
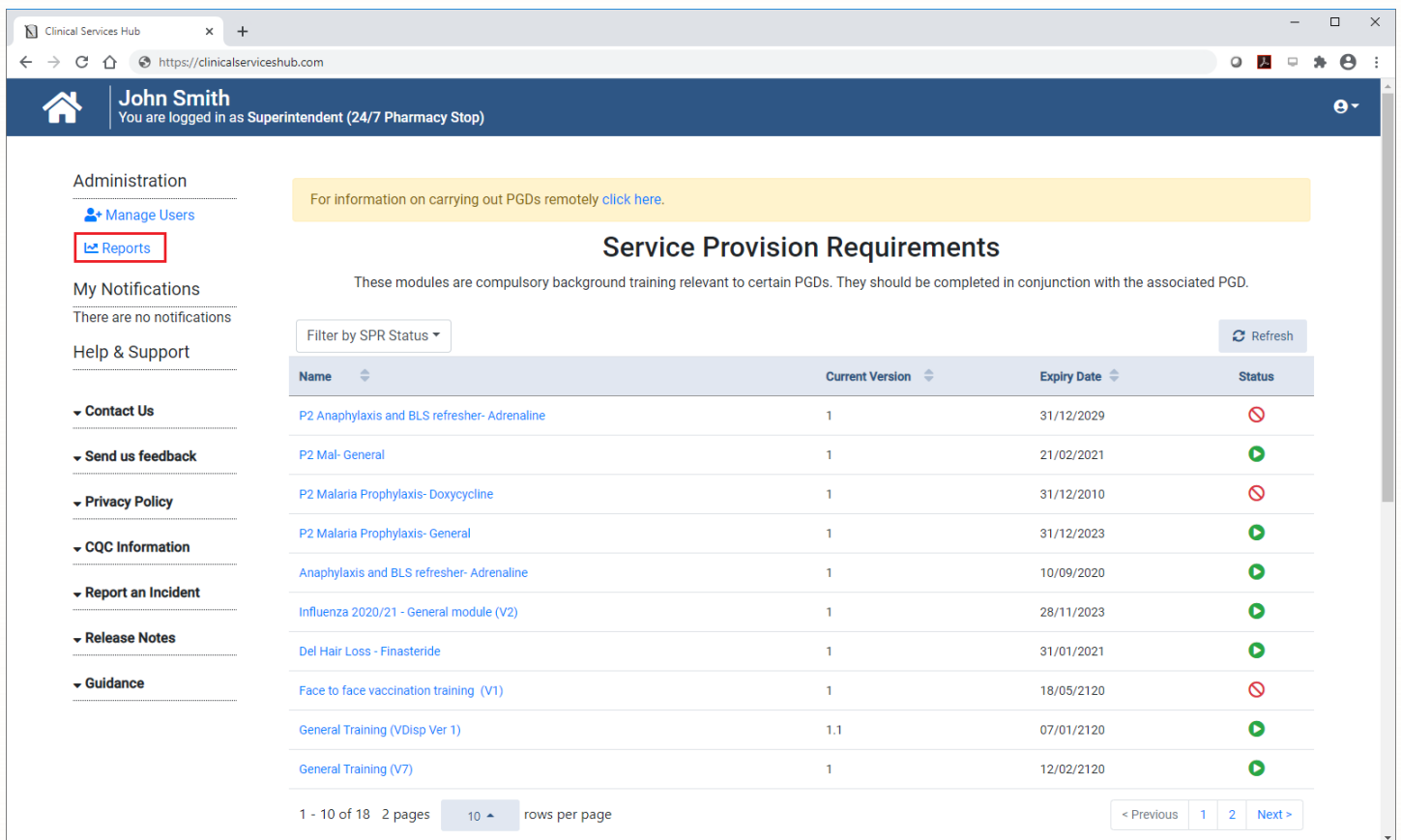


## Generating a Users Accredited Report

 You must be logged in as a Superintendent user in order to use the reporting functionality on the Clinical Services Hub.

The Users Accredited report allows you to see data on the number of users that are accredited to carry out each PGD that you have marked as *Approved* on Clinical Services Hub.

