

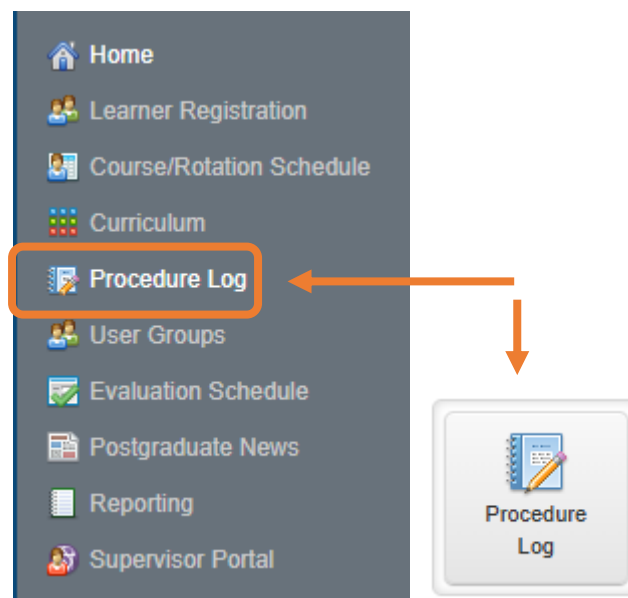
How to export a procedure log

Audience: PA, PD, CC Chair

A] Access the Procedure Log



Click on the **Procedure Log** module menu or icon





1. Click on **Procedure Dashboard**
2. Click on **All Procedures** to filter your view (optional)
3. Check the box in front of the procedures you wish to export (or select all by checking box at top of column)
4. Click on **Export Procedure Form Details**
5. A **pop-up window** will appear stating “Export completed successfully” - click on **Download**

The screenshot shows the 'Procedure Dashboard' interface. On the left is a navigation menu with 'Procedure Dashboard' highlighted (1). The main area has a 'All Procedures' link (2) and 'Export Procedure Form Details' button (4). Below is a 'Procedure Log' table with 3 entries. The first two entries are checked (3).

Procedure Name	Category Name	Procedure Program	Activity	Start Date	End Date	Evaluation	Trigger	Created By	Supervisor	Evaluatee	Status	Action	
<input type="checkbox"/>	external cephalic versions	Core 3 - Complex Vaginal Delivery	Obstetrics and Gynecology	Fetal Cardiology and Advanced Imaging	27-Aug-2024	21-Sep-2024	Obs Gyn Procedure Log Q	Start of Rotation 13-Sep-2024	Acetest, Paul	Abatest, Jenna	Acetest, Paul	Submitted 13-Sep-2024	View
<input checked="" type="checkbox"/>	septoplasty	Core 14 - Hysteroscopy	Obstetrics and Gynecology	Fetal Cardiology and Advanced Imaging	27-Aug-2024	21-Sep-2024	Obs Gyn Procedure Log Q	Start of Rotation 15-Sep-2024	Acetest, Paul	Lintest, Ashley	Acetest, Paul	Submitted 15-Sep-2024	View
<input checked="" type="checkbox"/>	septoplasty	Core 14 - Hysteroscopy	Obstetrics and Gynecology	Fetal Cardiology and Advanced Imaging	27-Aug-2024	21-Sep-2024	Obs Gyn Procedure Log Q	Start of Rotation 15-Oct-2024	Acetest, Ashley	Lintest, Ashley	Acetest, Paul	Submitted 15-Oct-2024	View

Export completed successfully.

Download 5

Delete



- ➔ You will obtain a zip file with 2 excel documents:
 - “Program name Procedure Log” contains all details entered into the forms
 - “Export date” contains high level procedure counts
- ➔ If you click on **Export Procedure** instead of **Export Procedure Form Details**, you will obtain a file named “Export_date”. It contains high level procedure counts