

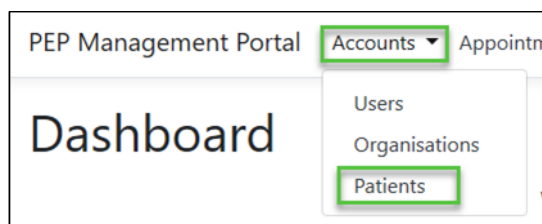
Management Portal – Export patients

Scenario

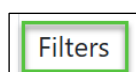
This guide explains how to utilise the Export functionality within the Patients section of the My GNCR Management Portal. Export is available for users with a 'Global' access role.

Export Patients

1. Select **'Accounts'** then **'Patients'**



2. Select **'Filters'**



3. Set the desired **Filter criteria**
4. Set the desired **Export Columns**
5. Click **'Export'**

Filters

First Name <input type="text"/>	Surname <input type="text"/>	Ods Code Select...
Nhs Number <input type="text"/>	Accessed Count <input type="text"/>	Date of Birth After: dd/mm/yyyy Before: dd/mm/yyyy
First Accessed After: dd/mm/yyyy Before: dd/mm/yyyy	Last Accessed After: dd/mm/yyyy Before: dd/mm/yyyy	

3 Set filters as desired

Export Columns

<input checked="" type="checkbox"/> DateOfBirth	<input checked="" type="checkbox"/> GivenName	<input checked="" type="checkbox"/> FamilyName	<input checked="" type="checkbox"/> NhsNumber	<input checked="" type="checkbox"/> OdsCode	<input checked="" type="checkbox"/> Preference: AllowCookies
<input checked="" type="checkbox"/> Preference: AllowInAppNotifications	<input checked="" type="checkbox"/> Preference: AllowTextNotifications	<input checked="" type="checkbox"/> Preference: ...	<input checked="" type="checkbox"/> Preference: ...	<input checked="" type="checkbox"/> Preference: ...	<input checked="" type="checkbox"/> FirstAccessed
<input checked="" type="checkbox"/> LastAccessed	<input checked="" type="checkbox"/> AccessedCount				

4 Set export columns as desired

5 Click Export

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

