PHARMHOS
medications management

MerlinMAP
Quick
Reference Guide

Community Pharmacy

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1. MerlinMAP Community Pharmacy Module

The MerlinMAP Community Pharmacy module enables the recording and reporting of community pharmacy clinically related tasks to satisfy the reporting requirements to substantiate the 5CPA payment claiming. This module is only applicable for S90 Community Pharmacy PBS approval sites.

There are 2 units within the module:
- Clinical Interventions
- MedsCheck/MedsCheck Diabetes

To select the required unit, click the corresponding tab at the top of the screen.
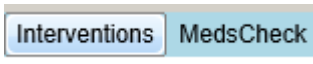
2. Login

Open up an internet browser and enter the valid URL for MerlinMAP. The login page is shown below.
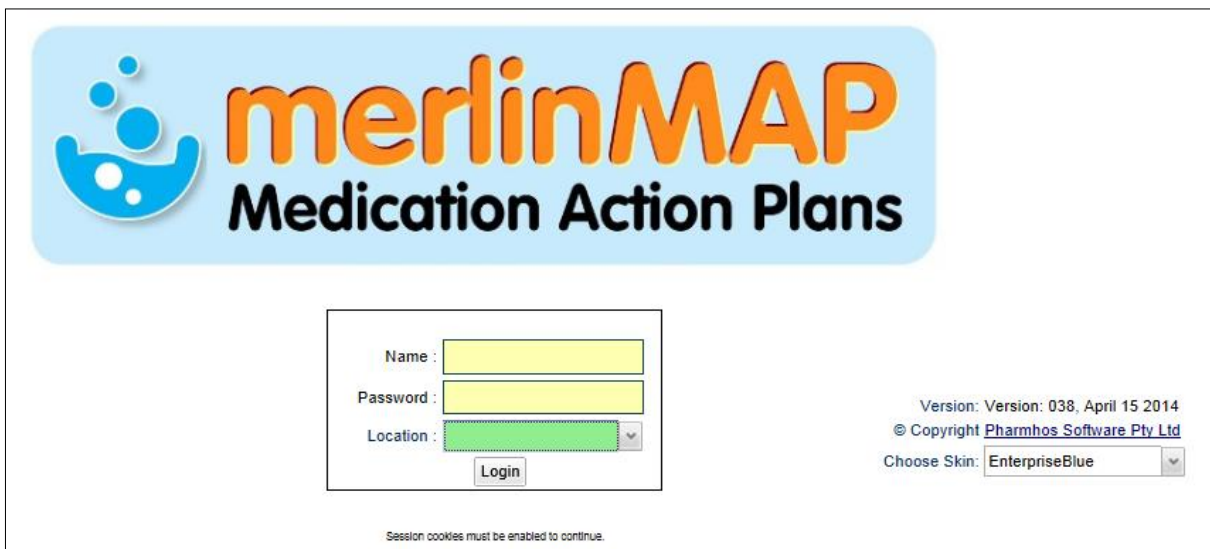
Users must enter valid login credentials to access the Interventions/Medscheck module. Enter your Merlin username and password in the fields provided.

Users must select a location – the location list contains all pharmacy main stores. The location is important for reporting purposes.

3. Clinical Interventions

A clinical intervention is a

"professional activity undertaken by a registered pharmacist directed towards improving quality use of medicines (QUM) and resulting in a recommendation for a change in the patient's medication therapy, means of administration or medication-taking behaviour"

Clinical Interventions recorded in the MerlinMAP Clinical Intervention unit utilises the D.O.C.U.M.E.N.T. classification system.
(NOTE: Interventions under the M.E.N. components of the classification system cannot be claimed).

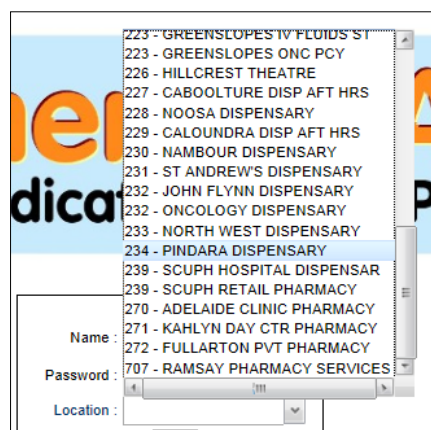## 3.1. Select Patient

The first screen in the Clinical Intervention unit is the 'Patient Selection' screen. Patients in Merlin can be found in MerlinMAP – both share the same database.

Enter:
- UR number in the 'URno' field; or
- One or more fields – Surname/Given Name/Sex/DOB/Address

Then press ENTER or click the "Search" button.

If the UR number is entered, then the required patient will be displayed.
If other fields are entered, then a list of patients will be displayed.

To select the patient, double-click on the required patient OR
Highligh the required patient and click the "Select" button.

Patient Selection						
Reset	Urno :		Get Patient			
	Surname :	morrison				
	Given name :	scott				
	Sex :					
	Dob :					
	Address :		Search			Select
UR No	Surname	First Names	Sex	Dob	Address	
123456	MORRISON	SCOTT	M	09/15/1964	C/- Pharmhos Software 63-85 Turner Street PORT MEL…	
#00038	MORRISON	SCOTT		09/15/1964		
10009	MORRISON	SCOTT	M	05/15/2006	just another one	
10005	MORRISON	SCOTT		05/15/2006	4 Testing Street Port Melbourne	
M123456	MORRISON	SCOTT	M	11/07/2005	THE M ADDRESS TESTVILLE	
B123456	MORRISON	SCOTT	M	11/07/2005	THE B ADDRESS ADDR2 TESTVILLE	

3.2.   Clinical Interventions Main Screen

The Clinical Interventions Main Screen is divided into 3 panels:
- Patient Information
- Interventions
- Patient History: this is further divided into 2 further tabs – Intervention History, Dispensing History

The 'Patient Information' and 'Patient History' panels are collapsible – click on the corresponding blue title bar.

3.3.   Record a New Clinical Intervention

In the Interventions panel:
- select an Age Range (mandatory field)
- select a Drug Related Problem (DRP) (mandatory field)
- select a Medication involved (mandatory field) by clicking:
  - the "Medication Search" button, enter the required in the Medication Lookup screen and selecting the drug. A trade can be entered in the medication lookup screen, which will return the generic drug.
  - The "Dispensing History" button, selecting a dispensed medication in the Dispensing History lookup screen and selecting the drug.
- Enter Related medication(s) (optional field) – this is a free text field e.g. Amoxycillin, Metronidazole
- Enter Relevant medical history (optional field)
- Enter Notes on DRP (mandatory field)
- Enter Drug Level (optional field) e.g. INR = 4
- Select a Risk Rating (optional field)
- Select Recommendation(s) (mandatory field) – To select more than 1 item, hold the CONTROL button and click required recommendation(s).
- Enter Notes on Recommendation(s) (mandatory field)
- Enter Follow-Up Actions/Notes (mandatory field)
- Enter Follow-Up Date (mandatory field)
- Enter Interpersonal communication (optional field)
- Enter Relevant Information (mandatory field)
- Select Status of Intervention: Complete/Incomplete (mandatory field).
- Click the "SAVE" button

The saved Intervention appears in the Intervention History tab.

3.4. Edit an Existing Intervention

- Click the 'Edit' button corresponding to the intervention requiring editing.

- The intervention details will appear in the Interventions panel.
- Make changes accordingly.
- Click the "SAVE" button.

3.5. Delete an Existing Intervention

- Click the 'Delete' button corresponding to the intervention requiring deleting.
- The deleted intervention will not appear in the Intervention Extract.

