

Create Export File Outputs

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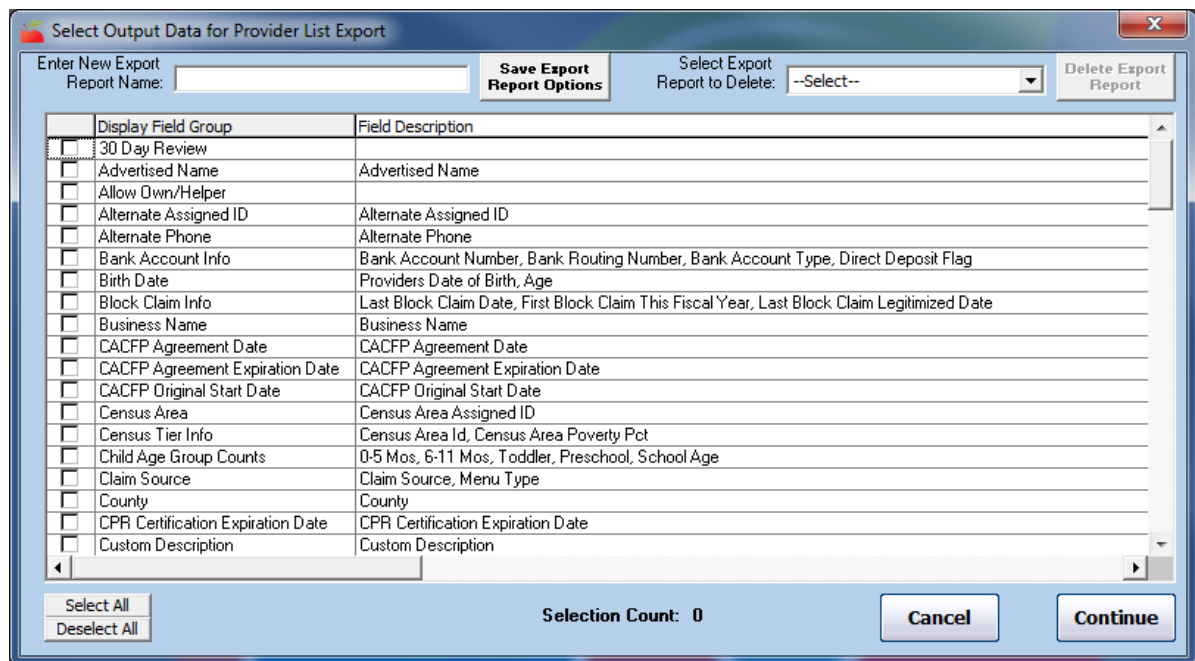
Export files are not standard reports. They are customizable outputs that are generated as XLS files instead of PDFs. You need a program capable of opening spreadsheet files, such as Excel®, to view them. The following export file outputs are available:

- Provider List Export File
- Child List Export File
- Claim List Export File
- Review List Export File
- Training List Export File
- Provider Messages Export File

Note: Each of these export files have a corresponding Mailing Label report. The same steps and filters apply. However, the Mailing Label reports are generated in an Avery 5160 format.

To generate an export file:

1. Click the **Reports** menu, select the appropriate category, and select the file to generate. Depending on the report you select, a filter window (such as the Provider Filter) opens. Set filters and click **Continue**. The Select Output Data window opens. The Provider List Export File version is shown below.



2. Check the box next to each field to include in the report. You can also click **Select All** to select all fields.
3. Click **Continue**. The Save As window opens.
4. Browse to the location in which to save the export file. Export files are saved to C:\Program Files\MMHX\Sponsor folder by default, so we strongly recommend you save the file in a different, easy to access location.
5. Click the **File Name** box and rename it, if needed. The default name is the current date and time, followed by the export type.
6. Click **Save**.

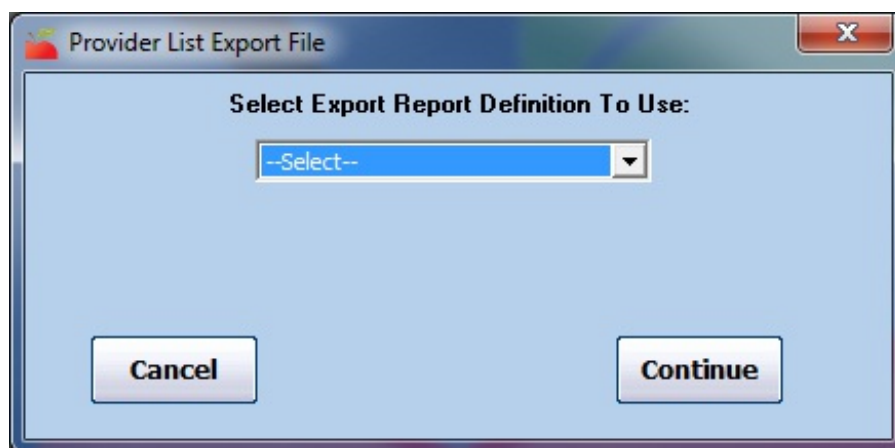
Saving List Export File Report Templates

Many Sponsors use the list export files to create the same basic report multiple times a year. To streamline this process, you can save your filter choices and output options as a template, so you do not have to select them again each time you generate the report.

1. Click the **Reports** menu, select the appropriate category, and select the file to generate. Depending on the report you select, an filter window (such as the Provider Filter) opens. Set filters and click **Continue**.

2. Check the box next to each field to include in the report. You can also click **Select All** to select all fields.
3. Click the **Enter New Export Report Name** box and enter a name for this template.
4. Click **Save Export Report Options**.
5. Click **OK** at the confirmation prompt.

Once you have saved a template, you are prompted to select a template when you select that particular export file. Click the **Select Export Report Definition to Use** drop-down menu, select the template to use, and click **Continue**.



Note: To generate a list of all your saved Export File reports, click **Reports**, select **Misc**, and click **Export Files Reports**.