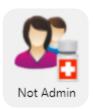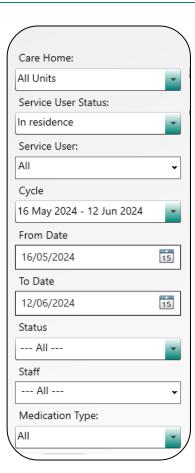# eMARx

Reports – Viewing Not Administered Medication

Select the **Reports** icon.

Click on the Not Admin icon.

Choose which unit and resident you wish to view not administered medication for. You can choose to view not administered medication for **all units** and/or **all residents** and for more than one **resident** at a time.

Select the **Cycle** you want to view not administered medication for.

If you want to narrow down the search date, select a **From Date** and **To Date**.

Select the **Status** you want to filter (All, left in cup, Refused, Nausea/Vomiting, Hospitalised, Social Leave, Destroyed, Other, Define or No signature).

Select the **Staff** you want to filter. You can select **All** or specific **Staff**.

Click the **Run Report** icon. It is now ready to view.