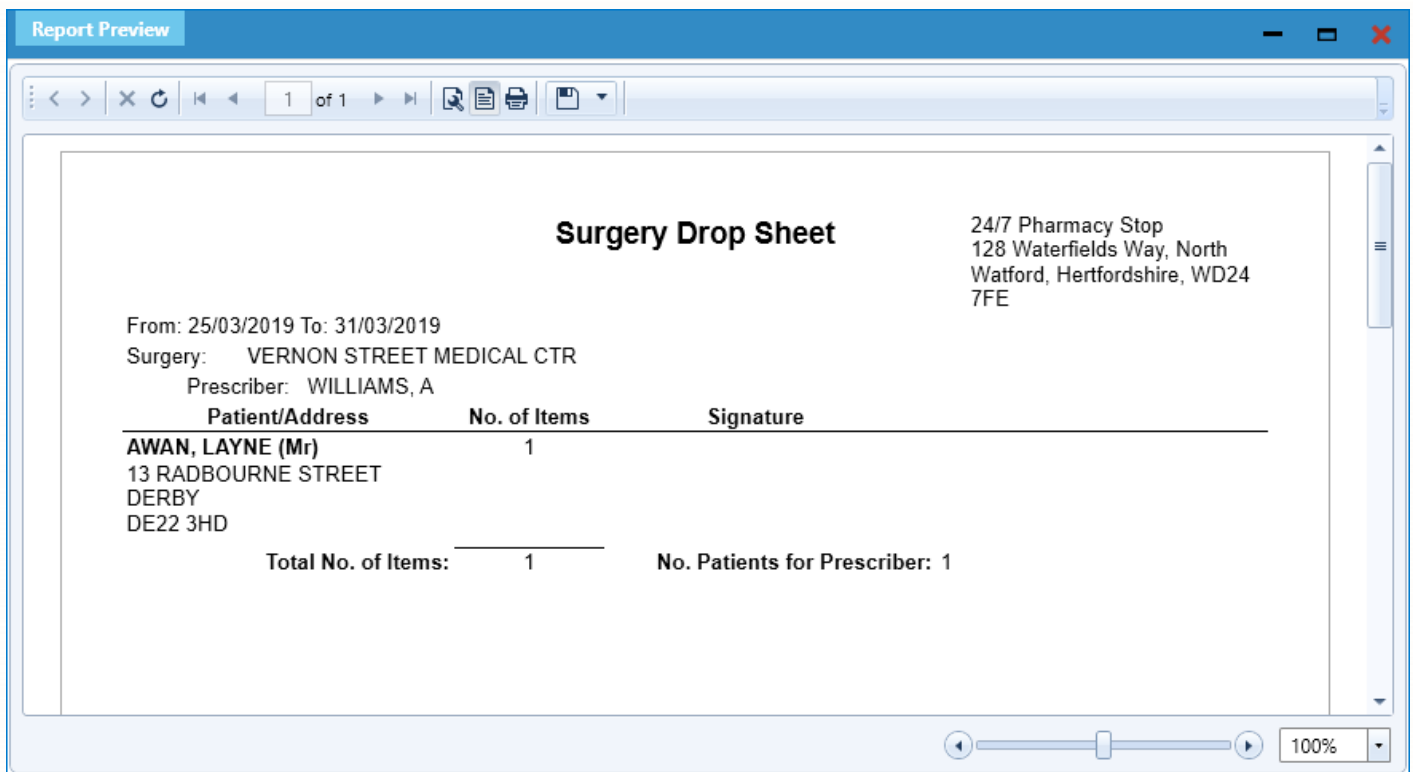
6. From here, you can either:
   o Print the report, by clicking the printer icon
   o Export the report, by clicking the floppy disk icon and selecting the relevant format
7. Once you have closed the report preview, you will be prompted to select requests from your Surgery Drop Sheet to be marked as Requested
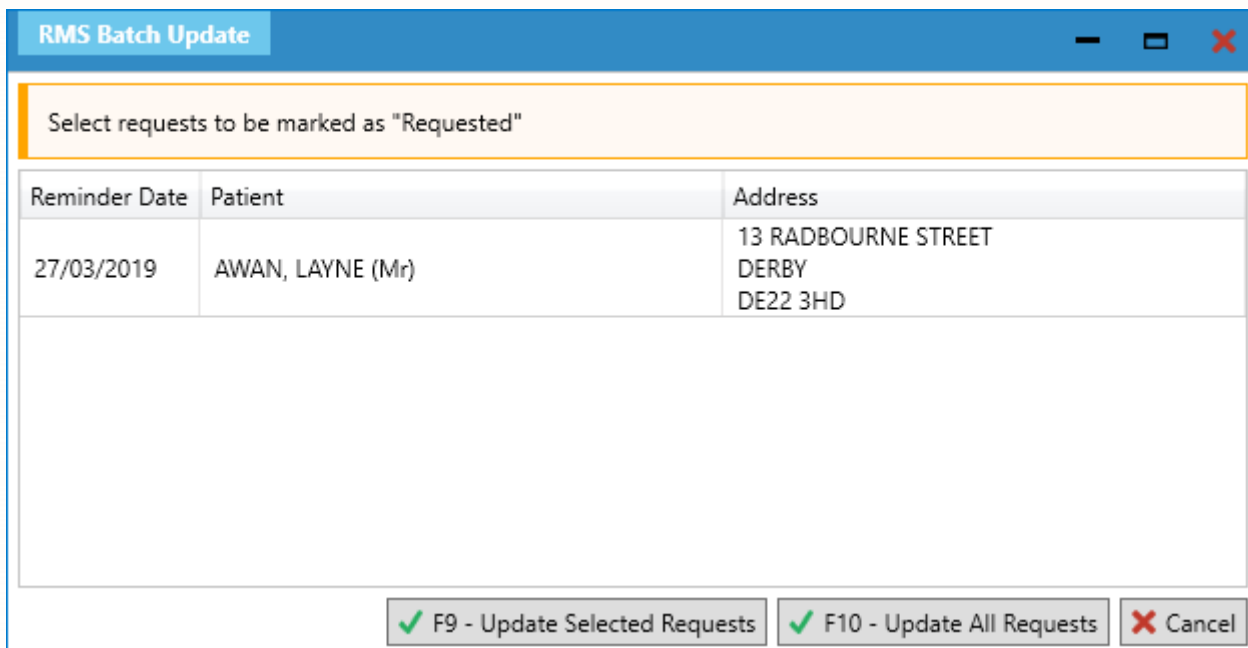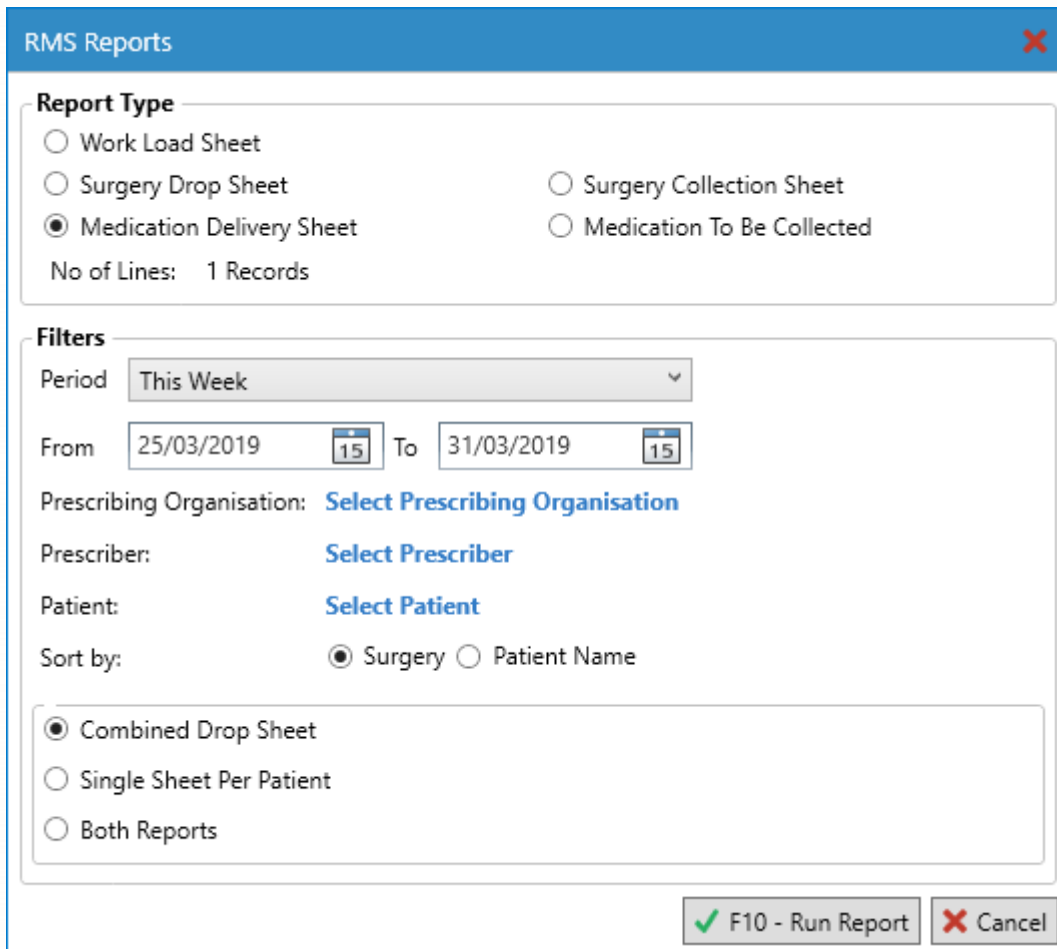
8. From here you can;
   o Press **[F9 – Update Selected Requests]** after either using **[Ctrl+left-click]** to select the requests you want to update one at a time, or by using **[Shift+left-click]** to highlight all consecutive requests within your first and last click range for updating
   o Press **[F10 – Update All Requests]** to update all the requests
   o Press **[Cancel]** to leave all requests in their current status