3.6.   Print a Clinical Intervention Report

- Click the 'Print' button corresponding to the intervention requiring printing.

∨ Patient History				
Intervention History Dispensing History				
Date created	Data Related Problem	Recommendation	Complete(Y/N)	Command
17/04/2014	O1 - Over/UnderDose - PRESCRIBED DOSE TOO HIGH	R2 - Change of Therapy - DOSE DECREASE;R13 - Provision of Info - EDUCATION OR COUNSELLING SESSION	Y	Edit Delete Print
28/03/2014	D6 - Drug Selection - CONTRAINDICATIONS APPARENT	R3 - Change of Therapy - DRUG CHANGE;R6 - Change of Therapy - DOSE FREQUENCY/SCHEDULE CHANGE;R10 - Referral Required - REFER TO HOSPITAL	Y	Edit Delete Print

- The print options screen appears.
- There are 2 methods to printing the Cinical Intervention Report:
  - Print Report directly to the selected printer: by selecting a printer from the printer location drop-down list and clicking the "Print Report" button
  - Display Report in a PDF Reader by clicking the "Display Report" button and then printing to the default Windows user printer in the PDF Reader application.

Printing	
Document :	Clinical Intervention Report
Printer Location :	RAMSAY HEALTH CARE - Q....
	Display Report
	Print Report
Same Patient	Next Patient
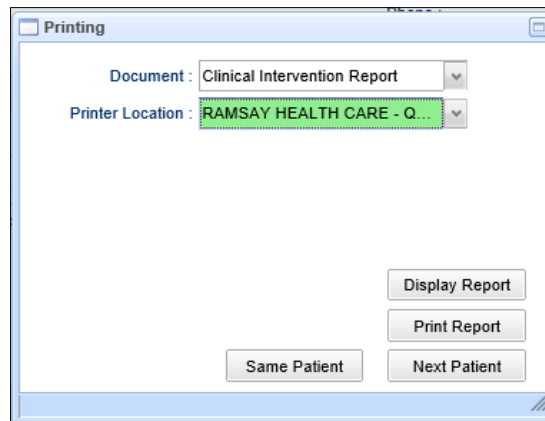
- To close the Print Options screen, click:
  - "Same Patient" button to return back to the current patient
  - "Next Patient" button to return back to the Patient Search screen.

4. MedsCheck/ Diabetes MedsCheck

"A MedsCheck provides an in-pharmacy review of a patient's medicines. It focuses on education and self-management, aiming to identify problems that the patient may be experiencing with their medicines, help them learn more about their medicines, improve their effective use of medicines and educate them about how to best store their medicines.

A Diabetes MedsCheck provides an in-pharmacy review with a focus on the patient's type 2 diabetes medicines management, monitoring devices, education and self-management. This service is targeted at patients who are unable to gain timely access to other diabetes education or health services in their community. It aims to optimize a patient's effective use of medicine, blood glucose monitoring and blood glucose control. This is achieved through improving understanding of, and compliance with, their diabetes medication therapy and through training and education."

4.1. Select Patient

As per 2.1 Select Paitent.

4.2. MedsCheck Main Screen

The MedsCheck Main Screen is divided into 3 panels:
- Patient Information
- MedsCheck: this is further divided into 3 tabs – MedsCheck Detail, Medication List, Action Plan
- Patient History: this is further divided into 3 tabs – MedsCheck History, Dispensing History, ADRs

4.3. Record a MedsCheck/Diabetes MedsCheck

There are 3 tabs to complete: MedsCheck Detail, Medication List, Action Plan

4.3.1. Complete MedsCheck Details Tab

- Answer Questions 1-4 in the Eligibility Screening section.

