You will need to print two reports. Use the “A/D/T” report to see admissions/dischargers/transfers. Print the “Census by Unit” report to see patients on your unit. Follow the steps below:

**Step 1** Look for Discern Analytics 2.0 button in toolbar (note it may be “hidden” in one of the drop down menus)

**Step 2** The first time you open Discern Analytics 2.0, it may ask you to select your location. Next, use the **Select** button. Do NOT choose “Select All” button.

**Step 3** The first time you open Discern Analytics 2.0, it will Welcome you – click the “X” to close the welcome message:
Step 4  In the Reports tab, open the Explorer Menu folder, then look for the PM Admitting folder:

![Image of Explorer Menu folder with PM Admitting folder highlighted]

Step 5  To run the A/D/T report, select it from the folder, then select Run Report. The report details window will pop up.
Step 6  In the report details window, leave the Output to File/Printer/Mine set to MINE, leave the Output type set to Report, ensure your facility is selected, enter the date you want, then click Execute.

Step 7  The report will open. Use the tools at the top to page through, and/or print the report:
Step 8  

To run the **Census by Unit** Report, select it from **PM Admitting** folder, then select **Run Report**, and complete the report details – be sure to select your **facility** and **correct unit**:

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Note: This report contains multiple pages. Look for the type of Admit/Discharge etc on the top of each page.
Step 9

The report will contain a list of all the beds in the unit and the information on the patient in the bed, or a blank line if the bed is blank.

The last page of the report will contain a summary, note that it has the number of beds in the unit listed first.