

Aria e-prescribing A13 guide

Aria back up

At the end of each day run the report Prescriptions – Dose Recordings by Institution and Patient (rxbypt_all.rpt) for one day, for the following 7 days (ie 7 x 1 day).

Save the output to a local drive, in a location accessible to the appropriate members of staff.

Repeat this process each day, over writing the files saved the previous day, to ensure the most up to date version, with any amendments made have been picked up, and available