Eligibility Screening

1.Does the consumer live at home in a community setting and do they have a valid Medicare or DVA card?	YES
2.Has the consumer had a Medscheck, Diabetes Medscheck, Home Medicines Review or Residential Medication Management Review in the last 12 months?	NO
3.Is the consumer taking FIVE or more prescription medicines? OR	
Has the consumer had a recent significant medical event?	YES
4.Has the consumer had type 2 diabetes diagnosed within the past 12 months AND is unable to gain timely access to existing diabetes education / health services in their community? OR	
Is the consumer's type 2 diabetes less than ideally controlled AND is unable to gain timely access to existing diabetes education / health services int their community?	NO

If answered NO to Question 2, consumer is ELIGIBLE for a Medscheck or Medscheck Diabetes service
If answered YES to Question 1 and 3, consumer is ELIGIBLE for Medscheck service
If answered YES to Question 1 and 4, consumer is ELIGIBLE for Medscheck Diabetes service

- Based on the answers supplied for Questions 1-4, Fields: 'Qualify for Service?' and 'Type of Service?' will be pre-populated.
- Answer the remaining questions in the Service Details section
  - The Medicare Claim Reference No value is obtained by entering a Date in the 'Date of Service with Patient' field and clicking the 'Get Reference No' button.

Service Details

Qualify for Service? :	YES	Type of Service? :	Medscheck
Patient Consent? :	YES	Who consented? :	Patient
Date of Service with Patient :	02/04/2014 Get Reference No	Medicare Claim Refernece No :	1402

- Enter details in the 'Medical Condition(s)?' and 'No of Medical Condition(s)' fields.

Patient Details

NOTE: Update Patient's Medicare Card Number & Date of Birth

NOTE: Update Patient ADR history if Patient has allergies/ADR

Medical Condition(s)? :	Hypertension, Asthma
No of Medical Conditions(s) :	2

4.3.2. Complete Medication List Tab

- Click the 'Medication List' tab

MedsCheck

Medscheck Detail	Medication List	Action Plan

Generic Name	Trade Name	Directions	PRN	Additional Instructions	Indication	Prescriber	Command
AMOXYCILLIN 250mg CAPSULES		one capsule(s) oral THREE times daily	N	Take ONE capsule THREE times daily until course is complete.	Dental infection	DR G TESTA	Edit Delete
TELMISARTAN 40mg TABLETS	MICARDIS	1	N				Edit Delete
SALBUTAMOL 100mcg (200dose) INHALER	VENTOLIN	1	N				Edit Delete
SIMVASTATIN 40mg TABLETS	ZIMSTAT 40	1	N				Edit Delete
GLYCERYL TRINITRATE 400mcg (200dose) SUB-LINGUAL SPRAY	NITROLINGUAL	1	N				Edit Delete
EZETIMIBE 10mg TABLETS	EZETROL	1	N				Edit Delete

Add New Medication

- There are 2 methods to adding a medication to the Medication List:
  - Copy a dispensing record from the Dispensing history
  - Adding a 'new' medication (if the medication does not exist in the dispensing history)

4.3.2.1. Copy a Dispensing Record from the Dispensing History

- From the Patient History panel, click on the 'Dispensing History' tab.
- Click on the 'Copy' button corresponding to the dispensing record requiring copying.

Date printed	Description	Quantity	Patient c...	Operator	Rpts	Dispensing ID	Directions	Clinic	Bill	Charge	Doctor	Date Written	Module	Site Code	Command
14/4/2014	AMOXYCILLIN 250mg CAPSULES	20 Cap	A	HAI	0	1372639/1/0	Take ONE capsule THREE ti...		Patient	$12.95	DR G TESTA	04/14/2014	D	126DS01	Copy

- The following details of the dispense record appear in the 'Medication Details' screen:
  - The medication description – appears on top left hand corner of screen
  - The dispensing record directions – MerlinMAP and Merlin use 2 different 'Directions' codeset, hence the dispensing record directions appears in the additional instructions field. Users will be required to populate the Dose/Units/Route/Freq/PRN/Duration fields and remove the dispensing directions from the additional instructions field.
  - Prescriber – appears in the Prescriber field

Medication Details

Desc : **AMOXYCILLIN 250mg CAPSULES**   Medication : AMO6

Medication Details

Dose: :

Units: : capsule(s)

Route: : oral

Frequency: :

☐ PRN

Duration(days) :

Prescriber: 671283   [Prescriber Search]

DR G TESTA

Additional Instructions :
Take ONE capsule THREE times daily until course is complete.

