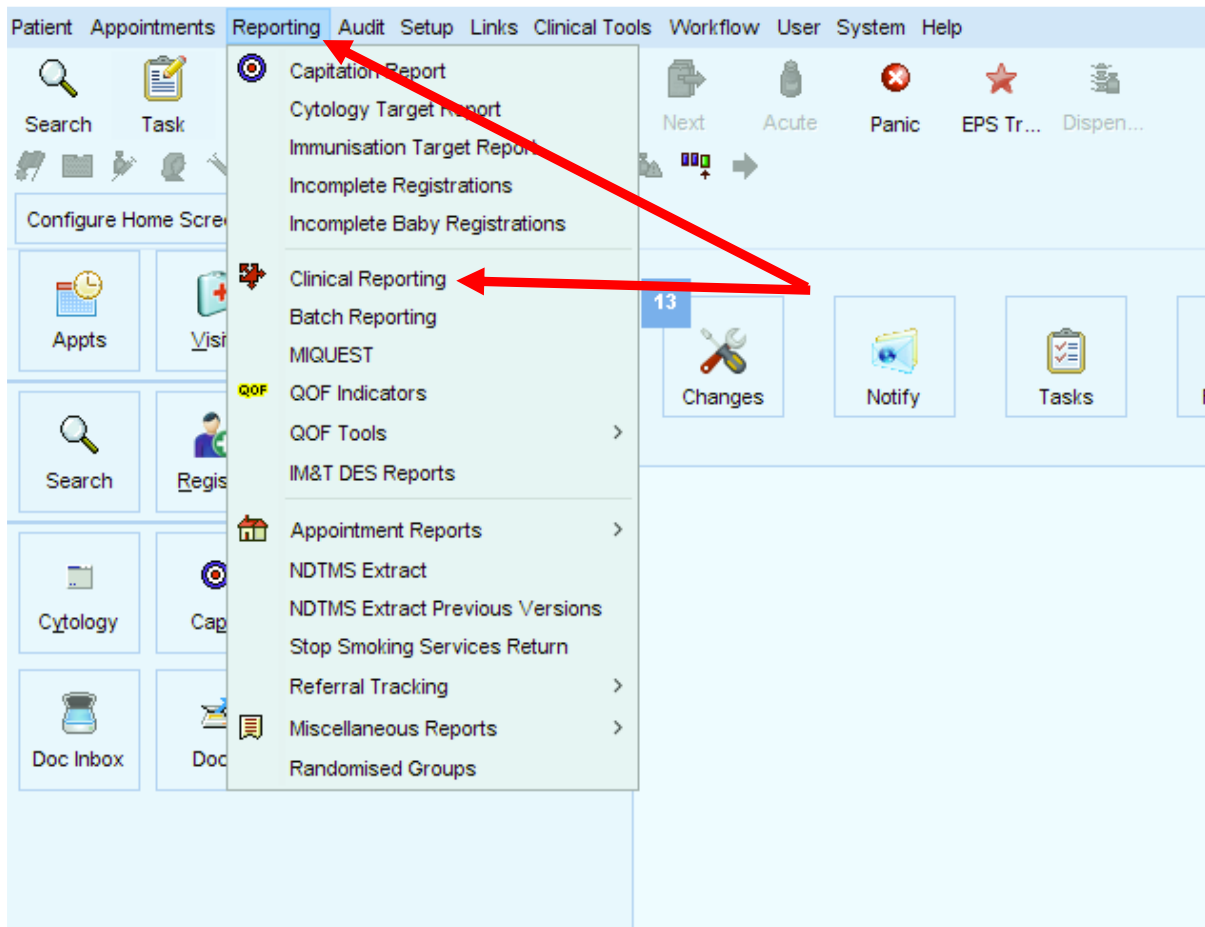


**Step by step guidance on searching for the SystmOne clinical report for 'High cost insulin pen needles for review'**

**1. Select 'Reporting', followed by 'Clinical Reporting'**



2. On the left hand side, select 'Search reports...'

The screenshot displays a software interface with a top toolbar and a main content area. The toolbar includes icons for Search, Task, Discard, Save, Record, Details, Next, Acute, and Protocols, along with buttons for New, Join, Copy, Import, Export, Excluded Patients, Report Queue, and Refresh. The main content area is split into two panes. The left pane shows a tree view of reports, with 'Search reports...' highlighted and a red arrow pointing to it. The right pane is titled 'Search reports...' and contains a search input field with the placeholder text 'Enter text to search' and a 'Name' label. Below the search input, the text 'No reports' is visible.

