

Quick Reference Guide – Exporting lists to Excel

1. Locate the list you wish to export to Excel.
2. There are 2 ways to export the list:
 - a. Download All Patients in a list - 3 dots found at the right-hand side of the screen.

The screenshot shows a patient list titled 'CICB List'. The list contains several patient entries with columns for Name, NHS Number, Local Authority, LA Case Identifier, Hospital, Ward, Date Referral Received, and Acute Proposed Pathway. A dropdown menu is open on the right side of the list, with the 'Download' and 'Show All Downloads' options circled in red.

Name	NHS Number	Local Authority	LA Case Identifier	Hospital	Ward	Date Referral Received	Acute Proposed Pathway
TESTER, RODNEY	446 243 9562 [NHS]						
Testpatient, The	888 888 8888 [NHS]						
Xxtestpatientidz, David							
XXTESTPATIENTAIDZ, DONOTUSE			1234			25-Jan-2021	Referral Sent to
ZZTEST, DICK							
ZZZTEST, ARTHUR		enrol not reenrol		North Bristol Trust	test		
Zzztest, Seven							
ZZZTEST, STREAMLINE							

- b. Download Specific Patients in a list – in the left-hand column, select checkboxes for the patients you want to download. The following icons are displayed.

The screenshot shows a patient list titled 'Sirona All Pathways List'. The list contains several patient entries with columns for Name, NHS Number, P1 Current LOS, P2 Current LOS, P3 Current LOS, Current Pathway, and Date Received. All checkboxes in the left-hand column are selected. A download icon (a square with a downward arrow) is circled in red.

Name	NHS Number	P1 Current LOS	P2 Current LOS	P3 Current LOS	Current Pathway	Date Received
TESTER, RODNEY	446 243 9562 [NHS]				Pathway 1	
Testpatient, The	888 888 8888 [NHS]				Pathway 3	
Xxtestpatientidz, David					Pathway 2	
XXTESTPATIENTAIDZ, DONOTUSE					Pathway 1	
ZZTEST, DICK					Pathway 3	
ZZZTEST, ARTHUR					Pathway 2	
Zzztest, Seven					Pathway 3	
ZZZTEST, STREAMLINE					Pathway 3	

3. Click 'Download'



For more information & support contact your local IT Helpdesk.