Explorer Menu is being replaced with Discern Report Portal. Please review the following instructions to locate reports.

**How to access reports using Discern Reporting Portal:**

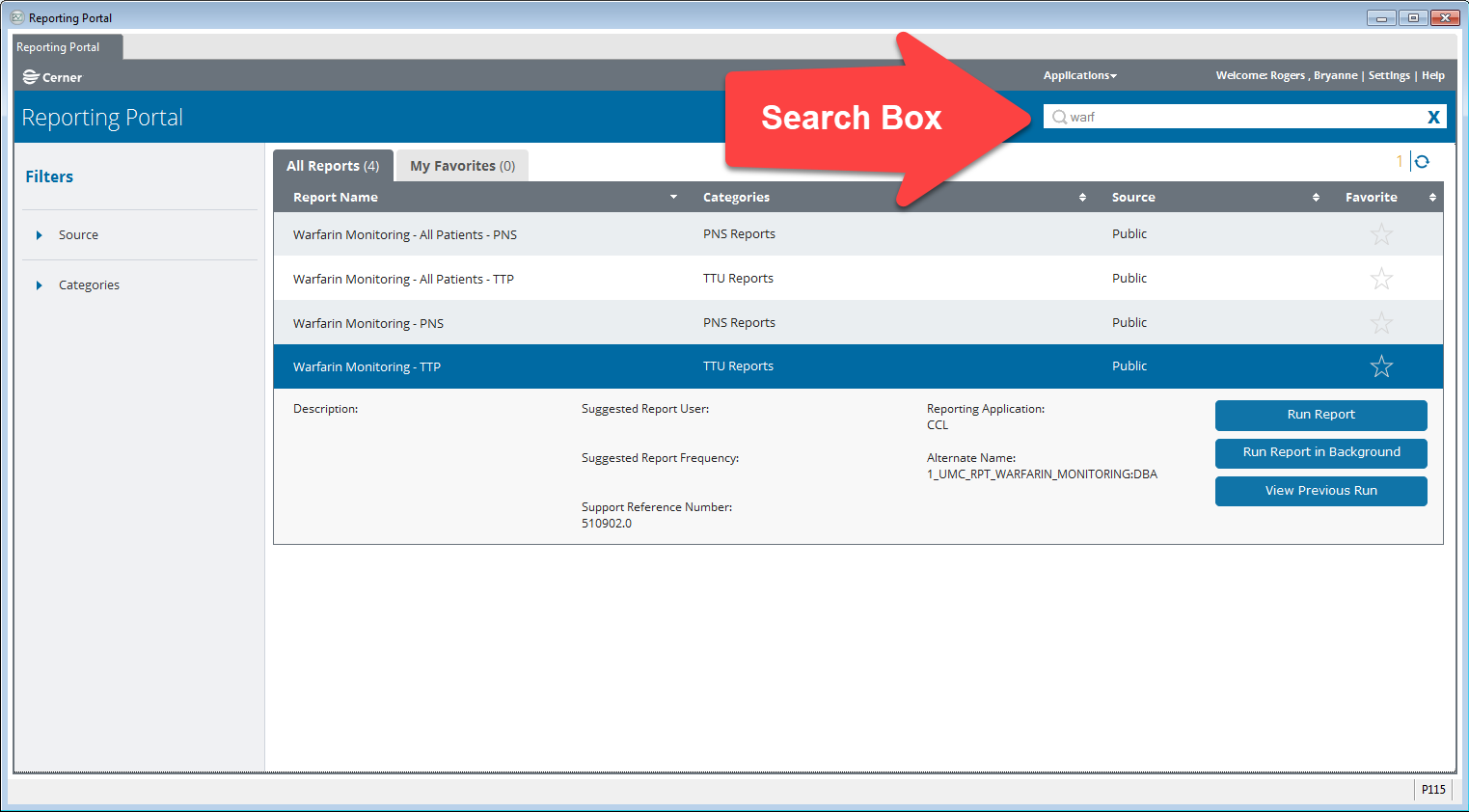
Select Discern Reporting Portal on the tool bar in PowerChart or add to your AppBar, see last page.

PowerChart: AppBar Icon:

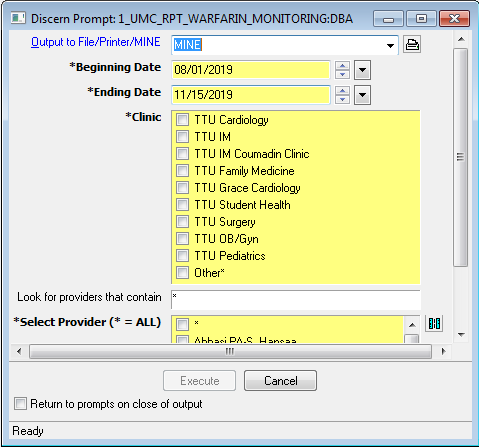
 

Locate appropriate report, using the Search box will be the most efficient method to search.

