

Steps by Step Instructions

July 2021 CERNER Upgrade

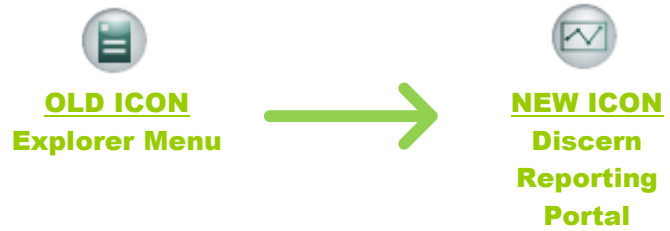
New Discern Reporting Portal



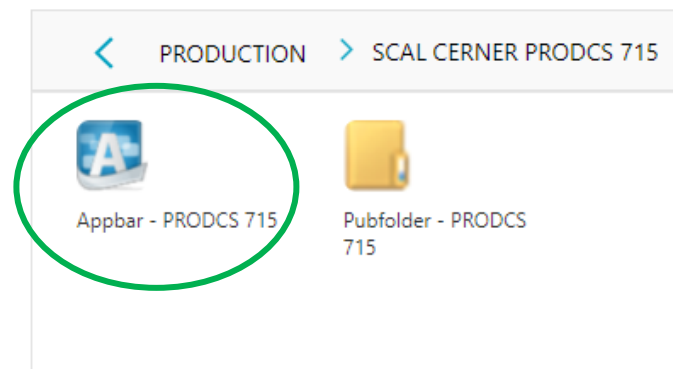
Updated: Jul, 2021 MMG

CERNER has upgraded, launching the new **Discern Reporting Portal** which has replaced the **Explorer Menu** in CERNER AppBar.

The following instructions will assist in replacing the old icon button with the new icon button, and how to locate your normal Specimen Tracking.

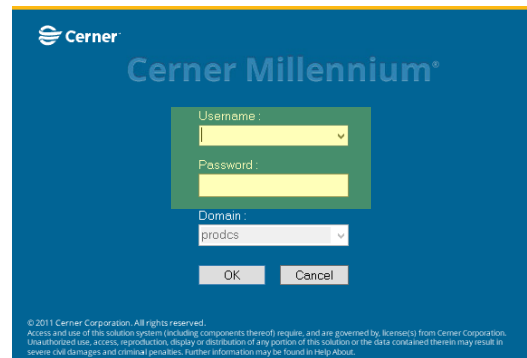


► **1.** Launch **CERNER AppBar** from **National Applications Portal**.

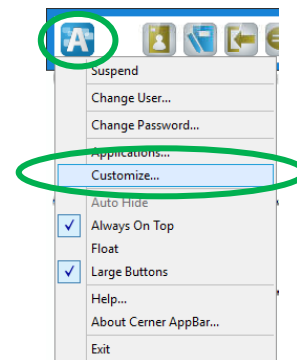


► **2.** **Login** using your Windows Credentials.

TIP: Windows Credentials are the same login information (NUID and password) used to login to the KP computer.



► **3.** From the AppBar, click on the large **A** icon to open the menu and then click on **Customize**.

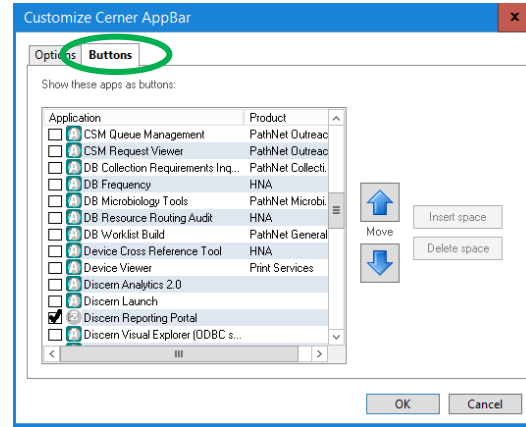


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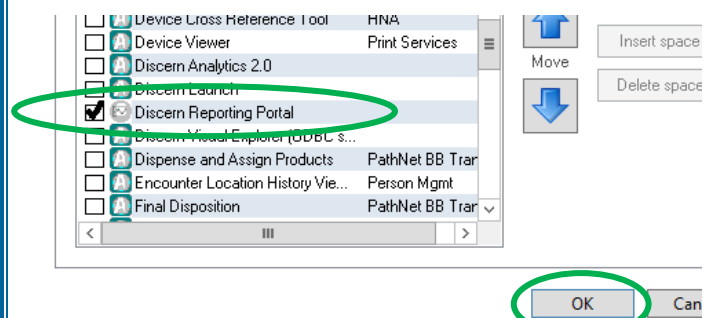
New Discern Reporting Portal

► **4.** From the Customize Cerner AppBar, select the **Buttons** tab and scroll down past your selected applications to the Ds in the alphabetical list of available applications.



► **5.** Locate and select **Discern Reporting Portal** from the list of applications, then click **OK**.

TIP: From this Buttons menu, you can also sort your application icons one at a time as necessary. Use the arrows to move up and down in your AppBar.

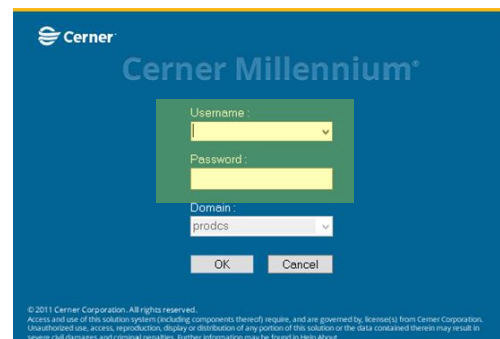


► **6.** Click on the new icon to launch the **Discern Reporting Portal**.



► **7.** You will need to login again using your Windows Credentials.

- Please be advised that login will be required each time you launch the new Menu.



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► **8.** From the Filters menu, click on the **≥** (arrow) to drop down the **Categories** list.

► **9.** Select the check box for ***Specimen Tracking* (4/4)** to filter your reports.

► **10.** Select your desired report from the filtered menu and click on **Run** to launch.

1. Accn Tracking History
2. Label Print
3. Overdue Report
4. Transfer List to Outer Tub

*TIP: Save yourself some time and star each report to save it as a **My Favorite** in the My Favorites tab at the top.*