

Exporting Data

To export data, the permission to access the Data Export screen must be provided, then perform these steps:

- 1. Click Registration.
- 2. Click Data Export and this screen appears:

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- 3. Click Custom Export.
- 4. Select a specific patient or check all.
- 5. Select a begin and end date or select all.
- 6. Set a time to run the data export.
- 7. Click if you want the export to recur by day, days of the week, monthly or annually.
- 8. Select the type of CDA file or Excel file to export.
- 9. Type a Comment.
- 10. Click Export.
- 11. When the Export is complete, the file information appears in the table at the bottom.
- 12. Click Download to download the file.