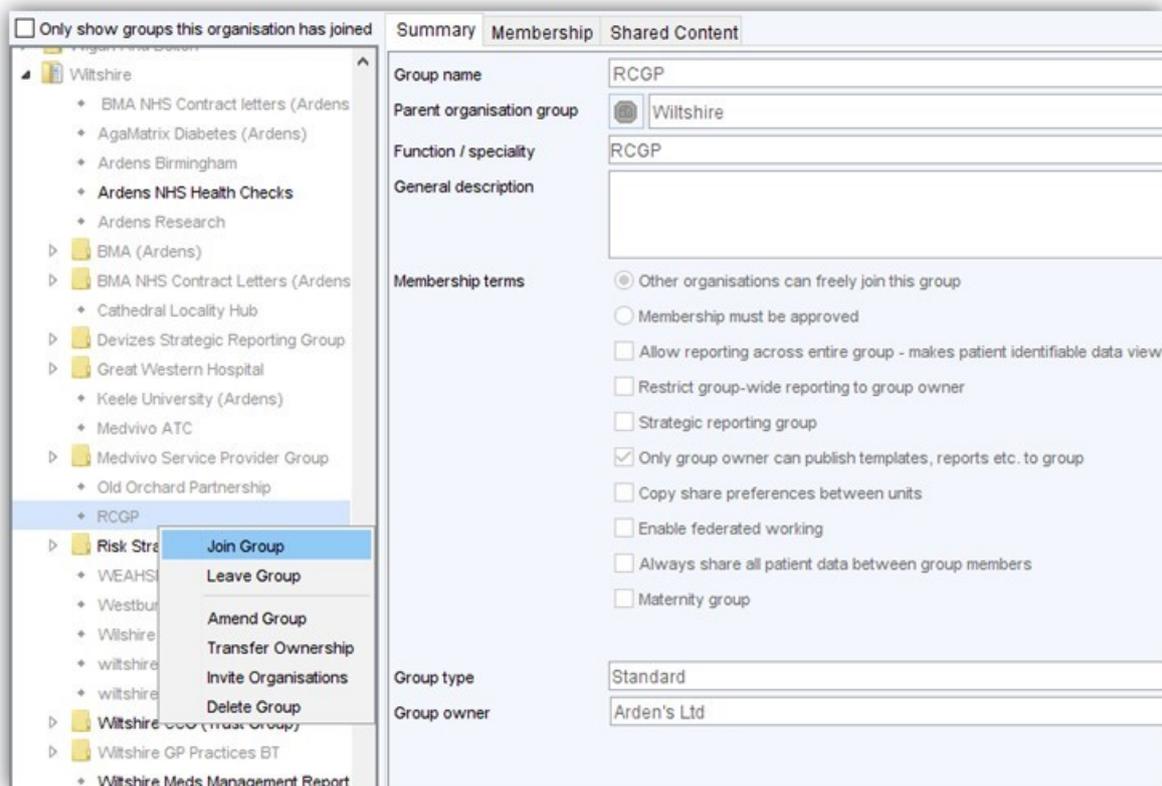


# SystemOne Prescribing review Data collection – provided by Ardens

## Setup

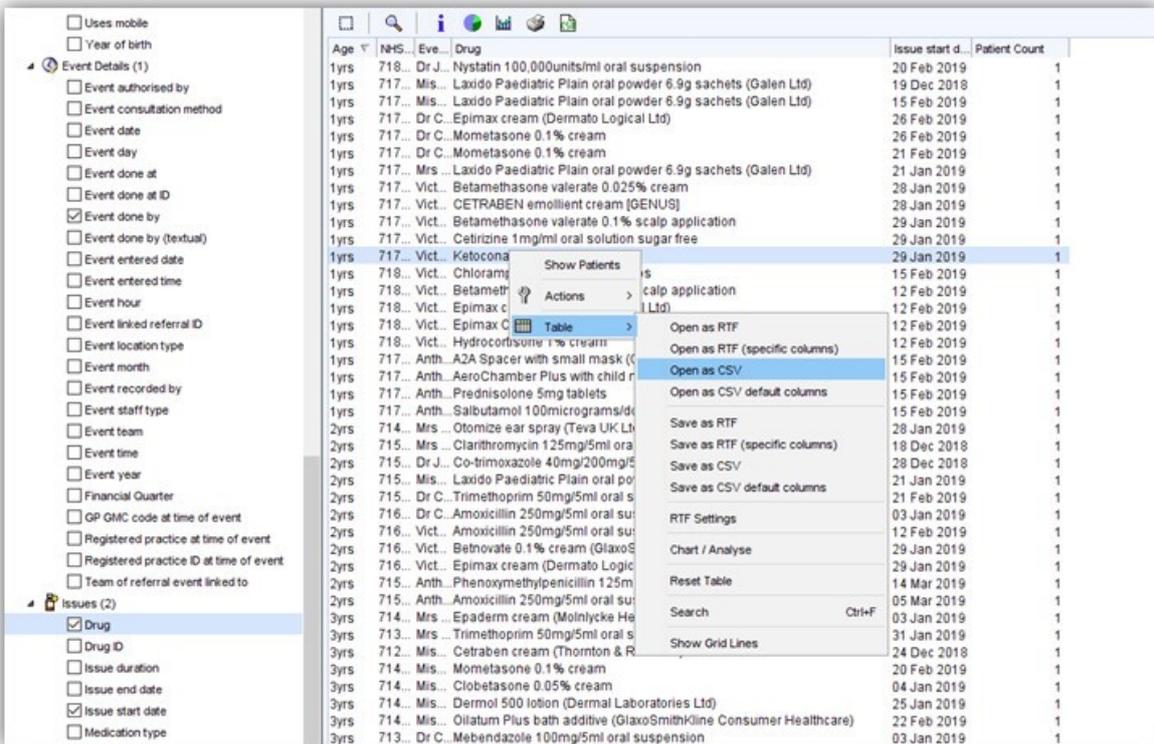
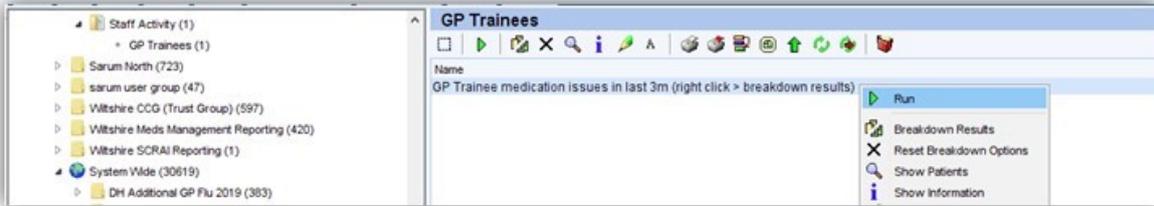
(This step is only required if you don't use Ardens already)

1. Go to Setup > Users & Policy > Organisation Groups
2. Untick the box that says 'Only show groups this organisation has joined'
3. Go to the Wiltshire folder > Right click on RCGP > Select join group
4. Turn SystemOne off and back on again to complete the setup process



## Run the Report

1. Go to Reporting > Clinical Reporting > RCGP or Ardens > Staff Activity > GP Trainees
2. Right click & run the report called 'GP Trainee medication issues in last 3m'
3. Right click > Break down results > Break down by:
  - a. Demographics > Age and NHS Number
  - b. Event details > Event done by
  - c. Issues > Drug and Issue start date
4. Click refresh & click anywhere on the data > Right click > Table > Open as CSV



5. You will need to make sure you only have your prescriptions so to do this you will need to filter column 'C' 'Event done by'.
6. Click on 'C' to highlight the whole column, then click on 'Sort and Filter'>Filter
7. Click on the down arrow that has appeared under 'C' and click on your name.
8. Copy and paste 60 prescriptions 'rows' highlighting columns A-E in to the RCGP spreadsheet