

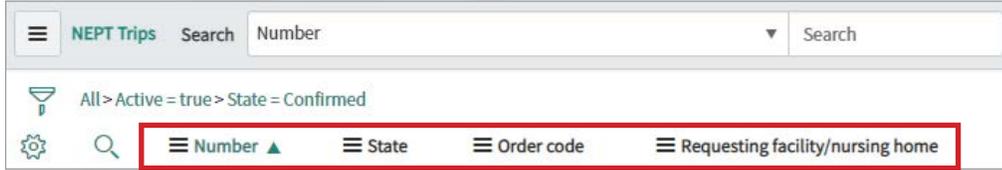


# Quick Reference Guide

## Exporting and Reviewing Data

Any NEPT user regardless of their access can quickly and easily review and export data for reference in a range of formats.

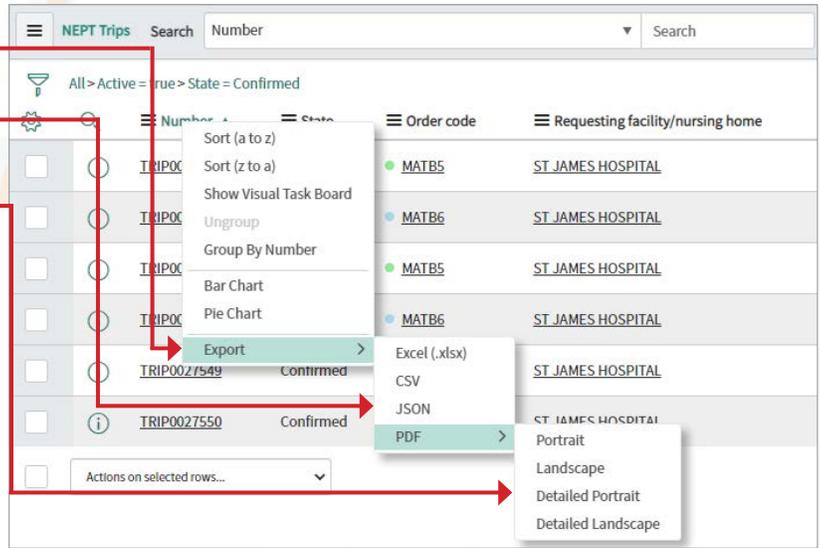
1. Single right click on a heading within a display window.



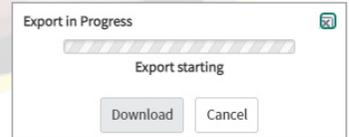
2. Hover over the Export option in the drop down menu.

3. Select the appropriate export option.

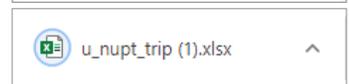
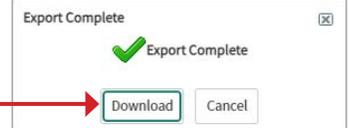
**Note:** the PDF option has a further drop down menu on the type of format required.



4. Once you've clicked on the type of export (Excel, PDF etc.) a popup Export in Progress window will appear, wait for the Export process to be Complete.



5. Once the Export is complete, click on Download to launch the data file. Follow the prompts of your computer.



NEPT Trip List Page 1

Report Title: NEPT Trip List

Run Date and Time: 04/02/2022 09:46 Australian Eastern Standard Time (Queensland)

Run by: ST JAMES USER

Table name: u\_nupt\_trip

Query Condition: Active = true AND State = Confirmed AND NEPT Request Requesting facility/nursing home is ST JAMES HOSPITAL .or. To facility/nursing home is ST JAMES HOSPITAL .or. From facility/nursing home is ST JAMES HOSPITAL

Sort Order: Number in descending order

46 NEPT Trips

Number	State	Order code	Requesting facility/nursing home	Patient	Date of birth	Patient ready by time	Appointment time	Operation centre	Updated
TRIP0027653	Confirmed	MATB6	ST JAMES HOSPITAL	EDWARD FLANDERS	17/04/1944	09/02/2022 23:59		BRISBANE	03/02/2022 13:22
TRIP0027652	Confirmed	MATB5	ST JAMES HOSPITAL	EDWARD FLANDERS	17/04/1944	09/02/2022 09:15	09/02/2022 11:15	BRISBANE	03/02/2022 13:22
TRIP0027651	Confirmed	MATB6	ST JAMES HOSPITAL	CARL CARLSON	15/07/1958	03/03/2022 23:59		BRISBANE	03/02/2022 13:24

**NOTE:** Should you experience any difficulties with downloading the export, seek assistance from your facilities IT department.