1. To begin, access and log-in to the Clinical Services Hub website at <https://clinicalserviceshub.com/>
2. Select the **Reports** link within the *Administration* section on the homepage.

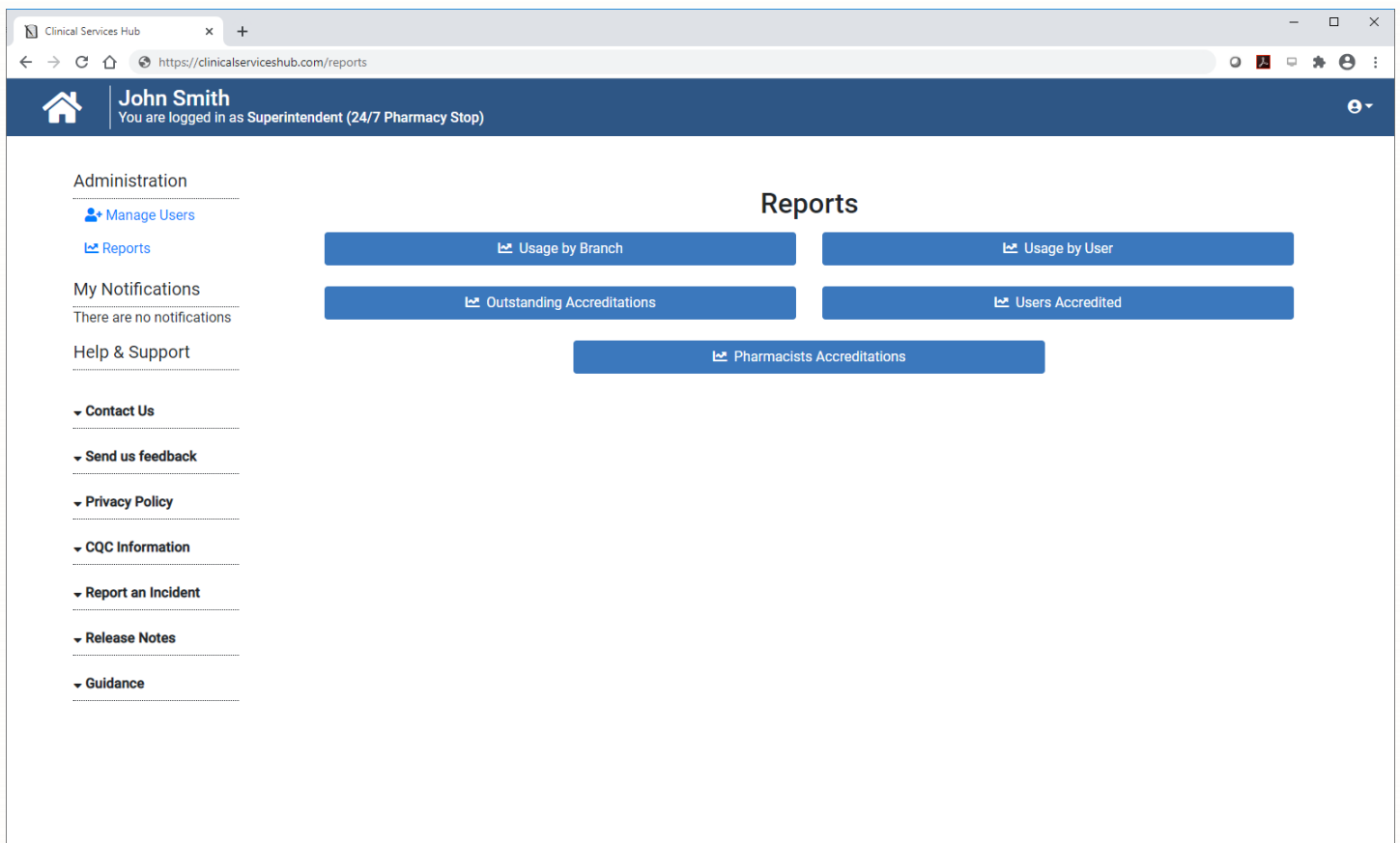


The screenshot shows the Clinical Services Hub interface. The user is logged in as John Smith, Superintendent (24/7 Pharmacy Stop). The left navigation menu has 'Reports' highlighted with a red box. The main content area is titled 'Service Provision Requirements' and contains a table of training modules. A yellow banner at the top of the main content area says 'For information on carrying out PGDs remotely click here.' Below the banner, there is a filter by SPR Status and a Refresh button. The table has the following data:

Name	Current Version	Expiry Date	Status
<a href="#">P2 Anaphylaxis and BLS refresher- Adrenaline</a>	1	31/12/2029	⊘
<a href="#">P2 Mal- General</a>	1	21/02/2021	▶
<a href="#">P2 Malaria Prophylaxis- Doxycycline</a>	1	31/12/2010	⊘
<a href="#">P2 Malaria Prophylaxis- General</a>	1	31/12/2023	▶
<a href="#">Anaphylaxis and BLS refresher- Adrenaline</a>	1	10/09/2020	▶
<a href="#">Influenza 2020/21 - General module (V2)</a>	1	28/11/2023	▶
<a href="#">Del Hair Loss - Finasteride</a>	1	31/01/2021	▶
<a href="#">Face to face vaccination training (V1)</a>	1	18/05/2120	⊘
<a href="#">General Training (VDisp Ver 1)</a>	1.1	07/01/2120	▶
<a href="#">General Training (V7)</a>	1	12/02/2120	▶

At the bottom of the table, there is a pagination control showing '1 - 10 of 18 2 pages' and a 'rows per page' dropdown set to '10'. There are also '< Previous' and 'Next >' buttons.

3. The Reports web page displays. Select the **[Users Accredited]** button.



Clinical Services Hub x +  
https://clinicalserviceshub.com/reports

**John Smith**  
You are logged in as Superintendent (24/7 Pharmacy Stop)

Administration

- Manage Users
- Reports

My Notifications

There are no notifications

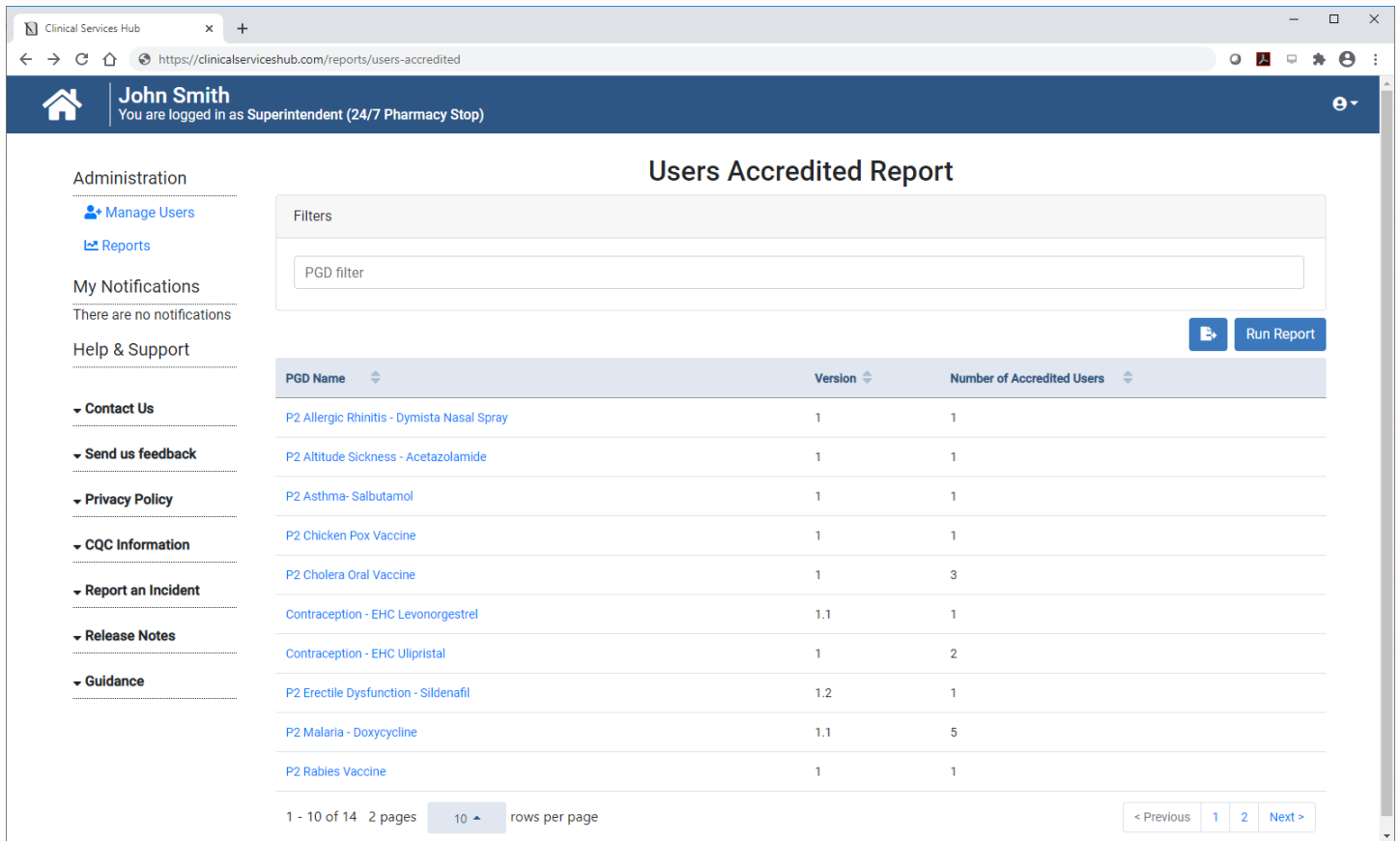
Help & Support

- Contact Us
- Send us feedback
- Privacy Policy
- CQC Information
- Report an Incident
- Release Notes
- Guidance

## Reports

- Usage by Branch
- Usage by User
- Outstanding Accreditations
- Users Accredited
- Pharmacists Accreditations

- The Users Accredited Report web page displays. Select the **[Run Report]** button. The report is generated and displays a list of approved PGDs, along with the *Number of Accredited Users* in your organisation.



Clinical Services Hub x +  
https://clinicalserviceshub.com/reports/users-accredited