RMS Medication Delivery Sheet

The RMS Medication Delivery Sheet provides a report for all RMS requests within your filters in the status <mark>Dispensed</mark> where the *To be Delivered* radio dial was selected as the *Fulfilment Mode* when the repeat request was created.

1. From the RMS, press **[F11 – Reports]**.
2. The RMS Reports window displays. Select the *Medication Delivery Sheet* option.
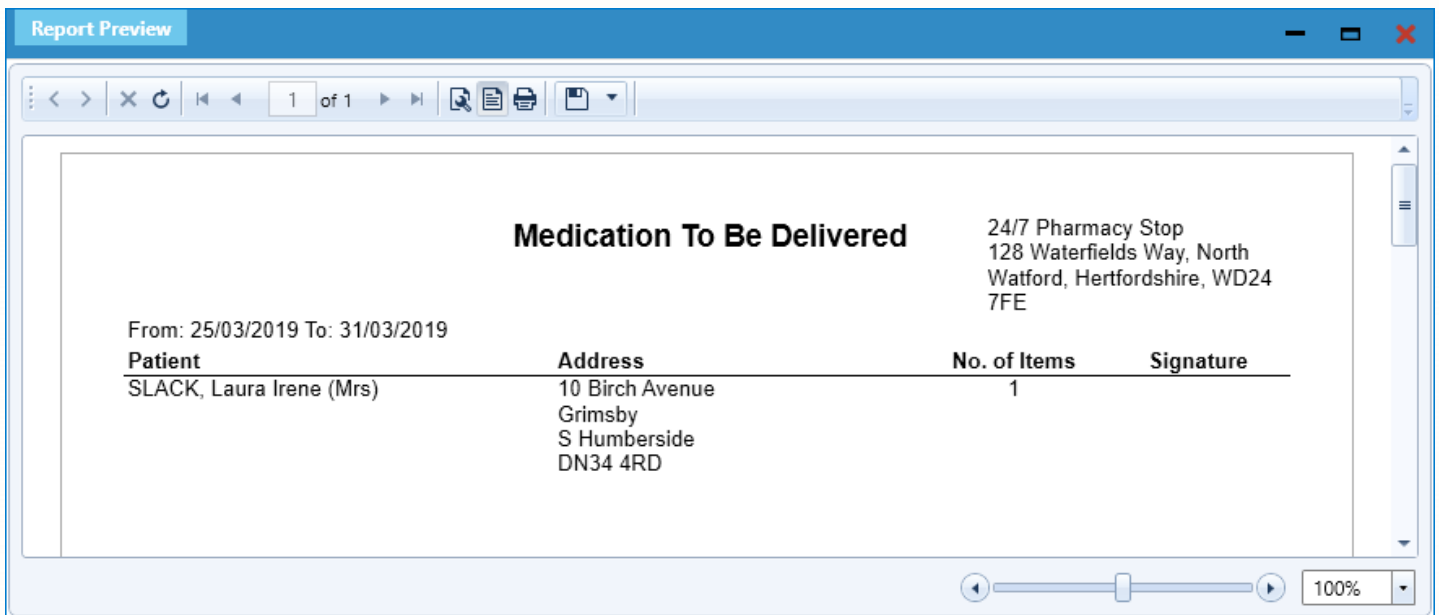