Indication :

[Cancel]   [Back]   [Save]

- Click the 'Save' button once complete.

4.3.2.2. Add a New medication

- Click the 'Add New Medication' button to add a Medication to the Medication List.

- Enter Generic/Trade in the Medication Lookup Screen and select required medication

- Populate data values in the Medication Details Screen

- Click Save to add medication to the Medication List.

Generic Name	Trade Name	Directions	PRN	Additional Instructions	Indication	Prescriber	Command
IRBESARTAN-HYDROCHLOROTHIAZIDE 300mg-12.5mg TABLETS		one tablet(s) oral in the morning	N		Hypertension	Dr David Saturday	Edit Delete
METOPROLOL 50mg TABLETS		one tablet(s) oral in the morning	N		Hypertension	Dr David Saturday	Edit Delete
ASPIRIN 100mg TABLETS		one tablet(s) oral in the morning	N		prevent blood clots	Dr David Saturday	Edit Delete
SALBUTAMOL (CFC-free) 100mcg (200dose) INHALER	VENTOLIN CFC-FREE	one to two puff(s) inhaled prn mdu	N		for acute asthmatic attack	Dr David Saturday	Edit Delete
FLUTICASONE-SALMETEROL (CFC-free) 250microg-25microg (120doses) INHALER	SERETIDE 250/25	two puff(s) inhaled twice daily	N		prevent asthma attacks	Dr David Saturday	Edit Delete

Add New Medication

4.3.3. Complete Action Plan Tab

- Click the 'Add New Action Plan' button to add an Action Plan to the Action Plan List.
-

Issue Description	Recommendation	Actionee	Review Date	Outcome	Command
compliance with medications		Pharmacists	30/04/2014	outlined the risk of non-adherance to medications	Edit Delete
poor use of asthmatic devices		Pharmacists	30/04/2014	Counselled on the correct technique. Patient demonstrated improved technique post counselling	Edit Delete
High Blood pressure		Generalist Medical Practitioners	30/04/2014	Measured BP. BP = 150/110. Recommended review by GP. Booked appointment for patient to see GP.	Edit Delete

Add New Action Plan

- Populate data values in the Action Plan Details Screen

Action Plan Details

Description of Issue: : swallowing difficulties

Recommendation: : R9 - Referral Required - REFER TO PRESCRIB...

Actionee: : Generalist Medical P...

Review Date: : 28/04/2014

Outcome: : Patient to consult GP ASAP

Cancel   Save

- Click Save to add Action Plan to the Action Plan List.

	Medscheck Detail	Medication List	Action Plan			
Issue Description		Recommendation	Actionee	Review Date	Outcome	Command
compliance with medications			Pharmacists	30/04/2014	outlined the risk of non-adherance to medications	Edit Delete
poor use of asthmatic devices			Pharmacists	30/04/2014	Counselled on the correct technique. Patient demonstrated improved technique post counselling	Edit Delete
High Blood pressure		R9 - Referral Required - REFER TO PRESCRIBER	Generalist Medical Practitioners	30/04/2014	Measured BP. BP = 150/110. Recommended review by GP. Booked appointment for patient to see GP.	Edit Delete
swallowing difficulties		R9 - Referral Required - REFER TO PRESCRIBER	Generalist Medical Practitioners	28/04/2014	Patient to consult GP ASAP	Edit Delete

Add New Action Plan

4.3.4. Finalise MedsCheck Record

- Select Status of MedsCheck: Complete/Incomplete (mandatory field).
- Click the "SAVE" button

Status : Complete   Clear   Save

- The saved MedsCheck appears in the MedsCheck History tab.