**Search reports...**

Enter text to search

Name ^

No reports

3. In the text box type in 'High cost insulin pen needles for review' and click 'Search'

Join Copy Import Export Excluded Patients Report Queue Refresh

Reports (34043)  
Waiting  
Completed  
Search reports... (34043)  
Favourites  
By Owner  
My Reports (37)  
+ Bimonthly Actions (2)  
+ ScriptSwitch (11)  
+ Specials (8)  
+ Vitamin D (16)  
Local Reports (1538)  
Basildon PCT (412)  
Essex (5684)  
South West Essex Pct (Trust Group) (386)  
System Wide (26023)  
By Category

**Search reports...**

Enter text to search Search  Search report names  Search report date

Name / Count % Last Run Flags

**4. Select the report and run the report by selecting the 'Run' button (green arrow)**


New Join Copy Import Export Excluded Patients Report Queue Upload Refresh

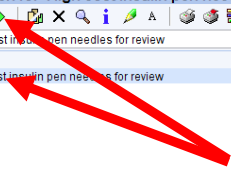
All Reports (50541)  
Waiting  
Completed  
Search for 'High cost insulin pen needles for review'... (1)  
Favourites  
By Owner  
My Reports (20)  
2010 Practice Flu reports JF (18)  
Medicines Management EPS  
SE Essex PCT  
Local Reports (3216)  
BBW CCG Template group (4)  
Essex (7958)  
South West Essex Pct (Trust Group) (475)  
Thurrock CCG Template group (1)  
System Wide (38887)  
By Category

Search for 'High cost insulin pen needles for review'...

High cost insulin pen needles for review

Search  Search report names  Search report categories

Name	Count	%	Last Run	Flags
High cost insulin pen needles for review				



## 5. Right hand click the report and select 'Breakdown Results'

The screenshot displays a software interface for managing reports. On the left, a sidebar shows a tree view of reports categorized by owner and category. The main area is titled 'Search reports...' and contains a table of search results. A context menu is open over the first row of the table, with a red arrow pointing to the 'Breakdown Results' option.

Search reports... Data included up to 24 Oct 2019 17:08

High cost insulin pen needles for review

Name	Count	%	Last Run	Flags
High cost insulin pen needles for review	4311	1.0 %	25 Oct 2019 14:59	✓

- Run
- Breakdown Results**
- Reset Breakdown Options
- Show Patients
- Show Information
- Amend
- Rename
- Print RTF
- Print Diagram
- Move
- Publish
- Upload
- Add to Favourites
- Create Patient Status Alert
- Run on Current Patient
- Delete
- Send Information to TPP
- Table

6. On the left hand side select the arrow next to 'issues' then tick 'Drug' followed by 'Refresh' this will show all patients and the products they are currently prescribed

The screenshot displays a software interface for a report titled "Report Results: High cost insulin pen needles for review (SE Essex PCT / Medicines Management)". At the top left, there are buttons for "Close", "Send Information To TPP", and "Refresh". The left sidebar contains a tree view with the following items: "High cost insulin pen needles for review (SE Essex PCT)", "Item Count", "Percentage of the total", "Current Referrals In", "Demographics", "Event Details", "Issues (1)", "Drug", "Drug ID", "Issue duration", "Issue end date", "Issue start date", "Medication type", "Product Type", "Repeat drug", "Record Sharing", "Registration", "Relationship", "Risk Factors", and "Strategic Reporting ID". The "Issues (1)" folder is expanded, and the "Drug" checkbox is checked. The main report area shows "Patient Count: 4311". Two red arrows are overlaid on the image: one points from the "Refresh" button to the "Drug" checkbox, and another points from the "Drug" checkbox to the main report area.