



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.

■ NEPT Trip	ps Search	Number				,	Search				
All>Acti	ive = true > Stat	e = Confirme	ed								
發 Q	≡ Number	A =	State	≡ Order o	ode	■ Requesting	facility/nursing h	ome			
Hover over	the Expor	t option	in the d	rop down		IEDT Tript Search	Number			• Coard	
menu.						All All	Number			* Sedici	
Select the a	ppropriate	export of	option.	1	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	All>Active = true > St ⊖ ■ Numb	ate = Contirmed	≡ Order	ode	Requesting facility/nursing h	ome
Note: the P	DF option	has a f	urther d	rop down			Sort (a to z) Sort (z to a)	• MATB5		ST JAMES HOSPITAL	
menu on the	e type of fo	ormat ree	quired.				Show Visual Task Boo Ungroup	MATB6) 3	ST JAMES HOSPITAL	
							Group By Number Bar Chart	• MATB5		ST JAMES HOSPITAL	
							Pie Chart	• MATB6		ST JAMES HOSPITAL	
							Export 549 Confirme	Excel (.xl	sx)	ST JAMES HOSPITAL	
						(j <u>TRIP0027</u>	550 Confirm	ed JSON	>	ST IAMES HOSDITAL	
								1.01			
						Actions on selected ro	ws 🗸		-	Landscape Detailed Portrait Detailed Landscape	
Once you've window will Once the Ex prompts of y	e clicked c appear, w xport is co your comp	on the typ ait for th mplete, o uter.	be of exp e Expor click on	port (Exce t process Download	el, PDF to be C	Actions on selected ro etc.) a pop Complete.	up Export ir a file. Follov	n Progress w the	Export	Landscape Detailed Portrait Detailed Landscape Lin Progress Export starting Download Cancel Complete	
Once you've window will Once the Ex prompts of y	e clicked c appear, w kport is co your comp	on the typ ait for th mplete, o uter.	be of expor	port (Exce t process Download	el, PDF to be C	Actions on selected ro etc.) a pop complete.	up Export ir a file. Follow	n Progress	Export	Landscape Detailed Portrait Detailed Landscape tin Progress Export starting Download Cancel Complete Complete Download Cancel	
Once you've window will Once the Ex prompts of y	e clicked c appear, w kport is co your comp NEPT Trip List 04/02/2022 09:4 ST JAMES USE u_nupt_trip Active = true AN facility/nursing h	on the typ ait for th mplete, o uter.	e of expor	port (Exce t process Download a (Queensland)	el, PDF to be C d to laur	Actions on selected ro etc.) a pop complete. nch the data	up Export ir a file. Follov Page 1	n Progress	Export	Landscape Detailed Portrait Detailed Landscape tin Progress Export starting Download Cancel t Complete Complete Download Cancel Download Cancel	
Once you've window will Once the Ex prompts of y NEPT Trip List Report Title: Run Date and Time: Run by: Table name: Query Condition: Sort Order:	e clicked o appear, w cport is co your comp NEPT Trip List 04/02/2022 09:4 ST JAMES USE u_nupt_trip Active = true AN facility/nursing the Number in descri	on the typ ait for the mplete, o uter.	e Expor	Download	el, PDF to be C	Actions on selected ro etc.) a pop complete. nch the dat	up Export ir a file. Follow Page 1	n Progress w the	Export	Landscape Detailed Portrait Detailed Landscape tin Progress Export starting Download Cancel Complete Download Cancel Download Cancel	
Once you've window will Once the Ex prompts of y NEPT Trip List Report Title: Run Date and Time: Run by: Table name: Query Condition: Sort Order: V Number State	e clicked o appear, w cport is co your comp NEPT Trip List 04/02/2022 09:4 ST JAMES USE u_nupt_trip Active = true AN facility/nursing h Number in desco	on the typ ait for the mplete, o uter.	e of expor e Expor click on m Standard Time ed AND NEPT R HOSPITAL or. F	Download	el, PDF to be C d to laur aclity/nursing ho home is ST JAM	Actions on selected ro etc.) a pop complete. nch the data	ws v up Export ir a file. Follov Page 1 ITAL.or. To 46 NEPT Trips	n Progress w the	E: Shou	Landscape Detailed Portrait Detailed Landscape tin Progress Download Cancel t Complete Download Cancel Download Cancel Download Cancel Unupt_trip (1).xlsx	e a
Once you've window will Once the Ex prompts of y NEPT Trip List Report Title: Run Date and Time: Run Dat Table name: Query Condition: Sort Order: V Number State TRIP0027653 Confir	e clicked c appear, w cport is co your comp NEPT Trip List 04/02/2022 09:4 ST JAMES USE u_nupt_trip Active = true AN facility/nursing h Number in deso	on the typ ait for th mplete, o uter. 6 Australian Easte cr D State = Confirm ome is ST JAMES acility/nursin g home ST JAMES HOSPITAL	e Expor click on m Standard Time ed AND NEPT R HOSPITAL or. f Patient EDWARD FLANDERS	Download	acility/nursing ho home is ST JAM	Actions on selected ro etc.) a pop complete. nch the data me is ST JAMES HOSP res HOSPITAL pointment Operation ne BRISBANE	ws v up Export ir a file. Follow Page 1 ITAL .or. To 46 NEPT Trips ce Updated 03/02/2022 13.22	n Progress w the NOT diffici expo facilit	E: Shou Jlties v rt, seek ies IT d	Landscape Detailed Portrait Detailed Landscape tin Progress Export starting Download Cancel Complete Download Cancel Download Cancel Ununupt_trip (1).xlsx Ununupt_trip (1).xlsx	e a j 1 yo
Once you've window will Once the Ex prompts of y NEPT Trip List Report Title: Run Date and Time: Run by: Table name: Query Condition: Sort Order: V Number State TRIP0027652 Confir	e clicked c appear, w cport is co your comp Active true AN facility/nursing h Number in desc Corder cod med MATB6	on the typ ait for th mplete, o uter. • 6 Australian Easte cr D State = Confirm ome is ST JAMES ending order R B ST JAMES HOSPITAL ST JAMES HOSPITAL	e Expor click on m Standard Time ed AND NEPT R HOSPITAL or F	Download	acility/nursing ho home is ST JAM	Actions on selected ro etc.) a pop Complete. nch the data me is ST JAMES HOSP tes HOSPITAL pointment Operation ite BRISBANE 02/2022 BRISBANE	ws ws ws up Export ir a file. Follov Page 1 ITAL .or. To 46 NEPT Trips Updated 03/02/2022 13.22 13.22 13.22 14 14 14 14 14 14 14 14 14	n Progress w the NOT diffici expo facilit	E: Shou ulties v rt, seek ies IT d	Landscape Detailed Portrait Detailed Landscape Lin Progress Export starting Download Cancel Complete Complete Complete Download Cancel Download Cancel Ununupt_trip (1).xlsx	e a j t