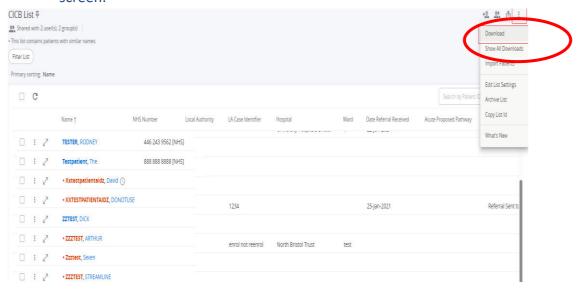
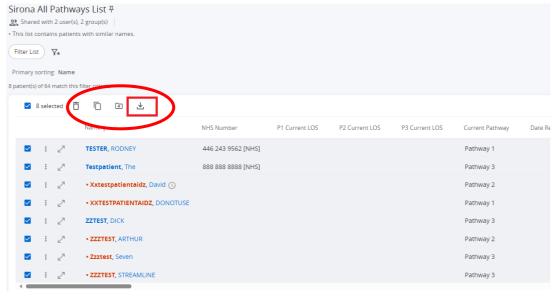


## **Quick Reference Guide – Exporting lists to Excel**

- 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.



 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.



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3. Click 'Download'



For more information & support contact your local IT Helpdesk.

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