

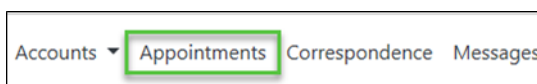
How to export appointments

Scenario

This guide explains how to utilise export functionality within the Appointments section of the My GNCR Management portal. Export is available for user with a 'Global' role.

Export Appointments

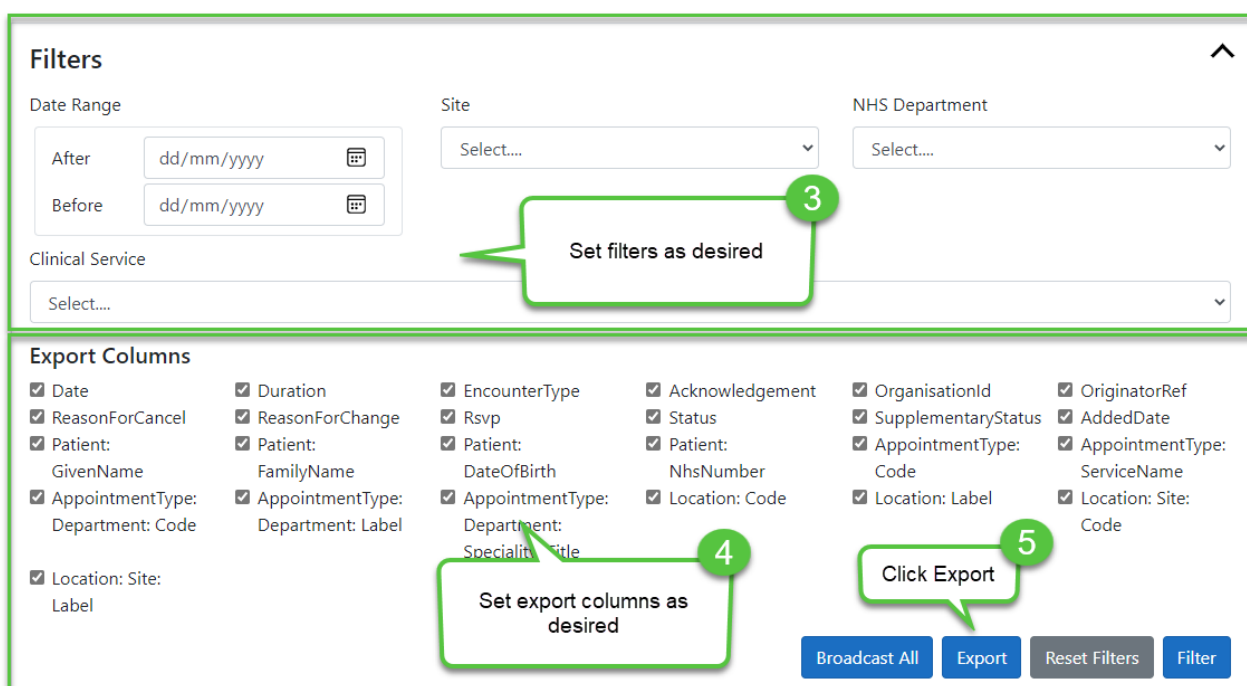
1. Select the **'Appointments'** menu



2. Select **'Filters'**



3. Set the desired **Filter criteria** (Multiple criteria can be entered, e.g. a date range and a NHS Department).
4. Set the desired **Export Columns**
5. Click **'Export'**



The screenshot shows the 'Filters' and 'Export Columns' sections of the interface. The 'Filters' section includes fields for 'Date Range' (After and Before), 'Site', 'NHS Department', and 'Clinical Service'. A callout '3' points to the 'Site' dropdown with the text 'Set filters as desired'. The 'Export Columns' section contains a grid of checkboxes for various data fields. A callout '4' points to the grid with the text 'Set export columns as desired'. A callout '5' points to the 'Export' button with the text 'Click Export'. At the bottom of the interface are buttons for 'Broadcast All', 'Export', 'Reset Filters', and 'Filter'.

6. The file will be downloaded in the .csv format:

