




Running your GSF Report

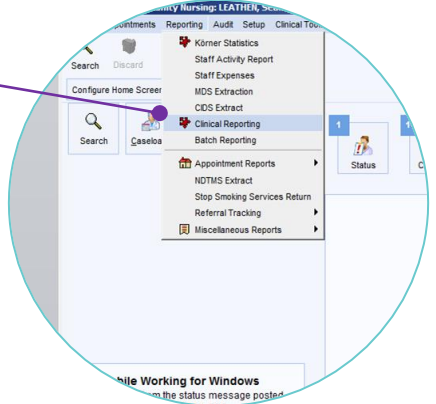
SystemOne


Step One: Open SystemOne and the GSF Report spreadsheet

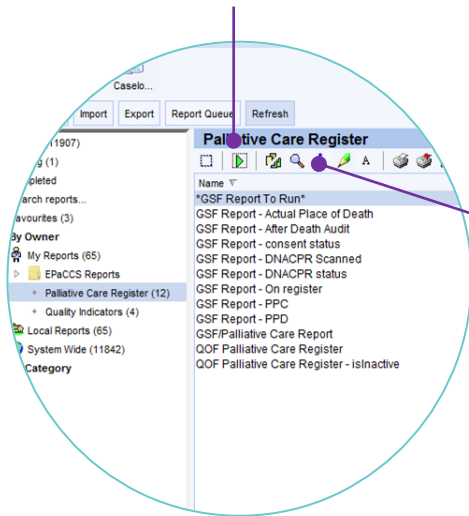


Step Two: Follow these instructions to run the SystemOne report

1. Go to SystemOne Clinical Reporting
2. Find the report called **GSF Report To Run** and Run it by pressing the  button



3. When it has run, press **Show Patients** 



4. Press **Save All Pages to CSV**. This will open a new Excel spreadsheet with a lot of information on. Keep this open.



Contact Details

**The End of Life Care Team is available
Monday to Friday during working hours.**

Telephone: 0115 8834787

For Queries regarding:

- **Clinical Advise, Support and Training**

Please ask for a nurse or facilitator.

- **Use of EPaCCS or the GSF Report**

Please ask for the team manager or technician.

- **Palliative Care at Home respite shifts for Carers**

0300 300 3333, Option 3 for our Coordination
Centre