

EXPORT NDRSi REPORTS TO EXCEL

- 1) Select Enter/Edit MERs by UIC module within NDRSi.
 - a) Either select specific UIC or * to View All UICs
- 2) Enter date range in the Dates of Onset fields (i.e. 1/1/2008 - 7/31/2008)
- 3) Click "Get Medical Events" button.
- 4) After list populates, click on the green Excel icon at the right of your screen.
- 5) A window will pop up to generate report. Click link that states "Click Here" in blue.
- 6) An Excel sheet will come up. Save as a file to your computer so you can sort and filter the columns. You will also need to reformat columns A, B, C, and P as the leading zeros aren't displayed.
 - a) Column A and P should be 5 digits, B is 2 digits, C is 9 digits.
- 7) When opening the file, a message will pop up, select "OK."
- 8) Ensure you follow procedures for protecting this type of data on your computer or any shared drive. Keep file "zipped and encrypted."