Patient History			
Medscheck History	Dispensing History	Allergies and Adverse Drug Reactions (ADRs)	
Date created	Medscreen ID	Pharmacist	Command
06/02/2014	81	Mark Zhu	Edit Delete Print
09/09/2013	78	Mark Zhu	Edit Delete Print
30/08/2013	76	Mark Zhu	Edit Delete Print
30/08/2013	75	Mark Zhu	Edit Delete Print
29/08/2013	73		Edit Delete Print
27/08/2013	70		Edit Delete Print

- Click the Print Button to print the MedsCheck Consumer Report and Patient Consent Form

4.4. Edit an Existing MedsCheck

- Click the 'Edit' button corresponding to the MedsCheck requiring editing.

Patient History			
Medscheck History	Dispensing History	Allergies and Adverse Drug Reactions (ADRs)	
Date created	Medscreen ID	Pharmacist	Command
17/04/2014	6	Hai Nguyen (PS)	Edit Delete Print
28/03/2014	4	Hai Nguyen (PS)	Edit Delete Print

- The MedsCheck details will appear in the MedsCheck panel.
- Make changes accordingly.
- Click the "SAVE" button.

4.5.   Delete an Existing MedsCheck

- Click the 'Delete' button corresponding to the MedsCheck requiring deleting.
- The deleted MedsCheck will not appear in the MedsCheck Extract.

4.6.   Print a MedsCheck Consumer Report/MedsCheck Claim Form

- Click the 'Print' button corresponding to the MedsCheck requiring printing.

- The print options screen appears.
- Select the required document: MedsCheck Consumer Report OR MedsCheck Claim Form from the 'Document' drop-down list.
- There are 2 methods to printing the MedsCheck Consumer Report/MedsCheck Claim Form:
    - o   Print Report directly to the selected printer: by selecting a printer from the printer location drop-down list and clicking the "Print Report" button
    - o   Display Report in a PDF Reader by clicking the "Display Report" button and then printing to the default Windows user printer in the PDF Reader application.
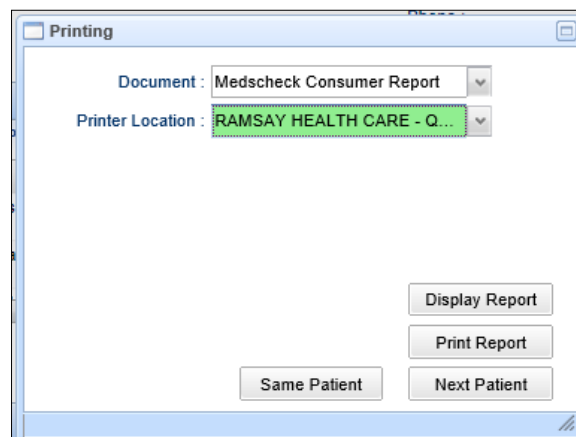
- To close the Print Options screen, click:
    - o   "Same Patient" button to return back to the current patient
    - o   "Next Patient" button to return back to the Patient Search screen.

5. Reporting

5.1. Clinical Interventions

5.1.1. Background

Pharmacies will be paid a periodic incentive payment when delivering Clinical Interventions in accordance with the PPI Programme Specific Guidelines. Community pharmacies participating in the Clinical Intervention priority areas should lodge a PPI periodic claim via the **'5CPA Registration and Claiming Portal'** by the claim due date for each eligible claiming period.

PPI – Eligible Claiming Periods	Claim Due Date
1 January to 31 March (approx. 13 weeks)	1-14 April
1 April to 31 May (approx. 9 weeks)	1-14 June
1 June to 30 September (approx. 17 weeks)	1-14 October
1 October to 31 December (approx. 13 weeks)	1-14 January

In the 5CPA Claiming Portal, the pharmacy is required to enter the total number of Clinical Interventions performed and recorded during claiming period. **NO** documents are required to be uploaded for PPI claiming. A Claim Reference for the pharmacy records (to track and identify each claim) will be issued to the pharmacy.

