Provider Messages Export File

Last Modified on 07/16/2020 2:10 pm CDT

The Message List Export File lists the messages you have recorded for your providers in Minute Menu HX. You can filter the providers and the messages that are included in the export. Note that you must have a program capable of opening spreadsheet files (such as Excel®) to view this export.

- 1. Click the **Reports** menu, select **Providers**, and click **Providers Messages Export File**. The Provider Filter window opens.
- 2. Set filters for the providers to include in the export.
 - Check the box next to each filter to use and then select the filter to apply. For example, to limit to providers in a specific county, check the County box and select the counties to include.
 - Check Choose Providers From List box to select providers from a list.
- 3. Click Continue.
 - If you did not check Choose Providers From List, the Message Filter window opens. Go to Step 5.
 - If you checked Choose Provider From List, the Choose Providers dialog box opens.
- 4. Check the box next to each provider to include. Click Continue. The Message Filter window opens.
- 5. Set filters for the messages to include.
 - a. Check the **Message Categories** box and select the categories to include in the export. You can select as many categories as needed.
 - b. Check the Message Date Range box and select the Start Date/Start Time and End Date/End Time to include in the export.

🍝 Message Filter								
Include Provider messages matching the below criteria:								
Message Categories	Vessage Date Range							
No Category Paperwork Reminder	Start Date: End Date: 01/01/2019 ▼ 03/21/2019 ▼							
Test Category 1	Start Time: End Time:							
	02:00 am 🖕 11:59 pm 🖵							
Cancel								

Note: Click Continue without setting any filters to include all provider messages in the export.

- 6. Click **Continue**. The Select Output Data for Provider Message List Export window opens.
- 7. Check the box next to each field to include in the export. You can also click Select All to select all fields.

E	Selec	t Output Data for Provider Messa ew Export Date Name: Messages Jan 2019 Mar	age List Export	Save Export	Select Export	Select	Delete Export
	TIC.	Join Maine. Joint Sport and Store and		Report Options	Treport to Delete.	beleet	Neport
		Display Field Group	Field Description	1			
		Date Deleted					
		Date Read					
		Message Body					
		Message Category					
		Message Date					
		Message Subject					
		Monitor					
		Outgoing					
Provider Mailing Address Mailing City, Mailing State, Mailing Zipcode							
		Provider Phone					
		Recorded By					
	┓	Visible in KIDS					
	•						Þ
	∭Sele Dese	ect All		Selection	Count: 12	Cancel	Continue

- 8. To save your settings for future exports:
 - a. Click the Enter New Export Report Name box and enter a new name for the export.
 - b. Click Save Export Report Options.
- 9. Click Continue. The Save As window opens.
- 10. Select the location in which to save the file.
- 11. Click Save.
- 12. The Provider Messages Export File Saved Successfully Message displays. Click **OK**. The spreadsheet opens.