John Smith  
You are logged in as Superintendent (24/7 Pharmacy Stop)

### Users Accredited Report

Administration

- Manage Users
- Reports

My Notifications  
There are no notifications

Help & Support

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- Guidance

Filters

PGD filter

Run Report

PGD Name	Version	Number of Accredited Users
<a href="#">P2 Allergic Rhinitis - Dymista Nasal Spray</a>	1	1
<a href="#">P2 Altitude Sickness - Acetazolamide</a>	1	1
<a href="#">P2 Asthma- Salbutamol</a>	1	1
<a href="#">P2 Chicken Pox Vaccine</a>	1	1
<a href="#">P2 Cholera Oral Vaccine</a>	1	3
<a href="#">Contraception - EHC Levonorgestrel</a>	1.1	1
<a href="#">Contraception - EHC Ullipristal</a>	1	2
<a href="#">P2 Erectile Dysfunction - Sildenafil</a>	1.2	1
<a href="#">P2 Malaria - Doxycycline</a>	1.1	5
<a href="#">P2 Rabies Vaccine</a>	1	1

1 - 10 of 14 2 pages 10 rows per page

< Previous 1 2 Next >




In the *Filters* section, you can enter a value in the *PGD filter* field to filter by PGD. The filter searches for data that exists in the *PGD Name* column of the report. You can also sort the report by *PGD Name*, *Version*, and *Number of Accredited Users* using the up and down arrows next to each field.



Selecting the name of a PGD from the *PGD Name* column will take you to the web page for that PGD on Clinical Services Hub.



You can select the **[Export to CSV]**  button, which can be found next to the **[Run Report]** button, to export the current view of the report being displayed on the web page to a .csv file.

## Revision History

Version Number	Date	Revision Details	Author(s)
1.0	11 November 2020		Elyas Khalifa

### Contact us

For more information contact:  
**Telephone: 0344 209 2601**

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