5.1.2. Run Merlin Access Query to Determine Clinical Intervention Count for a Site

In the Merlin main screen, type zoom "ACCESS". This will open up the ACCESS screen.
In Field 1 (Sentence ID), enter "PH.MAP.WLOAD5CPA" or select from the lookup
At the Options line, type 8 to execute 'Run an ACCESS Report"

```
┌──── Access Sentence Builder (1) ────┐
  1:Sentence ID...:PH.MAP.WLOAD5CPA
  2.Description:
    5CPA Interventions Listing
  3.Module........:PH       Dispensing
  4.Print/Display.:O
  5.Print Q.......:
  6<Access Selection Criteria>

  7<Access Column & Heading Control>

  8<Run an ACCESS Report>
 Option.:8_____
 <F>=file, <ESC>=exit, </D>=delete, <#>=field
```

Type "D" to display report.
At prompt 1, enter the Start Date (for the eligible claim period), then press ENTER.
At prompt 2, enter the End Date (for the eligible claim period), then press ENTER.
At prompt 3, enter the Pharmacy Main Store, then press ENTER.

```
Pharmhos Software Pty Ltd              16:29:59 18-08-14 Page  1
                      5CPA Interventions
------------------------------------------------------------------
Seq No. Created... Tsk

    89 11/08/2014 D2
1 record listed
```

The Report will list all Interventions within the specified date range for a specified pharmacy main store. The last line of the report displays the total count.

5.1.3.   Run Clinical Intervention Excel Exportable report

The Posh Report Processing Screen is used to run the Clinical Intervention report. This screen can be accessed by the zoom [REPORT.

```
┌──── Posh Report Processing (1) ────┐
  1:Report Id.:MMR.5CPA.INTERVENTION.XML
    Report Name:MMAP Community Pharmacy Intervention Ext>
    Inputs                  4.Values
 1 Task Id...................: MMR.5CPA.INTERVENTIO>
 2 User Id...................:
 3 Start Date................:
 4 End Date..................:
 5 Main-Store Site Id........:
 6 File to Write to..........: POSH.FTP
 7 Item Id to Write..........:
 8
 9
 10
 11
 12
 13
 14


 Option.:_____
 <R>=Run report <ESC>=exit <#.#>=file.line
```

1.   Enter the zoom [REPORT
2.   Enter ? in Field 1 and a list of all availabel reports will appear.
3.   Select 'MMR.5CPA.INTERVENTION.XML' Report

4. Field 2: Enter User Id
5. Field 3: Enter the Start Date
6. Field 4: Enter the End Date
7. Field 5 Enter the Main Store Id OR leave blank and all sites will be included in the report
8. Type <R> in the Option Line to run the report
9. When it has finished, escape out of the screen and enter the zoom [EXPORT.

10. Field 1: Leave blank (Nothing needs to be entered in this field)
11. Field 2: Enter INTERVENTION (must be in capitals)
12. Field 3: Enter the path for the report to be exported to – this must be a drive on your computer that will allow you to export to
13. Field 4 should populate automatically. To choose which report(s) you wish to export, at the option line, type the reference for the report ie: 4.1 (for the line one of Field 4) The 'N' next to the report will change to 'Y'. You can select multiple reports to export at once. NOTE: reports are sorted in ascending order, with the most recent report at the bottom.
14. Type <E> for Export in the Option Line and <Y> when the box opens.
15. The report will now be exported to the specified folder in EXCEL format (.xls)

5.2.   MedsCheck and Diabetes MedsCheck

5.2.1.   Background

A pharmacy approved to provide MedsCheck services, where the patient eligibility criteria has been met, will be paid the set service fee for each MedsCheck and Diabetes MedsCheck service. Claims can be made through the **'5CPA Registration and Claiming Portal'.** The '**MedsCheck and Diabetes MedsCheck Claim Items'** spreadsheet must be uploaded for claiming. A Claim Reference for the pharmacy records (to track and identify each claim) will be issued to the pharmacy.