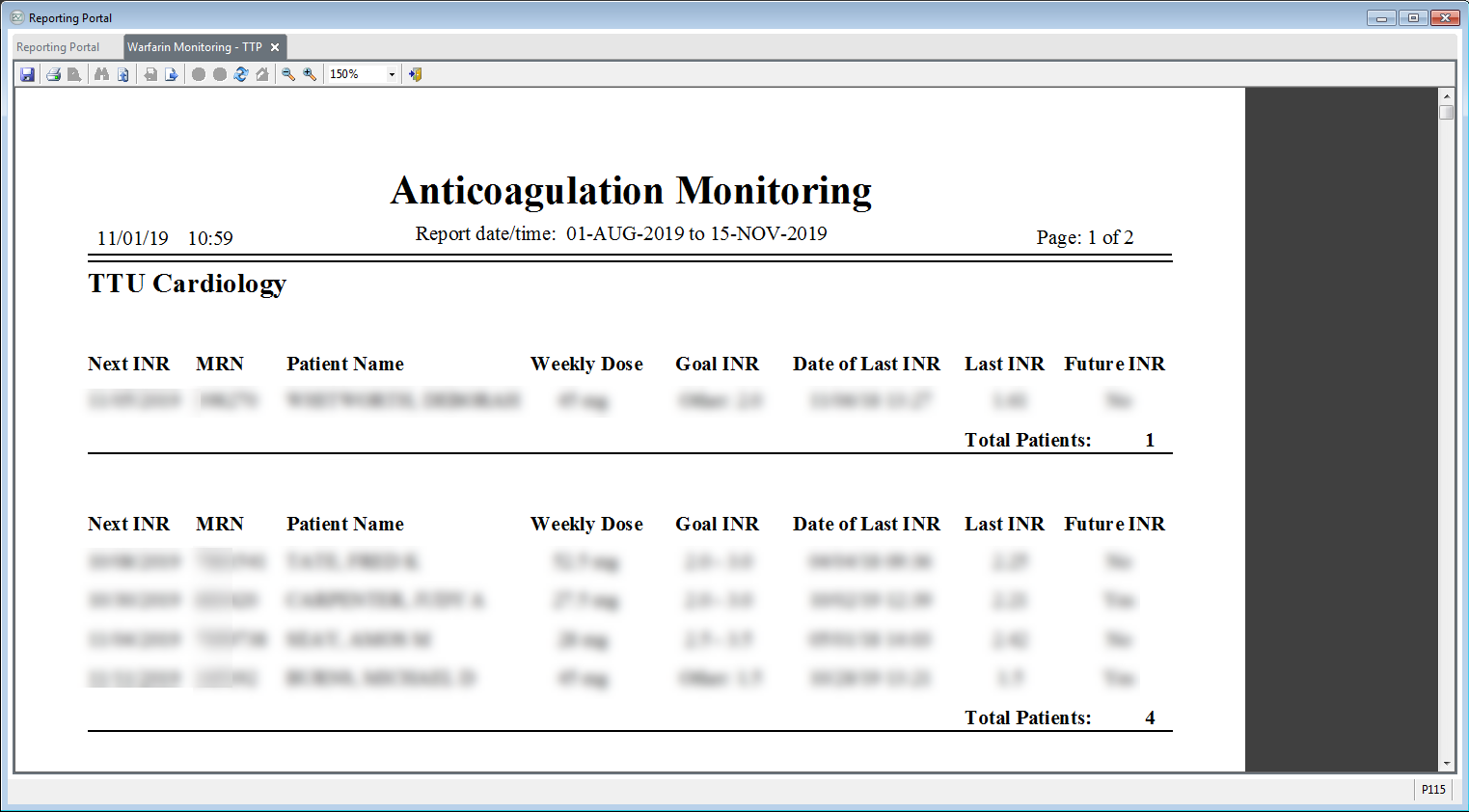
Clicking on the star will indicate that this is a Favorite report, and will fall into the My Favorites tab for future use.



Click Run Report, enter the prompts and select Execute.



The report will result:



**How to add to AppBar:**

Open AppBar, click on the AppBar icon and select Customize and open the Buttons tab.

Selecting the Applications, ensuring the checkmark appears, will allow them to display on your AppBar.