3. From here, you can select the following options:
   o the *Period*, which you can select using the drop-down field
   o the *From* and *To* dates, which you can enter or select using the calendar icon
   o the **Prescribing Organisation**, which you can search for and select

- o the **Prescriber**, which you can search for and select
- o the **Patient**, which you can search for and select
- o whether you want to generate a *Combined Drop Sheet*, *Single Sheet Per Patient* or *Both Reports*
4. Use one of the *Sort by* radio dials to determine the sort order of your report output.
5. Once you have selected the relevant data, press **[F10 – Run Report]**. The Report Preview displays all requests within your filters in the status Dispensed where the *To be Delivered* radio dial was selected as the *Fulfilment Mode* when the repeat request was created.

6. From here, you can either:
- o Print the report, by clicking the printer icon
- o Export the report, by clicking the floppy disk icon and selecting the relevant format

RMS Surgery Collection Sheet

The RMS Surgery Collection Sheet provides a report for all RMS requests in the status Requested within your chosen report filters.

1. From the RMS, press **[F11 – Reports]**.
2. The RMS Reports window displays. Select the *Surgery Collection Sheet* option.

3. From here, you can select the following options:
    o the *Period*, which you can select using the drop-down field
    o the *From* and *To* dates, which you can enter or select using the calendar icon
    o the **Prescribing Organisation**, which you can search for and select
    o the **Prescriber**, which you can search for and select
    o the **Patient**, which you can search for and select
4. Use one of the *Sort by* radio dials to determine the sort order of your report output.
5. Once you have selected the relevant data, press **[F10 – Run Report]**. The Report Preview displays.

6. From here, you can either:
   o Print the report, by clicking the printer icon
   o Export the report, by clicking the floppy disk icon and selecting the relevant format

RMS Medication To Be Collected Report

The RMS Medication Delivery Sheet provides a report for all RMS requests within your filters in the status <mark>Dispensed</mark> where the *To be Collected* radio dial was selected as the *Fulfilment Mode* when the repeat request was created.

1. From the RMS, press **[F11 – Reports]**.
2. The RMS Reports window displays. Select the *Medication To Be Collected* option.

3. From here, you can select the following options:
   o the *Period*, which you can select using the drop-down field
   o the *From* and *To* dates, which you can enter or select using the calendar icon
   o the **Prescribing Organisation**, which you can search for and select
   o the **Prescriber**, which you can search for and select
   o the **Patient**, which you can search for and select
4. Use one of the *Sort by* radio dials to determine the sort order of your report output.
5. Once you have selected the relevant data, press **[F10 – Run Report]**. The Report Preview displays all requests within your filters in the status Dispensed where the *To be Collected* radio dial was selected as the *Fulfilment Mode* when the repeat request was created.

6. From here, you can either:
   o Print the report, by clicking the printer icon
   o Export the report, by clicking the floppy disk icon and selecting the relevant format

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	31 July 2019		Joanne Hibbert-Gorst

Contact us

For more information contact:
Telephone: 0344 209 2601

A McKesson Company