5.2.2.   Run MedsCheck report

The Posh Report Processing Screen is used to run the MedsCheck report. This screen can be accessed by the zoom [REPORT.

```
┌──────── Posh Report Processing (1) ────────┐
  1:Report Id.:MMR.MAP.MEDSCHECK.XML
    Report Name:MedsCheck Report
    Inputs                    4.Values
  1 Task Id...................: MMR.MAP.MEDSCHECK.XM>
  2 User Id...................:
  3 Start Date................:
  4 End Date..................:
  5 Main-Store Site Id........:
  6 File to Write to..........: POSH.FTP
  7 Item Id to Write..........:
  8
  9
 10
 11
 12
 13
 14

 Option.:_____
 <R>=Run report <ESC>=exit <#.#>=file.line
```

1. Enter the zoom [REPORT
2. Enter ? in Field 1 and a list of all availabel reports will appear.
3. Select 'MMR.MAP.MEDSCHECK.XML' Report
4. Field 2: Enter User Id
5. Field 3: Enter the Start Date
6. Field 4: Enter the End Date
7. Field 5 Enter the Main Store Id OR leave blank and all sites will be included in the report
8. Type <R> in the Option Line to run the report
9. When it has finished, escape out of the screen and enter the zoom [EXPORT.


```
Pharmhos Software Pty Ltd                    Port:termite/4   12:42:10 26 Aug 2014

  1.Task...:
  2.Filter.:MAP.MED
  3.Drive:\Path.:c:\pharmhos\reports\
  4.Export Item Id
   1 N    MMR.MAP.MEDSCHECK.XML_20140501_1441_PH01.xml
   2 N    MMR.MAP.MEDSCHECK.XML_20140501_1553_PH01.xml
   3 N    MMR.MAP.MEDSCHECK.XML_20140502_1012_PH01.xml
   4 N    MMR.MAP.MEDSCHECK.XML_20140512_1519_AllSites.>
   5 N    MMR.MAP.MEDSCHECK.XML_20140512_1520_AllSites.>
   6 N    MMR.MAP.MEDSCHECK.XML_20140512_1527_PH01.xml
   7 N    MMR.MAP.MEDSCHECK.XML_20140529_1625_PH01.xml
   8 N    MMR.MAP.MEDSCHECK.XML_20140529_1642_PH01.xml
   9 N    MMR.MAP.MEDSCHECK.XML_20140529_1646_PH01.xml
  10 N    MMR.MAP.MEDSCHECK.XML_20140701_1432_ALL.xml
  11 N    MMR.MAP.MEDSCHECK.XML_20140701_1432_PH01.xml
  12 N    MMR.MAP.MEDSCHECK.XML_20140701_1553_PH01.xml

Enter OPTION, <F1>=help....:_____        (POSH.EXPORT,M)
<E>=Export to Windows
```

10. Field 1: Leave blank (Nothing needs to be entered in this field)
11. Field 2: Enter MAP.MED (must be in capitals)
12. Field 3: Enter the path for the report to be exported to – this must be a drive on your computer that will allow you to export to
13. Field 4 should populate automatically. To choose which report(s) you wish to export, at the option line, type the reference for the report ie: 4.1 (for the line one of Field 4) The 'N' next to the report will change to 'Y'. You can select multiple reports to export at once. NOTE: reports are sorted in ascending order, with the most recent report at the bottom.
14. Type <E> for Export in the Option Line and <Y> when the box opens.
15. The report will now be exported to the specified folder in EXCEL format (.xls)